

ALABAMA LIBRARY ASSOCIATION, INC.

Montgomery, Alabama

Handbook

ALABAMA LIBRARY ASSOCIATION, INC.

Handbook

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Chapter 1: About the Association

Section 1. HISTORY OF THE ASSOCIATION

In the winter of 1904, a dedicated group gathered in Montgomery to organize the Alabama Library Association. On November 21st of that year there were fifty charter members present when a constitution was adopted. The constitution stated that the purpose of the association was the promotion of libraries and library interests in Alabama. Dr. Thomas M. Owen, director of the Alabama Department of Archives, was elected as the association's first President and served in that capacity until his death in 1920. Junius M. Riggs, of the Alabama Supreme Court Library, was elected Secretary and Laura M. Elmore of Montgomery Public Library became Treasurer.

Unlike our present day meetings, early meetings were often held in several towns using rail transportation as a means of moving the convention en masse from one location to another. According to an article in the December 4, 1912, issue of The Troy Messenger, "A magnificent meeting of the State Library Association was held here last night and today.... The first two programs were held at Union Springs, and the large number of distinguished delegates arrived here last night via the Central...and were greeted by town and college committees.... One of the main features of the program was an address on the subject 'School and Libraries' and serious concern for good library service...."

Over three quarters of a century later, we are still promoting libraries and library interests in Alabama. Steam trains do not service our convention sites and we no longer skip from town to town to attend an association meeting. We have moved into the world of electronic technology. We have addressed many issues in our conventions, some of them being censorship and library funding. In March of 1983, our convention theme was "Libraries at the Crossroads". We are now no longer at the crossroads, we are well on our way to responding to A Nation at Risk, as reported in our 1984 Convention.

Section 2. PURPOSES AND GOALS

The Alabama Library Association, Inc., hereafter referred to as the "Association," is an organization of librarians and libraries in the State of Alabama, formed to promote the welfare of librarians, to encourage better use of libraries, and to promote and encourage literary activities in the state. (For more detailed information, see Articles of Incorporation, Article III.) The Alabama Library Association's official website is <http://allanet.org/>.

Section 3. MEMBERSHIP

Subsection 1. Who Qualifies for Membership

Membership in the Alabama Library Association is open to individuals in categories of individual, exhibitor, graduate school (currently enrolled in a MLIS program for no more than three years), retired/unemployed, and trustee/friend. (All persons, who are in good standing by payment of annual dues, shall be classed as individual members. Article II, Section 4) and institutions (all corporations, associations, institutions or other organizations shall be classed as institutional members. Article II, Section 4). One person may register as a representative of an institution on an institutional membership but cannot vote. Institutional membership includes a subscription to *Alabama Libraries*.

For more membership information, visit the Alabama Library Association's website: <http://allanet.org/>.

The Association may elect honorary members. However, only individual members have the right to vote (Article II, 5). Honorary membership may be conferred on a living person whose contribution to librarianship or a closely related field in Alabama is so outstanding that it is of lasting importance to the advancement of the whole field of library science. It is intended to reflect honor upon the Association as well as upon the individual.

Any member of the Association may nominate an individual for honorary membership. The Association Awards Committee will present its recommendation to Council, which shall approve or disapprove the recommendation. Honorary membership will be presented to the recipient(s) at convention.

Honorary members shall have no vote (Article II, 5). They will receive *Alabama Libraries*, and receive membership rates for convention.

1. To be eligible for honorary membership, a person should be so outstanding that there can be no question about his/her suitability.
2. Honorary membership should be conferred for a significant contribution to librarianship or a closely related field rather than as a reward for "a job well done."
3. The designation should recognize the contribution of an individual per se rather than an individual representing the accomplishments of many.
4. The person elected to honorary membership should be of such caliber as to reflect honor upon the Association by this designation.
5. Honorary membership should be conferred because of a contribution of more than passing importance and interest and of more than local or limited achievement. It should not be conferred because of momentary enthusiasm.

6. The recipient may be a librarian or a person in a related field.
7. Only a living person should be considered for honorary membership.
8. Potential candidates are not likely to be numerous at any one time. It is not desirable that there be numerous recipients of honorary membership at any one time. Conferral of honorary membership is not mandated as an annual event.

Subsection 2. Applying for Membership

Individuals and institutions may apply for membership via the Association's website (<https://www.allanet.org/membership>). The membership year is January 1 - December 31.

Subsection 3. Dues

Dues are recommended by the Council and set by the Association at its annual business meeting. (Article II, 1b, 2a) (Appendix C-1 and C-2)

Subsection 4. Voting Rights

It is the right of each individual member in good standing to vote in the general election for Association officers, for officers of their division, and for officers of their appropriate round tables. (Article II, 5)

Subsection 5. Meeting Attendance

Each member is encouraged to attend the annual convention and/or all Council meetings, and appropriate division and round table meetings.

Subsection 6. Committee Appointments

Members are encouraged to request appointment to committees of their choice. Committees are listed on the personal membership form (Appendix C-1), and their purposes and duties are described in Section 9 of this *Handbook*. The Vice-President/President-Elect usually makes committee appointments from members' choices.

Section 4. HOW-TO

HOW TO... NAVIGATE THE ALLA HANDBOOK

1. Quick tip...FIND what you want.

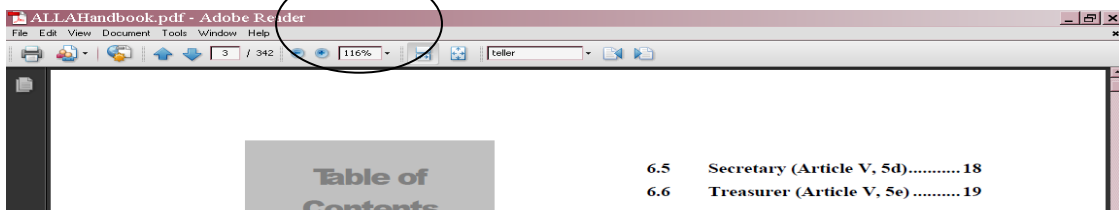
Whether you use the Word or .pdf version of the handbook, one quick way to find what you are looking for is the Find function.

- ❏ In Word, you can do Ctrl + F and a box will pop up. You enter the word(s) you wish to find and specify what part(s) of the document you wish to search. Then click on Find Next and each time the word(s) is mentioned in the text, you will see it highlighted. Simply click on Find Next to move to the next appearance of the word(s).
- ❏ In Adobe Reader, you will see the Find search box at the top of the window. Enter your word(s) and press Enter. The word(s) will show up highlighted where it is located in the text. You can go forwards and backwards by clicking on the arrow icons next to the search box.

2. The Table of Contents can be your best friend.

Never forget to use this handy tool as it will guide you to the page or section of the document that you need. Once you know the page or section number you want, you can then activate the Go To function in either Word or Adobe Reader.

- ❏ In Word, do Ctrl + F as you do for Find. This time, select the tab for Go To and then choose the portion of the text you wish to maneuver—page, section, line, etc. Next enter the page number (or other number) and click on Go To. You will be taken to the specified area without having to scroll or hit page down continuously.
- ❏ In Adobe Reader, you will see this feature at the top of the window just below the toolbar. Type in the page number and press Enter. You will be taken to the page in



document (note that this will not be the number on that page but the number of the page within the total document).

3. Don't forget the Appendices, Appendixes, Appendectomy?

Just like the Table of Contents, an appendix can be a quick tool to locate charts, lists, forms, and other specialized content that supplements the text of the document. For example, Appendix C of the ALLA Handbook contains the various forms used by the Association.

How To... **ACCESS YOUR MEMBER PROFILE**

Want to renew your membership?

Need to register for a workshop?

Moved and need to update your

address?

To renew membership or update your profile

- 1) Go to **<http://www.allanet.org/>**.
- 2) Sign in with the user name and password you received via email OR you may contact the Association Administrator if you do not have a login and password.
- 3) Once you sign in, click on the link for *Membership Services*.
- 4) Your member profile will come up and you can then update any fields in your profile. To renew, click on the link for *Membership Renewal* on the left side of the page.
- 5) You should have received a renewal invoice with an invoice number. You can select this from the drop down or enter the number manually and click the continue button.
- 6) From here, simply go through each selection as it appears on the screen.
- 7) When all fields have been completed, you can either print the form and mail it to the Association Administrator along with your payment OR pay online by credit card.
- 8) Once you click on the submit button, you will receive a receipt that you can print for your records.

To register for an event

- 1) Go to **<http://www.allanet.org/>**.
- 2) Sign in with the user name and password you received via email OR you may contact the Association Administrator if you do not have a login and password.
- 3) Click on the link for *News & Events*.
- 4) Select the event you desire and then click on the *Register Now* link.
- 5) A new window will open and you can proceed to register. Simply complete the registration form and click to continue as prompted.
- 6) As with membership renewal, you will have the option to pay by check or credit card online. If paying by check, submit a copy of your registration invoice with your check and mail to the Association Administrator.

(see next page for mailing address)

Mailing address for payments:

Alabama Library Association Office
6030 Monticello Drive
Montgomery, AL 36117

HOW TO... SUBMIT RECEIPTS FOR REIMBURSEMENT

WHO MAY BE REIMBURSED?

