

**CONSTITUTION**  
**of the International Association of School Librarianship (IASL) Inc.**  
**Adopted August 2013**

**Article 1. Name**

The name of this Association shall be the International Association of School Librarianship, Incorporated (IASL).

**Article 2. Vision Statement**

The Association will be influential in the establishment and development of school librarianship in every country in the world.

**Article 3. Mission**

The mission of the Association is to provide an international forum for people interested in promoting effective school library programs as viable instruments in the educational process. IASL also provides guidance and advice for the development of school library programs and the school library profession. IASL works in cooperation with other professional associations and agencies.

**Article 4. Objectives**

The objectives of the Association are:

- To advocate the development of school libraries throughout all countries;
- To encourage the integration of school library programs into the instruction and curriculum of the school;
- To promote the professional preparation and continuing education of school library personnel;
- To foster a sense of community among school librarians in all parts of the world;
- To foster and extend relationships between school librarians and other professions in connection with children and youth;
- To foster research in the field of school librarianship and the integration of its findings with pertinent knowledge from related fields;
- To promote the publication and dissemination of information about successful advocacy and program initiatives in school librarianship;
- To share information about programs and materials for children and youth throughout the international community;
- To initiate and coordinate activities, conferences and other projects in the field of school librarianship and information services.

**Article 5. Membership**

**Section 1. Eligibility**

Members of the Association shall be those with an interest in the development of school librarianship throughout the world community and directly or indirectly supportive of the objectives of the Association. Membership includes school librarians, teachers, librarians, library advisers, consultants, educational administrators, and others who are responsible for

and/or support library and information services in schools. The membership also includes professors and instructors in higher education where there are programs for school librarians, and students who are undertaking such programs.

## **Section 2. Classes and privileges of membership**

Classes of membership shall include individual, institutional, and association members.

## **Article 6. Officers**

### **Section 1. Titles**

The Officers of the Association, all of whom shall maintain membership, shall consist of the President, three (3) Vice-Presidents, and the Treasurer.

### **Section 2. Terms of Office**

The terms of office for the President, three (3) Vice-Presidents, and the Treasurer shall be three (3) years. No member shall serve more than two (2) consecutive terms in the same office of the Association. At each annual general meeting of the Association, the members of the Executive Committee whose terms have ended must retire from office, but are eligible, on nomination, for re-election in accordance with the above stipulation.

### **Section 3. Election**

Election for officers shall be held at a meeting of the Annual General Meeting following procedures as outlined in the Association's Handbook of Organization.

## **Article 7. Meetings**

### **Section 1. Annual General Meetings**

A duly called meeting of all members shall constitute the Annual General Meeting of the Association.

### **Section 2. Frequency**

Each annual general meeting must be held at least once in two (2) years at a time and place designated by the Executive Committee.

### **Section 3. Notice of Annual General Meetings**

Written notice stating the place, day, hour and purpose of the meeting shall be issued not fewer than 30 days before the date of the meeting. The normal means of communication for this notice shall be the Association's Newsletter that will be deemed to be delivered when distributed to the member's e-mail address as it appears in the current membership record.

### **Section 4. Special General Meeting**

The President may call a special general meeting of the members if a request is presented in writing by a majority of members of the Board or twenty (20%) percent of the voting members and members are notified of the meeting within 28 days of the request. Only business specified in advance notices of such meetings shall be transacted.

## **Article 8. Quorum**

A quorum at an annual general meeting shall consist of persons present and/ or being, represented by proxy, numbering not less than twenty-five (25) members entitled to vote at the meeting.

## **Article 9. Amendments**

### **Section 1. Amendments Voting Requirements**

This constitution shall only be altered or amended by seventy-five (75%) percent of the vote of agreement on ballots cast by the membership.

### **Section 2. Amendment Procedures**

- A. Proposals for amendments must be distributed to the membership in printed or electronic form by the Executive Director no fewer than thirty (30) days prior to the meeting at which they are to be considered.
- B. Results of the vote to amend the constitution shall be announced to the membership at the Annual General Meeting and in the Association's Newsletter and shall take effect January 1 of the year following their acceptance by ballot.

