

CASL Bylaws

ARTICLE I - NAME

The name of the organization shall be the Colorado Association of School Libraries. The Colorado Association of School Libraries (CASL) is an association of the Colorado Association of Libraries (CAL).

ARTICLE II - PURPOSE

Section 1.

- A. To support the purpose of CAL
- B. The general purpose of the Association shall be to encourage the development and effective utilization of school libraries as an essential component of student achievement in the educational process.
- C. To support the mission of CASL which is to:
 - Encourage professional growth
 - Advocate for school library media programs
 - Promote information literacy and facilitate student achievement of Colorado's Standards
 - Serve as the purveyor of standards for library media services, literacy, and educational technology
 - Acknowledge school library media leadership and meritorious service

Section 2.

The responsibilities of the Association are:

- A. To provide leadership in advancing information literacy and the use of technology as an integral part of the learning process.
- B. To encourage and foster collaboration between school librarians and the education community.
- C. To promote the application of high standards to the production, evaluation, selection, dissemination, and use of all learning resources.
- D. To encourage colleges and universities to develop programs in school librarianship.
- E. To encourage colleges and universities to include training for prospective teachers and administrators in the collaborative process between teachers and school librarians.
- F. To foster mutual growth and development of members.
- G. To support state and national guidelines for school library programs.
- H. To work with other national, state, and community professional organizations in promoting educational technology and information literacy.
- I. To preserve the right of the individual to have access to ideas and information in any format.
- J. To foster public understanding of the value of school libraries and of the research supporting their value in the teaching-learning process.

ARTICLE III - MEMBERSHIP

Section 1.

Any person who is a member of the Colorado Association of Libraries may designate membership in the Colorado Association of School Libraries.

Section 2.

The Colorado Association of Libraries Board of Directors shall set membership dues.

ARTICLE IV - ADMINISTRATION

Section 1.

The elected officers of the Association shall be: President, President-Elect, Immediate Past President, and Secretary.

Section 2.

The duties of the officers are:

- A. The President, President-Elect, and Past President shall be responsible for the management of the Association including the submission of an annual report to the CAL Executive Board.
- B. The Secretary shall keep the necessary records and minutes of the Association.
- C. Other specific roles of each elected position shall be determined by the officers with the leadership of the President.

Section 3.

The Executive Committee shall consist of the elected officers.

Section 4.

The Board of Directors shall consist of the Executive Committee, seven regional directors representing each of the seven regional library systems, and the AASL liaison to the CAL Board of Directors; all are elected from the CASL membership at large. The appointed non-voting members seated on the board are a representative from Colorado State Library and higher education.

Section 5.

The Board of Directors shall be responsible for determining the major area of emphasis and program concentration of the Association.

Section 6.

The Policy Handbook shall identify the role of authority and responsibility of the elected officers and the directors, and the policies shall be reviewed, reaffirmed, or amended periodically.

ARTICLE V - ELECTIONS

Section 1.

The nominating committee, chaired by the President-Elect, shall have charge of the election and shall prepare a ballot listing the candidates for each officer and each director with provision for write-in candidates. The slate will be presented for balloting in conjunction with CAL's annual elections.

Section 2.

Balloting shall be completed twenty-one (21) days prior to the annual meeting of the Association which will coincide with the annual meeting of the Colorado Association of Libraries.

Section 3.

All officers and directors shall take office at the annual business meeting of the Association.

Section 4.

The President-Elect shall be elected to serve a one-year term as President-Elect, a one-year term as President and a one-year term as Immediate Past President.

Section 5.

The Secretary shall be elected for a two- year term with election in odd numbered years.

Section 6.

The Delegate to the American Association of School Librarians (AASL) shall be elected to serve a three-year term in conformance with the rules and regulations of AASL. The Delegate shall serve on the Colorado Association of Libraries Executive Board as an ex-officio non-voting member. Responsibilities of the Delegate will conform with the Bylaws of the Colorado Association of Libraries.

