



# Teen Advisory Board (TAB) By-Laws

## ARTICLE I: NAME

This organization shall be named the Oneonta Public Library Teen Advisory Board and will be shortened to “TAB”.

## ARTICLE II: MISSION

The mission of the Oneonta Public Library Teen Advisory Board (TAB) is to encourage students ages 12-19 to become life-long library users through the promotion of reading, volunteerism, and participation in the library, and to assist the library in both developing and implementing programs which serve local teens. Oneonta Public Library recognizes its duty in promoting citizenship and literacy and believes that creating a teen-friendly environment is essential in sustaining a healthy, thriving community. To uphold this responsibility, the Teen Advisory Board aims to give the library a new perspective on youth and youth a new perspective on libraries.

## ARTICLE III: MEMBERSHIP

### SECTION 3.1: ADVISOR

TAB shall be coordinated by the Library Programs Coordinator who will serve as TAB Advisor and supervise all TAB meetings, activities, and special projects. The TAB Advisor will provide guidance in planning TAB activities and reserves the right to reject and/or revise any ideas due to space or budget constraints or other concerns.

### SECTION 3.2: NUMBER OF MEMBERS

The Board shall consist of ten (10) members.

### SECTION 3.3: ELIGIBILITY

TAB membership is open to both publically and home schooled students aged 12 through 19 in Blount County, Alabama. It is in the best interests of the Board that members represent both the various Blount County schools and the homeschooling community during a term.

## ARTICLE IV: MEMBERS AND OFFICERS

### SECTION 4.1: Officers

The officers shall be President, Vice President, Secretary, and Engagement Manager, elected by the members of TAB. All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB. All officers will further represent the library to their peers and community.

#### SECTION 4.1.1: PRESIDENT

- 1) Ensure that TAB meetings & activities are in compliance with and further the TAB mission as stated in the TAB By-laws.
- 2) Manage and develop TAB's members & volunteers while on duty, ensuring that they follow the TAB Code of Conduct during TAB meetings & events as well as supporting & encouraging their professional and personal development.
- 3) Preside over board meetings and make sure members stay focused on making sure the goals for each meeting are met to the best of their abilities.
- 4) Work with the TAB Library Advisor as a representative of the TAB on such duties as helping to decide upon meeting agendas, determining TAB goals, and making decisions.
- 5) Act as a representative of the TAB and the greater teen population to the Library Board as requested and schedule permitting.
- 6) Promote the events, activities, and resources available at the library to the greater community.
- 7) Other duties as assigned by the Library Advisor.

#### **SECTION 4.1.2: VICE PRESIDENT**

- 1) Serve as a liaison between the TAB members and the President, working to ensure any TAB member concerns are addressed fairly & swiftly.
- 2) Act as the recruiting officer for new board members, reviewing new applications alongside the Library Advisor and presenting their information to the President and the board.
- 3) Assist the President in his/her duties as necessary, or to assume them when the President is unable to attend.
- 4) Promote the events, activities, and resources available at the library to the greater community.
- 5) Other duties as assigned by the Library Advisor.

#### **SECTION 4.1.3: SECRETARY**

- 1) Serve as the record-keeper for the TAB, ensuring that proper and up to date records of TAB and TAB related documents are safe and easily accessible. This includes the following:
  - i. Recording the minutes at each meeting, and submitting a copy to the TAB Library Advisor no later than three days after a meeting. Minutes will include members in attendance, what was discussed, the results of any votes or elections, and all other items of import that take place during a meeting.
  - ii. Maintaining a copy of all TAB related documentation on Google Drive, including agendas; minutes; the current by-laws, code of conduct, TAB application, consent forms, volunteer forms, and Leader Responsibilities; and others to be determined.
- 2) Arrange the volunteer schedule for TAB activities and events as well as serve as a secondary point of contact for unexpected absences alongside the Library Advisor.
- 3) Assist the President in his/her duties as necessary, or to assume them when both the President & Vice-President are unable to attend.
- 4) Promote the events, activities, and resources available at the library to the greater community.
- 5) Other duties as assigned by the Library Advisor.

#### **SECTION 4.1.4: ENGAGEMENT MANAGER**

- 1) Manage and maintain the TAB's online presence, including any social media accounts. For example, some of the duties may include:
  - i. Taking pictures at events & activities to post online.
  - ii. Drafting posts, including event descriptions.
  - iii. Managing any submissions for online posting such as book reviews, artwork, etc.
- 2) Work with and assist the Library Advisor in regards to any necessary promotions for TAB related events and activities, including flyers, press releases, and write-ups.

