

# **Coretta Scott King Book Awards Governance**

## **The Constitution of the Coretta Scott King Book Awards Committee**

### **The Ethnic Multicultural Information Exchange Round Table**

**Revised June 2016**

#### **ARTICLE 1. NAME**

The name of this organization shall be the Coretta Scott King (CSK) Book Awards Committee of the Ethnic Multicultural Information Exchange Round Table (EMIERT) of the American Library Association (ALA).

#### **ARTICLE II. PURPOSES OF THE CSK BOOK AWARDS COMMITTEE**

Section 1: The main purpose of the Committee is to grant the CSK Book Awards to African American authors and illustrators for outstanding contributions to literature for children and young adults. The CSK Book Awards are given annually to encourage the artistic expression of the Black experience through literature and the graphic arts, including biographical, social, historical, and social history treatments. The books are selected because they promote an understanding and appreciation of the Black experience. The Awards are further designed to commemorate the life and works of Dr. Martin Luther King Jr. and to honor Mrs. Coretta Scott King for her courage and determination to continue his work for peace and world brotherhood.

Section 2: The Committee shall also grant the Coretta Scott King-John Steptoe New Talent Award to an African American author and/or an African American illustrator at the beginning of his or her career as a published book creator. The criteria for this award shall be the same as for the CSK Book Awards with the exception that the published works of the winner(s) cannot exceed

three in number. This award may not be given if the CSK Book Awards Jury decides not to do so.

Section 3: The Committee shall also grant the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement in even-numbered years to an African American author, illustrator, or author/illustrator for a body of his or her published books for children and/or young adults, and who has made a significant and lasting literary contribution. In odd-numbered years, the award is presented to a practitioner for substantial contributions through active engagement with youths using award-winning African American literature for children and/or young adults, via implementation of reading and reading-related activities and programs.

Section 4: The Committee shall promote, recognize, and celebrate the continued publication of quality literature by African American children's authors and illustrators. The Committee will encourage and advocate literature that illuminates the Black experience. Such literature will promote the understanding and appreciation of all people and their contributions to the realization of the American dream.

Section 5: The Committee shall market such published works as described in Article II, Section 1, to various youth populations, families, and the general population at large.

Section 6: The Committee shall encourage publishers to publish works of new African American authors and illustrators and continue their support of current African American children's authors and illustrators.

Section 7: The Committee shall develop and/or facilitate programs, publications, and other appropriate activities that connect children, librarians, teachers, and families to quality literature created by African American authors and illustrators.

Section 8: The Committee shall develop liaisons and partnerships with groups that support youth literature, including other ALA divisions, round tables, and caucuses.

Section 9: The Committee will maintain financial solvency for the standing committees' programs and award activities.

Section 10: The Committee shall celebrate the anniversary of the establishment of the award every five years.

### **ARTICLE III. MEMBERSHIP**

Any persons interested in the purposes of the Committee who are paid members of the ALA and the EMIERT may become members of the CSK Book Awards Committee.

### **ARTICLE IV. OFFICERS**

The officers of the Committee are as follows: Committee Chair, Committee Vice-Chair/Chair-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.

### **ARTICLE V. EXECUTIVE BOARD**

The executive board of the Committee shall consist of the officers, chairs of standing committees, and the Immediate Past Chair of the Committee.

### **ARTICLE VI. COMMITTEES**

The standing committees of the Committee shall be the CSK Book Awards Jury, Virginia Hamilton Award for Lifetime Achievement Jury, Membership Committee, CSK Book Awards Breakfast/Local Arrangements Committee, Public Relations (PR)/Fund-Raising Committee, Publications Committee, Program Committee, Technology Committee, Archives and History Committee, Nominating Committee, Book Grant Committee, Marketing Committee and Anniversary Committee.

## **ARTICLE VII. OPERATIONAL FUNDS OF THE COMMITTEE**

The operational funds of the Committee shall consist of (a) proceeds from the CSK Book Award Endowment (the allowable amount of expenditure is governed by ALA policy); (b) personal donations of individuals; (c) donations from corporations and publisher sponsors; (d) the sale of publications, seals, and CSK memorabilia; (e) grants; and (f) revenue from programming.