Any ALLA member in good standing who had previously had the expense authorized, whether it be for a workshop, convention, committee meeting, etc.

WHAT MAY BE REIMBURSED?

Expenses related to the business of the Association. This will include, but is not limited to, workshops, meetings, convention programs, publications, and travel. All expenses must be pre-approved by the Treasurer or Convention Chair (if a convention expense).

HOW TO OBTAIN REIMBURSEMENT?

All requests for reimbursement must be submitted to the Association Administrator unless the request is convention-related. All non-convention requests must be submitted prior to June 30 of each fiscal year before the year is closed out. Please do not wait until June 29 and expect to be paid! Requests should be submitted by June 1 in order to allow sufficient time for processing and for payment to be placed in the mail to the requestor.

Workshop/program expenses should be submitted to the Association Administrator immediately after the close of the workshop, if not before. All expenses must be pre-approved on a Program Estimate and Review form that is submitted to the Executive Council ahead of time for approval. This form is then submitted with receipts to show the total profits and expenses.

Convention-related expenses must be submitted to the Convention Chair for pre-approval. All requests for reimbursement should be submitted to the Association Administrator prior to May 31st.

Committee and meeting expenses should be submitted to the Association Administrator as they occur on a timely basis.

**ALL REQUESTS SHOULD BE SUBMITTED WITH A COMPLETED
MONETARY REQUEST (see Appendix C) FORM AND ORIGINAL
RECEIPTS.**

Mailing address for requests for reimbursement:

Alabama Library Association
6030 Monticello Drive
Montgomery, AL 36117

Chapter 2: Association Timelines

Section 1. ALLA ADMINISTRATIVE TIMELINE

DATE	ACTION	ULTIMATELY RESPONSIBLE
July	<i>Alabama Libraries</i> published	Editor
July	Scholarship & Loan recommendations	Scholarship & Loan President
July	Budget presented by Treasurer and approved by Executive Council	Treasurer
July/August	Preliminary Convention plans	Convention Chair
September	Ongoing Division, Roundtable, Committee Work	Executive Committee Chairs & Roundtable Moderators
October	ALMS (Alabama Library Media Specialists, formerly LAMP) Conference –ALLA Membership Table	Membership Chair
October	IRS 990 form	Assoc Admin
November	Convention plans finalized. Check for deadline on submitting convention budget.	Convention Chair
November	Assoc Admin evaluated	Immediate Past President
November	Nominees for Association awards	Association Awards Chair
November	Final report of the Nominating Committee for Executive Approval	Nominating Committee Chair
November	Nominees contacted for Nominee Biographical Information form	Nominating Committee Chair
December	Membership Renewal Notices	Assoc Admin

December	Renewal notice for Freedom to Read and Washington Office	ALA Councilor
January – December	Membership year	
July 1 – June 30	Fiscal year [Treasurer starts]	
April [preferably 2nd week]	Convention	
April	National Library Week	
April	Administrative year starts [except for treasurer]	
December/January	Publish slate	Editor
January	Membership renewal notices	Membership chair
January	Teller Committee appointed	President
January	Slate of nominees submitted	Nominating Committee Chair
January	Nominee biographical information--submitted	Nominating Committee Chair
January – March	Executive Committee preferences to President-Elect [info from membership form]	Assoc Admin.
February	Ongoing Division, Roundtable & Committee Work	Executive Committee Chairs & Roundtable Moderators
February	Association Awards--Public relations—Write up for convention chair; for web; for local papers, SELA & ALA	Association Awards Chair & Public Relations Committee
March	List of award winners should be provided to Web Administrator for Web updates. This should include the Authors Awards as well.	Association Awards Chair
March	Elections	Nominating Committee Chair
March	Standing Executive committee chairs- - appointed	President-Elect

March	Standing Executive committee chairs- - list to web administrator	President-Elect
March	Teller Committee-- meets Votes-- counted [at least month before convention]	Teller Committee Chair
March	Executive Committees' Annual Written Reports submitted	Executive Committee Chairs
March – April	Election candidates notified of results	President
March – April	Web Administrator notified of results	President
April – Pre-Convention	For upcoming year's nominations— Request two names from the Executive Division from which, according to traditional rotation, the President-Elect will be nominated. Encourage the Division to discuss this issue at its convention business meeting and to submit the names to the incoming chair of the Nominating Committee.	Nominating Committee Chair
April – Pre-Convention	Send notification letter for operating budget requests for upcoming year	Treasurer
April – Pre-Convention	Distribute Operating budget request forms	Treasurer
April – Pre-convention	Next year's convention committee appointed	Convention Chair
April	At Convention--President's reception- -Association awards presented	Association Awards Chair
April	At Convention—Leadership Transition workshop	EVERYBODY -- Each Executive officer, division, committee, and round table
April	At Convention—"Passing" of records to new leaders or archives	EVERYBODY -- Each Executive officer, division, committee, and round table
April	At Convention – Annual Business Meeting	EVERYBODY -- Each Executive officer, division, committee, and round table
April	At Convention—Membership mans membership table	Membership Chair

April	At Convention—Business Meeting— Financial statement	Treasurer
April	At Convention—Business Meeting— Reappointment of Association Administrator	Executive Council
April	At Convention—Elect 2 members for Scholarship and Loan Fund's Board of Directors	President with voting members of Council
April	New officers and committees assume duties and begin work on preparing budgets for submission to the Budget and Finance Committee.	EVERYBODY -- Each Executive officer, division, committee, and round table
April	At Convention –General Session-- Election announcement	President
May	Executive Council Planning Meeting	President
May	Dates for next convention to <i>Bowker Annual, Library Journal, Southeastern Librarian, and American Libraries</i> , etc.	Assoc Admin
May	Officers' names to ALA, SELA & others	Assoc Admin
May	Bonding contracts information and budgeting	Assoc Admin
May	National Legislative Day (ALA) attendance	Legislative Chair designates attendee
May – Post-Convention	Convention Financial Report	Treasurer
May – Post-Convention	Operating Budget Request Form to Treasurer	EVERYBODY -- Each Executive officer, division, committee, and round table
May – Post-Convention	Send 2 nd notice for operating budget requests	Treasurer
May – Post-Convention	Proposed operating budget for new year	Treasurer
May – Post-Convention	Proposed convention budget for new year	Convention Chair

May – Post-Convention	Itemized convention expenditures to Treasurer	Convention Treasurer
May (end of)	Summer Reading Program kickoffs	DO NOT SCHEDULE ALLA meetings
June	Audit	Assoc Admin
June	Financial statement to <i>Alabama Libraries</i>	Treasurer
June	Executive Council workshop/meeting	President
June	Preparation of the Association's budget	Treasurer & Budget and Finance Committee
June 1	Deadline for submission to <i>Alabama Libraries</i>	Editor
Quarterly	IRS 941 form	Assoc Admin
Quarterly	Loan Statement to recipients [Scholarship & Loan]	Assoc Admin
Monthly	Pay invoices	Assoc Admin
Before Executive Council meetings	Committee Written Reports	Executive Committee Chairs
All the time	Submit PR items/ideas to Public Relations Committee	EVERYBODY -- Each Executive officer, division, committee, and round table
All the time	Submissions for <i>Alabama Libraries</i> for February and July and <i>ALLA COMMunicator</i> each quarter	EVERYBODY -- Each Executive officer, division, committee, and round table
All the time	Submissions for Handbook improvements	EVERYBODY -- Each Executive officer, division, committee, and round table
Any time	Association Administrator appointed	Executive Council
Any time	Web Administrator	Executive Council
Any time	Editor, <i>Alabama Libraries</i> appointed	Executive Council
Every 4 years during general election	SELA Representative	Nominating Committee Chair

Every 3 years during general election	ALA Councilor	Nominating Committee Chair
Every 2 years	Treasurer	Nominating Committee Chair
Every 2 years [staggered]	Members-at-Large	Nominating Committee Chair
Any time	Parliamentarian appointed	President
Every 4 years	Archivist appointed	President
30-days before Exec. Council meetings	Draft minutes sent for corrections/additions;	Secretary
Before Executive Council meetings	Final minutes sent	Secretary
Before Executive Council meetings	Financial statement	Treasurer
After Executive Council meetings	Approved minutes to voting members, admin & web admin	Secretary
After Executive Council meetings	Action items to Handbook and Bylaw Chairs	Secretary
Years in advance	Site Selection for Convention	Site Selection Chair
Monthly	Pay admin staff	Treasurer

