

# **Bylaws**

## **The Young Adult Library Services Association, a division of the American Library Association**

Revised June 1959, 1960 and 1962, July 1963 and 1964; June 1968, 1970 and 1972; July 1974, June 1979, June 1981, June 1993, January 1999, April 2001, January 2002, June 2003 and November 2004, May 2006, May 2007, May 2010, April 2011, May 2013, May 2014, May 2016, and May 2017.

### **ARTICLE I Name**

The name of this organization shall be the Young Adult Library Services Association (YALSA), a division of the American Library Association (ALA), referred to hereafter as YALSA and ALA, respectively.

### **ARTICLE II Mission**

YALSA's mission is to support library staff in alleviating the challenges teens face, and in putting all teens – especially those with the greatest needs – on the path to successful and fulfilling lives.

#### **Vision**

Our vision is that all teens have access to quality library programs and services – no matter where they occur – that link them to resources, connected learning opportunities, coaching, and mentoring that are tailored to the unique circumstances of the community and that create new opportunities for all teens' personal growth, academic success, and career development.

#### **Intended Impact**

To meaningfully address the challenges teens face today and to put more teens on the path to a successful and fulfilling life, YALSA will support library staff who work for and with teens in the transformation of teen library services so that:

- Libraries reach out to and serve ALL teens in the community no matter what their backgrounds, interests, needs, or abilities, and whether or not they frequent the library space.
- The library “space” is at once both physical and virtual. It connects teens to other people, printed materials, technology, and digital content, not limiting teens to a designated teen area but rather inviting them into the full scope of the library's assets and offerings.

- Teens co-create, co-evaluate, and co-evolve library programs and activities with library staff and skilled volunteers (including mentors and coaches) based on their passions and interests. These programs and activities are connected to teens' personal, work, or academic interests across multiple literacies; generate measurable outcomes for teens' skills and knowledge; and are tailored to the unique circumstances of the community.

It will be essential for the YALSA Board, staff, and members to use this intended impact statement to determine whether or not proposed initiatives are appropriate for YALSA to pursue with its time, energy, and financial resources. If YALSA is not thoughtful about what it will and will not do, then it may continue to see its efforts spread so thin as to dilute its actual impact on the issues that matter most.

### **ARTICLE III Membership and Dues**

- Sec. 1 Members of YALSA shall be those persons who have paid dues to both ALA and YALSA.
- Sec. 2 YALSA may charge additional fees in accordance with the ALA Bylaws Article VI, Sec. 6(d), when approval of such fees has been given by the membership.
- Sec. 3 Personal members may also choose membership in Sections, whose fee is determined by a vote of the Board. Every personal member of a Section has the right to vote, to hold any office, and/or to serve on committees in that Section.
- Sec. 4 A dues schedule will be established annually by the Board of Directors. Unless the Board votes to make no change, dues for members will be adjusted based on the annual percentage change of the national average Consumer Price Index (CPI) for the previous calendar year, rounded to the nearest dollar. Any change to the dues schedule beyond an annual CPI adjustment must be approved by vote of the membership. Voting will be carried out as part of the annual election process. A simple majority of the votes cast will be sufficient to approve dues changes.

### **ARTICLE IV Management**

- Sec. 1 The administration of the affairs of YALSA shall be vested in a Board of Directors.
- Sec. 2 All business of YALSA between membership meetings shall be conducted by the Board of Directors through officers, staff, and executive committee (or others as designated), under the policies adopted by YALSA, and within the field of its responsibility as approved by the Council of ALA as described in Article II of these Bylaws.

