

Z. SMITH REYNOLDS LIBRARY STAFF ASSOCIATION

CONSTITUTION

ARTICLE I - Name

This organization shall be known as the Z. Smith Reynolds Library Staff Association.

ARTICLE II - Purpose

To promote the welfare of the staff and the library, and to provide organization for staff activities.

ARTICLE III - Membership

Every member of the Z. Smith Reynolds Library Staff is entitled to membership and participation is voluntary.

ARTICLE IV - Officers and their election

Section 1. The officers of the Association shall be:

- President
- Vice-President/President-Elect
- Secretary
- Treasurer

These officers shall perform the duties hereinafter specifically provided for, those specified in the bylaws, and such other duties as are usually incident to their offices.

Section 2. Any member shall be eligible to hold office.

Section 3. The election procedure is as follows:

- A. The President shall appoint a nominating committee the first week in May of each year and elections shall be held on the first Monday of June, or the nearest day possible.
- B. Additional nominations for office may be made from the floor.
- C. A majority voice vote of the members present shall be sufficient for election.
- D. Any vacancy which may occur in an office shall be filled by appointment by the President.
- E. All members shall be eligible to vote.
- F. No more than two members from the same department shall serve during the same term.

ARTICLE V - Meetings

The Association shall have annual meetings in June for the election of officers. The President may call special meetings as needed. The general control and supervision of the affairs of the Library Staff Association shall be subject to the vote of the members. Meetings shall be conducted according to parliamentary procedures.

ARTICLE VI - Amendments

This Constitution may be amended by an assenting vote of two-thirds of the members present at any business meeting provided notice has been given one week prior to the meeting that an amendment is contemplated.

BYLAWS

ARTICLE I - Association Funds

Section 1. Dues of \$10.00 per member are payable to the Treasurer on July 1st of each year for Association expenses.

Section 2. Association Expenses

A. Supplies

1. Miscellaneous kitchen supplies such as paper goods and cleaning products will be purchased by the Kitchen Committee.
2. Supplies for parties will be purchased by the Team that organizes the party in question.
3. The Treasurer will reimburse these expenses as they occur.

B. Flowers and Gifts

1. Report any deaths, hospitalizations or extended illnesses to the Administrative Assistant in order that flowers and/or memorials may be sent. If staff members wish to decline receiving flowers, they may notify the Treasurer of their decision upon paying their Association dues.

ARTICLE II - Duties of officers

Section 1. President

- A. Serves a one-year term.
- B. Convene, preside over, and adjourn meetings of this Association.
- C. Preserve order.
- D. Guide the course of the Association so that it achieves the ends which are the spirit and intent of the provisions of the Constitution.
- E. Appoint all committees with the exception of the standing committees.
- F. Appoint persons to fill all vacancies that occur during the year.

Section 2. Vice-President/President-Elect

- A. Serves a two-year term.
- B. During the first year, in the absence of the President, he/she will assume the duties of the President and will take charge of the Association.
- C. During the second year, he/she will serve as President of the Staff Association.

Section 3. Secretary

- A. Serves a one-year term
- B. Record the proceedings of all meetings during one year term.
- C. Maintain and post a list of officers and committees.

- D. Compile Association records including all correspondence (written and electronic), minutes, receipts, bank statements, copies of constitution (current and superceded), and any other records pertaining to the Association.
- E. Draft correspondence as needed.

Section 4. Treasurer

- A. Serves a one-year term.
- B. Accept all monies and maintain a correct list of members.
- C. Pay all bills approved by the Staff Association.
- D. Present an itemized Treasurer's report when called for.

Section 5. Other Duties of Officers

- A. At the end of their term, outgoing officers shall hand over all records to the outgoing secretary. The secretary will then organize these records into folders and give them to the University Archives.

ARTICLE III - Committees

Section 1. The Association shall maintain standing committees as follows:

- A. Kitchen Committee (composed of 4 members)
- B. Social Committee (composed of current officers)
- C. Nominating Committee (composed of current officers)

Committee Chairs, if desired, shall be selected by these committees at their first meeting.

ARTICLE IV - Duties of committees

Section 1. Kitchen Committee

- A. Provide a list of partners of those on Kitchen duty with the dates they are to serve. The partners are to be chosen in such a way that at least one will arrive early enough in the morning to prepare hot water and empty and refill ice trays by 9:00 a.m.
- B. Purchase all supplies.
- C. Provide a list of duties for those on kitchen duty to follow and provide a list of courtesies required of all library staff members using the staff lounge. This list shall be posted in a prominent place in the lounge.
- D. See that cabinets and refrigerator are properly maintained.
- E. Maintain a Correspondence/Publications file to be turned over to the Secretary at the end of the year.

Section 2. Social Committee

- A. Plan and host student parties twice a year.
- B. Maintain a Correspondence/Publications file, including a brief description of all functions. This file is to be turned over to the Secretary at the end of the year.

Section 3. Nominating Committee

- A. The Nominating Committee shall present a slate of officers and standing committees.
- B. Each prospective officer or committee shall be contacted before that person's name is presented.
- C. Maintain a Correspondence/Publications file to be turned over to the Secretary at the end of the year.

Revised 29 January 2004