Section 2. ALLA ADMINISTRATIVE TIMELINE

IMPORTANT: See *Convention Handbook* for convention administration timeline

DATE	ACTION	ULTIMATELY RESPONSIBLE
July 1 – June 30	Fiscal year	
July 1 – June 30	Treasurer's term	
January – December	Membership year	
April (prefer 2nd week)	Convention	
April	National Library Week	
December	Renewal notice for Freedom to Read and Washington Office	ALA Councilor
Quarterly	IRS 941 form	Assoc Admin
Quarterly	Loan Statement to recipients [Scholarship & Loan]	Assoc Admin
Monthly	Pay invoices	Assoc Admin
May	Dates for next convention to <i>Bowker Annual</i> , <i>Library Journal</i> , <i>Southeastern Librarian</i> , and <i>American Libraries</i> , etc.	Assoc Admin
May	Officers' names to ALA, SELA & others	Assoc Admin
May	Bonding contracts information and budgeting	Assoc Admin
June	Audit	Assoc Admin
October	IRS 990 form	Assoc Admin
December	Membership Renewal Notices	Assoc Admin
January – March	Committee preferences to President-Elect [info from membership form]	Assoc Admin.
November	Nominees for Association awards	Association Awards Chair

April	At Convention--President's reception--Association awards presented	Association Awards Chair
March	List of award winners should be provided to Web Administrator for Web updates. This should include the Authors Awards as well.	Association Awards Chair
February	Association Awards--Public relations—Write up for convention chair; for web; for local papers, SELA & ALA	Association Awards Chair & Public Relations Committee
Before Executive Council meetings	Committee Written Reports	Committee Chairs [Executive]
March	Committees' Annual Written Reports submitted	Committee Chairs [Executive]
February	Ongoing Division, Roundtable & Committee Work	Committee Chairs & Roundtable Moderators [Executive]
September	Ongoing Division, Roundtable, Committee Work	Committee Chairs & Roundtable Moderators [Executive]
October	Ongoing Division, Roundtable, Committee Work	Committee Chairs & Roundtable Moderators [Executive]
November	Roundtables/Divisions-- submit nominee forms for next year to nominating committee chair	Committee Chairs & Roundtable Moderators [Executive]
April – Pre-convention	Next year's convention committee appointed	Convention Chair
May – Post-convention	Proposed convention budget for new year	Convention Chair
July/August	Preliminary Convention plans	Convention Chair
November	Convention plans finalized. Check for deadline on submitting convention budget.	Convention Chair
May	Itemized convention expenditures to Treasurer	Convention Treasurer
May (end of)	Summer Reading Program kickoffs	DO NOT SCHEDULE ALLA meetings
43617	Deadline for submission to <i>Alabama Libraries</i>	Editor
July	<i>Alabama Libraries</i> published	Editor
December/January	Publish slate	Editor

April	At Convention—Leadership Transition workshop	EVERYBODY – Each Executive officer, division, committee, and round table
April	At Convention—“Passing” of records to new leaders or archives	EVERYBODY – Each Executive officer, division, committee, and round table
Post-convention	Operating Budget Request Form to Treasurer	EVERYBODY -- Each Executive officer, division, committee, and round table
All the time	Submit PR items/ideas to Public Relations Committee	EVERYBODY -- Each Executive officer, division, committee, and round table
All the time	Submissions for <i>Alabama Libraries</i> for February and July and <i>ALLA COMMunicator</i> each quarter	EVERYBODY -- Each Executive officer, division, committee, and round table
All the time	Submissions for Handbook improvements	EVERYBODY – Each Executive officer, division, committee, and round table
April	New officers and committees assume duties and begin work on preparing budgets for submission to the Budget and Finance Committee.	EVERYBODY – Each Executive officer, division, committee, and round table
April	At Convention—Business Meeting—Reappointment of Association Administrator	Executive Council
Any time	Association Administrator appointed	Executive Council
Any time	Web Administrator	Executive Council
Any time	Editor, <i>Alabama Libraries</i> appointed	Executive Council
May	National Legislative Day (ALA) attendance	Legislative Chair designates attendee
January	Membership renewal notices	Membership chair
April	At Convention—Membership mans membership table	Membership Chair
October	ALMS (Alabama Library Media Specialists, formerly LAMP) Conference –ALLA Membership Table	Membership Chair
November	Final report of the Nominating Committee for Executive Approval	Nominating Committee Chair
November	Nominees contacted for Nominee Biographical Information form	Nominating Committee Chair
Every 4 years (during general election)	SELA Representative	Nominating Committee Chair
Every 3 years (during general election)	ALA Councilor	Nominating Committee Chair
Every 2 years	Treasurer	Nominating Committee Chair

Every 2 years [staggered]	Members-at-Large	Nominating Committee Chair
April – Pre-Convention	For upcoming year's nominations— Request two names from the Division from which, according to traditional rotation, the President-Elect will be nominated. Encourage the Division to discuss this issue at its convention business meeting and to submit the names to the incoming chair of the Nominating Committee.	Nominating Committee Chair
January	Slate of nominees submitted	Nominating Committee Chair
January	Nominee biographical information-- submitted	Nominating Committee Chair
March	Elections	Nominating Committee Chair
May	Executive Council Planning Meeting	President
Any time	Parliamentarian appointed	President
Every 4 years	Archivist appointed	President
January	Teller Committee appointed	President
March – April	Election candidates notified of results	President
March – April	Web Administrator notified of results	President
April	At Convention –General Session--Election announcement	President
May	Executive Council Planning Meeting	President
June	Executive Council workshop/meeting	President
April	At Convention—Elect 2 members for Scholarship and Loan Fund's Board of Directors	President with voting members of Council

Chapter 3: Convention and Meetings

Section 1. CONVENTION DATE

The annual convention of the Association, which includes the annual business meeting and other meetings as may be scheduled, is held each year preferably during the month of April. All involved in the convention must go by the guidelines in the Convention Handbook. (See Appendix D for further detail)

Section 2. SITE SELECTION

Selection of the site is made by the Council at the recommendation of the Site Selection Coordinator and is determined, when practical, five years in advance of the annual meeting. Commitment to book a site for the convention should be done only on the authorization of Council (See Appendix M, Alabama Library Association Convention Sites). In 2002, a motion was passed to start a regular location for annual conventions around the state by geographic region in order to assure equal opportunities for attendance. It was recommended that the annual convention sites rotate between Montgomery, Birmingham, Huntsville, and Mobile.

Section 3. ATTENDANCE FEES

All meetings of the Association are open to all members. However, registration is required for the annual convention. Council determines fees for attendance at the annual convention upon recommendation of the Convention Committee. Admission to meetings and exhibits is by registration badge with the exception of the business meeting(s) of the Association which is/are open to all current members of the Association.

Chapter 4: Elections and Appointments

Section 1. ELECTIONS FOR ASSOCIATION OFFICERS

Subsection 1. Nomination Process

The Nominating Committee submits a slate of two qualified nominees for each of the offices of vice-president/president-elect, secretary, treasurer, and the three members at large for the Council at its second meeting. The approved slate along with appropriate biographical information must be published in ALLA publications prior to the annual convention. (Association Bylaws, Article V, 2)

Subsection 2. Nomination of President/Vice-President of Association

By tradition, the nomination for vice-president/president-elect rotates among the divisions of the Association. The order of the divisions is: Public Library; College, University, and Special Libraries; and Youth Services and School Librarians. The Nominating Committee requests two names from the Division from which, according to traditional rotation, the President-Elect will be nominated. That Division may submit up to two names from members of that division. All nominees recommended by the Division must have been contacted and have agreed to run if nominated. The Nominating Committee may accept or reject the names submitted by the Division. If the Division presents no names, the Nominating Committee may select any association member, regardless of division affiliation. The following year the traditional rotation proceeds to the next division, in order, regardless of the division affiliation of the President-Elect nominees for the present year. Other nominations for this office and other Association offices may be made by the Nominating Committee, by petition, or by individual members of the Association. (Association Bylaws, Article V, 2d)

Subsection 3. Who Can Nominate

Any individual member in good standing, i.e. a member of the Association who is not in arrears for any financial obligation to the Association (e.g. scholarship and loan, membership, bad check(s), etc.), may nominate another member. Additional candidates may be nominated by petition signed by at least ten members of the Association and submitted to the chair of the Nominating Committee for publication with the Nominating Committee's slate.

Subsection 4. Who Can Be Nominated

Nominees must be members in good standing and must grant permission to allow their names to be placed in nomination for an office. No individual shall accept nomination or appointment, which could result in simultaneous service in more than one voting position on the Council. Each candidate for office must submit a nominee biographical information sketch on the form designated (see Appendix C). These forms must be submitted to the Nominating Committee by the date set by them in

order that they may send them to ALLA publications as required in 4.1.1. This form is to be used throughout the Association.

Subsection 5. Terms of Office

The term of office is one year, except for the office of Treasurer, which is two years. Officers-elect take office immediately upon the adjournment of the Leadership Transition Workshop, except the Treasurer who takes office on July 1, the beginning of the Association's fiscal year.

Subsection 6. Election Schedule

Elections are held reasonably contemporaneously with the annual convention, by secret ballot, under such rules and procedures as the Council adopts. The association administrator oversees the balloting process. Ballots will be published in ALLA publications along with appropriate biographical information in the issue published prior to the annual convention. (Association Bylaws, Article V, 2c)

Subsection 7. Ballots

Ballot used for any election in the Association must be submitted least one month before Convention. A Tellers Committee counts the ballots and certifies the election to the Nominating Committee and notifies the President of the results immediately.