## **Article 10. Dissolution**

The membership of the Association may, by a seventy-five (75 %) percent vote of agreement on ballots cast from all members through a mail and/or electronic vote, dissolve the Association.

**BYLAWS**  
**of the International Association of School Librarianship(IASL) Inc.**  
**Adopted August 2013**

**Article 1. Name**

The name of this Association shall be the International Association of School Librarianship, Incorporated (IASL).

**Article 2. Official Language**

The official language of the Association shall be English.

**Article 3. Membership**

**Section 1. Classes and privileges of membership**

Classes of membership shall include individual, institutional, and association members.

**Section 1.1. Individual members**

- A. Personal members shall be individuals interested in the development of school libraries and school library media programs. Personal members are entitled to hold office within the Association and shall be entitled to one (1) vote at general meetings of the Association.
- B. Student members shall be trainees studying to join the school librarianship profession. Student members are not entitled to hold office within the Association, but are entitled to one (1) vote at general meetings of the Association.
- C. Life members shall have paid a life membership fee set for individuals in the zone of application. Life members shall be entitled to hold office within the Association and shall be entitled to one (1) vote at general meetings of the Association.
- D. Honorary members shall be those individuals who have made noteworthy and outstanding contributions in the field of school librarianship. Unanimous approval of the Board of Directors is required in order to become an honorary member of the Association. The number of honorary members is limited to ten. Honorary members shall be entitled to hold office within the Association and shall be entitled to one (1) vote at general meetings of the Association.
- E. Retiree members shall be 65 years of age or older and not engaged in full-time employment. Retiree members are not entitled to hold office within the association, but shall be entitled to one (1) vote at general meetings of the association.

**Section 1.2. Institutional members**

Institutional members shall be those educational and commercial institutions and agencies directly or indirectly supporting the objectives of the Association. One representative of the institution, as identified to the Secretariat, shall be entitled to hold office within the Association and shall be entitled to one (1) vote at general meetings of the Association.

**Section 1.3. Association members**

Association members shall be those regional, national, or international organizations engaged in any activity related, directly or indirectly, to the promotion of school librarianship and supportive of the objectives of the Association. One representative of the association, as identified to the Secretariat, shall be entitled to hold office within the Association and shall be entitled to one (1) vote at general meetings of the Association.

### **Section 2. Membership Application**

An application for membership must be submitted on the approved form accompanied by the required annual membership fee. Annual dues shall be payable at the beginning of each fiscal year.

### **Section 3. Membership fees**

The membership fee for each class of membership is decided by the Executive Committee from time to time at an Executive Committee meeting and approved at the annual general meeting of the Association. Fees are payable when, and in the way, the Executive Committee decides.

## **Article 4. Executive Committee**

### **Section 1. Membership**

The Executive Committee of the Association, all of whom shall maintain membership, shall consist of the President, three (3) Vice-Presidents, and the Treasurer. The Executive Director is an ex-officio non-voting member of the Executive Committee.

### **Section 2. Responsibilities of Executive Committee**

- A. The President shall be the Chief Executive Officer of the Association and shall preside at all annual general meetings, the IASL Board, and the Executive Committee. The President shall direct the management of the Association and shall be responsible for implementing the resolutions of the General Assembly meeting, the Board, and the Executive Committee.
- B. The Vice-President- Association Operations in the absence or inability of the President shall perform the duties of the President, and when so acting, have all the responsibilities of the President.
- C. The Vice-Presidents shall perform such duties as, from time to time, may be assigned by the President or Executive Committee. These positions shall be: Vice-President- Association Relations; Vice-President- Association Operations; and Vice-President- Advocacy and Promotion, and will coordinate activities as assigned and/or detailed in the Association's Handbook of Organization.
- D. The Treasurer shall monitor the Association funds and securities, and shall cause to be kept, correct and complete records of receipts and disbursements in all accounts belonging to the Association.
- E. The Officers, with the Executive Director, shall constitute the Executive Committee and shall be authorized to take action on behalf of the membership.
- F. From time to time the Executive Committee may vary, add to, or limit the powers or duties of any Board members including the duties of the Officers specifically referred to above and detailed in the Association's Handbook of Organization.
- G. The Executive Director is appointed by the Executive Committee for a term and responsibilities determined by and detailed in a contract. The Executive Director shall be

reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association, and as approved within the annual budget.

