

EDUCATIONAL MEDIA DIVISION

BY LAWS

ARTICLE I

Name

The name of the Division shall be the Educational Media Division of the Idaho Library Association. The word "Association" used hereinafter shall refer to the Idaho Library Association and the word "Division" used hereinafter shall refer to the Educational Media Division of the above Association.

ARTICLE II

Authority

The Division shall be governed in all matters by the Constitution and Bylaws of the Association, and the Bylaws of the Division in this order. No Division may incur expense on behalf of the Association unless authorized to do so by the Executive Board, nor may any Division commit the Association by an declaration of policy except in such matters as have been affirmed by the Executive Board to be the responsibility of the Division.

ARTICLE III

Purpose

The purpose of this Division shall be to improve and increase library and educational media service to children and young people of Idaho. Division policies shall be:

To cooperate to the fullest extent with the work of the Idaho Library Association.

To attract wide and representative membership.

To encourage active participation by as large as a percentage of the membership as possible.

To increase the awareness of Idaho's teacher training institutions, school administrators, teachers and the community of the value of the library and educational media center in the educational system.

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To encourage capable young people to choose careers in library and educational media.

To cooperate with the State Department of Education and the IEA in promoting library and educational media services, advancements, etc.

#### ARTICLE IV

##### Membership

Any member of the ILA interested in the purpose of this Division may be an active member of this Division by registering on the ILA application form, and participating in its activities.

#### ARTICLE V

##### Officers and Executive Board

Section 1. Officers. Officers of the Division must be active school librarians or educational media personnel and current members in good standing of the ILA. Officers of the Division shall be a Chairperson, a Vice-chairperson (Chairperson-elect) and a Secretary.

Section 2. Executive Board. The administration of the affairs of this Division shall be vested in an Executive Board consisting of the officers, retiring Chairperson, and the chairpersons of the standing committees.

Section 3. Elections. The Chairperson of the Educational Media Division shall be included on the Division Nominating Committee for the purpose of obtaining and submitting the names of consenting division members in good standing as candidates for the elective offices. Nominees for the division offices of Chairperson, Vice-chairperson, and secretary would then be elected by members of the division on a mail ballot sent out with the conference mailing for the annual business meeting of the Association.

Section 4. Term of Office. The term of office for all division officers is two years. The Vice-chairperson automatically becomes Chairperson at the end of his/her term.

Section 5. Vacancies. A vacancy in the office of Chairperson shall be filled for the remainder of the term by the Vice-chairperson. Appointments to fill vacancies in all other elective positions shall be made by the Executive Board for the remainder of the term. Appointments to fill vacancies on a committee of the Division shall be made by the Chairperson of the Division.

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Section 6. Duties.

a. The duties of the Chairperson shall be:

To be responsible for the Division meetings and to arrange the annual conference program with the assistance of the Executive Board.

To serve as a voting member of the ILA Executive Board, and the Association Nominating Committee

3. To preside at the meetings of the Division.

4. To appoint all necessary committees.

To keep a file of all the pertinent data and pass it on to the succeeding chairperson, together with a statement of recommendations, immediately after the annual business meeting (State Conference).

To serve as an ex-officio member of the Executive Board of the Division for one term following the term in office.

The duties of the Vice-chairperson shall be:

To preside in the absence of the Chairperson.

To assume the duties of the Chairperson the following term providing he/she is still eligible to hold office.

The duties of the Secretary shall be:

To keep a list of the members of the Division.

To keep minutes of all meetings of the Division.

To help at conventions-registrations, etc., both ILA and at IEA.

## ARTICLE VI

### Meetings

There shall be a meeting of the Division at the time of Annual Conference of ILA.

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## ARTICLE VII

### Committees

Section 1. Standing Committees. With the approval of the Executive Board the Chairperson shall appoint the following committees:

Nominating and Bylaws Committee:

To secure the specified number of qualified candidates for each elective office to be elected by a written ballot, and installed at the annual business meeting of the Division.

To study and recommend changes in the Division Bylaws.

Public Relations Committee:

To publicize the activities of the Division, to encourage the writing and publication of articles in the field of library and educational media service to children, and to work with *State* and community leaders for the improvement of school libraries and educational media centers in Idaho.

Section 2. Special Committees.

a. Special committees may be appointed by the Division Chairman as needed, for a one-year term.

## ARTICLE VIII

### Quorum

A quorum for the transaction of business shall consist of five (5) members of the Division.

## ARTICLE IX

### Amendments

Bylaws may be amended by a majority vote of the members of an Annual Meeting.

Approved: October 8, 1999.

Revised: September 21, 1999.

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