Subsection 8. Election Results

The candidate receiving the greatest number of votes for each office is elected. The President notifies each candidate for each office of the election prior to the convention and announces the election results to the membership at the first general session of the convention. The President should also submit the results to the Web Administrator for inclusion on the Association's website. (Association Bylaws, Article V, 2c)

Subsection 9. Run-Off Elections

Provisions for run-off elections are as follows:

1. The Tellers Committee certifies that there is a need for a run-off.
2. Immediately, the Association Administrator prepares a new ballot to be distributed.
3. Immediately, The Association Administrator notifies the current Association officers and the nominees that there will be a run-off election.
4. Immediately, the Association Administrator notifies general membership of the run-off election to be held and identifies a time for this election.
5. The Association Administrator notifies the Tellers Committee to be prepared to count ballots and present the results at the first general session.

Section 2. OTHER ELECTIONS

Subsection 1. Divisions and Round Tables

Each division and round table elects its own officers in accordance with its own constitution and bylaws but these must not conflict with the constitution and bylaws of the Association. Nominees must be members in good standing with the Association. Biographical sketches for each nominee for office in the various divisions and round tables shall be submitted to ALLA publications by the appropriate date (see Appendix C).

Subsection 2. Ballots

Ballots for any division or round table election must be included with the ballot for the Association, which is published in ALLA publications. Division or round table slates must be sent in writing to the Nominating Committee chair prior to December. The name, address, and telephone number(s) of the person submitting the ballot and the person to whom the returns are to be reported, if different. A Tellers Committee counts the ballots and certifies the election to the division Chair or round table moderator.

Section 3. APPOINTMENTS TO COMMITTEES

Chairs of standing committees are appointed by the Vice-President/President-Elect with the advice and consent of the Council. Committee Chairs should be appointed prior to the March Council meeting. Appointees must be members in good standing with the Association. A list of the appointed Executive Committee Chairs should be submitted to the Association's Web Administrator for placement on the Association's website.

Section 4. REPRESENTATIVES OF OTHER ASSOCIATIONS

Subsection 1. American Library Association

The American Library Association, Inc. Councilor for the Alabama chapter is elected by the Alabama Library Association, Inc. membership. The election is held at the time of the general election of the Association. The term of office is four years.

Subsection 2. Southeastern Library Association

The Southeastern Library Association Representative for the Alabama chapter is elected by the Alabama Library Association, Inc. membership. The election is held at the time of the general election of the Association. The term of office is four years.

Subsection 3. Alabama Historical Records Advisory Board

Alabama Historical Records Advisory Board [currently a three-year appointment] The Alabama Historical Records Advisory Board (HRAB), created by law in 2006, is responsible for providing leadership and guidance to identify, preserve, and provide access to Alabama's historical records. The Board also works to strengthen public awareness of the uses and value of these records.

<http://www.archives.alabama.gov/hrb/>

Chapter 5: The Executive Council

The Executive Council of the Alabama Library Association, Inc. is entrusted with conducting the business of the Association and is charged with keeping the membership informed of its official acts through ALLA publications or other means. (Association Bylaws, Article IV, 1)

Section 1. PERSONNEL

Subsection 1. Voting Members

The voting members of the Council shall be composed of the following: President, Vice-President/President-Elect, Secretary, Treasurer, Members at Large, Chairs of each Division of the Association, and the Immediate Past-President. (Association Bylaws, Article IV, 2a)

Subsection 2. Non-Voting Members

- a. The Association Administrator is a non-voting *ex-officio* member of Council. (Association Bylaws, Article IV, 2b)
- b. The Association Web Administrator is a non-voting *ex-officio* member of Council.

Section 2. COUNCIL MEETINGS

Subsection 1. Schedule

At least four Council meetings shall be held each fiscal year. (Association Bylaws, Article IV, 4)

Subsection 2. Special Meetings

The President may call special meetings at such time, date, and place as indicated by him or her. (Association Bylaws, Article IV, 4b)

Subsection 3. Who May Attend

Council meetings are open meetings and members may attend as observers. (Association Bylaws, Article IV, 4c)

Subsection 4. Annual Leadership Transition

There shall be Leadership Transition Workshop in coordination with the annual business meeting at Convention.

Section 3. TERMS OF OFFICE

Subsection 1. Elected Officers

Elected officers serve for one year, each for a term of one year with the exception of the treasurer, who shall serve a two-year term of office, and the three members-at-

large, who shall serve a staggered two-year term of office. Each officer shall serve office until their successor shall have been elected and qualified, or until their death, resignation or removal. Their term of office commences at the adjournment of the Leadership Transition Workshop with the exception of the Treasurer whose term of office begins following the close of the books on June 30th. (Association Bylaws, Article IV, 3)

Subsection 2. Association Administrator

The Association Administrator serves on annual appointment.

Subsection 3. Editor of ALLA Communicator

The editor of *The ALLA Communicator* serves on annual appointment.

Section 4. POWERS AND DUTIES

Subsection 1. Manage

To manage the business affairs of the Association, including the setting of convention registration fees and approval of all budgets (Association Bylaws, Article IV, 1)

Subsection 2. Appoint

To appoint or re-appoint, the Association Administrator and to fix the amount of stipend (Association Bylaws, Article V, 5a)

Subsection 3. Approve Appointments

To approve the appointment of the editor of *The ALLA Communicator* and to approve the other members of its staff, as appointed by the editor

Subsection 4. Determine Convention Site

To determine the time and the place of the annual convention of the Association (Association Bylaws, Article III, 1)

Subsection 5. Approve and Conduct Meetings

To approve special called meetings of the membership if necessary. Only business mentioned in the call shall be transacted. (Association Bylaws, Article III)

Subsection 6. Propose Dues

To propose annual dues to be approved by a vote of the membership (Association Bylaws, Article II, 2)

Subsection 7. Approve Ad-Hoc Appointments

To approve the appointments made between elections for all vacancies, which may occur in the offices of the Association, except that of Vice-President/President-Elect

Subsection 8. Approve Awards

To approve and disapprove the recommendations of the Association Awards Committee for honorary membership in the Association

Subsection 9. Approve Division/Round Table Applications

To approve applications for formation of divisions and round tables (Association Bylaws, Article VIII, 2 and Article IX, 3)

Subsection 10. Approve Presidential Appointments

To approve all appointments made by the President. (Association Bylaws, Article V, 5a)

- a. To approve the establishment of standing committees as recommended by the President.
- b. To review and affirm actions of the Council at the next meeting.
- c. To approve the bonding of the appropriate positions (i.e. the officers and staff as necessary) in the Association as recommended by the President.
- d. To approve the minutes of the annual business meeting at the first Council meeting.
- e. To approve affiliation of divisions and round tables with other library associations.
- f. Voting members of the Council serve as trustees of the Alabama Library Association Scholarship and Loan Fund, Inc.

Section 5. DUTIES OF INDIVIDUAL MEMBERS

Subsection 1. Meetings

To attend all regular and called meetings of the Association and Council.

Subsection 2. Records

To maintain all records of their respective offices.

Subsection 3. Written Reports

To keep the President informed and to prepare all reports submitting an electronic copy to Executive Council. The Association Administrator will oversee distribution and archiving of minutes and reports. The Association Secretary will append electronic copies of the reports to the minutes for inclusion on the Association's website.

Subsection 4. Oral Reports

To make **brief** oral reports to Council **when action is needed**.

Subsection 5. Records Transmission

To transmit to the newly elected officers, with the exception of the Treasurer, all records at the close of the Leadership Transition Workshop. The Treasurer shall

serve a term of two years beginning with the close of the books on June 30th and shall receive all financial records at the beginning of the fiscal year.

Section 6. EXECUTIVE COUNCIL FINANCES

There is one unified treasury for the Association and all funds of the Association are processed through this treasury. All funds (except convention expenses) must be requested through the Budget and Finance Committee, which in turn presents the recommended budget to Council for approval.

Section 7. EXECUTIVE COUNCIL PROCEDURES

Subsection 1. Governing Authority

The President of the Association serves as an officer and is the Chair of the Council. The governing authority in all matters not specifically covered by the Articles of Incorporation, Bylaws, or resolution of Council, is *Robert's Rules of Order*, latest edition or revision. (Association Bylaws, Article IV, 6)

Subsection 2. Quorum

A quorum for the transaction of business is a majority of the voting members of the Council. (Association Bylaws, Article IV, 5)

Subsection 3. Submission of Motions

All motions must be submitted by voting members of Council, but a nonvoting member may participate in discussion and deliberation.

Section 8. EXECUTIVE COUNCIL REPORTS

Subsection 1.

The Council shall hear reports from units needing Council action at Council meetings. (See Appendix C for *Update Report to Council* form)

Chapter 6: Duties of Executive Council Officers

The officers of the Association are President, President/President-Elect, Secretary, and Treasurer. The Immediate Past President is included in this section since he/she is an immediate past officer and voting member of Council. Their powers and duties (other than those implied by their titles) are set forth below

Section 1. PRESIDENT

(ASSOCIATION BYLAWS, ARTICLE V, 5A)

Subsection 1. Meetings

- a. To preside at all meetings of the Alabama Library Association, Inc. and the Board of Trustees of the Alabama Library Association Scholarship and Loan Fund, Inc.
- b. Establish the date, time, place, and agenda for Council meetings in order to prevent scheduling conflicts. A preliminary agenda should be electronically distributed one week prior to Council meeting. A final agenda may be distributed at the Council meeting if needed.
 1. To arrange for facilities for such meetings, with the assistance of the Association Administrator.
- c. Preside over general sessions at the annual convention.
- d. Preside over Board of Trustees meetings of the Alabama Library Association Scholarship and Loan, Inc.