Section 7.

The officers shall not serve more than two consecutive terms in the same office.

Section 8.

In the event the President is unable to serve the full term, the President-Elect shall succeed to the office and continue through the elected term.

Section 9.

In the event the person in the office of President-Elect or secretary is unable to serve a full term, the board of Directors is empowered to fill the vacancy for the remainder of the term.

Section 10.

The seven regional directors shall be elected to serve a term of three years.

Section 11.

The higher education school library media program representative and Colorado State Library representative will each be appointed by the president to serve one-year terms. These non-voting representatives may serve consecutive terms.

Section 12.

The directors shall not serve consecutive elected terms as directors.

Section 13.

In the event a director is unable to serve a full term, the Executive Committee, with the approval of the Board of Directors, shall appoint a person to fill the vacancy for the remainder of the term.

ARTICLE VI - STAFF POSITIONS

The Colorado Association of Libraries Executive Director and/or additional Colorado Association of Libraries staff shall staff such positions as deemed necessary by the Board to conduct the association's business. The Executive Director of the Colorado Association of Libraries or his/her designee shall attend all meetings of the Board of Directors.

ARTICLE VII - COMMITTEES**Section 1.**

The President with the approval of the Board of Directors shall appoint standing committees on: nominations, awards, publications, legislation, convention and intellectual freedom.

Section 2.

The President with the approval of the Board of Directors shall appoint other committees as deemed necessary.

Section 3.

The President with the approval of the Board of Directors shall designate the specific responsibilities of all committees.

ARTICLE VIII - AFFILIATIONS

Section 1.

The Board of Directors on behalf of the Association may establish affiliate and liaison relationships with any related organization for the intent of expediting the purposes of the Association. Such organization may admit members who are not members of any of the associations of CASL or CAL.

Section 2.

The Board of Directors may appoint official representatives to activities of value to the Association.

ARTICLE IX - MEETINGS

Section 1.

There shall be an annual meeting of the Association to be held at the time and place selected by the Board of Directors and cleared with the Executive Board of the Colorado Association of Libraries.

Section 2.

The Board of Directors may call special meetings of the Association.

Section 3.

The Board of Directors shall meet at least two (2) times a year.

ARTICLE X - PARLIAMENTARY AUTHORITY/QUORUM

Section 1.

The Parliamentary authority shall be the current edition of the Sturgis Standard Code of Parliamentary Procedure when it is not in conflict with these bylaws.

Section 2.

The assembled members at a regularly scheduled business meeting shall constitute a quorum.

Section 3.

A simple majority of the voting members of the Executive Committee shall constitute a quorum at the meetings of that body.

Section 4.

A simple majority of the voting members of the Board of Directors shall constitute a quorum at meetings of that body.

ARTICLE XI - FISCAL AFFAIRS

Section 1.

The fiscal year shall be the calendar year.

Section 2.

CASL shall develop an Annual Budget in keeping with its operational programs and activities. This budget will be submitted to the CAL Executive Board for approval.

Section 3.

No officer, committee, or member, except upon proper authorization, shall incur expenses on behalf of the Association. No expense shall be incurred on behalf of CASL except upon authorization of the Executive Board. CAL shall be responsible for all funds and shall file all necessary reports.

ARTICLE XII - DISSOLUTION

CASL shall use its funds only to accomplish the purposes specified in these bylaws. No part of said funds shall inure or be distributed to members of the Association. On dissolution of the Association, any funds remaining shall be turned over to the Colorado Association of Libraries or an eligible 501(c)(3) library, library system, or similar legally-established entity designated by the Board prior to dissolution if the Colorado Association of Libraries does not exist.

ARTICLE XIII - AMENDMENTS

Bylaws may be amended by two-thirds of those who vote according to a method established by the Executive Board. Notice of the proposed amendments shall be given at least ten days prior to the date the completed ballots are due.