

**BYLAWS
OF
THE NORTHEAST CHAPTER
OF
REFORMA, NATIONAL ASSOCIATION TO PROMOTE
LIBRARY AND INFORMATION SERVICES TO LATINOS AND THE
SPANISH-SPEAKING**

ARTICLE I

Name

The name of the body shall be The Northeast Chapter of REFORMA, National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking (REFORMA-Northeast Chapter)

ARTICLE II

Objectives

The Objective of the REFORMA-Northeast Chapter shall be to:

1. Unite Latino librarians and all other librarians interested in working with the Latinos and the Spanish-Speaking;
2. Promote the development and use of Spanish-language and Latino-oriented library collections, information sources, programs and other services, including identifying applicants for the REFORMA-Northeast Chapter mini-grant;
3. Collect and disseminate information by, about and for the Latinos and the Spanish-Speaking;
4. Recruit prospective bilingual and bicultural librarians, which includes identifying persons for scholarship aid given by Reforma National;
5. Promote and conduct research concerning library and information services for the Latinos and the Spanish-Speaking;
6. Engage in all other educational, charitable, and literary activities permitted by law.

ARTICLE III

Members

Any person, library, or organization interested in the objectives of the REFORMA-Northeast Chapter, as provided by the Bylaws, may become a member upon payment of dues. All members in good standing have the right to vote on matters presented for approval to the membership. All members in good standing are eligible to be elected or appointed as officers of the REFORMA-Northeast Chapter.

ARTICLE IV

Fiscal/Membership Year

The Calendar year shall govern all business, fiscal and membership activities of the REFORMA-Northeast Chapter except as otherwise provided in the Bylaws, except for the election of officers, which shall be conducted inline with the elections of National REFORMA, that is, new officers will be elected by the annual meeting of the American Library Association (usually late June or early July).

ARTICLE V

Officers

Section 1. The Officers of the REFORMA-Northeast Chapter shall be a President, Vice-President/President-Elect, Immediate Past President, Secretary, Treasurer, and six State Coordinators, one each from Connecticut, Massachusetts, New Jersey, New York, Pennsylvania, and Rhode Island. The same person may hold two offices, except for the offices of President and Secretary.

Section 2. The Vice President/President Elect shall serve for three calendar years, the first year as Vice President, the second year as President, and the third year as Immediate Past President. All other officers shall hold their offices for a term of two years. Officers may succeed themselves in office for an unlimited number of terms. Any vacancy occurring in any office may be filled by a designate selected by the President. In the event of a vacancy in the office of the President, the Vice-President/President-Elect shall serve as President through the current term. If neither the President nor the Vice-President/President-Elect is able to serve, the Executive Board shall elect an Acting President.

Section 3. The President, Immediate Past President, Vice-President/President-Elect, Secretary, Treasurer, and the six State Coordinators (Connecticut, Massachusetts, New Jersey, New

York, Pennsylvania, and Rhode Island), shall constitute the Executive Board of the REFORMA-Northeast Chapter.

ARTICLE VI

Duties of Officers

President: Shall preside at all Executive Board and general membership meetings; shall serve as ex-officio member of all committees; shall appoint the chairperson of all committees; shall provide copies of a written agenda for each general membership meeting; and shall act as a liaison between the REFORMA-Northeast Chapter and other organizations.

Additionally, the REFORMA-Northeast Chapter President shall support the objectives of National REFORMA and serve as a member of the REFORMA Board of Directors, with one vote, and shall represent the REFORMA-Northeast Chapter at REFORMA National Board of Directors meetings and activities at National conferences. Shall prepare annual reports of REFORMA-Northeast Chapter accomplishments and activities.) Shall submit REFORMA-Northeast Chapter information, events, and updates to the REFORMA National Newsletter.

Vice-President/President-Elect: In the absence or disability of the President, the Vice-President/President-Elect shall perform the duties and exercise the powers of the President. The Vice-President/President-Elect shall also assist the President and perform such other duties and have such other powers as are prescribed in the Bylaws and as some time may be prescribed by the Executive Board.

Shall serve as the REFORMA-Northeast Chapter's Public Relations Coordinator. Working with the Executive Board of the REFORMA-Northeast Chapter: Shall write or coordinate the writing of Letters to the Editor to Spanish language, Latino and mainstream media on issues relevant to library services to the Latinos and the Spanish-speaking. Shall publicize events of REFORMA-Northeast Chapter and Northeast Reformistas involved in library service in Northeast Spanish language and Latino media (television, radio, newspapers, magazines, Internet.) Shall write articles for the Newsletter and major library professional journals as appropriate. Shall coordinate publicity with the Public Relations Chair of REFORMA National.

Shall serve as the REFORMA-Northeast Chapter's Membership Coordinator: Shall collect membership forms and forward checks, cash or money orders to the REFORMA-Northeast Chapter Treasurer. Shall inform the following REFORMA officers of new members: REFORMA-Northeast Chapter Secretary, REFORMA-Northeast Chapter President and REFORMA National Membership Coordinator as well as notifying the REFORMA-Northeast Chapter Electronic List Moderator(s).