### **Section 3. Meetings of Executive Committee**

- A. The Executive Committee must meet at least three times per fiscal year to dispatch business, adjourn and otherwise conduct meetings and proceedings as it considers appropriate.
- B. Notice of a meeting is to be given in the way decided by the committee not less than twenty-four (24) hours before the time that the meeting is to be held.
- C. Quorum for any meeting of the Executive Committee shall be fixed at three (3) members. No official meeting shall be held unless a quorum is present. Where there is a vacancy on the Committee, the remaining officers may exercise all the powers of the Executive so long as there is a quorum present.
- D. The members of the Executive Committee may participate in a meeting of the Executive by means of a conference telephone call or other communication facilities, and as such are considered to be part of the quorum for the meeting.
- E. In the interval between meetings of the Executive Committee, liaison shall be maintained by the President and/or Executive Director through electronic means.
- F. A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the chairperson will have a second or deciding vote.
- G. An Executive Committee member must declare an interest prior to discussion and not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- H. The chairperson of Executive Committee meetings shall be the President. In the absence of the President, or if the President is not present within 10 minutes after the time fixed for an Executive Committee meeting, one of the vice presidents shall chair the meeting.
- I. The Secretary for the meetings shall be the Executive Director in order to prepare the minutes and record the decisions of the Committee. In the absence of the Executive Director, the Chairperson present shall choose a person who need not be a member of the Executive Committee to act as Secretary for the meeting.
- J. Executive Committee members shall not be compensated by the Association for being or acting as an Executive Committee member, or receive any other direct or indirect profit from office. Executive Committee members shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association, and as approved within the annual budget.

### **Section 4. Resolutions of Executive Committee without meeting**

In the event that it is impossible or impractical for the Executive Committee to meet to resolve a particular issue, a written resolution signed by each member of the Executive Committee and placed with the minutes, is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

### **Section 5. Overruling of the Executive Committee**

- A. The members of the Association may set aside any action of the Executive Committee by a vote of at least seventy-five (75%) percent of the votes cast at any two (2) successive general meetings of the Association.
- B. The members of the Association may set aside any action of the Executive Committee by conducting a mail and/or an electronic vote in which a majority will consist of at least seventy-five (75%) percent of the ballots received. Such a vote by mail and/or electronic means shall be held upon petition to the Executive Committee by twenty-five (25) personal members of the Association.

## **Article 5. Board**

### **Section 1. Membership**

The Board of the Association, all of whom shall maintain membership, shall consist of the Executive Committee and the elected Regional Directors. The Executive Director is an ex-officio, non-voting member of the Board.

### **Section 2. Meetings**

- A. The Board shall convene at least once (1) during the annual conference, and/or in conjunction with the annual general meeting, if a conference is not being held.
- B. The procedures for conducting the Board meetings shall be consistent with those of executive committee meetings as detailed in Article 4, Sections 3-5.
- C. The quorum for a Board meeting shall be not less than eight (8) voting members.
- D. The recommendations from the Board shall be forwarded to the Executive Committee for consideration and implementation within the budgetary framework of the Association.

### **Section 3. Regional Directors**

- A. A minimum of nine (9) Regional Directors, to represent the Association geographically around the globe, shall be elected by the general membership. The regions for representation shall be reviewed regularly by the Executive Committee to ensure appropriate distribution. The Regional Director is expected to live in the region that he/she is elected to represent and must be a member of the Association.
- B. The term of office for Regional Directors shall be three (3) years. No Regional Director shall serve more than two (2) consecutive terms. At each annual general meeting of the Association, the members of the Board, whose terms have ended, must resign from office, but are eligible for re-election providing they have not served two (2) consecutive terms in the same position.

