



## Hewitt Public Library Teen Advisory Board Bylaws

### **ARTICLE I: NAME**

This organization shall be called “The Hewitt Public Library Teen Advisory Board” and abbreviated as “TAB.”

### **ARTICLE II: MISSION**

The mission of TAB is to promote the Hewitt Public Library’s programs and services to teens and tweens by:

- Planning, implementing, and participation in programs
- Development suggestions for the YA collection
- Promoting and encouraging reading
- Advocating

### **ARTICLE III: MEMBERSHIP**

#### **Section 1**

TAB shall be coordinated by the Teen Librarian or Library Director, 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, budget, or relevancy.

#### **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 six through twelve, or ages 12-18.

### **Section 4**

Members may continue to serve on TAB until they graduate from high school or reach nineteen years of age, whichever is later.

### **Section 5**

A member shall be held accountable for absences and become inactive after four consecutive, unexcused absences.

### **ARTICLE IV: OFFICERS**

#### **Section 1**

The officers shall be a president, a vice president, and a secretary, elected from the members of TAB. Officers must also submit a letter of recommendation, which may be written by a teacher, coach, pastor, family friend, etc. Letters of recommendation may not be written by the parent/guardian of the applicant.

All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB.

#### **Section 2**

The president 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, along with the TAB advisor, for other TAB members who want items added to the meeting agenda. The president will also serve as liaison to the HPL Library Board.



### **Section 3**

The vice president will serve as the president in his or her 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 notebook in the YA 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 YA 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**

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

### **Section 6**

Each September a new election will be held. Officers may serve in the same office for unlimited terms. Officers will be voted upon by TAB members via ballot to be tallied by the TAB advisor.

## **ARTICLE V: MEETINGS**

### **Section 1**

The regular meetings will be held monthly at the Hewitt Public Library. Meeting times and dates are subject to change.

### **Section 2**

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

## **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 Hewitt Public Library and follows the HPL policy and procedures.

### **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.



## **ARTICLE VII: 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 removal. The Library Director will be notified in writing.



## Hewitt Public Library Teen Advisory Board Application

Please type or print. You may contact Madelyn Treat, Teen Services Specialist, at [mtreat@cityofhewitt.com](mailto:mtreat@cityofhewitt.com) or 254-666-2442 for more information. **Applicants must be entering grades 6-12 or be age 12-18.**

Please return the completed application to the Teen Services Specialist, Madelyn Treat.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Why do you want to be on the Teen Advisory Board?

What are your hobbies, interest, and extracurricular school activities?

What is your favorite book or book series? Why is it your favorite?



What program or service would you like to see developed at the library?

The Teen Advisory Board meets the 4<sup>th</sup> Tuesday of each month from 5:00-6:00 (Dates are subject to change; members will be notified in advance). Can you commit to regularly attending these meetings?

Yes\_\_\_\_\_ No\_\_\_\_\_

I am aware that my teen is applying to serve on the Hewitt Public Library's Teen Advisory Board.

**Signature of parent/guardian** \_\_\_\_\_

**Date**\_\_\_\_\_

I have read and understand the duties of Teen Advisory Board members.

**Signature of applicant** \_\_\_\_\_

**Date**\_\_\_\_\_



## Hewitt Public Library Teen Advisory Board FAQ

**What is the Teen Advisory Board?** The Teen Advisory Board is an organization comprised of teens who are invested in Hewitt Public Library's programs and services to teens and tweens.

**Who can join the Teen Advisory Board?** Students in grades 6-12, or ages 12-18.

**What does the Teen Advisory Board do?** The Teen Advisory Board promotes Hewitt Public Library's programs and services to teens and tweens by:

- Planning, implementing, and participating in teen and tween programs
- Promoting ideas regarding the YA collection
- Promoting and encouraging reading by teens and tweens
- Advocating the rights of teens and tweens

**When does the Teen Advisory Board meet?** The Teen Advisory Board meets once per month. Members will be required to commit to attending these meetings on a consistent basis.

**Why do I want to join the Teen Advisory Board?** There are several reasons why teens should join:

- It is an opportunity for teens to have input and creative control over library programs.
- It is a teen-led program – the Teen Librarian functions as an advisor.
- Members will exercise leadership skills.
- Teens will make a positive difference.
- It is an opportunity for teens to hang out with other teens.
- It will help teens gain skills and experience for their future.
- Members will earn volunteer service hours.

**How do I join?** Fill out an application form and return it to the library