

**CLARK COUNTY SCHOOL LIBRARIANS ASSOCIATION  
ARTICLES OF INCORPORATION**

**ARTICLE I  
NAME**

The name of this nonprofit association, filing under NRS Chapter 18.2990, shall be the Clark County School Librarians Association. The official mailing address is c/o Library Services, Curriculum and Professional Development, 3950 S. Pecos-McLeod, Suite 2-B, Las Vegas, NV 89121-4396

**ARTICLE II  
PURPOSE**

Section 1. The purposes of this association shall be to:

- A. Sponsor special programs and events to encourage the use of school libraries and to enrich the educational programs in school in Clark County.
- B. Strengthen library services in the Clark County School District.
- C. Inform members and the public of current issues concerning libraries, intellectual freedom, and education.

Section 2. This association is organized exclusively for charitable and educational purposes.

- A. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons.
- B. No substantial part of the activity of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in any political campaign of any candidate for public office.
- C. Notwithstanding any other provision of the articles, the Association shall not carry on any other activity not permitted to be carried on by a corporation exempt from income tax under section 501-c-3.

**ARTICLE III  
MEMBERSHIP**

Section 1. There shall be only one type of membership.

A. Membership may be obtained at any time during the school year.

B. All school librarians, former school librarians, interested persons with a library degree or endorsement, and library certification program students are eligible for membership.

**ARTICLE IV  
FINANCES**

Section 1. The fiscal year shall be from July 1 through June 30.

Section 2. Annual dues.

A. A change in the annual dues shall be determined by a 2/3 affirmative vote.

B. All dues and fees shall be collected by the Association Treasurer.

Section 3. Financial controls.

A. All expense vouchers shall be authorized by the President before payment is made by the Treasurer.

B. The report of the annual audit shall be submitted to the Executive Board for adoption.

C. No officer or members shall be personally liable for the Association's debts or other liabilities.

**ARTICLE V  
OFFICERS AND RELATED PERSONNEL**

Section 1. The officers shall be a President, President-Elect, Secretary, Treasurer, and Treasurer-elect. All officers serve without salary or compensation.

Section 2. These officers shall perform the duties as prescribed:

A. The President shall:

(1) act as presiding officer at regular and called meetings and direct the activities of the Association

(2) act as Chairman of the respective Executive Board

- (3) appoint special and standing committees
- (4) serve as ex-officio member of all committees except nominations
- (5) fill by appointment all vacancies in office
- (6) represent the Association at public meetings and conference
- (7) take action, with the advice and approval of the Executive Board, on matters which cannot be deferred until the next meeting.

B. The President-Elect shall:

- (1) act in place of the President when the need arises
- (2) perform those duties included but not limited to, the Mentoring Program, assigned by the President or the Executive Board

C. The Secretary shall:

- (1) complete minutes of each business meeting
- (2) take roll of members present at each meeting
- (3) carry on correspondence of the Association as delegated by the President.

D. The Treasurer shall:

- (1) keep accurate record of all receipts and expenditures
- (2) collect dues and fees of all members
- (3) deposit all Association money in an account in the name of Clark County School Librarians Association
- (4) pay by check only those bills approved by the President
- (5) make a financial report to the Association at each meeting and an annual report to the Executive Board.
- (6) perform those duties included but not limited to, the Mentoring Program, assigned by the President or the Executive Board

E. The Executive Board shall determine the year's program and confirm speakers, locations, and dates.

F. The Executive Board shall supervise expenditures of funds.

G. The four officers constitute the Executive Board with the inclusion of the Past-President and a representative from Library Services as ex-officio members.

### Section 3. Terms of office.

A. Officers shall be elected for positions that need to be filled in the upcoming school year at the last regular meeting of the current school year.

B. Officers shall take office immediately following their election.

C. Beginning in the 2018-2019 school year, the President may choose to serve a term of one or two years.

- a. If a President-Elect chooses to serve a one-year term as President the following year, he/she must notify the membership no later than December of the current school year so that a new President-Elect can be elected for the following school year to serve concurrently with the new President.
- b. If a President-Elect chooses to serve a two-year term as President, he/she must notify the membership no later than December of the current school year, and the office of President-Elect will remain vacant the following school year; the first year of the President's term. The Past-President may serve in the capacity of the President-Elect as needed and as provided for in Article V, Section 2, subsection G.
- c. If a President-Elect chooses to serve a two-year term as President, a new President-Elect will be elected at the end of the President's first year and prior to his/her second year, in order to serve concurrently with the President during that second year.

D. Beginning in the 2018-2019 school year, the Secretary and the Treasurer may choose to serve a term of one or two years.

- a. If the Secretary or Treasurer must notify the membership no later than December of the current school year.

#### Section 4. Vacancies:

A. When a vacancy occurs in the office of President, if there is a President-Elect, that person shall become President.

B. When a vacancy occurs in the office of the President during the first year of his/her two-year term, and there is no elected President-Elect, the Past-President shall become President for the remainder of that current year.

C. When a vacancy occurs in other elective or appointed positions, the President shall name a successor.

Section 5. Nominations and elections:

A. Nominations for office shall be made by a nominating committee.

(1) The committee shall submit the name of one nominee for each elective office. Consent of the nominee must be obtained.

(2) The slate of officers shall be presented at the last meeting of the school year.

(3) After the report of the committee has been made to the membership present, nominations may be made from the floor, with the consent of the nominee.

B. Election shall be by ballot and majority of votes cast elects. If there is but one nominee for an office, the election may be made by voice vote.

**ARTICLE VI  
COMMITTEES**

Section 1. Standing committees shall be:

A. Nominations: to select nominees for office and preside over elections.

B. Advocacy/Media: provide advocacy tips and information, manage: the CCSLA website, FaceBook Page, and Twitter account, gather CCSD library statistics to support advocacy, promote advocacy through public media This committee will consist of no less than 3 persons.

Section 2. General procedures:

A. All committees shall be appointed by the President

B. The President shall be an ex-officio member of all committees

C. Committee meetings shall be held as needed by the committee chair.

Section 3. Ad hoc committees shall be appointed by the President as authorized. After submitting the final report to the Association, the committee shall be dissolved.

**ARTICLE VII  
MEETINGS**

- Section 1. Meetings shall be held at least four times each school year, but not more than ten times.
- Section 2. The Executive Board shall determine the dates and places of the meetings.

**ARTICLE VIII  
PARLIAMENTARY AUTHORITY**

- Section 1. Robert's Rules of Order shall govern the proceedings of the Association in all cases **not** provided for in the Bylaws and standing rules.

**ARTICLE IX  
AMENDMENTS**

- Section 1. These Bylaws may be amended at any regular meeting of the Association.
- Section 2. Proposed amendments may be submitted by any member of committee.
- Section 3. All proposed amendments must be approved by a 2/3 affirmative vote.

**ARTICLE X  
DISSOLUTION**

- Section 1. Upon dissolution of the Association, after paying for the debts and obligations of the Association, the remaining assets shall be donated to the Clark County School District for use by the Library Services office. No members shall be entitled to any part of the funds, and the funds shall not be distributed to any or all of the members.

Revision as of April 2018