

Bylaws for the Hays Public Library Teen Advisory Board

Adopted April 2009(pending member approval)

ARTICLE I: NAME

This organization shall be called "The Teen Advisory Board of the Hays Public Library" and abbreviated as "TAB."

ARTICLE II: MISSION

The Mission of the Teen Advisory Board is to encourage a lifelong appreciation, support, and use of the library, to promote teen reading, teen programs, and teen participation. The group will advocate for teen rights and representation and contribute to the betterment of the library as a whole.

ARTICLE III: MEMBERSHIP

Section 1:

TAB shall be coordinated by the Young Adult Department Head 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 7 through 12.

Section 4:

Members may continue to serve on TAB until member graduates from high school or reaches 19 years of age, whichever is last.

Section 5:

TAB members will be contacted after a year of inactivity with the group. They will be asked if they still wish to be contacted for meetings and projects. If the member does not respond or wishes to be removed from the TAB, they will not be contacted further regarding TAB business

ARTICLE IV: OFFICERS

Section 1:

The officers shall be a president, business officer, communications/promotions officer, and technology officer.

Section 2:

The president of TAB will work closely with the TAB coordinator to organize TAB meetings. The president will assist the TAB advisor in creating the meeting agenda and will preside over TAB meetings. A brief meeting (via phone, IM, chat, in person) needs to take place between the TAB president and TAB coordinator no later than the day prior to the TAB meeting. The president will act as a contact person for other TAB members who want items added to the meeting agenda.

Section 3:

The business officer will be responsible for recording minutes and taking attendance at meetings. Other duties will included maintaining/editing bylaws, writing thank you notes, creating sign-up sheets for events, schedules, and any other publication that isn't considered promotional.

Section 4:

The communications/promotions officer will be responsible for contacting TAB members about upcoming events.

Section 5:

The technology officer will be responsible for working with the library web developer to maintain the TAB page on the Young Adult website. The technology officer will take pictures and videos and create videos and slideshows for promotion and other purposes. The technology officer will assist other officers with their technology needs.

Section 6:

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

Section 7:

Each April, a new election will be held. Officers may serve in the same office for unlimited terms. For an election to be final, ballots from 2/3 of all members must be turned in. The TAB coordinator will be responsible for coordinating the election.

ARTICLE V: MEETINGS

Section 1:

The regular meetings will be held once a month on the first Tuesday of each month at 4:30 p.m. during the school year. During summer break, the meetings will be held at 2 p.m. on the first Tuesday of each month.

Section 2:

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

Section 3:

An agenda will be presented at the beginning of every meeting (or prior to the meeting) to each TAB member.

Section 4:

Minutes will be taken at each meeting, made available to TAB members, and approved at the beginning of the following meeting.

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 Grace A. Dow Memorial 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.