Subsection 2. Committee Service

- a. To serve as a member of the Planning Committee, Budget and Finance Committee, Convention Committee, and the Employees Evaluation Committee. The President serves as an *ex officio*¹ member of all committees except the Nominating Committee
- b. To serve *ex officio* as Chair of the Board of Trustees of the Alabama Library Association Scholarship and Loan, Inc.

Subsection 3. Organizational Planning

- a. To understand the objectives of the Association
- b. To plan long-range objectives

¹ *ex officio* is a Latin term meaning "by virtue of office or position"

- c. To set up specific objectives for the year

Subsection 4. Program Direction

- a. To direct the entire program of the Association
- b. To represent the Association in all official capacities
- c. To act as liaison officer between the Association and other official bodies
- d. To act as spokesman for the Association on all established policies:

The Association is committed to the principles of intellectual freedom, access to information, legislative funding for libraries, literary, adequate library service in the state, and the professional interests of librarians. From time to time issues may arise that threaten these principles. When a timely response is needed, the President will respond in a verbal and/or written format. The President should inform Council of his/her action at the next council meeting following the action.

- e. To coordinate the work of all officers, divisions, round tables, and committees.

Subsection 5. Committee Appointments

To submit Executive Council committee chairs, recommended for appointment by the Vice President/President-Elect, for approval of the Executive Council

Subsection 6. Ad Hoc Committee Appointments

- a. To appoint ad hoc committees as needed
- b. To appoint a parliamentarian with the approval of Council, if desired.

Subsection 7. Appointment of Association Administrator

- a. To reappoint annually the Association Administrator with approval of Council
- b. To appoint, after termination, retirement, or resignation, the Association Administrator with the approval of a search committee and with approval of Council
- c. The Association Administrator should be evaluated yearly using the Association's Employee Evaluation Form (Form C-9). The President will reappoint the Association Administrator with approval of Council based on the recommendation of the Employee Evaluation Committee. If approved, then a contract should be drawn up and signed by both parties. Should a vacancy occur during the contract year, the President may appoint temporarily with the approval of Council until such time as a search committee can be formed to make another recommendation.

Subsection 8. ALLA Publications

To take an active interest in all publications of the Association and to submit a report for ALLA publications

Subsection 9. Association Finances

- a. To take an active interest in Association finances
- b. To send a *Budget Request* to the Budget and Finance Committee Chair in April (see Appendix C).
 1. The President will receive funding to attend the annual conference of the American Library Association and mileage reimbursement for attendance at Association business meetings, which are, located more than 30 miles from home at the Internal Revenue Service current standard mileage rate for business transportation.
- c. To see that the proposed budget is acted upon as soon as possible after Convention in order to start the new fiscal year in July

Subsection 10. Officer Elections

- a. To hold an election for officers (Association Bylaws, Article V, 2)
- b. To appoint a Tellers Committee composed of members from each division to be chaired by the Association Administrator.
- c. To notify all candidates of election results. The President notifies both the winners and losers of the Association officer elections and of the ALA or SELA office if held. The President notifies the current division Chairs and round table moderators of their elected officers and requests that they notify both the winners and losers of the election results.

Subsection 11. Report Archiving

To send an annual report to the Association Archives

Subsection 12. ALA Conference Attendance

To attend the annual conference of the American Library Association

Subsection 13. Banking

To sign the bank signature card and sign checks along with the Treasurer

Subsection 14. Study Handbooks

To study the *Association Handbook*, the *Convention Handbook* (Appendix D), the *Strategic Plan*, and the Association's website including the administrative aspect of the management system

Subsection 15. Contact with VP and PE

To keep in contact with the Vice President/President-Elect through correspondence and consultation as part of the training for the presidency

Subsection 16. Contact with Association Units

- a. To contact all Association units prior to convention to request that the Chair or moderators inform their successor of the amount of money remaining in the unit budget until June 30
- b. To turn over their files to their successor
- c. To submit an annual report to ALLA Publications

Section 2. VICE-PRESIDENT/PRESIDENT-ELECT

(ASSOCIATION BYLAWS, ARTICLE V, 2B)

Subsection 1. Studying Articles & Bylaws

To study the Articles of Incorporation and Bylaws of the Association

Subsection 2. Studying Handbooks

To study the *Association Handbook* and the *Convention Handbook* (Appendix E)

Subsection 3. Contact with President

To keep in touch with the President through correspondence and consultations as part of the training for the presidency

Subsection 4. ALA Midwinter

To attend the Midwinter meeting of the American Library Association as the official representative of the Association; the Vice-President/ President-Elect will receive funding to attend the Midwinter meeting of the American Library Association.

Subsection 5. SELA Leadership Workshop

To attend the Southeastern Library Association Leadership Workshop; the Vice-President/President-Elect will receive funding to attend the SELA Leadership Workshop.

Subsection 6. Presiding for President

To preside in the absence of the President, or upon the request of the President when he/she is absent

Subsection 7. Leadership Transition Workshop

To plan, with the assistance of the Association Administrator, for a Leadership Transition Workshop to be held during, or shortly after, the annual convention

Subsection 8. Serving as Committee Member

To serve as a member of the Budget and Finance Committee, the Bylaws Committee, the Convention Program Committee, and the Planning Committee

Subsection 9. Gift to President

To be responsible for selecting and presenting a suitable memento to the outgoing President, with the help of the Association Administrator

Subsection 10. Appointing Asst. Convention Chair

To appoint an assistant convention chair immediately following his/her election to office. This person shall serve as the convention chair during the Vice-President/President-Elect's term as President.

- a. Appointee should reside reasonably near the site of the next year's convention.
- b. Appointee should work with the current convention chair to learn the duties of this committee.
- c. Appointee must be a member in good standing of the Association.

Subsection 11. Appointing Committee Chairs

To appoint committee chairs who shall serve during the ensuing Association year. The Council shall have the power to suggest appointments. The Association Administrator will send the list of committee preferences to the Vice President/President. The Vice President/President-Elect should consult the list as an aid to assist in the appointment of committee chairs who will appoint the committee members. The Association Administrator will forward the list to the appointed committee chairs to assist them in selecting committee members.

- a. Care should be taken to see that all types of libraries and all geographic regions of the State have fair representation on committees.
- b. Ability and interest of persons appointed should be the primary factors in naming committee personnel. Consideration should be given to preferences indicated on the membership form. The lists of committee preferences can be obtained from the Association Administrator.
- c. Appointees must be members in good standing of the Association and must meet specific requirements of each committee. (Association Bylaws, Article IV, 2c)
- d. The following committees have specific requirements for committee chairs :
Author Awards; Association Awards; Bibliographic; Bylaws; Convention/Exhibits; Education; Handbook; Intellectual Freedom; Legislative Development; Membership; Nominating; Public Relations, Publications and Employee Evaluation.

- e. The list of committee chairs should be submitted to Council for approval no later than February 1st of the year of election.
- f. Each committee, when possible, should include one or more members currently serving on that committee in order to ensure some degree of continuity.

Subsection 12. Arranging Board Election

To arrange for the election of two members to the board of directors of the Alabama Library Association Scholarship and Loan Fund, Inc. at the Leadership Transition Workshop according to the regulations of the Fund.

Subsection 13. LDC Chair

To send the name of the Legislative Development Committee Chair upon appointment to the ALA Washington Office

Subsection 14. ALLA Publication Editor

To appoint the editor of the *ALLA Communicator*

Section 3. SECOND VICE PRESIDENT

(Abolished by vote of the general membership in 1997/98)

Section 4. IMMEDIATE PAST PRESIDENT

(ASSOCIATION BYLAWS, ARTICLE V, 5C)

Subsection 1. Attending Meetings

To attend as a voting member all meetings of the Council

Subsection 2. Serving as Committee Member

To serve as a member of the Planning Committee and Budget and Finance Committee

Subsection 3. Serving as Chair

To serve as Chair of the Nominating Committee and the Employee Evaluation Committee

Subsection 4. Planning Emeritus Council Program

To plan and coordinate the Emeritus Council Program at the annual convention of the Association. To send invitations to all Past Presidents from a list obtained from the Association Administrator. To invite the current President, Vice-President/President-Elect of the Association, and Association office personnel to attend.

Section 5. SECRETARY

(ASSOCIATION BYLAWS, ARTICLE V, 5D)

Subsection 1. Attending Meetings

To attend as a voting member all Council meetings

Subsection 2. Recording Minutes

- a. To record minutes of the Annual Business Meeting
- b. To record minutes of each Council meeting.

Subsection 3. Acquiring Unit Reports

To acquire electronic copies of unit reports to append to minutes for posting on the Association's website.