## **ARTICLE VIII. MEETINGS**

Committee membership meetings shall be held at both the Midwinter and the Annual Conference. Members shall be notified in advance of the location and time of the meetings.

# **BYLAW ARTICLES**

## **ARTICLE 1. DUTIES OF OFFICERS**

### **Section 1. The Committee Chair shall:**

- a. Perform the following tasks:
  - i. Prepare agendas.
  - ii. Preside at membership and executive board meetings.
  - iii. Maintain and adhere to directives in the Committee Chair's handbook.
  - iv. Appoint committee chairs, the Award Jury chairs, and members of the Award Juries.
  - v. Serve as a spokesperson for the Committee.
  - vi. Develop the budget of the Committee.
  - vii. Develop and present personal goals that align with Committee initiatives at the beginning of the term.
  - viii. Present a farewell summary detailing accomplishments at the close of the term.
  - ix. Initiate planning for CSK Book Awards anniversary celebrations 3 years prior to the anniversary.

- x. Represent (or through a designee) the Committee on the EMIERT Action Council. This person shall be an EMIERT member.
- xi. Serve as an ex-officio member of all committees.
- b. Implement the purposes and programs of the Committee.
- c. Keep the membership informed through minutes, publications, and/or electronic communications.
- d. Review duties with new officers and committee chairs and provide written copies of the same.
- e. Pass the gavel at the end of the term and transfer records (including the Committee Chair's handbook) to the succeeding Chair within 60 days of leaving office.
- f. Serve on the CSK Executive Board as Immediate Past Chair two years following the end of the elected term in a transitional, advisory capacity.

**Section 2. The Vice-Chair/Chair-Elect shall:**

- a. Carry out the duties of the Chair in absence or disability of that officer.
- b. Assist the Chair in the implementation of official duties.
- c. Serve as Chair of the program committee during the Chair-Elect's portion of the term prior to assuming duties as Chair.
- d. Represent the Chair upon request.
- e. Transfer past records to the succeeding Chair within 60 days of leaving office.

**Section 3. The Recording Secretary shall:**

- a. Record the minutes of the Midwinter and Annual Conferences and all other proceedings of the Committee.
- b. Maintain a file of all Committee reports.
- c. Notify officers and Committee members of election results or appointments.
- d. Maintain a list of all existing committees and their members at each meeting.
- e. Maintain a Record Notebook with copies of the following: (i) the Constitution and Bylaws with Amendments, (ii) special rules of order, and (iii) Committee meeting minutes.

- f. Transfer past records to the Committee Chair within 60 days after leaving office.

**Section 4. The Corresponding Secretary shall:**

- a. Send a notice of each meeting (at the Midwinter and Annual Conferences) to the membership.
- b. Conduct the general correspondence of the Committee.
- c. Transfer past records to the Committee Chair within 60 days after leaving office.
- d. Serve as parliamentarian during meetings.

**Section 5. The Treasurer shall:**

- a. Assume responsibility for all fiscal matters and handling of all financial transactions of the Committee.
- b. Work closely with the Chair to develop the Committee's budget.
- c. Provide budgets to committee chairs based on the Committee's allocations.
- d. Serve as the Committee treasurer liaison to the treasurer of EMIERT and the ALA liaison.
- e. Present a financial report of expenditures, receipts, and balances at the Annual and Midwinter Conferences.
- f. Monitor all financial requests for reimbursement and submit remittance forms to the EMIERT treasurer.
- g. Transfer past records to the Committee Chair within 60 days after leaving office.

**Section 6. The Assistant Treasurer shall:**

- a. Assist the Treasurer in fiscal-related business of the Committee.
- b. Succeed the Treasurer in office and assume designated duties.

**Section 7. The Immediate Past Committee Chair shall:**

- a. Serve as a member of the Executive Board in the immediate two years following his or her elected term with all rights of an Executive Board member.
- b. Serve as a consultant/resource person to the Chair-Elect.

