

# Bylaws for the Beverly Public Library Teen Advisory Board

Adopted January 25, 2013

Revised October 13, 2021

## **ARTICLE I: NAME**

This organization shall be called "The Teen Advisory Board of the Beverly Public Library" and abbreviated as "TAB." The unofficial name of TAB is Totally Awesome Booklovers.

## **ARTICLE II: MISSION**

The mission of TAB is to promote Beverly Public Library's services to youth (in grades 6-12) by:

- Planning and implementing programs for youth.
- Creating an inviting atmosphere at the library by maintaining a safe, attractive youth area.
- Promoting ideas in the young adult collection.
- Promoting and encouraging reading by youth.
- Advocating the rights of youth.

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

## **ARTICLE III: MEMBERSHIP**

### Section 1:

TAB shall be coordinated by the Teen Librarian 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 is limited to 13 members.

### Section 3:

TAB membership is open to students in grades 6 through 12.

### Section 4:

Members may continue to serve on TAB until the summer after the member graduates from high school.

### Section 5:

A member shall be placed on suspension after 3 unexcused absences and become "inactive" after four 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 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, a secretary, and a treasurer 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 presidents 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 their 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 binder in the Teen 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 Teen 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:

It is the responsibility of the Treasurer to keep an accurate accounting of the funds raised, spent, and held by the TAB. Any monies raised will be stored in the Teen Librarian's office, which remains locked when she is not present. Votes will be taken before TAB monies are spent. Eligible purchases would include materials to support the TAB, provide programs for youth, and others to be determined and approved by the TAB. The treasurer will serve as the president in the absence of the presiding president, vice-president, and secretary.

### Section 6:

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

### Section 7:

Each September or October a new election will be held. Officers may serve in the same office for up to two consecutive terms. In the event that no other TAB member wishes to hold the position, a member can serve for a third term.

## **ARTICLE V: SUBCOMMITTEES**

### Section 1:

The Display subcommittee is charged with creating and maintaining the book display in the Teen area, which should be redesigned every 4-6 weeks. The Display Subcommittee is headed by the Display Coordinator who schedules display-building sessions and invites all interested TAB members to participate.

### Section 2:

The Anime Subcommittee is charged with updating the anime and manga collections of the library and recommending and developing programming in this area. The Anime Subcommittee is headed by the Anime Coordinator who leads efforts in this area.

## **ARTICLE VI: MEETINGS**

### Section 1:

The regular meetings will be held on one Friday afternoon every month, unless scheduling is not possible. Attendance expectations for summer meetings are relaxed due to vacations and other commitments.

### Section 2:

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

## **ARTICLE VII: VOTING**

### Section 1:

A quorum for a meeting of members shall include at least 51% of members. A quorum must be present to vote on TAB business.

Section 2:

The President shall call the vote. In his/her absence, the next senior officer shall call the vote.

Section 3:

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

**ARTICLE VIII: CODE OF ETHICS**

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

Section 1:

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

Section 2:

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 3:

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

Section 4:

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

**ARTICLE IX: 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.