- 3) Report to the TAB as to the success or failure of any TAB events or activities in regards to attendance and enjoyment of the event, and if possible to determine which elements made each a success or failure. If the Engagement Manager is unable to attend the event or activity in question, they are responsible for either collecting that information at a later date from the Library Advisor or a temporary substitute.
- 4) Keep record of TAB events and activities on Google Drive and how well they did in order to better plan for future events. This includes being up to date with at least the prior year's events in order to be able to make suggestions for future ones.
- 5) Assist the President in his/her duties as necessary, or to assume them when both the President, Vice-President, and Secretary are unable to attend.
- 6) Promote the events, activities, and resources available at the library to the greater community.
- 7) Other duties as assigned by the Library Advisor.

#### **SECTION 4.1.5: TREASURER**

The TAB Advisor will also act as Treasurer and keep track of all money accounts receivable and payable. At meetings, the Treasurer must be able to provide these numbers upon request.

#### **SECTION 4.2: APPOINTMENT**

Officers will be appointed by majority vote. Anyone who wishes to hold an officer's position during a year's term may put their name up for vote during the first meeting of each 12-month term.

#### **SECTION 4.3: TERMS OF OFFICE**

All officers and Board members will serve a 12-month term from August through July. Members may continue serving on the Board until they are no longer in school. All officer positions will be up for election at the start of each term in August.

#### **SECTION 4.4: VACANCIES**

Officer and board member vacancies that occur during a term shall be filled as soon as reasonably possible. If possible, the member shall continue to serve until the vacancy is filled. Appointment to fill a vacated term is not included as a term for purposes of counting a full term served.

##### **SECTION 4.4.1: RESIGNATION**

Members shall inform the TAB Advisor if they decide to resign from TAB membership. A member may step down from an officer position and become a regular Board member. An election will be held to fill the vacated officer position.

##### **SECTION 4.4.2: DISMISSAL**

If necessary, punitive actions up to and including dismissal from the board and any TAB positions they hold may result if the following occurs:

- 1) A member has deliberately and repeatedly broken the TAB Code of Conduct.
- 2) A member has more than two unexcused absences (please see Section 5.6 for more details as to what constitutes an unexcused absence).
- 3) A member has failed or is unable to fulfill their responsibilities to the board.

Immediate dismissal is the action of last resort. Alternatives include a verbal warning, followed by a personal meeting with the Library Advisor if deemed necessary.

If a board member has been dismissed, actions will be taken to fill the position as quickly as possible. If they hold an officer position, candidates may submit their names for the position and the vote held on the

next regularly scheduled meeting. Any other obligations of the board member will be divided amongst the current board members.

## **ARTICLE V: MEETINGS**

### **SECTION 5.1: TIME AND DATE**

The regular meetings will be held every second Thursday at 5:30 PM during the months of August through July.

### **SECTION 5.2: SPECIAL MEETINGS**

Special Meetings may be called by the TAB Advisor to complete tasks as needed.

### **SECTION 5.3: AGENDA**

The TAB Advisor and TAB president will be responsible for putting together the monthly agendas. Items may be placed on the agenda by the TAB Advisor or any member of the Board. Items included on the agenda must be submitted to the TAB Advisor no later than a week before the Board meeting at which the agenda item will be considered. All agendas will be sent out via email the Tuesday before the scheduled meeting, no later than 5:00 PM. Agenda packets will contain the posted agenda.

### **SECTION 5.4: VOTING**

Each member shall vote on agenda items that require a vote. Agenda items must be approved by a majority of the Board members present at the meeting. The TAB Advisor has the right to overturn or adjust any voting outcomes if necessary.

### **SECTION 5.5: MINUTES**

A recording or written minutes shall be made of all open sessions of Board meetings. Minutes will be available online at [oneontapubliclibrary.org/teens](http://oneontapubliclibrary.org/teens). Minutes will be made available to the public by 5:00 PM the Friday following a meeting.

### **SECTION 5.6: ATTENDANCE**

All members should make meeting attendance a high priority. A member shall be held accountable for absences and will become inactive after two unexcused absences. An absence shall be considered unexcused when a member is absent from an official TAB meeting or other requirement and makes no effort to inform the TAB Advisor or Secretary and does not have a legitimate reason for not contacting the Advisor in advance. It is solely up to the TAB Advisor to decide if an absence is excused or unexcused.

## **ARTICLE VI: SUBCOMMITTEES**

When deemed necessary by a majority of the Board, subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with prior consent of the TAB Advisor.

## **ARTICLE VII: BYLAW AMENDMENTS**

These Bylaws may be amended by a majority vote of the Board members at any regular meeting of the Board.

**RATIFIED:** October 15<sup>th</sup>, 2018