Subsection 4. Distributing Minutes

- a. To send minutes within thirty (30) days after each meeting to the President and Association Administrator for correction
- b. To distribute a copy of the minutes to the Association Administrator and voting members of Council prior to the next Council meeting.
- c. To send an officially approved copy of the minutes and all unit reports to the Association Administrator and voting members of Council for filing and to the Association's Web Administrator.

Subsection 5. Distributing Motions

To send a copy of all motions, to the Chair of the *Handbook* Committee, and to the Chair of the Bylaws Committee

Subsection 6. Serve Planning Committee

To serve on the Planning Committee

Subsection 7. Index Minutes

Beginning with the 2005-2006 minutes, to index the Executive Council's Current minutes, the Association Office will keep the database and print the index as needed.

Section 6. TREASURER

(ASSOCIATION BYLAWS, ARTICLE V, 5E)

Subsection 1. Supervising Association Admin.

To supervise the performance of the Association Administrator who shall maintain all financial records of the Association.

Subsection 2. Banking

To sign the bank signature cards and sign checks.

Subsection 3. Recommending Stipend

To recommend a stipend for entities within the organization that are allocated funds.

Subsection 4. Coordinating Audits

To coordinate annual financial reviews or audits by a third party

Subsection 5. Scholarship & Loan Fund

To serve ex officio as Treasurer of the Alabama Library Association Scholarship and Loan Fund, Inc. by overseeing the work performed by the Association Administrator

- a. To arrange with the Chair of the Scholarship and Loan Fund, Inc. payment of scholarships in a timely manner.
- b. To maintain accurate and complete financial files.

Subsection 6. Cash Reserve Accounts

To build the cash reserve accounts as directed by the Executive Council as authorized by the Bylaws

Subsection 7. Budget & Finance Committee

To chair the Budget and Finance Committee and to serve on the Planning Committee

Subsection 8. Annual Financial Statement

To assist the Association Administrator in preparing an annual financial statement immediately following the end of the fiscal year

Subsection 9. Convention Report

To submit, in conjunction with the Association Administrator and the Convention Treasurer, a financial report of the annual convention at the first Council meeting following the convention

Subsection 10. Postal Audits

To review all necessary financial records as prepared by the Association Administrator and to submit them to the properly designated officials involved when a United States postal audit (for publications) is due

Subsection 11. Successor

Upon vacating office, to inform the successor, both verbally and in writing, as to the duties and procedures of the office, including in this notification a copy of pertinent correspondence and all financial records, which may be needed for current operations

Subsection 12. Association Archives

To turn over to the Association Archives all other financial records of the Treasurer

Section 7. MEMBERS AT LARGE

(NORTH, CENTRAL, AND SOUTH REGIONS)

There are three elected Members at Large who represent the North, Central, and South regions of the state. The regions are listed and mapped below. Members at Large are voting members of the Executive Council. The three members-at-large, shall serve a staggered 2-year term of office.

Subsection 1. Membership Committee

Shall serve as members of the Membership Committee

Subsection 2. Representation

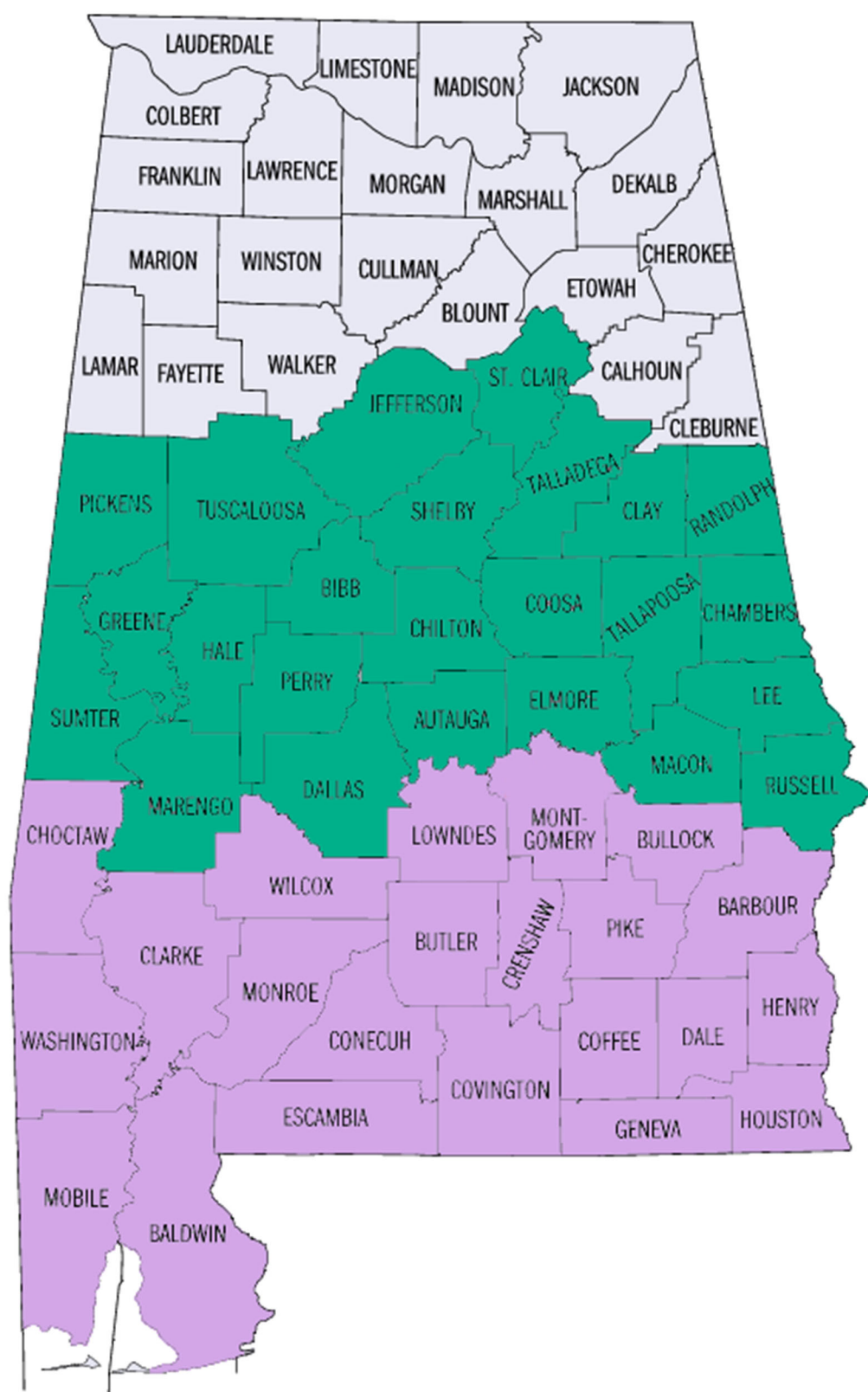
To serve as a representative of the interests and needs of the membership of his/her individual geographical area

- a. To bring concerns of the members in that area to Council
- b. To help disseminate information from Council to the membership in that area

Subsection 3. Other Duties

To perform other duties as may from time to time be assigned by the President of the Executive Council.

- a. The officers of the Association subsequent to the initial officers shall be elected annually, each for a term of one year with the exception of the treasurer, who shall serve a 2-year term of office, and the 3 members-at-large, who shall serve a staggered 2-year term of office. Each officer shall serve office until their successor shall have been elected and qualified, or until their death, resignation or removal, all as herein below further provided.



Member-At-Large Counties/Regions

North	Central	South
Blount	Autauga	Baldwin
Calhoun	Bibb	Barbour
Cherokee	Chambers	Bullock
Cleburne	Chilton	Bulter
Colbert	Clay	Choctaw
Cullman	Coosa	Clarke
Dekalb	Dallas	Coffee
Etowah	Elmore	Conecuh
Fayette	Greene	Covington
Franklin	Hale	Crenshaw
Jackson	Jefferson	Dale
Lamar	Lee	Escambia
Lauderdale	Macon	Geneva
Lawrence	Marengo	Henry
Limestone	Perry	Houston
Madison	Pickens	Lowndes
Marion	Randolph	Mobile
Marshall	Russell	Monroe
Morgan	Shelby	Montgomery
St. Clair	Sumter	Pike
Walker	Talladega	Washington
Winston	Tallapoosa	Wilcox
	Tuscaloosa	

Chapter 7: Duties of Appointed Positions

Section 1. ASSOCIATION ADMINISTRATOR

Subsection 1. Manage

To manage a central office of the Association.

Subsection 2. Support

To support the programs of the Association and implement its policies.