### **ARTICLE V Board of Directors**

- Sec. 1 The Board of Directors shall be composed of the President, President-elect, the Immediate Past President, seven Directors-at-Large, the Fiscal Officer, the Secretary, and the Division-Elected YALSA Councilor. The Executive Director, the Board Fellow and the chairs of the Strategic Planning, Financial Advancement and Organization & Bylaws Committees serve ex-officio (without vote).
- Sec. 2 Members of the Board of Directors shall perform the duties pertaining to their offices as outlined below and in the YALSA Handbook of Organization and such other duties as may be approved by the Board or membership of YALSA.
- a) The President shall preside at all meetings of YALSA and of the Board of Directors, shall be responsible for the continuing program of YALSA, shall be an ex-officio member (without vote) of all committees (with the exception of the Board Development Committee). The President chairs the Executive Committee. The President, with the approval of two-thirds of the Board of Directors, shall have the power to act for YALSA when necessary, without waiting for the annual meeting. The President is responsible for appointing committee members or representatives when their posts become vacant during his/her year of office, or when new committees are created.
  - b) The Vice-President/President-Elect shall perform the duties of the office of President in the absence of the President, shall serve as a member of the ALA Committee on Appointments and the YALSA Executive Committee. The Vice-President/President-Elect shall participate in orientation and training for YALSA Board members and Committee Chairs. The Vice-President/President-Elect shall appoint or reappoint chairs, liaisons, or members for all existing YALSA committees for terms that commence during his or her term of office.
  - c) The immediate Past President shall serve as a member of the Board of Directors and the Executive Committee, and coordinator of Past President outreach and activities.
  - d) The YALSA Councilor shall serve as a voting member of the YALSA Board; shall attend all meetings of the ALA Council; shall report to YALSA about Council agenda before Council meets, to request YALSA voting position on any agenda items; shall vote as directed by the YALSA Board on designated Council agenda items; shall represent YALSA positions before Council through necessary presentations and resolutions; shall report to the YALSA Board about Council actions after Council meets; and shall perform other Council-related activities as directed by the YALSA Board.
  - e) The Executive Committee shall consist of the, the President-Elect, the immediate Past President, the Fiscal Officer, the Secretary and the YALSA Councilor, and the Executive Director (as a non-voting member) with the President serving as Chair, and shall act for the Board of Directors between Board meetings, review

agendas, coordinate orientation and training for YALSA Board members and Chairs and make recommendations for action.

- f) The Executive Director shall administer the policies of YALSA under the direction of the YALSA President and shall be responsible for the operation of the YALSA office. The Executive Director of YALSA shall be appointed by the Executive Director of ALA, with at least one recent YALSA Executive Committee member sitting on the search committee, and with the concurrence of the YALSA Board of Directors.
- g) The Secretary shall serve on the Board and Executive Committee and attend all Board meetings and Executive Committee meetings. The Secretary shall review all Board and Executive Committee minutes and records and ensure their accuracy and accessibility. The Secretary shall provide notice of meetings of the Board and/or the Executive Committee when such notice is required.
- h) The Fiscal Officer shall serve on the Board and Executive Committee and attend all Board meetings and Executive Committee meetings. The Fiscal Officer shall work with the Executive Director and President in areas related to the fiscal health of the association and report to the Executive Committee, the Board of Directors, association leaders and members on a regular basis. The Fiscal Officer shall serve as the board liaison to any fiscal related committees or other appointed groups and represent YALSA at ALA budget and fiscal meetings as needed.
- i) Any Board of Directors or Executive Committee member who fails to perform his or her prescribed duties may be removed via a process in compliance with that outlined in The Standard Code of Parliamentary Procedure. In the event that an officer of the association is removed, procedures for replacement will be carried out as outlined in these bylaws Article 8 Sec. 15.

#### **ARTICLE VI YALSA Serial Publications**

YALSA serial publications (such as journals and blogs) shall have an editor or manager appointed for a minimum of a one-year term by the President of YALSA. The President will work with the Executive Director and a search committee on selecting the editor(s) or manager(s) for each publication. Renewal of the appointment for an additional term(s) will be dependent on satisfactory job performance. The editor(s) or manager(s) shall report to the Board at Midwinter and Annual Meetings about the serial on which they work.

#### **ARTICLE VII Meetings**

Sec. 1 A minimum of one membership meeting shall be held between June 1<sup>st</sup> and July 31<sup>st</sup> of each year. Face-to-face meetings of YALSA are generally open to all ALA members and to members of the press. Registration requirements apply for face-to-face meetings. Closed meetings may be held only for the discussion of matters affecting the

privacy of individuals or institutions. Twenty-five members of YALSA shall constitute a quorum for the purpose of carrying out business. Only YALSA members may vote.

- Sec. 2 Board of Directors Meetings. Meetings of the Board of Directors shall be held in conjunction with the Annual Conference and Midwinter Meeting of the ALA. Additional meetings may be called by the President or by written request of a majority of the members of the Board. Two weeks written notice of special meetings shall be given. A simple majority of the voting directors shall constitute a quorum to transact business. Vacant positions on the Board shall not be included in establishing a quorum.
- Sec. 3 Executive Committee. The Executive Committee of the Board of Directors shall meet at the Midwinter Meeting and Annual Conference and other times at the call of the YALSA President.
- Sec. 4 Special Membership Meetings. With the approval of the Board of Directors, the President may call a special membership meeting provided at least fifty members of YALSA shall have submitted a written request for such a meeting. Only business specified in the call shall be transacted and at least one month's notice of the meeting shall be given. All other provisions of membership meetings (Sec. 1) shall apply.
- Sec. 5 Voting. Votes submitted by the membership by regular mail or electronically may be authorized by the Board of Directors. Such authorization must be accompanied by the assurance from the ALA Executive Board that funds are allocated to pay the cost of the vote. A majority of votes cast shall be necessary to carry. When regular mail or electronic votes of members of the Board of Directors or of committees are taken between meetings, two-thirds of the Board or committee members shall be required to carry.
- Sec. 6 The functions of all committees shall be determined by the Board of Directors and communicated to chairs each year by the President of the association.

