

**Western Suffolk BOCES School Library System
Mission Statement**

The Western Suffolk BOCES School Library System is a consortium of member school library media centers whose mission is to promote access to information and ideas, coordinate resource sharing, and facilitate library growth and development of collections, programs and participants. The goal of enhancing instruction and promoting lifelong learning will be achieved through cooperation and collaboration among system members by supporting the efforts of the educational community at large.

**Western Suffolk BOCES School Library System
By-laws**

Adopted March 14, 2006
Revised February 4, 2015
Revised September 23, 2016

ARTICLE I. NAME

Section 1. This organization shall be called the Western Suffolk BOCES School Library System.

Section 2. The area to be served by this system shall encompass the public school districts and non-public schools districts within the boundaries of Western Suffolk BOCES.

ARTICLE II. PURPOSE

The purpose of the Western Suffolk BOCES School Library System shall be to provide leadership, support, instruction, resources and technical assistance in coordination of library services to all member school library media centers.

ARTICLE III. ORGANIZATIONAL STRUCTURE

The Western Suffolk BOCES School Library System shall be organized to include the following: *general membership*, *Liaisons* between each school district or non-public school and the Western Suffolk BOCES School Library System, *Council members*, *Council officers*, and a *system coordinator*.

ARTICLE IV. MEMBERSHIP

Section 1. Eligibility

All schools, public and nonpublic, within the Western Suffolk BOCES supervisory district meeting the requirements as outlined in the Commissioner of Education's Regulations 90.18(f) shall be eligible for membership.

Section 2. Requirements

A. To become a member of the Western Suffolk BOCES School Library System, the school district or non-public school shall agree to conform to the appropriate Commissioner of

Education's regulations and also submit the required letter of intent [Appendix A] to the School Library System.

B. Should a school or school district wish to withdraw from the system a formal letter from the Superintendent must be submitted. The withdrawing member shall immediately return to the system all materials purchased and distributed to the participant by the system.

ARTICLE V. SYSTEM COUNCIL

Section 1. Function

The primary functions of the Council shall be to: (a) develop the plan of service, (b) advise and support the Coordinator in the administration of the system, (c) assist the Coordinator in the administration of an annual budget, and (d) approve the budget before it is submitted to the State.

Section 2. Composition

The Council may be composed of public and non-public school library media specialists from all levels of library media service, teachers, school district administrators, LILRC, SCLS, business, community, and the Coordinator. (The Coordinator shall be a non-voting member of the Council.) At all times, the school media specialists shall constitute a majority of the Council.

Section 3. Officers

The officers of the Council, who are all voting members, shall be a chairperson, vice chairperson, recording secretary and past Council chair. The office of past Council chair may remain vacant.

Section 4. Terms of Office

The members of the Council shall serve a term of three years without compensation, with one third of the representatives being selected each year. Members may serve for more than one term.

ARTICLE VI. Appointment

Section 1. System Council Officers

At the last meeting of the year a chairperson, vice-chairperson, and a recording secretary will be appointed by the Council members.

Section 2. Terms

Officers of the Council shall serve a three-year term, for the duration of their term. They may be reelected.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. Duties of the Chairperson

The chairperson shall preside at all Council meetings, assist the Coordinator in formulating the agenda for Council and Liaison meetings, perform such administrative duties as are necessary and proper to the conduct of the affairs of the Council, appoint committees as required, assist the Coordinator in formulating the budget. In the event that the office of vice-chairperson or recording secretary becomes vacant, the chairperson shall appoint a Council member to complete the unexpired term.

Section 2. Duties of the Vice-Chairperson

The vice-chairperson shall assist the chairperson as necessary to fulfill designated duties. The vice-chairperson shall also represent the chairperson at all system functions when the chairperson is unable to attend.

Section 3. Duties of the Recording Secretary

The recording secretary will record the minutes of all Council meetings and will transmit them in a timely fashion to the system office for distribution to all Council members.

Section 4. Duties of the Past Council Chairperson

The past Council chairperson shall serve in an advisory capacity to the officers of the Council, and shall assist, as requested, in maintaining the workings of the system.

ARTICLE VIII. DUTIES OF LIAISONS AND COUNCIL MEMBERS

Section 1. It is the duty of a Liaison to disseminate *all* system information distributed at meetings or transmitted in any other way to district member librarians in a timely fashion. All participating members are entitled to all services provided by the system. It is the responsibility of the Liaison to be certain that all members in the district are apprised of all such offerings with adequate time to enroll or attend any functions that they choose for professional or personal development purposes.

Section 2. It is the duty of Council members to represent not only their district, but also the educational level or business they embody in order to ensure that the system provides the best service possible to the participating members. If a situation arises where there may be a conflict of interest between their district needs and the system needs, the Council members are responsible for excusing themselves from those deliberations.

ARTICLE IX. MEETINGS

Section 1. Council Meetings

There shall be four (4) regularly scheduled meetings of the system Council each school year. Council meetings shall be held prior to Liaison meetings, except in the case of the approval of the budget, which shall be scheduled after the Liaisons have reviewed it. Special meetings may be called if necessary. A quorum shall consist of a simple majority.

Council members are expected to attend all meetings or designate a non-voting proxy. The chairperson and Coordinator may review the status of any Council member whose attendance rate falls below 75%. If a Council member's status is found to be lacking and his/her contribution to the function of the Council is in question, the Council shall determine whether to recommend replacement of the Council member.

Section 2. Liaison Meetings

There shall be four (4) regularly scheduled meetings of the system Liaisons each school year. Special meetings may be called if necessary. A secretary shall be appointed by the Coordinator. Liaisons are expected to attend all Liaison meetings or designate a non-voting proxy. The Council may review the status of any Liaison member whose attendance rate falls below 75%. If the Liaison is not disseminating system information within their school district, the Council shall determine whether to recommend to the district superintendent the replacement of that Liaison member.

ARTICLE X. COMMITTEES

Section 1. Membership

Committee membership shall be established as needed at the first Council meeting of the school year, although membership is not limited to Council or Liaisons members. A Council member shall serve as an ex officio member of each committee.

ARTICLE XI. AMENDMENTS TO THE BYLAWS

Section 1. An amendment to the bylaws may be proposed by any system member, and submitted to the system office at least seven (7) days prior to the Council meeting at which time amendment will be considered. Such amendment must be approved by a majority of the system Council.

ARTICLE XII. SAVINGS CLAUSE

In all respects, the operation of the Western Suffolk BOCES School Library System shall conform to the appropriate regulations of the Commissioner of the New York State Education Department.