Subsection 3. Be Responsible For

- a. A thorough knowledge of the: ALLA Handbooks, Bylaws & Articles of Incorporation, Association Timelines, and Association website content
- b. Frequent contact with officers concerning activities and planning
- c. Liaising with membership
- d. Ongoing evaluation of and recommendation for long- term needs of ALLA
- e. Coordination of negotiations and retaining of contracts and services
- f. Planning in advance for meetings: location, times, notices to membership, etc.
- g. Notification about new officers and convention to ALA and other library entities for publications and web sites
- h. Notification of cash flow problems or other financial needs in advance to the ALLA Executive Council
- i. Understanding of purposes for ALLA accounts
- j. Monitoring of income and expenses
- k. Management of accurate records

Subsection 4. Meetings

To attend all Association meetings which include Executive-Council meetings, the annual business meeting, and designated committee meetings

Subsection 5. Committees

To serve on the Budget and Finance, Legislative Development, Membership, and Planning Committees of the Association

Subsection 6. Fiscal & Accounting Services

- a. To coordinate activities to develop a proposed Annual Operating Budget for ALLA, for approval by the Board, in order to begin the fiscal year in July
- b. To supervise the collection and disbursement of all funds of the Association and maintain a record of these. To pay and track invoices, being sure that correct documentation is included, e.g., who made a request and for what reason.
- c. To maintain accurate financial records of the Association, *The Alabama Libraries*, and the Association's Scholarship and Loan Fund, Inc. Payment and tracking of invoices, being sure that correct documentation is included, e.g., who made a request and why.
- d. To oversee Cash reserve accounts as directed by the ALLA Executive Council as authorized by the ALLA Bylaws.
- e. To assure all financial records shall be submitted to an outside accountant at the end of the fiscal year to complete an audit/review.
- f. To prepare checks each month for all authorized bills and dues which are within the budget of the committee, round table, division or officer submitting the invoice. Officers, moderators, Chairs, etc. are allowed to move fund between line items for postage, photocopying, telephone, and office supplies on their respective budgets, even if funds were not originally approved for some of the items provided that the total expenditure does not exceed the total budgeted four items. All checks that have not cleared the bank after six months will be voided.
- g. To provide bank signature cards for the President and Association Administrator, or direct the Treasurer to do so, and to sign checks, if necessary, if the Treasurer is incapacitated or unavailable.

Subsection 7. Legislation

To monitor legislation in the state legislature that impacts on libraries and alert designated individuals concerning the bills

Subsection 8. Membership

- a. To promote membership in the Association in coordination with the Membership and other committees
- b. To maintain, in coordination with the Membership Committee, membership files and supply membership lists and mailing labels to association units. Groups outside the Association may be charged a fee for this service.

Subsection 9. Elections

To coordinate the election procedures for all Association elections and serve as Chair of the Tellers Committee for Association elections.

Subsection 10. Supplies

To recommend, purchase and organize materials and supplies and other items necessary for the management, maintenance and operation of ALLA

Subsection 11. Records & Correspondence

- a. To maintain proper personnel records for the Association in coordination with Executive Council
- b. To prepare financial ~~and~~ reports for presentation at Council meetings. Tracking of account balances -- Deposits, withdrawals, earnings credits for deposit balances and service charges on checking or savings accounts during a particular time period. These are summarized in ALLA's standard Account Statement and presented at ALLA Executive Council meetings.
- c. To maintain records each year with copies of contracts, correspondence, etc. for permanent set of files. All financial records should be maintained for a period of six years in accordance with GAAP and delivered to Archives rather than disposing of records.
- d. To keep the Budget and Finance Committee, along with the Council, informed of possible ways fiscal procedure and membership promotion might be improved
- e. To maintain a record of the uses of designated funds with monthly reconciliation of all operating accounts and other accounts. To maintain Statement of Cash Receipts and Disbursements statements.
- f. To prepare Annual Financial Reports ASAP after Convention.
- g. To oversee on-time preparation of all Internal Revenue Service reports and Alabama Department of Revenue Reports in coordination with the accountant. The Association Administrator must see that the IRS 941 quarterly reports and payments are made as well as the annual 990 return which is prepared after the audit/review. A form 1099 must be sent to any member or speaker whose expenses exceed \$600.00 unless reimbursement is made on the basis of actual cost. The Social Security number of the person shall be provided to the association office.

Subsection 12. Scholarship & Loan Fund

- a. To assist with the work of the Alabama Library Association Scholarship and Loan Fund, Inc. and maintain its records
- b. To receive payments/donations, and make bank deposits of these
- c. To acknowledge donations received for the Scholarship and Loan Fund, Inc.

Subsection 13. Notification

- a. To inform *Bowker Annual*, *Library Journal*, *Southeastern Librarian*, and *American Libraries*, etc. of the dates of annual convention of the Alabama Library Association, Inc.
- b. To inform the President of the need to elect a new American Library Association Councilor and Southeastern Library Association Representative prior to the end of their four year terms
- c. To provide a list of committee preferences to the Vice President/President-Elect in March
- d. To inform the *Southeastern Library Association* and the American Library Association of the officers elected immediately following the annual convention
- e. To identify and make recommendations concerning methods for increasing awareness of library services and needs in the state
- f. To keep the Budget and Finance Committee along with the Council informed of possible ways fiscal procedure and membership promotion might be improved
- g. To perform other duties as directed by the President of the Association

Section 2. WEB ADMINISTRATOR

To manage the Association website and electronic communications

Section 3. PARLIAMENTARIAN

Subsection 1. Bylaws & Handbook

Review and study bylaws and Handbook annually

Subsection 2. Training

When requested, provide training, training materials for parliamentary procedure

Subsection 3. Advising & Assisting

When requested, advise presiding officer on questions of parliamentary procedure. Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.

Chapter 8: Association Finances

Section 1. OPERATING BUDGET REQUEST FORM

Each officer, division, committee, and round table shall submit its Operating Budget Request Form to the Budget and Finance Committee for its consideration and recommendation to the Council in the annual budget. (For form, see Appendix C-4 or C-4a.)

Section 2. REQUESTS FOR FUNDS

Requests for funds by individuals, committees, divisions, or round tables must be based on amounts budgeted for that individual or group and approved by Council for the current fiscal year. All expenditures should be itemized and documented prior to request for payment. Each request must be submitted to the Treasurer on the *Monetary Request Form* (see Appendix C), which must bear the signature of the authorizing officer, committee or division Chair, or round table moderator. The Association Administrator should be notified as soon as possible if there is a change in the name of the person holding such a position.

Section 3. WORKSHOPS & SEMINARS

Any unit may plan workshops and seminars not related to the annual convention. Dates, programs and a completed proposed budget must be presented to the Budget and Finance Committee and approved by the Council. Registration and other fees must be planned so as to take care of all expenses and, if possible, make a profit. Fees for non-members should be higher than for members in order to encourage membership. Profits earned by registration and other fees, less 25%, will be credited to the Unit. Credited profits will be carried over from year to year. If the Executive Council determines that there are financial deficits in the Association's operating budget, workshop profit may be adjusted.

Section 4. FINANCIAL RECORDS

Each group or individual shall keep an accurate record of debts incurred and expenditures made in order not to exceed its/his/her budget, which has been approved by Council.

Section 5. UNBUDGETED FUNDS

Subsection 1. Budget Petitions

If an individual or group needs: funds in excess of the amounts approved in the Association budget, needs to reallocate budgeted funds, or to pay a previous year's bill from current year funds, a Budget Petition form must be submitted to the Budget and Finance Committee. The Budget & Finance Committee will then make its recommendation to Council (see Appendix C). When Council approves such

additional funding, then a *Monetary Request Form* (see Appendix C) must be submitted to the Association Administrator.

Subsection 2. Unauthorized Expenditures

The Treasurer will not honor requests for unbudgeted funds that are not requested through the Budget and Finance Committee and approved by Council. NO UNAUTHORIZED EXPENDITURE WILL BE PAID. Any individual who incurs indebtedness in excess of the approved budget shall be personally responsible for such debt.

Section 6. CONVENTION ALLOCATIONS

Those groups or individuals expecting funds from the convention budget must clear all such requests and expenditures with the Convention Committee Chair or the designated Convention Treasurer. (For further details, see *Convention Handbook*, Appendix D)

Section 7. RECEIPT & DISBURSEMENT OF FUNDS

All Association monies must be received and disbursed by the Treasurer including those pertinent to the annual convention. The Convention Treasurer and all unit heads must submit all itemized expenditures for payment prior to the close of the fiscal year on June 30th in order for reimbursement to be made.

Section 8. BONDING

The Council shall decide who is bonded by an appropriate agency each year. Those to be considered for bonding are the Association Administrator, the Association Treasurer, and the Convention Treasurer. The Association Administrator will notify Council of impending renewal of the bonding contract. Council will then decide who will be covered in the bonding contract. The Association Administrator shall request the amount of money necessary for bonding as a budget item.

Section 9. ACCOUNT LOCATIONS

The location of bank accounts for the Association may be maintained at the discretion of the Treasurer in consultation with the Association Administrator and contingent upon the advice of the Budget and Finance Committee and/or Council. Other assets of the Association and the Scholarship and Loan Fund, Inc. must remain as currently deposited, until the Council directs otherwise.

Section 10. EMERGENCY FUND

An Emergency Fund is established to cover the formal financial obligations of the Association for six months. Expenditures can only be authorized by the Association Administrator, the President, or the Treasurer.

Chapter 9: The Executive Council

Section 1. STANDING COMMITTEES

Subsection 1.

