Coretta Scott King Task Force
Constitution & Bylaws

CONTENTS

CONSTITUTION
ARTICLES
I. NAME
II. PURPOSE
III. MEMBERSHIP
IV. OFFICERS
V. EXECUTIVE BOARD
VI. COMMITTEES
VII. OPERATIONAL FUNDS OF THE TASK FORCE
VIII. MEETINGS

BYLAWS
ARTICLES
I. DUTIES OF OFFICERS
II. COMMITTEE DUTIES
III. NOMINATIONS /ELECTIONS /TERMS OF OFFICE
IV. AMENDMENTS

CONSTITUTION
ARTICLE 1. NAME
The name of this organization shall be the Coretta Scott King Task Force of the Social Responsibilities Round Table of the American Library Association.

ARTICLE II. PURPOSES OF THE CSK TASK FORCE

Section 1: The main purpose of the Task Force is to annually grant the Coretta Scott King Award to African American authors and illustrators for outstanding contributions to literature for children and young adults. The Coretta Scott King Award is given to encourage the artistic expression of the black experience via literature and the graphic arts including: biographical, social, historical, and social history treatments. The books are selected because they promote an understanding and appreciation of the black culture and experience. The Award is further designed to commemorate the life and works of Dr. Martin Luther King Jr. and to honor Mrs. Coretta Scott King for her courage and determination to continue his work for peace and world brotherhood.

Section 2: The CSK Task Force shall also grant the Coretta Scott King New Talent Award to an African American author and/or an African American illustrator at the beginning of his/her career as a published book creator. The criteria for this award shall be the same as the Coretta Scott King Award with the exception that the winner(s)' published works cannot exceed three in number. This award may not be given if the Award Jury so decides.

Section 3: The CSK Task Force shall promote, recognize and celebrate the continued publication of quality literature by African American children's authors and illustrators. The CSK Task Force will encourage and advocate literature that illuminates the African/African American experience. Such literature will promote the understanding and appreciation of all people and their contributions to the realization of the American dream.

Section 4: The CSK Task Force shall market such published works as described in Article II, section 1, to various youth populations, families, and the general population at large.

Section 5: The CSK Task Force shall encourage publishers to publish works of new African American authors and illustrators and shall encourage publishers to continue their support of current African American children's authors and illustrators.

P. 1 Constitution & Bylaws of the Coretta Scott King Task Force of the Social Responsibilities Round Table Revised June 1998
Section 6: The CSK Task Force shall develop and/or facilitate programs, publications, and other appropriate activities, which connect children, librarians, teachers, and families to quality literature of African American authors and illustrators.

Section 7: The CSK Task Force shall develop liaisons and partnerships with groups that support youth literature, other ALA divisions, roundtables and caucuses.

Section 8: The CSK Task Force will maintain financial solvency for the Task Force's program and award efforts.

Section 9: The CSK Task Force shall celebrate the anniversary of the establishment of the CSK Award every five years.

ARTICLE III. MEMBERSHIP
Any persons interested in the purposes of the Task Force and who are paid members of the American Library Association (ALA) and paid members of the Social Responsibilities Round Table (SRRT) may become members of the Coretta Scott King Task Force.

ARTICLE IV. OFFICERS
The officers of the CSK Task Force are as follows: Task Force Chairperson, Task Force Vice-Chair/Chair Elect, Recording Secretary, Corresponding Secretary and Treasurer.

ARTICLE V. EXECUTIVE BOARD.
The executive board of the CSK Task Force shall consist of the officers, Chairs of standing committees, and the immediate past Chair of the Task Force.

ARTICLE VI. COMMITTEES
The standing committees of the Task Force shall be CSK Awards Jury, Membership Committee, CSK Award Breakfast/Local Arrangements Committee, PR/Fund-Raising Committee, Publications Committee, Program Committee, Technology Committee, and Archives and History Committee.

Article VII. Operational Funds of the Task Force
The operational funds of the CSK Task Force shall consist of 1) membership fees via SRRT; 2) personal donations of individuals; 3) donations of corporations and publisher sponsors; 4) sale of publications/seals/CSK memorabilia; 5) grants; and 6) revenue from program efforts.

Article VIII. Meetings
Task Force membership meetings shall be held at both Mid-winter and Annual Conference. Members shall be notified in advance of location and time of meetings.