### **ARTICLE VIII** Nominations and Elections

- Sec. 1 Prior to the Midwinter Meeting, the President-Elect shall appoint a Board Development Committee, whose responsibilities include preparing a slate of candidates who will run for YALSA Board positions. All committee members should have governance experience, including the chair. At least one member will have served on a recent Board Development Committee, and no more than three committee members may be current members of the Board.

By August 31<sup>st</sup> of each year, the Board Development Committee shall present to the Board the names of at least one candidate for President-elect, at least one candidate for each expiring Board of directors-at-large position, and at least one candidate for each expiring Division Councilor, Fiscal Officer and Secretary position.

Between October and February each year the Board Development Committee shall present its nominations in an issue of YALSA's e-newsletter, the YALSA website, and appropriate electronic lists.

- Sec. 2 Candidates shall be nominated who display the necessary skills and commitment for the particular position. Candidates shall be nominated in such manner as to assure as broad a representation as possible of members from diverse backgrounds, different type and sizes of libraries and of the geographic distribution of the membership.
- Sec. 3 No candidate shall be nominated who has not consented in writing to said candidacy. No candidate shall be nominated who is not a member in good standing of the Division at the time of nomination.
- Sec. 4 Any candidate may be placed on the ballot by a petition signed by 1% of the personal members of YALSA as determined by the number of personal members as of July 1 the year preceding the actual election. The nominee shall be a member in good standing of the Association. The petition, which will be made available electronically and in print, and the written consent of the nominee shall be filed with the YALSA Executive Director a minimum of four months before the Midwinter meeting, and the name of each candidate so nominated shall be listed on the official ballot. These nominations shall follow the procedures outlined in Sec. 3 of this article.
- Sec. 5 Election shall be held concomitantly with the ALA elections with balloting practices coinciding with ALA Bylaws Article III, Section 5, and with general ALA procedures.
- Sec. 6 The candidate nominated for Vice-President/President-Elect who receives the highest number of votes cast shall be elected to the position. Immediately following the first Annual Conference after the election, the electee begins the term of vice-president/president-elect; immediately following the second Annual Conference, the electee begins the term of President; and immediately following the third Annual Conference, the electee begins the term of past-president. This three-year term of office concludes immediately following the fourth Annual Conference after the initial election.
- Sec. 7 The two candidates nominated for Board directors-at-large who receive the highest number of votes cast shall be elected to three-year terms on the Board. These terms shall begin immediately following the first Annual Conference after the election and shall conclude immediately following the fourth Annual Conference after the election.
- Sec. 8 The Board of directors-at-large elections shall run in a three-year cycle with every third year three candidates elected to that position. In other years two candidates shall be elected to the directors-at-large. The elected candidates shall have received the highest number of votes cast and be elected to a three year term. These terms shall begin immediately following the first Annual Conference after the election and shall conclude

immediately following the fourth Annual Conference after the election. Directors-at-large shall not be eligible for consecutive terms.

- Sec. 9 The candidate nominated for YALSA Councilor who receives the highest number of votes shall be elected to a three-year term on the Board and the ALA Council. This term shall begin immediately following the first Annual Conference after election and shall conclude immediately following the fourth Annual Conference after election. The YALSA Councilor shall not be eligible for consecutive terms.
- Sec. 10 The candidate nominated for YALSA Fiscal Officer who receives the highest number of votes shall be elected to a three-year term on the Board. This term shall begin immediately following the first Annual Conference after election and shall conclude immediately following the fourth Annual Conference after election. The YALSA Fiscal Officer shall not be eligible for consecutive terms.
- Sec. 11 The candidate nominated for YALSA Secretary who receives the highest number of votes shall be elected to a three-year term on the Board. This term shall begin immediately following the first Annual Conference after election and shall conclude immediately following the fourth Annual Conference after election.
- Sec. 12 In case of a vacancy in the office of President, the President-elect shall automatically become President completing the term prior to serving the following term as President.
- Sec. 13 When a vacancy occurs in the office of President-elect the Board Development Committee which placed that President-elect's name on the slate shall reconvene to nominate at least one candidate whose names shall be submitted to the membership for election by regular mail or electronically.
- Sec. 14 Vacancies other than those provided for in these Bylaws shall be filled by the Board of Directors by appointment until the next annual election, at which time at least one candidate shall be nominated to fill each unexpired term.