Immediate Past President: Shall advise the President.

Secretary: Shall be responsible for the minutes of both the Executive Board and general membership meetings (said minutes shall be readily available to all members at each meeting); shall conduct association chapter correspondence; and shall preserve all REFORMA-Northeast Chapter records in permanent file.

Treasurer: Shall perform all duties customary to that office; shall have the custody and be responsible for all REFORMA-Northeast Chapter Funds and shall keep accurate accounts of receipts and disbursements in the book of the REFORMA-Northeast Chapter. The Treasurer shall deposit or cause to be deposited all monies of other valuable effects in the name of the REFORMA-Northeast Chapter in such depositories as shall be selected by the Executive Board. Shall provide oral and/or written report at each Executive Board and general membership meeting. Shall insure that one-third of REFORMA-Northeast Chapter dues collected for the year are paid to the REFORMA National Treasurer each January of the subsequent year. Shall serve as Chair of the REFORMA-Northeast Chapter Funding Review Committee.

State Coordinators: Shall coordinate programs and exhibits at the respective state library association conference (e.g. Connecticut Library Association, New York Library Association, etc.). Shall serve as liaison to the respective state library association. Shall coordinate meetings, membership drives and other local activities in their state; shall provide oral and/or written report at each Executive Board and general membership meeting; and shall perform such other duties as may be prescribed by the Executive Board. Shall serve on the REFORMA-Northeast Chapter Funding Review Committee.

ARTICLE VII

Election of Officers

The Nominating Committee members consist of the Chair, Immediate Past President, current President and Vice President/President Elect. The Nominating Committee shall send a notice to the membership inviting nominations. One month from the date of mailing of the notice shall be allowed for receipt of nominations. If no nomination is received for a given office, the Nominating Committee shall offer the names of one or more candidates for each office. Candidates must submit a statement of candidacy and a short biography. Only members of the REFORMA-Northeast Chapter shall hold office. A nominee shall not remain eligible to serve on the Nominating Committee, if He or She accepts candidacy.

A copy of the ballot shall be mailed to each member of the REFORMA-Northeast Chapter. Twenty-one days from the date of mailing shall be allowed for return of the ballots. Election to office shall be by a simple majority of returned ballots. In case of ties, second ballots shall be provided, following the same procedures as above.

Election of officers will take place on a rotating cycle, with one Vice President/President Elect, Secretary, and Treasurer on one year, and the new Vice President/President Elect and State Coordinators the next year.

Sample Election Time Table:

November REFORMA-Northeast Chapter President appoints Nominations Committee chair.

December- January Chair recruits other Committee members.

February-March Committee sends a notice to the membership inviting nominations.

March - April Committee finalizes candidates and confirms the acceptance of nominations.

May Slate is finished.

May Candidates submit a statement of candidacy and a short biography.

May Chair prepares and mails out the ballots.

June Ballots are returned and tabulated.

June/July Before ALA Annual meeting, Chair presents results to the REFORMA-Northeast Chapter President and the Executive Board. After ALA Annual meeting, newly elected officers take office.

ARTICLE VIII

Meetings

The REFORMA-Northeast Chapter of REFORMA will hold a minimum of six meetings a year at such time and place as the Executive Board may determine. Ideally at least one meeting will be held in each state that where the REFORMA-Northeast Chapter has a State Coordinator. Ten members shall constitute a quorum. Resolutions, recommendations and decisions of the meetings shall be adopted by a majority of those voting.

ARTICLE IX

Committees and Task Forces

Standing and Special Committees and Task Forces shall be created by the Executive Board or at the written request of members of the REFORMA-Northeast Chapter engaged in the work of the

proposed body upon approval from the Board. Committee chairpersons shall be appointed by the President, subject to approval of the Executive Board.

The President shall appoint the members of the Nominating Committee subject to approval of the Executive Board.

ARTICLE X

Amendments

All proposals for amending the Bylaws shall be referred to the Executive Board. Bylaws may be adopted, suspended, and amended by majority vote of the members present at a general meeting of the REFORMA-Northeast Chapter of REFORMA, or casting ballots in a mail vote [postal or through the official Chapter electronic distribution list] within thirty days following a mailing by the Secretary of a request for such a vote, provided a notice is sent to the membership prior to the meeting announcing the proposed vote.

ARTICLE XI

Addition of State Coordinators

As members from new states are introduced into the REFORMA-Northeast Chapter, it is the responsibility of the REFORMA-Northeast Chapter President to appoint a temporary state coordinator until the next election of state coordinators takes place. As new states are added to the REFORMA-Northeast Chapter, the Bylaws are to be amended immediately and automatically to include the new state. It is the responsibility of the President to make this particular automatic amendment.