

# Teen Advisory Board By-Laws

## ARTICLE I: Name

The name of this group shall be the Teen Advisory Board (hereafter referred to as "TAB") of the Ligonier Valley Library.

## ARTICLE II: Mission

The mission of the Ligonier Valley Library TAB is to inspire youth ages 12-18 to become life-long users of the library, connect and engage with their community, give teens a platform to express their opinions and ideas in an inclusive and open space, and promote the development of life skills. This mission is to be achieved by cooperation between library staff and teen volunteers in developing and implementing teen programs and stewardship of the library.

## ARTICLE III: Members

### Section 1. Members

Membership is open to people between the ages of 12 and 18. They must submit an application to be accepted into the TAB.

### Section 2. Member Status

Active members are individuals who have been admitted to the TAB. Active members have full voting rights and are counted in the TAB's quorum. Active members must attend 9 of the 13 regularly scheduled meetings for the year.

Inactive members are individuals who have been admitted to the TAB but are on a leave of absence (see Article 4, Section 2.) Members with an inactive status are not able to vote and are therefore not counted in the TAB's quorum.

### Section 3. Advisor

The TAB advisor shall be the Youth Services Librarian (or an adult library staff member in their absence). The TAB advisor will provide guidance in planning TAB activities and reserves the right to reject and/or revise any ideas due to space, budget constraints, or other concerns.

## **ARTICLE IV: Attendance**

### **Section 1. Attendance**

Active TAB members are expected to participate in 9 of the 13 regular meetings in a program year (September-August) in-person or virtually. A member shall be held accountable for absences and will become inactive after two unexcused absences.

An unexcused absence shall be when a member is absent from an official TAB meeting or other requirement and makes no effort to inform the TAB President, Vice President, or advisor and does not have a legitimate reason for not contacting in advance.

An excused absence can be requested prior to the meeting or other requirement to the President, Vice President, or the TAB advisor.

### **Section 2. Leave of Absence**

TAB members can request up to 3 months leave of absence during a program year. To request a leave of absence, a TAB member must complete a Leave of Absence form and submit it to the President, Vice President, or advisor. While a TAB member is on a leave of absence, their spot in the TAB will not be replaced. If a TAB member on leave is an officer, then there shall be an automatic succession process during the leave period (i.e., Vice President becomes President). If the successor does not want to assume the new role, then the TAB shall follow the elections process (see Article 5, Section 4) to select a temporary replacement. TAB members who are on a leave of absence will be considered inactive members. If a TAB member plans to take off more than one 3-month period from the TAB, then they should work with the TAB Advisor to come up with a plan.

## **ARTICLE V: Officers**

### **Section 1. Officers**

The officers of the TAB shall be President, Vice-President, Secretary, Treasurer, and Social Media Manager elected by the members of the TAB. All officers should make a special effort to attend all meetings, programs, and special events sponsored by the TAB. Officers will pledge to devote time and effort beyond monthly TAB meetings.

### **Section 2. Term of Office**

Officers shall assume their duties at the close of the meeting at which they are elected. Officers shall serve for a term of one year or until their successors are elected.

### **Section 3. Officer Duties**

Officers shall perform the duties provided in this section.

#### **Section 3.1 President**

1. The President of the TAB will work closely with the advisor to organize TAB meetings.
2. Assist in creating the agenda.
3. Preside over the TAB meetings by keeping members focused and on track during meetings.
4. Act as a representative of the TAB, schedule permitting.
5. Other duties as assigned by the staff advisor.

#### **Section 3.2 Vice-President**

1. The Vice-President will serve as acting president in their absence or at the request of the president.
2. Help the president lead TAB meetings.
3. Assist the President in their duties as necessary.
4. Step in as president if the president steps down.
5. Other duties as assigned by the staff advisor.

#### **Section 3.3 Secretary**

1. The Secretary will be responsible for attendance sheets at all meetings.
2. Read highlights from previous meetings at the beginning of each meeting.
3. Record the minutes of all TAB meetings and turn them into the staff advisor.
4. Serve as President in the absence of the President and Vice-President.
5. Reports to the President and Vice President before each monthly meeting to ensure progress on action-items.

#### **Section 3.4 Treasurer**

1. Manages TAB budget.
2. Counts the money box at every TAB meeting.
3. Protects money.

### **Section 3.4 Social Media Manager**

1. Takes pictures of events for activities.
2. Designs posts for social media platforms.
3. Required to submit content to the TAB Advisor to post onto social media platforms.
4. Schedules meetings for creation of social media content.
5. If the Social Media Manager cannot attend events, they must find a TAB member to substitute their duties.
6. Consults with TAB on promotional materials and must have majority approval before submitting to the TAB Advisor.

### **Section 4. Elections**

New elections will be held each September. Only TAB members can vote in elections. Members will vote anonymously and will be tallied by the TAB advisor. Members can submit their name into consideration the day of the election. There will be speeches and subsequent votes (see Article 7, section 2) in succession order starting first with President.

## **ARTICLE VI: Meetings**

### **Section 1. Frequency**

Regular meetings of the TAB shall be held once a month.

### **Section 2. Annual Meeting**

The regular meeting in September shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports from officers and committees, and for any other business that may arise.

### **Section 3 Special Meetings**

Special meetings of the TAB may be called by the president and vice-president with sufficient notification.

### **Section 4. Quorum**

50% of active members of the TAB shall constitute a quorum.

## **ARTICLE VII: Decision Making**

### **Section 1. Representation**

Each active TAB member will receive one vote.

### **Section 2. Voting**

Votes will be collected either (1) by hand count or (2) anonymously by ballot. The president and vice president shall decide if the vote should be hand count or anonymous. A measure is approved by a majority (over 50%.) If a vote is tied, then the President shall open the floor to discussion. At the conclusion of the discussion, the TAB shall vote again. If the vote is tied again the TAB advisor shall make the final decision.

## **ARTICLE VIII: Amendments**

These by-laws may be amended at any regular or special meetings of the TAB by a super majority (60% or more) vote. The TAB approved amendment will be sent to Library administration for approval.