P. 2 Constitution & Bylaws of the Coretta Scott King Task Force of the Social Responsibilities Round Table
Revised June 1998
ARTICLE 1. DUTIES OF OFFICERS

Section 1. Task Force Chair – The Task Force Chair shall:

a. Be responsible for the general leadership of the Task Force.

b. Perform the following tasks:
   - Prepare agendas.
   - Preside at membership and executive board meetings.
   - Maintain and adhere to directives in the Task Force Chair’s Handbook.
   - Appoint committee chairs, the Award Jury Chair and three members of the Award Jury.
   - Serve as a spokesperson for the Task Force.
   - Develop the budget of the Task Force.
   - Develop and present personal goals that align with task force initiatives at beginning of term.
   - Present a farewell summary detailing accomplishments at the close of term.
   - Initiate planning for CSK anniversary celebration three years prior to the anniversary.
   - Task Force Chairperson or his/her appointed representative shall represent CSK on the SRRT Action Council. This person shall be a SRRT member.
   - The chairperson shall be an ex-officio member of all committees.

c. Implement the purposes and programs of the Task Force.

d. Keep the membership informed via minutes, publications, and/or electronically.

e. Shall review with new officers and committee chairs their duties and provide written copies of the same.

f. Pass the gavel at the end of the term and transfer records (inclusive of the Task Force Chair’s Handbook) to succeeding Chair within 60 days of leaving office.

g. Serve on the CSK Executive Board as Immediate Past Chair the year following the end of the elected term in a transitional/advisory capacity.

Section 2. Vice Chair/Chair Elect shall:

a. Carry out the duties of the Chair in absence or disability of that officer.

b. Assist the Chair in the implementation of official duties.

c. Serve as chair of the program committee during chair-elect portion of the term prior to assuming duties as chair.

d. Represent the Chair upon request.

e. Transfer past records to succeeding chair within 60 days of leaving office.

Section 3. Recording Secretary shall:

a. Record the minutes of mid-winter and Annual and all other proceedings of the CSK Task Force.

b. Keep on file all committee reports.

c. Notify officers and committee members of election results or appointments.

d. Maintain at each meeting a list of all existing committees and their members.

e. Maintain a Record Notebook with copies of the following: 1) Constitution & Bylaws with amendments; 2) special rules of order; and 3) CSK meeting minutes.

P. 3 Constitution & Bylaws of the Coretta Scott King Task Force of the Social Responsibilities Round Table Revised June 1998
f. Transfer past records to the Task Force Chair within 60 days after leaving office.

Section 4. Corresponding Secretary shall:
  a. Send to the membership a notice of each meeting (Midwinter and Annual)
  b. Conduct the general correspondence of the CSK Task Force
  c. Transfer past records to the Task Force chair within 60 days after leaving office.

Section 5. Treasurer shall
  a. Be responsible for all-fiscal matters and handling all financial transactions of the CSK Task Force.
  b. Work closely with chair to develop CSK Budget.
  c. Provide budgets to committee chairs based on CSK allocations.
  d. Serve as the CSK treasurer liaison to treasurer of SRRT.
  e. Present a financial report of expenditures, receipts, and balances at Annual and at Mid-winter.
  f. Monitor all financial requests for reimbursement and shall submit remittance forms to the SRRT treasurer.
  g. Transfer past records to the Task Force Chair within 60 days after leaving office.

Section 6. Immediate Past Task Force Chair shall:
  a. Serve as a member of the Executive Board in the immediate year following his/he elected term with all rights of an Executive Board member.
  b. Serve as a consultant resource person to the Task Force Chair elect.
  c. Serve as an ex-officio member on committees as appointed by the Task Force Chair.

Section 7. Executive Board shall:
  a. Consist of all officers and standing committee chairs.
  b. Assist the Task Force Chair in policy-making decisions affecting the Task Force, act on behalf of the Task Force membership, between regularly scheduled meetings, and implement task force programs.
  c. Report monthly/bi-monthly on implementation of tasks via CSK Executive Board listserv to Task Force Chair.
  d. Meet periodically (e-mail, phone conference, etc.) as determined by business of the Task Force and scheduled by the Task Force Chair.

