

BYLAWS - COALITION FOR LIBRARY WORKERS OF COLOR (NYLA ROUNDTABLE)

I. Name

- A. The committee, composed of library workers of all colors, their allies, and members of fellow marginalized groups from across the state of New York, shall hereby call themselves the Coalition for Library Workers of Color (CLWC). The CLWC shall include both the Board (defined in Part IV) and the Coalition-at-Large (defined in Part III).

II. Objective/ Mission Statement

- A. The purpose of the CLWC shall be to elicit change and growth in support of people of color within the library community. In accordance with ALA's Office for Diversity, Literacy, and Outreach Services, our mission is to create all-inclusive spaces in libraries to serve and represent the entire community and decentralize power and privilege using a framework with three pillars Diversity, Cultural Competency, and Social Justice. This Coalition is a space for Library workers of all colors, their allies, and members of fellow marginalized groups (such as the Jewish and the LGBTQ+ communities).

III. Membership

- A. The Coalition-at-Large of the CLWC is defined as any interested library worker who is a New York Library Association (NYLA) member and wishes to join and contribute to the mission of the CLWC.
 1. NYLA members interested in joining CLWC must add the CLWC Roundtable to their membership and pay nominal annual dues.
 2. Only official members will receive voting rights for elections.
- B. It is not required that all Coalition-at-Large members attend meetings.

IV. Officers

- A. The Board of the CLWC is defined as the Officers and Committee Chairs of the CLWC. The Board members and their tasks are described below.
- B. Elections
 1. An election for officers and committee chairs will be held by a virtual form overseen by the NYLA staff with information submitted by the current Past President.
 - a) The election form will be made available annually for any open positions, from June 15 to July 15.
 - b) Terms will begin and end at the NYLA Annual Conference in November.
 - c) There shall be no term limits.
 2. Candidates for Board positions may nominate themselves or be nominated by others of the Coalition-at-Large.
 - a) Nominations must be made by May 31st.
- C. The current slate of Officers will appoint from the Coalition-at-Large the following officers for a two-year term, during the month of July:
 1. President
 - a) The President shall oversee meetings for Board and Coalition-at-Large meetings.
 - b) The President shall train the Vice President in the Board workings.
 - c) The President shall remind Officers of their duties.
 - d) The President shall schedule and plan all Board, Coalition-at-large and orientation meetings.
 - e) The President shall be the primary contact for the Board, delegating out when relevant.

- f) The President shall work closely with the Webmaster to ensure the website and organizational Social Media are kept updated. This task may be delegated to another Officer.
 - g) It is expected that the President shall fill the role of Past President in the year following their stint as President.
 - h) The President shall create agendas for Board and Coalition-at-Large meetings.
2. Past President
 - a) It is expected that the Past President shall fulfill this office in the year following their stint as President.
 - b) The Past President shall serve as support to the President, Vice President, and Coalition-at-Large.
 3. Vice President
 - a) It is expected that the Vice President will serve as President the following term.
 - b) The Vice President will collect/present reports from absent Officers at each Board meeting.
 - c) The Vice President shall lead meetings in the President's absence.
 - d) The Vice President shall immediately become President in the event that the President should vacate their role in an emergency.
 - e) The Vice President shall be responsible for all duties as delegated by the President.
 - f) The Vice President will take minutes in the Secretary's absence.
- D. The Coalition-at-Large will nominate from themselves the following officers for a two-year term, during the month of May:
1. Secretary/ Treasurer
 - a) The Secretary/ Treasurer will receive an advance copy of the agenda from the President.
 - b) The Secretary/ Treasurer shall be responsible for taking minutes at Board and Coalition-at-Large meetings and sending the complete minutes to the President for distribution.
 - c) The Secretary/ Treasurer will submit monthly minutes and a budget report to the Vice President and President at least two weeks prior to each Board meeting.
 - d) The Secretary/ Treasurer shall be responsible for maintaining, and updating the budget.
 2. Webmaster
 - a) The Webmaster shall post minutes from all meetings in a timely manner.
 - b) The Webmaster may also hold another Officer position. However in such a case, said Officer will only have 1 vote total.
 - c) The Webmaster will keep the website updated with all updated programs and information.
 3. Chair(s) of the Outreach Committee
 - a) This position may be shared by two persons should they both be in agreement, and both be voted in at an election.
 - b) The Chair(s) shall be responsible for coordination of all press related inquiries, promotions, and contacting all media outlets about any community outreach with the NYLA staff.
 - c) The Chair(s) shall lead their committee in connecting and promoting our organization throughout NYS libraries and communities.
 4. Chair(s) of the Advocacy/Fundraising Committee

- a) This position may be shared by two persons should they both be in agreement, and both be voted in at an election.
 - b) The Chair(s) shall be responsible for coordinating and serving as liaisons with NYLA staff, for any fundraising and/or grants.
 - c) The Chair(s) shall be responsible for all press related inquiries, promotions, and contacting all media outlets about any advocacy projects.
 - d) The Chair(s) shall lead their committee in all Bill, letter writing or any government actions of that nature.
5. Chair(s) of the Programming Committee
 - a) This position may be shared by two persons should they both be in agreement, and both be voted in at an election.
 - b) The Chair(s) shall be responsible for all press related inquiries, promotions, and contacting all media outlets about any special events.
 - c) The Chair(s) shall be responsible for making sure all programs are scheduled, promoted and take care of all logistics.
 - d) The Chair(s) shall lead their committee in planning all programs for the committee, keeping the mission statement in mind, under themes that surround racial justice, anti-semitism, and career growth.

E. Meeting Attendance

1. It is expected that all elected Officers will attend all Board and Coalition-at-Large meetings.
 - a) It is expected that at a minimum, each Committee will be represented by at least one Chair at each meeting.
 - (1) Co-Chairs may share this responsibility as they see fit.
 - b) At minimum, Officers must submit a report for all Board meetings.
 - (1) Should an Officer miss two of these meetings and fail to submit a report, the remaining Board members have the power to enforce any appropriate action.

F. Vacancies

1. If a vacancy shall need to be filled, then the Board will have the executive privilege to vote in an Officer at a special meeting where at least 75% of the board is present. Alternatively, a special election may be held at any meeting where 25% of the board and 50% of the Coalition-at-Large are present.
2. An interim Officer may be appointed by the President and Vice President at any time, for no more than 2 months, without a special election being held.

G. Voting

1. In any matters that need a vote, each Officer of the Board will receive one vote.
2. In the event of a tie, the vote will default to the outcome of the votes from the Past President, President, and Vice President.

V. Meetings

- A. The Board shall meet monthly.
 1. A quorum of 6 board members shall be needed to conduct a Board meeting.
- B. The Coalition-at-Large shall meet twice a year.
 1. One meeting shall be at the Annual NYLA Conference
- C. All committees shall meet as needed.
- D. Any meetings may be held more or less frequently, at the discretion of the President and Vice President.

VI. Amendments

- A. The Board or any CLWC member has the right to put a proposed amendment to the Bylaws on a meeting agenda with one week's notice. The Board will have the executive privilege to vote on a proposed amendment at a Board meeting where at least 60% of the board is present. Alternatively, a vote on an amendment may be held at Coalition-at-Large meeting where 25% of the Board and 50% of the Coalition-at-Large are present.

Ratified 2/28/2021 (Amended 7/19/21)