

**BY-LAWS OF THE CONNECTICUT LIBRARY ASSOCIATION SUPPORT
STAFF SECTION**

ARTICLE I

Name

The name of this group shall be the Connecticut Library Association Support Staff Section, hereinafter referred to as **CLASS**.

ARTICLE II

Object

The object of CLASS shall be to keep its members informed on topics of interest to support staff and to provide a forum for the exchange of ideas related to library services.

ARTICLE III

Members

Any member of the Connecticut Library Association who is interested in support staff issues in libraries may become a member of CLASS.

ARTICLE IV

Officers

Section 1. The officers of CLASS shall be a Chairperson, a Vice-Chairperson, and/or Co-Chairs and Secretary. The officers must be CLA members during their term of office. The officers shall perform the duties proscribed by these by-laws.

Section 2. The past Chairperson or his/her designee shall convene a Nominating committee to propose candidates for each office of the Section. Additional nominations from the members shall be permitted.

Section 3. The officers shall be elected by CLASS members to two-year terms. Preferably, the election will be completed prior to CLA's Annual Conference. Terms start July 1

Section 4. In the event of a vacancy in any office the Executive committee shall appoint a member of the section to serve the remainder of the unexpired term.

Section 5. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

Meetings

Section 1. There may be an annual meeting of CLASS held in the spring, usually in conjunction with the annual meeting of the Connecticut Library Association.

Section 2. Special meetings may be called by the Chairperson with the approval of the Executive Committee.

Section 3. A quorum for the transaction of business shall consist of those members present and voting at a regular or special meeting.

ARTICLE VI

Committees

Section 1. Executive Committee. The Chairperson, Vice-Chairperson or Co-Chairs, Secretary, and Past Chairperson shall constitute the Executive Committee. The committee shall meet upon call of the Chairperson at such intervals, as he/she deems necessary. The Executive Committee shall have general supervision of the affairs of the Section and be subject to the orders of the members.

Section 2. Steering Committee. The Executive Committee and other interested members shall constitute the Steering Committee, whose duty it shall be to plan the details of the Section's activities.

ARTICLE VII

Finance

Section 1. Fiscal Year. The Fiscal year coincides with the fiscal year of the Connecticut Library Association.

Section 2. Budget. A budget for the Section's operating expenses shall be submitted to the Executive Board of the Connecticut Library Association not later than October 1st of the current fiscal year.

ARTICLE VIII

Affiliation

Section 1. Connecticut Library Association. CLASS will be affiliated with the Connecticut Library Association in accordance with the provisions of that association's bylaws.

- a. Reports. Two copies of the annual report of the Section shall be sent to the President of the Association. Further, all other documents, minutes, and papers shall be deposited with the Association's Archivist.
- b. Representative. The Chairperson, Co-Chair or designee shall be the Section's voting representative to the Association's Executive Board.

ARTICLE IX

Amendments

These bylaws may be amended by a two-thirds majority vote of Section members voting provided notice of the proposed amendment shall have been given in writing to all members at least 2 weeks prior to the voting. Amendments also have to be approved by the CLA Executive Board.

Created August 2002

Approved by CLA Executive Board 8/4/05

Revised & approved by membership & CLA Executive Board 8/08

Revised per Board directive 3/10

Revised & approved by membership & CLA Executive Board 4/13