ARTICLE II. COMMITTEE DUTIES

Section 1. The CSK Awards Jury
  a. Shall carry out the stated purpose of the Task Force as detailed in Article II, Section 1 of the Constitution.
  b. Shall consist of a committee of (7) members.
  c. Awards Jury Chair shall be appointed the Chair of the Task Force.
  d. The Chair of the Task Force shall appoint three members of the Award Jury. Other members shall be elected by the Task Force membership present at the annual meeting.
  e. The award jury members shall have staggered terms in order to assure continuity on the jury, three being appointed by the chair in odd years at Annual, and 4 being elected by the Task Force in even years at Annual.
  f. The term of each member of the Award Jury shall be two years and shall begin at the close of the ALA Annual meeting. Jurors are elected/appointed the summer before their two-year term begins. (Example—Elected June of ‘98. 1st year- Begins receiving books Jan. 99. Attends mid-winter Jury sessions Jan 2000 to determine 1999 publication winners that will be presented in June of 2000. 2nd year- Receives books Jan 2000. Attends mid-winter Jury sessions Jan 2001 to determine the 2000yr publication winners that will be presented in June 2001. Term ends at close of conference June 2001.)
  g. An orientation session shall be held at the Annual Conference to review the CSK Award Jury Handbook with jurors the summer before jurors begin receiving books in the following January.
  h. Should a vacancy occur on the Award Jury before time for the regular election/appointment, the vacancy shall be filled by appointment by the task Force Chair. The appointed juror shall serve until the expiration of the term of the member replaced.
  i. No person may be elected/appointed to the Award Jury that has not been a member of the Task Force for a
minimum of one year.

J. An Award Jury member can be elected/appointed for a two-year term. An Award Jury member elected or appointed to a consecutive term will not be eligible for re-election or re-appointment until an interval of two years have passed. The Task Force Chair shall make every effort to utilize the talents of all members who are experienced in children’s literature and sensitive to the cause of the Task Force as detailed in the charge of the nominating committee.

k. Award Jury Members shall return Award Jury handbook and evaluation materials to the Award Jury Chair at the end of the Mid-winter meeting for the year their term expires.

l. Chair of the Award Jury shall transfer past records to the Task Force Chair within 60 days after leaving office.

m. No person may serve on the Award jury in absentia. Award Jurors are required to attend the mid-winter conference where the award decision is made.

Section 2. Membership Committee

a. Membership Chair shall serve as one of the contact persons on the CSK Web Site.

b. Membership Chair or designee shall send welcome letter to each new CSK members.

c. Maintain current membership list inclusive of name, address, home and business phone, fax, job title and e-mail.

d. Devise ways to recruit new members.

e. Shall work with the Nominations Committee chair to verify membership for voting purposes.

f. Shall update the membership roster by verifying CSK Task Force /SRRT membership with ALA.

g. Membership Chair shall serve as CSK membership liaison to SRRT.

h. Work closely with the CSK Technology Chair to update web site regarding membership issues.

i. Shall provide an update report to Task Force membership at Mid-winter and Annual.

j. Shall work closely with the Local Arrangement Chair in each host city to solicit new members

k. Membership Chair shall be responsible for a membership table at the Annual and Mid-winter meetings for membership sign-in and address/e-mail changes.

l. Chair of the Membership Committee shall transfer past records to the Task Force Chair within 60 days after leaving office.

Section 3. CSK Award Breakfast Local Arrangements Committee

a. Shall be responsible for implementing the duties needed to prepare for the breakfast.

b. Shall secure local committee members to execute duties of this committee.

c. Shall provide an update report to Task Force membership at Mid-winter and Annual.

d. Shall coordinate the sale of tickets for the breakfast in the local community to boost Breakfast ticket sales.

e. Shall work with the Local Arrangements Chair during the anniversary celebration year.

f. Shall work with the PR/Fund Raising Committee to secure press coverage of the breakfast.

g. Chair of the CSK Award Breakfast Local Arrangements Committee shall transfer past records to the Task Force Chair within 60 days after leaving office.

