Capital Area Library Assistants (CALA)
An Interest Group of the Capital District Library Council
As of May 15, 2013

Bylaws

Statement of Purpose

1. To foster communication among library support staff and to disseminate information on other organizations specifically designed to benefit library support staff.

2. To facilitate professional development of library support staff through programs produced by and for library support staff.

3. To enhance the professional image of library support staff.

Membership

Capital Area Library Assistants is an Interest Group of the Capital District Library Council. Membership consists primarily of (but not limited to) library staff who are not employed as librarians but is open to all who would like to participate. Membership is obtained by submitting a completed membership form to the Membership Coordinator of CALA. There are no dues associated with membership in CALA. Members are encouraged to attend and participate in a variety of activities, including leadership opportunities, workshops and conferences designed to promote professional development.

Meetings

Meetings are held throughout the calendar year, usually once a month. At each meeting, the Coordinating Committee will work to organize and implement the activities of the group as described in the Statement of Purpose.

Meetings are conducted by the Coordinating Committee. They are open to all CALA members and presided over by the Chair. In the absence of the Chair, the meeting may be presided over by any other member of the Coordinating Committee, on a volunteer basis.

Meetings are generally called by the Chair, but may be called by any member of the Coordinating Committee if agreed upon by the other members of the Coordinating Committee. The time, date and place of each meeting are fixed by the caller, at the convenience of all members of the Coordinating Committee. The usual meeting venue will be CDLC, but not exclusively so.

Notice of meetings will be publicly posted on the CALA webpage of the CDLC website by the Coordinating Committee Chair to encourage general membership to attend.
Officers

The officers will consist of a Coordinating Committee who hold the positions described below. Service in any of these positions is voluntary, and is drawn from the general membership of CALA. If at any time during the term of service an Officer (other than Chair) is unable or unwilling to complete the remainder of his/her term, that person will give written notice to the Chair of the Coordinating Committee, who will arrange for the remaining Committee members to be notified. At a future meeting, remaining committee members will address the vacancy. Should the Chair be unable or unwilling to fulfill his/her term, that person will give written notice to the Executive Director of CDLC, who will arrange for remaining Committee members to be notified. At a future meeting, remaining committee members will address the vacancy.

Chair

The chair will serve a term of one year, with the term commencing on July 1st of each year. This position may be filled by one individual (as Chair) or by two individuals (Co-Chairs) for any given year. The term limit for this position is two consecutive years.

The Chair is responsible for:

1.) Arranging Coordinating Committee meetings (including setting dates and sending announcements to members of the Coordinating Committee and to the person responsible for posting on the CDLC website).

2.) Establishing and distributing agendas for each Coordinating Committee meeting.

3.) Presiding over all Coordinating Committee meetings.

4.) Overseeing and coordinating activities of subcommittees within the Coordinating Committee.

5.) Acting as official liaison to the Council. As liaison, the Chair will provide information about the Coordinating Committee meetings and activities on an ongoing basis, and will submit a written Annual Report of those activities to the Executive Director of the Council no later than April 30 of each year.

6.) Acting as official liaison with the New York State Library Assistants Association in all matters that may be of common interest to CALA and NYSLAA.

Secretary

The Secretary will serve a term of one year, with the term commencing on July 1st of each year. There is no term limit for this position.

The Secretary is responsible for:

1.) Recording and distributing print and/or Email copies of the minutes of the Coordinating Committee meetings to Committee members and other interested parties (such as CALA members and CDLC staff).

2.) Providing CDLC with an electronic version of minutes to be posted on the CDLC website.

3.) Writing and mailing correspondence as needed (e.g., thank you notes, letters, etc.)

4.) May edit and produce a CALA newsletter on an as needed basis.
Treasurer

The Treasurer will serve a term of one year, with the term commencing on July 1st of each year. There is no term limit for this position.

The Treasurer is responsible for:

1.) Receiving collected money from workshops and all other activity fees resulting from CALA-sponsored activities.

2.) Working with CDLC Finance Manager to arrange for deposit of collected monies in our account at CDLC

3.) Working with CDLC Finance Manager to arrange for payment of bills and speaker’s fees.

Archivist

The Archivist will serve a term of one year, with the term commencing on July 1st of each year. There is no term limit for this position.

The Archivist is responsible for:

1.) Preserving any material deemed to be part of the permanent record for CALA as an organization (i.e., minutes, newsletters, workshop flyers, attendance lists, etc.)

2.) Maintaining continuing education videotapes (such as the Soaring to Excellence teleconference series) and make them accessible for loan to area libraries.

Membership Coordinator

The Membership Coordinator will serve a term of one year, with the term commencing on July 1st of each year. There is no term limit for this position.

The Membership Coordinator is responsible for:

1.) Retaining an accurate list of CALA members.

2.) Communicating membership information to CDLC for mailings (CDLC sends out all mailings.)

3.) Creating and maintaining an application form to distribute to potential new members.

Web Coordinator

The Web Coordinator will serve a term of 1 year, with the term commencing on July 1st of each year. There is no term limit for this position.

The Web Coordinator is responsible for:

1.) Creating and maintaining web presence for CALA, in conjunction with the full Coordinating Committee, CDLC staff and CALA member input and in accordance with CDLC guidelines for content. The web presence may include (but is not limited to) such sites as Facebook, LinkedIn, Pinterest, Twitter, Instagram or any other site mutually agreed upon by the Coordinating Committee and CDLC

2.) Acting as a liaison between the Coordinating Committee and CDLC staff to ensure that CALA-related content is posted in an acceptable format and in a timely manner
3.) Preparing all documents for posting on CALA web sites (including those listed above). Documents may include (but are not limited to) Coordinating Committee meeting agendas, minutes of Coordinating Committee meetings, workshop announcements, blank evaluation forms, blank interest survey forms, calls for volunteers, CALA membership directory and any other authorized information related to CALA or NYSLAA.

4.) Maintaining all documents on web sites as needed, including communicating with CDLC staff regarding posting, adding or deleting content from the CDLC site

5.) Investigating options for web presence for CALA beyond existing outlets and bringing new ideas forward to the full Coordinating Committee for discussion and consensus

6.) Documenting the web presence, including preparing a statement for the annual report submitted to CDLC and to NYSLAA Town Meeting (where applicable) regarding web related activities

7.) Acting as liaison between CALA’s web presence and NYSLAA’s web presence on topics of mutual concern and interest.

Other

In any matters not provided for in the foregoing, the CDLC Committee Guidelines will pertain, and in all matters the Board of Trustees reserves the right to amend and/or clarify guidelines and/or procedures, as they shall determine.