

Franklin Township Library Teen Advisory Council Bylaws

ARTICLE I: Name

This organization shall be called “The Teen Advisory Council of the Franklin Township Library” and abbreviated as “TAC.”

ARTICLE II: Mission

The mission of TAC is to promote Franklin Township Library’s services to young adults by

- Suggesting ideas for the young adult collection
- Promoting and encouraging reading by young adults
- Offering program ideas for young adults
- Advocating the rights of young adults

ARTICLE III: Membership

Section 1

TAC shall be coordinated by a library staff member who will supervise all TAC meetings, activities, and special projects.

Section 2

TAC shall consist of no more than eighteen members. Members will be accepted to the board based on the following criteria:

- Availability of a seat on TAC
- Completion of a TAC membership application

Section 3

TAC membership is open to young adults in grades 7 through 12. Members must have a valid library card that is in good standing (no excessive fines as described by the library’s policy). TAC members with fines must make an effort to rectify the matter.

Section 4

TAC members must have parental permission to join the board (required on TAC application).

Section 5

Membership shall commence at the next TAC meeting after being accepted on the board and will continue until member graduates from high school.

Section 6

A member shall become “inactive” after two absences. Inactive members will not be informed of meetings or provided minutes from meetings. Inactive members will no longer be eligible to vote or participate in TAC activities. It is solely up to the TAC Coordinator to decide if an absence is excused or unexcused.

Section 7

When membership is available, the TAC Coordinator and current members will actively recruit new members.

ARTICLE IV: Officers

Section 1

The officers shall be president, vice – president, and secretary, elected from the members of TAC. All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAC.

Section 2

The president of TAC will work closely with the TAC Coordinator to organize TAC meetings. The president will assist the TAC Coordinator in creating the meeting agenda and will preside over TAC meetings. The president will act as a contact person for other TAC members who want items added to the meeting agenda.

Section 3

The vice – president will serve as the president/secretary in their absence. The vice – president will inform and remind all members of upcoming meetings, programs, and special events.

Section 4

The secretary will keep minutes of TAC meetings, providing copies to each member in a timely fashion. The secretary will read the previous meeting’s minutes at each regular meeting. The secretary will see to the upkeep of the master file of minutes to be kept in the TAC binder. The secretary will serve as the president in the absence of the presiding president and vice – president.

Section 5

Officers will serve a term of one year, from September to the following August, based on the school calendar year.

Section 6

Each September, a new election will be held. Officers may not serve in the same office two years in a row, although they may run for and be elected to a different office. A member may run for and be elected to a previously held office after one year of not holding that office.

ARTICLE V: Meetings

Section 1

The regular meetings will be held the second Thursday evening of every month from 7 – 8 pm.

Section 2

Special meetings may be called by the TAC Coordinator to complete tasks as needed.

Section 3

Minutes of the previous meeting shall be e-mailed to all active members within a week of the meeting. Members will be provided with a folder to store their minutes. A master copy of all minutes will be kept in the TAC binder in case any member loses any copy of the minutes.

Section 4

Proceedings of minutes should be governed by *Robert's Rules of Order*.

ARTICLE VI: Code of Ethics

Section 1

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

Section 2

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

Section 3

TAC members will show respect for other TAC 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

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

Section 5

TAC members will respect the privacy of other TAC members.

ARTICLE VII: Removal of Members from TAC

In the extremely rare case that a member of TAC is consistently disruptive to the mission of TAC, it is the responsibility of the TAC Coordinator to remove that person from membership. The TAC Coordinator will make every attempt to resolve the situation without removing a member from the Council.

Approved 10/05
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