- c. Serve as an ex-officio member on committees as appointed by the Chair.
- d. Become Chair of the Nominating Committee.

**Section 8. The Executive Board shall:**

- a. Consist of all officers and standing committee chairs.
- b. Assist the Chair in policy-making decisions affecting the Committee, act on behalf of the membership between regularly scheduled meetings, and implement Committee programs.
- c. Report monthly/bimonthly on implementation of tasks through the CSK Executive Board listserv.
- d. Meet periodically (via e-mail, phone conference, etc.) as determined by the business of the Committee and as scheduled by the Chair.

## **ARTICLE II. COMMITTEE DUTIES**

**Section 1. The CSK Book Awards Jury shall:**

- a. Carry out the stated purpose of the Committee as detailed in Article II, Section 1, of the Constitution.
- b. Consist of seven members.
- c. Be led by the Awards Jury Chair, who is appointed by the Chair of the Committee.
- d. Be constituted as follows: Two jury members shall be elected by the Committee members. The Chair of the Committee shall appoint the remaining members.
- e. Have staggered terms in order to assure continuity on the jury.
- f. Serve two years and begin at the close of the Annual Conference. Jurors are elected/appointed the summer before their two-year terms begin. (*Example:* Elected June of 2014. First year: Begins receiving books in January 2015. Attends the midwinter jury sessions in January 2016 to determine 2015 publication winners that will be presented in June 2016. Second year: Receives books in January 2016. Attends the midwinter jury sessions in January 2017 to determine the 2016 publication winners that will be presented in June 2017. The term ends at close of the annual meeting in June 2017.

- g. Attend the orientation session at the midwinter meeting to review the CSK Book Awards Jury Handbook the summer before beginning to receive books the following January. Attendance is mandatory.
- h. Jury membership
  1. Should a vacancy occur on the Awards Jury before time for the regular election/appointment, the vacancy shall be filled by appointment by the Committee Chair. The appointed juror shall serve until the expiration of the term of the member replaced.
  2. No person may be elected/appointed to the Awards Jury who has not been a member of the Committee for a minimum of one year.
  3. An Awards Jury member can be elected/appointed for a two-year term. An Awards Jury member elected or appointed to a consecutive term will not be eligible for reelection or reappointment until an interval of two years has passed. The Committee Chair shall make every effort to utilize the talents of all members who are experienced in children's literature and sensitive to the cause of the Committee as detailed in the charge of the Nominating Committee.
  4. The Chair of the Awards Jury shall transfer past records to the Committee Chair within 60 days after leaving office.
  5. No person may serve on the Awards Jury in absentia. Awards Jurors are required to attend the Midwinter Conference where the award decision is made.

## **Section 2. The Coretta Scott King–Virginia Hamilton Award for Lifetime Achievement**

### **Jury shall:**

- a. Carry out the stated purpose of the Committee as detailed in Article II, Section 1, of the Constitution.
- b. Consist of five members.
- c. Be led by the Coretta Scott King–Virginia Hamilton Award for Lifetime Achievement Jury Chair appointed by the CSK Book Awards Committee Chair. Two jury members shall be elected, and the remaining two members shall be appointed by the Committee Chair.

- d. Serve two years. Terms run summer to summer, beginning at the end of the Annual Conference year of the election/appointment. (See the calendar, Appendix A.) Jury members are required to attend midwinter selection meetings and attend the orientation meeting at the Annual Conference.
- e. Jury membership
  1. Should a vacancy occur on the Coretta Scott King–Virginia Hamilton Award for Lifetime Achievement Jury before time for the regular election/appointment, the vacancy shall be filled by appointment by the Committee Chair. The appointed juror shall serve until the expiration of the term of the member replaced.
  2. No person may be elected/appointed to the Jury who has not been a member of the Committee for a minimum of one year.
  3. A Jury member can be elected/appointed for a two-year term. A Jury member elected or appointed to a consecutive term will not be eligible for reelection or reappointment until an interval of two years has passed. The Committee Chair shall make every effort to utilize the talents of all members who are experienced in children’s literature and sensitive to the cause of the Committee as detailed in the charge of the Nominating Committee.
  4. The Chair of the Jury shall transfer past records to the Committee Chair within 60 days after leaving office.
  5. No person may serve on the Jury in absentia. Jurors are required to attend the Midwinter Conference where the award decision is made.