### **Section 4. Resignation or removal from office of Regional Directors**

A regional Director may resign from the Board by giving written notice of resignation to the President, with a copy to the Executive Director. The resignation is in effect from the time of receipt of the notice. A Regional Director may be removed from office for just cause after due process and by affirmative vote of two-thirds of the Board of Directors.

### **Section 5. Vacancies on the Board**

If a vacancy occurs on the Board before the expiration of the term, the vacancy may be filled until the next annual general meeting by appointment of the Executive Committee.

## **Section 6. Functions of the Board**

**A.** The Board advises the Executive Committee on matters of policy, direction and business of the Association.

**B.** The role and responsibilities of the Regional Directors shall be delineated in the Association's Handbook of the Organization, and shall be reviewed regularly by the Board members in consultation with Executive Committee.

## **Section 7. Indemnification**

The Association shall indemnify all officers, employees, and agents of the Association to the full extent permitted by the general laws of the State of Illinois, and shall be entitled to purchase insurance for such indemnification to the full extent as determined from time to time by the Executive Committee of the Association.

## **Article 6. Committees**

**Section 1.** The Executive Committee shall establish committees as needed to consider matters important to the Association and establish terms for the committees. The President, on the advice of the Executive Committee, shall appoint chairpersons for such committees.

**Section 2.** These committees shall be monitored and assisted in their work by the Vice President- Association Operations, to whom each committee chairperson shall formally report at least twice (2) per year.

**Section 3.** The chairpersons of committees shall have a term of three (3) years. Terms may be renewable.

**Section 4.** The chairpersons shall be charged to see that no activities involving Association funding shall be undertaken without the prior approval of the Executive Committee.

## **Article 7. Special Interest Groups**

**Section 1.** Special Interest Groups (SIGs) may be organized by the President to represent any major school librarianship area and professional interest that lie within the objectives of the Association.

**Section 2.** Each SIG will have a Coordinator and an Associate Coordinator named by the President to act as moderators for the group and as liaison to the Vice President- Association Relations.

**Section 3.** The term for the Coordinator and the Associate Coordinator shall be two (2) years, and the appointments should be staggered, to allow for continuity of leadership. Terms may be renewable.



**Section 4.** SIGs may be dissolved by the Executive Committee when the Committee believes that the membership is no longer interested in that area, or when a new SIG is established that includes or supersedes the existing SIG's area.

**Article 8. Assembly of Associations**

There shall be an Assembly of Associations consisting of the designated representatives of associations that hold membership in the Association.

**Section 1. Purpose**

The purpose of the Assembly shall be:

- A. To foster communication about the organization, policies and programs of associations, as these affect the development of school librarianship.
- B. To promote awareness of the Association and of the international school library community among the membership of these associations.

**Section 2. Meetings**

The Assembly shall meet at the call of its designated Vice President, and normally in conjunction with the annual conferences.

**Article 9. Annual General Meetings**

A duly called meeting of all members shall constitute the Annual General Meeting of the Association.

**Section 1. Business to be conducted at Annual General Meetings**

The following business must be conducted at each annual general meeting:

- A. Presenting the statement of income and expenditure, assets and liabilities of the Association for the last fiscal year and the audited statement for adoption.
- B. Electing Executive Committee Officers and Regional Directors of the Association.
- C. Confirming actions of the Executive Committee.
- D. Providing direction for the future activities of the Association.

**Section 2. Chairperson**

- A. The President or, in the absence of the President, The Vice-President- Association Operations, or in the absence of both, one of the other members of the Executive Committee present, shall be the chairperson of the meeting.
- B. If no such officer is present within fifteen (15) minutes of the time fixed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairperson.
- C. The Secretary for the meeting shall be the Executive Director in order to prepare the minutes and record the decisions of the membership. In the absence of the Executive Director, the Chairperson present shall choose a person to act as Secretary for the meeting.

