

BYLAWS FOR THE ROARING SPRING COMMUNITY LIBRARY

Teen Advisory Board

Adopted December 2005

ARTICLE I: NAME

This organization shall be called “The Teen Advisory Board of the Roaring Spring Community Library” and abbreviated as “TAB.”

ARTICLE II: MISSION

The mission of TAB is to promote the Roaring Spring Community Library’s services to teens by

- planning and implementing teen programs
- creating an inviting atmosphere at the library by maintaining a safe, attractive teen area
- promoting ideas regarding the young adult collection
- promoting and encouraging reading by teens
- advocating the rights of teens

The existence of TAB does not preclude the development of other teen programs by library staff.

ARTICLE III: MEMBERSHIP

Section 1

TAB shall be coordinated by an adult library staff member 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 an idea due to space or budget constraints.

Section 2

TAB shall maintain an open membership, with no limit on the number of members.

Section 3

TAB membership is open to students in grades six through twelve.

Section 4

Members may continue to serve on TAB until they graduate from high school or reach nineteen years of age, whichever is later.

Section 5

A member shall be held accountable for absences and become inactive after six consecutive, unexcused absences. Inactive members will not be informed of meetings. They will be taken off the mailing list and will no longer be eligible to vote. An absence shall be considered unexcused when a member is absent from an official TAB meeting and makes no effort to inform the TAB advisor. It is solely up to the TAB advisor to decide if an absence is excused or unexcused.

ARTICLE IV: OFFICERS

Section 1

The officers shall be a president, a vice-president, and a secretary, elected from the members of TAB. All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB.

Section 2

The president of TAB will work closely with the TAB advisor to organize TAB meetings. The president will assist the TAB advisor in creating the meeting agenda and will preside over TAB meetings. The president will act as a contact person for other TAB members who want items added to the meeting agenda.

Section 3

The vice-president will serve as the president in his or her absence. The vice-president will serve as membership coordinator, keeping track of active and inactive members and new applications. The vice-president will

inform and remind all members of upcoming meetings, programs, and special events.

Section 4

The secretary will keep minutes of TAB meetings and keep them on file in a notebook in the YA area. The secretary will be responsible for the attendance sheets at all meetings and inform the vice-president of absent members at meetings. The secretary will read the highlights of the previous meeting's minutes at the beginning of each regular meeting. The secretary will see to the upkeep of the master file of minutes to be kept in the YA area. The secretary will keep track of all votes taken at each meeting. The secretary will serve as the president in the absence of the presiding president and vice-president.

Section 5

Officers will serve a term of one year, from June to the following June.

Section 6

Each June a new election will be held. Officers may serve in the same office for unlimited terms.

ARTICLE V: MEETINGS

Section 1

The regular meetings will be held every other Monday at 4:00 p.m. during the months of September through June.

Section 2

Special meetings may be called by the TAB advisor to complete tasks as needed.

ARTICLE VI: CODE OF ETHICS

Section 1

TAB members will keep the TAB mission at the forefront of all TAB activities.

Section 2

During all TAB meetings, activities, and library functions, TAB members will act in a way that reflects positively on the Roaring Spring Community Library.

Section 3

TAB members will show respect for other TAB members, library staff, and library patrons. Members will demonstrate respect for others by listening attentively when someone else is speaking, asking questions when clarification is needed, and by refraining from negative comments when responding to other people's ideas.

Section 4

TAB members will show respect for library materials and property by taking care to leave meeting spaces neat and orderly.

Section 5

TAB members will strive to make use of their time during meetings and while working on projects by staying on task.

Section 6

TAB members will respect the privacy of other TAB members.

ARTICLE VII: REMOVAL OF MEMBERS FROM TAB

In the extremely rare case that a member of TAB is consistently disruptive to the mission of TAB, it is the responsibility of the TAB advisor to remove that person from the membership. The TAB advisor will make every attempt to resolve the situation before removing the member from the board.