**Section 3. The Membership Committee shall:**

- a. (The Membership Committee Chair) Serve as one of the contact persons on the CSK Book Awards website.
- b. (The Membership Committee Chair or designee) Send a welcome letter to each new CSK member.

- c. Maintain a current membership list inclusive of name, address, home and business telephone numbers, fax number, job title, and e-mail address.
- d. Devise ways to recruit new members.
- e. Work with the Nominations Committee to verify membership for voting purposes.
- f. Update the membership roster by verifying CSK Book Awards Committee EMIERT membership with ALA.
- g. (The Membership Committee Chair) Serve as the CSK membership liaison to the EMIERT.
- h. Work closely with the CSK Technology Committee Chair to update the website regarding membership issues.
- i. Provide an update report to Committee membership at the Midwinter and Annual Conferences.
- j. Work closely with the CSK Book Awards Breakfast/Local Arrangements Committee Chair in each host city to solicit new members.
- k. (The Membership Committee Chair) Work with the PR/Fund-Raising Committee to promote CSK Book Awards membership.
- l. (The Membership Committee Chair) Transfer past records to the Committee Chair within 60 days after leaving office.

**Section 4. The CSK Book Awards Breakfast/Local Arrangements Committee shall:**

- a. Be responsible for implementing the duties needed to prepare for the breakfast program.
- b. Secure local committee members to execute duties of this committee.
- c. Provide an update to the Committee members at the Midwinter and Annual Conferences.
- d. Work with the Anniversary Committee during the anniversary celebration year.
- e. Work with the PR/Fund-Raising Committee to secure press coverage of the breakfast program.
- f. (The CSK Awards Breakfast/Local Arrangements Committee Chair) Transfer past records to the Committee Chair within 60 days after leaving office.

**Section 5. The Public Relations (PR)/Fund-Raising Committee shall:**

- a. Devise ways to increase the visibility and awareness of the CSK Book Awards and programs through advertisements in appropriate magazines, association newsletters, and other media.
- b. Compose and distribute fund-raising letters to underwrite CSK Book Awards programs.
- c. Work closely with the Committee Chair; the Anniversary Chair; and the Office for Diversity, Literacy and Outreach Services.
- d. Provide a report to the Committee members at the Midwinter and Annual Conferences.
- e. Secure an exhibit table at the Annual Conference as necessary to promote CSK Book Awards and membership efforts.
- f. (The Chair of the PR/Fund-Raising Committee) Transfer past records to the Committee Chair within 60 days after leaving office.

**Section 6. The Publications Committee shall:**

- a. Develop CSK Book Awards publications and brochure updates. Such publications and updates are inclusive of the CSK Book Awards breakfast program, website additions and corrections, the CSK Book Awards brochure, and other publications that the Committee deems necessary.
- b. Provide a report to the Committee members at the Midwinter and Annual Conferences.
- c. (The Chair of the Publications Committee) Shall transfer past records to the Committee Chair within 60 days after leaving office.

**Section 7. The Program Committee shall:**

- a. Plan CSK Book Awards program activities excluding the CSK breakfast program.
- b. Work closely with the Local Arrangements Chair and Committee Chair.
- c. Shall coordinate program implementation with the ALA staff liaison (Program Officer, Outreach and Communications, Office for Diversity, Literacy and Outreach Services).
- d. Work with the CSK Book Awards Breakfast/Local Arrangements Chair to secure student participants in CSK Book Awards programs as necessary.

- e. Provide a report to the Committee members at the Midwinter and Annual Conferences.
- f. (The Program Committee Chair) Shall transfer past records to the Committee Chair within 60 days after leaving office.