Section 4. PR/Fund Raising Committee

a. Shall devise ways to increase the visibility and awareness of the CSK Award and programs through ads in appropriate magazines, association newsletters, and other media.

b. Shall Compose and distribute fund raising letters to underwrite CSK Programs.

c. Shall Secure Endowment for CSK Winner Honorariums, funding for honor and new talent winners, underwriters for CSK award plaques, breakfast and anniversary celebration program expenses.

d. The PR/Fund Raising Committee shall work closely with Task Force Chair, Anniversary Chair, and OLOS Office.

e. Shall provide an update report to Task Force membership at Mid-winter and Annual.

f. Shall work with the Local Arrangements Chair to secure a Press Table at the CSK Breakfast and press coverage of CSK programs.

g. Shall secure exhibit table at ALA as necessary to promote CSK efforts.

h. Chair of the PR/fund Raising Committee shall transfer past records to the Task Force Chair within 60 days after leaving office.

P. 5 Constitution & Bylaws of the Coretta Scott King Task Force of the Social Responsibilities Round Table
Revised June 1998
Section 5. Publications Committee
a. Shall develop CSK publications and brochure updates.
b. Such publications and updates are inclusive of CSK breakfast program, website additions/corrections, CSK brochure, and other publications the Task Force deems necessary.
c. Shall provide an update report to Task Force membership at Mid-winter and Annual.
d. Chair of the Publications Committee shall transfer past records to the Task Force Chair within 60 days after leaving office.

Section 6. Program Committee
a. Shall plan CSK program activities excluding CSK Breakfast.
b. Shall work closely with the Local Arrangements Chair and Task Force Chair,
c. Shall secure sites for programs.
d. Shall work with local Arrangements Chair to secure student participants in CSK programs as necessary.
e. Shall provide an update report to Task Force membership at Mid-winter and Annual.
f. Chair of the Program Committee shall transfer past records to the Task Force Chair within 60 days after leaving office.

Section 7. Technology Committee
a. Shall maintain CSK Web Site
b. Shall explore how CSK award winning books can interface with emerging technologies.
c. Shall work with membership chair to maintain electronic communication with membership.
d. Chair of the Technology Committee shall provide an update report to Task Force membership at Mid-winter and Annual.

Section 8. Archives and History Committee
a. Shall maintain all historical records in cooperation with the ALA OLOS office.
b. Such historical records shall include the housing of the following items in the OLOS Office:
   - Copies of the winning titles each year
   - All handbooks published by the Task Force
   - Copy of the Record Notebook containing the 1) Constitution/Bylaws with amendments; and 2) Special rules of order, and 3) CSK meeting minutes.

d. Chair of the Technology Committee shall provide an update report to Task Force membership at Mid-winter and Annual.

Section 9. Nominating Committee
a. Shall develop the slate of officers as outlined in Article IV.
b. Works closely with the Task Force Chair.
c. Prepares ballots for membership voting.
d. Reviews membership list to offer opportunity for involvement by interested and experienced Task Force members to maximize the use of the talents of Task Force membership.

ARTICLE III. NOMINATIONS/ELECTIONS/TERMS OF OFFICE

a. A nomination committee of three (3) members shall be elected at the Annual meeting. No member shall be elected to the Nominating committee who has not been an active member of the Task Force and a member of SRRT for at least two years.
b. The nominating committee shall present a slate of officers at the Annual meeting.
c. Election ballots will be provided. Nominations from floor may be taken from those eligible to do so.
d. The following officers shall be elected by the Task Force Membership at Annual for two-year terms: Task Force Chairperson, Recording Secretary, Corresponding Secretary and Treasurer.
e. Task Force Vice-Chair/Chair Elect shall be elected for a three year term; serving the first year of that elected term working directly with the Task Force Chair in the implementation of Task Force Chair duties. The next two years shall be served as Chair of the Task Force.

f. Officers shall commence their duties at the end of the Annual Conference.

g. The Task Force chair may not be elected to a consecutive term. Officers other than the Task Force Chair may be elected for one consecutive term, but must have a minimum of a two-year reprieve before being elected to office again.

h. Special elections to fill vacancies may be called by the Chair or he/she may make an interim appointment.

i. Task Force Chair will appoint 3 jury members in odd years at Annual, and the Task Force shall elect four jury members in even years at Annual to provide a staggered jury for continuity.

ARTICLE IV. AMENDMENTS

a. The Constitution and Bylaws may be amended by a majority vote of the Task Force members present at the Annual Meeting of ALA.

b. Sturgis Standard Code of Parliamentary Procedure shall prevail where the bylaws are not specific.