**Section 3. Quorum**

- A. A quorum at an annual general meeting shall consist of persons present and/ or being, represented by proxy, numbering not less than twenty-five (25) members entitled to vote at the meeting.
- B. No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at an annual general meeting at a time when the quorum is not present.
- C. If a quorum is not present within thirty (30) minutes after the time fixed for an annual general meeting, the meeting, if convened at the request of members, shall be terminated; but in any other case, the meeting shall stand adjourned to the next day, at the same time and place; or a day, time and place decided by the Executive Committee; or the meeting lapses.
- D. If, at an adjourned meeting, a quorum under subsection is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.

#### **Section 4: Voting**

- A. A simple majority of those entitled to vote shall be necessary to decide any matter presented at the Annual General Meeting for vote.
- B. Individual, institutional, and association members shall be entitled to only one (1) vote each and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- C. Voting shall be by a show of hands unless at least 20% of the members present request a printed ballot.
- D. If a printed ballot is used, the chairperson will appoint two members to conduct the voting in the way the chairperson decides and the result of balloting as declared by the chairperson is taken to be a resolution of the meeting at which the vote was held.
- E. All members who have paid their membership fees in advance of the meeting are entitled to vote at that meeting.
- F. The delegate representing an association or institution shall identify him/herself to the Executive Director before the start of the meeting in order to be eligible to vote on the association's or institution's behalf at the meeting.

#### **Section 5. Voting by Proxy**

- A. A member entitled to vote at a meeting of members of the Association shall be entitled to appoint a proxy holder (who must also be a member) as his/her nominee to attend, act, and vote for him/her at such meetings.
- B. A form of proxy shall be in writing and signed by the member.
- C. A proxy whether for a special meeting or otherwise shall be in the form described in the Association's Handbook of Organization.
- D. Each signed proxy must be given to the Executive Director, or if the Executive Director is not present, a member of the Executive Committee other than the chairperson, before the start of the meeting or adjourned meeting at which the person named in the proxy proposes to vote.

#### **Section 6. Ballot**

Where required, a ballot of members may be conducted by mail, electronically, or through an appropriate issue of the Association's Newsletter, in which the issues requiring membership

decision shall be clearly stated, and a voting form provided for the membership to express its view.

#### **Article 10. Minutes of Meetings**

The minutes of the Executive Committee, Board of Directors, Annual General Meeting and any special meetings shall be approved by the Executive Committee and kept on record by the Secretariat.

#### **Article 11. Association Conferences**

The Executive Committee shall determine policies and procedures for all conferences sponsored or co-sponsored by the Association, and shall make this information available to potential conference organizers in a "Partnership Agreement for Hosting an IASL Conference" and an associated Planning Handbook.

#### **Article 12. Relationships with International Bodies**

The Association may establish and maintain formal relationships with such other international bodies as shall be determined by the Executive Committee. The Vice-President - Association Relations shall be responsible for these relations, and shall seek to identify joint activities of mutual interest and benefit.

#### **Article 13: Amendments**

##### **Section 1. Amendment Voting Requirements**

To be passed, an amendment of the bylaws shall require a seventy-five (75%) percent majority of the votes cast. Recommendations for bylaw changes must be considered by the Executive Committee prior to presentation to the membership.

##### **Section 2. Amendment Procedures**

A. Proposals for amendments must be distributed to the membership in printed or electronic form by the Executive Director no fewer than thirty (30) days prior to the meeting at which they are to be considered.

C. Results of the vote to amend the bylaws shall be announced to the membership at the Annual General Meeting and in the Association's Newsletter and shall take effect January 1 of the year following their acceptance by ballot.

#### **Article 14. Fiscal year**

The fiscal year of the Association shall be from January 1 through December 31.

#### **Article 15. Rules of Order**

Roberts Rules of Order (latest edition) shall, where not inconsistent with the bylaws of the Association, govern the conduct of any meeting of the Association's members, Board or Executive Committee.

August 2013