**Section 8. The Technology Committee shall:**

- a. Maintain the CSK Book Awards website.
- b. Explore how CSK award-winning books can interface with emerging technologies.
- c. Work with the Membership Committee Chair to maintain electronic communication with the membership.
- d. (The Technology Committee Chair) Shall provide a report to the Committee members at the Midwinter and Annual Conferences.

**Section 9. The Archives and History Committee shall:**

- a. Maintain all historical records in cooperation with the ALA staff liaison to the Office for Diversity, Literacy and Outreach Services.
- b. Such historical records shall include the housing of the following items in the Office for Diversity, Literacy and Outreach Services:
  - i. Copies of the winning titles each year;
  - ii. All handbooks published by the Committee;
  - iii. An electronic copy of the Record Notebook containing the (a) Constitution and Bylaws with Amendments, (b) special rules of order, (c) CSK Book Awards Committee meeting minutes, (d) all Committee correspondence, and (e) biennium Committee reports;
  - iv. A record of past CSK Book Awards and Virginia Hamilton Award for Lifetime Achievement Jury chairs and committee members.

**Section 10. The Nominating Committee shall:**

- a. Develop the slate of officers as outlined in Article IV.
- b. Work closely with the CSK Book Awards Committee Chair.

- c. Prepare ballots for membership voting.
- d. Review the membership list to offer opportunities for involvement by interested and experienced Committee members to maximize the use of the talents of Committee members.

**Section 11. The Book Grant Committee shall:**

- a. Establish eligibility and selection criteria for the grant.
- b. Develop the selection process and determine the recipients
- c. Develop a publicity plan to promote the program and the recipients.
- d. Submit an annual report to the Executive Board.

**Section 12. The Marketing Committee shall:**

- a. Steward the CSK Book Awards brand and image.
- b. Ensure that the CSK Book Awards are maintained through effective marketing and communication tools consistent with clearly defined objectives to enhance the reputation and recognition of the CSK Book Awards and the Virginia Hamilton Award for Lifetime Achievement.

**Section 13. The Anniversary Committee shall:**

- a. Plan activities related to the anniversaries of the CSK Book Awards program and the Virginia Hamilton Award for Lifetime Achievement program, including enhanced five-year celebrations.
- b. Submit proposals to the Executive Board for approval.
- c. Coordinate implementation with the ALA staff liaison (Program Officer, Outreach and Communications, Office for Diversity, Literacy and Outreach Services).
- d. Work with other committees as deemed appropriate during implementation.
- e. Submit reports to the Executive Board of the activities upon conclusion.

### **ARTICLE III. NOMINATIONS/ELECTIONS/TERMS OF OFFICE**

- a. The Nominating Committee will be composed of the Immediate Past CSK Book Awards Chair, the Corresponding Secretary, and a member-at-large. No member shall be included on the Nominating Committee who has not been an active member of the Committee and a member of the EMIERT for at least two years.
- b. The Nominating Committee shall present a slate of officers.
- c. Election ballots will be provided. Nominations may be taken from those eligible for election.
- d. The following officers shall be elected by the Committee membership at the Annual Conference for two-year terms: Committee Chair, Recording Secretary, Corresponding Secretary, and Treasurer.
- e. The Vice-Chair/Chair-Elect shall serve the Committee for three two-year terms. In the first two-year term, the elected individual shall work directly with the Committee Chair in the implementation of the Committee Chair's duties. In the second two-year term, the individual shall serve as the Committee Chair. In the third two-year term, the individual shall serve as the Immediate Past Chair and the Membership Committee Chair.
- f. Officers shall commence their duties at the end of the Annual Conference.
- g. The Committee Chair may not be elected to a consecutive term. Officers other than the Committee Chair may be elected for two consecutive terms but must have a minimum of a two-year reprieve before being elected to office again.
- h. Special elections to fill vacancies may be called by the Chair or he or she may make an interim appointment.

### **ARTICLE IV. AMENDMENTS**

- a. The Constitution and Bylaws may be amended by a majority vote of the Committee members.
- b. *Robert's Rules of Order* shall prevail where the bylaws are not specific.