#### **ARTICLE IX Committees**

- Sec. 1 Standing, special, Ad Hoc committees and task forces (pursuant to the ALA Policy Manual) shall be authorized by the Board of Directors. Standing committees must include: Board Development, Organization and Bylaws, and Publications. All other committees may be discontinued by the Board.
- Sec. 2 Special committees for which the Board of Directors has designated no termination date shall automatically expire at the end of two years (immediately at the adjournment of the Annual Conference) unless otherwise ordered by the Board.
- Sec. 3 Appointments of all committee members shall be made from the membership by the Vice-President/President-Elect for a period not to exceed two years. Members may be

appointed for a second but not a third consecutive term. Designation of chairs of standing and special committees shall be made annually. Chairs of Ad Hoc committees and task forces shall be offered appointment for the life of the committee or task force. The members and chairperson of any new committee authorized during the year shall be appointed by the President. Any vacancy on a committee shall be filled by the President.

- Sec. 4 At the request of a Committee Chair, the President may appoint a replacement for a committee chairperson or member who has missed two consecutive meetings (Midwinter and Annual) of the committee, without an explanation acceptable to the committee chair, as stated in the ALA Policy Manual. This policy does not apply to virtual members.
- Sec. 5 Interdivisional committees and joint committees with organizations outside the American Library Association (pursuant to the ALA Policy Manual) shall be authorized by the Board of Directors.
- Sec. 6 The functions of all committees shall be determined by the Board of Directors and outlined in an annually updated YALSA Handbook of Organization.

#### **ARTICLE X Interest Groups**

- Sec. 1 When YALSA members are interested in discussing ideas and information that fall within the scope of the Association but which are not the responsibility of a single committee, they may form an interest group (pursuant to the ALA Policy Manual) after Board approval of a petition signed by fifteen or more members. The petition shall include the purpose of the group and the requirements for membership.
- Sec. 2 The Board, upon the recommendation of the Organization and Bylaws Committee, or upon recommendation of the individual group, may discontinue an interest group. Each year, by July 1, each interest group convener shall submit a report to the Board of Directors on the activities of the group over the preceding year. When a yearly report is not received by the given deadline the group will be considered inactive.
- Sec. 3 Membership is limited to YALSA members.
- Sec. 4 The interest group shall elect a convener annually either electronically or at a face-to-face meeting during the Annual Conference. The convener shall keep the President, President-elect, and the Executive Director fully informed of all meetings and activities of the group. With Board approval, an interest group may disseminate information, recommendations, and conclusions arrived at in its discussions; and the Board and all committees of YALSA may call upon the group at any time for its advice and counsel in the areas of its expertise. The interest group may make recommendations to the Board within its areas of concern.



## **ARTICLE XI** Amendments

- Sec. 1 These bylaws may be amended by a two-thirds majority vote of those members present and voting at a regularly scheduled business meeting provided that notice of the amendment is sent to all members at least one month prior to the time when the vote is taken.
- Sec. 2 These Bylaws may be amended by a regular mail or electronic vote of the membership when a two-thirds majority of the votes returned are affirmative. When such a vote is by regular mail or electronically, the Board of Directors shall fix the time for the beginning and the closing of the balloting with at least one month intervening. A mail vote may be taken by having the amendment sent to the membership in the *YOUNG ADULT LIBRARY SERVICES: THE JOURNAL OF THE YOUNG ADULT LIBRARY SERVICES ASSOCIATION*, in *AMERICAN LIBRARIES*, or by direct regular mail or electronically when so authorized by the Board.
- Sec. 3 An amendment may be proposed by the Board of Directors, a committee authorized by the Board of Directors, or a simple majority vote of those members present and voting at a business meeting.

## **ARTICLE XII** Parliamentary Authority

The rules contained in *Robert's Rules of Order*, in the latest available edition, shall govern YALSA in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of YALSA or with the Constitution and Bylaws of the American Library Association.

## **ARTICLE XIII** Fee Assessed Member Sections

- Sec. 1 Authorization. The Board shall be authorized to establish fee assessed member communities that fall within the mission, goals and objectives of the Association in order to promote engagement opportunities for individuals with specific affinities. The names of such groups shall be as determined by the Board. The Board shall also be entitled to establish policies to govern the activities of the fee assessed member communities.
- Sec. 2 Members. Membership in communities shall be open to personal members of YALSA who are interested in the purpose of the group(s). The Board shall create benefits of membership that complement the affinities of each community.
- Sec. 3 Fees. Any cost of membership in the community shall be determined by the YALSA Board of Directors.
- Sec. 4 Discontinuance. A community may be dissolved by the Board of Directors at the request

of the group. It may also be dissolved by a vote of the Board if the group is determined by the Board to be inactive, ineffective or if it drops below a minimum membership size determined by the Board in consultation with the group.