Committees carry out much of the work of the Association and are responsible for areas of concern as defined by their charge. The Council before implementation must approve recommendations and/or proposals of committees. There are three types of committees permitted by the Association Bylaws: special committees, ad-hoc committees, and standing committees.

Subsection 2. Committee Responsibilities

- a. To hold meetings necessary to conduct business. To submit written reports to the Secretary for distribution to the Council and for filing with the minutes. The committee Chair shall report orally at regular Council meetings if Council action is needed.
- b. To provide a written annual report for the President at or before the convention.
- c. To participate in the Leadership Transition Workshop to:
 1. Give appropriate material to incoming Chairs;
 2. Submit out-of-date records to the Archives at the University of Alabama Libraries' Special Collections
 3. To manage budgetary and financial affairs. Preliminary requests, exclusive of convention expenses, for the ensuing year's committee—if committee activities require it—should be prepared before the first meeting of the Budget and Finance Committee. The outgoing and incoming Chairs should work cooperatively on budget preparation. Procedures are:
 - i. Budget proposals, with justification, are submitted to the Budget and Finance Committee on an *Operating Budget Request Form* (see Appendix C).
 - ii. Budgets are approved or amended by the Budget and Finance Committee, then submitted to Council for adoption.
 - iii. Requests for payment of bills are submitted to the Association Administrator on the *Monetary Request Form* (see Appendix C), with itemization and/or invoice and authorized signature. Requests must be based on amounts budgeted, and requests must not exceed total amount budgeted.

- iv. If a cost overrun is anticipated after Council adopts the budgets, a *Budget Petition Form* (see Appendix C) should be submitted to the Budget and Finance Committee.
 - v. Any individual who incurs indebtedness in excess of the approved budget is personally responsible for such debts.
 - vi. For more detail, see Chapter 8 of the *Association Handbook* on Finances.
- d. To plan convention activities, apply for convention funds (if applicable), and work with the Convention Committee on arrangements if the committee intends to sponsor a program or preconference workshop at the convention.
- 1. For procedures to be followed and forms, which may need to be submitted to the Convention Committee, see Appendix E, the *Convention Handbook*. These forms include: Initial Survey Form for Division Chairs and Round Table Moderators (to be used also by committee Chairs when applicable), Preconference Program Questionnaire, Convention Program Questionnaire, Preconference Arrangements Questionnaire, and Convention Arrangements Questionnaire.
 - 2. Bills to be paid are to be submitted to the Convention Chair on the *Monetary Request Form* (see Appendix C).
 - 3. For further details, see the *Convention Handbook* (Appendix D).

Section 2. SPECIAL COMMITTEES

May be authorized by the Council as the need arises to carry out a specified task, at the completion of which they automatically cease to exist. The establishing resolution defines the charge, membership, and duration of special committees. (Association Bylaws, Article IX, 4)

Section 3. AD HOC COMMITTEES

May be appointed by the President to carry out a specific task, at the completion of which they automatically cease to exist. The appointment defines the charge, membership, and duration of the ad hoc committee. (Association Bylaws, Article IX, 4)

Section 4. TELLERS COMMITTEE

Subsection 1. Appointment

Prior to the publicizing of the ballots for the election of association, division, and round table officers, the President shall appoint the members of the Tellers Committee.

Subsection 2. Chair & Membership

The Association Administrator serves as Chair of the committee. Membership shall consist of one individual from each of the following: Youth Services and School Librarians Division; College, University and Special Libraries Division; Trustees and Friends Division; and the Public Library Division.

Subsection 3. Counting of Votes

As soon as possible after the close of the election period, the Association Administrator shall convene the committee for the purpose of counting the votes and determining who is to serve in each position.

Subsection 4. Final Results

Upon the final results, the ballots are destroyed and the Association Administrator certifies the elections to the Nominating Committee and informs the President. The President shall notify all candidates and the Web Administrator of the results of the election.

Section 5. STANDING COMMITTEES

Subsection 1. Appointment & Charge

Carry out much of the ongoing work of the Association and are responsible for areas affecting library and Association concerns as defined by their charges. Committees function for the Association year unless otherwise specified. Committee chairs are appointed by the Vice-President/President-Elect at the beginning of his/her year in office as President. The committee Chair appoints committee members. Members are requested to give their committee preferences on the Association's membership form. Consideration is given to these preferences.

Subsection 2. Authors Awards Committee

Seeks to encourage and recognize Alabama authors and promote interest in local authors' books, whether the books are about Alabama or another subject. Awards are based on literary merit. An honored author must be an Alabamian by birth or have lived in Alabama for at least five (5) years. The book for which the award is presented must have been published within the past three (3) calendar years prior to the year of the Association Convention at which the award is presented. Reprints of works originally published prior to the cutoff year of the award are not eligible for consideration, except in the poetry category. An author's body of work is only eligible for the Lifetime Achievement Award. An editor or translator may be considered if the book is of value to the permanent record of the State. The honoree must be living.

Each year the Authors Awards Committee may recommend to Council that awards are given to one book in each of the following categories: Juvenile; Young Adult; Fiction; Nonfiction; Poetry; and Lifetime Achievement. In any given year if the committee does not find any book in a category of sufficient quality to recommend an award for that category, no award should be made in that category. In the Juvenile category, the award may be given to an author and/or illustrator. For the amount of the honorarium and convention expenditures, see the *Convention Handbook* (Appendix D). Estimated expenses should be included in the committee's budget request to the Convention Committee.

Specific requirement for this committee is: the Chair must have served on the committee.

For general committee procedures see Association Bylaws, Article IV For specific procedures below:

a. First meeting after Convention:

1. Organize committee, which shall include representation from each of the Association's divisions. Review duties and responsibilities. Submit a copy of the Committee's charge and procedures to each member.
2. Elect Vice-Chair.
3. Give committee members a list of the names of previously nominated eligible individuals who may still be considered for the awards.
4. Set deadlines for receiving nominations.
5. Send request for nominations to ALLA publications, and place on the Association's listserv.
6. Submit budget to the Budget and Finance Committee on *Budget Request Form* (Appendix C).

b. Second meeting:

1. Begin the review process.
2. Submit list of present committee members to incoming President of the Association to aid him/her in appointing the committee Chair for the incoming year. The Chair of the Committee shall have served on the Committee for a year prior to his/her appointment as Chair.

c. Third meeting:

1. Develop recommendations for awards.

2. Present recommendations to Council.
- d. Prior to the fourth meeting:
1. Submit publicity to newsletter editor and place on the Association's listserv.
 2. Inform the winners and extend invitation to attend the Authors Awards Luncheon stating that the invitation includes lunch for the honoree and one guest. Other guests of the honoree are welcome but should be requested to purchase their own meal tickets.
 3. Provide the Convention Committee Chair a list of the honorees for publication in the official convention program and publicity material about honorees, including a 3x5 photograph.
 4. Provide the Convention Committee Chair a list of honorees and their invited family members and friends who plan to attend the Authors' Awards Luncheon, indicating which guests are to be paid for by the Association (this list may also be used for reserving places at the tables for the guests of the honorees); to provide Convention Committee Chair with a list of honorees who are not members of the Association for reimbursement for their expenses (travel and lodging) Furnish the Hospitality Subcommittee of the Convention Committee a list of the honorees who shall receive corsages or boutonnieres at the Awards Banquet.
 5. Prepare press release for inclusion in the hometown newspapers of the honorees.
 6. Submit estimated plaque costs to Convention Committee Chair.
 7. Order plaques for recipients which should include the name of the award, the name of the recipient, the name of the Association, and the date which the award is presented
 8. Request honorarium checks from the Association Administrator.
- e. Convention:
1. Assist the Hospitality Subcommittee of the Convention Committee in greeting and seating honorees and their invited family members at the Authors' Awards Luncheon.
 2. Present winners with plaque and honorarium to the Association.
 3. Submit annual report to the Association President.

4. Pass on to incoming Chair all ongoing information on nominees who may be considered for future awards and a complete list of past recipients. Submit all out-of-date records to the Archives at the University of Alabama Libraries' Special Collections. At the Leadership Transition Workshop the outgoing Chair should assist the incoming Chair by furnishing him/her copies of the committee's Budget Request Form and receipts and expenditures for the past year as a basis for the incoming Chair to formulate a budget to be submitted to the Budget and Finance Committee.

Subsection 3. Association Awards Committee

- a. Solicits and selects recipients for as many of the following service awards as they may deem worthy:
 1. The **Eminent Librarian Award** shall be presented to a librarian or an individual in a related field who has been in Alabama for a minimum of ten (10) years and who, during this time, has made an exceptional and enduring contribution toward the development of library service within Alabama. (See *Service Awards* in Appendix M)
 2. The **Paralibrarian Award** shall be presented to an outstanding library employee in a support staff role who has not obtained a professional library degree and has contributed to the advancement of a library, libraries, or library service within Alabama.
 3. The **Outstanding Youth Services Award** shall be presented to a Children's, Teen, or School Librarian or Paralibrarian who has gone above and beyond in providing their patrons with an innovative, creative, and diverse library program that supports patron learning and growth. This individual has demonstrated an investment in their library program through their leadership, collection development, and programming.
 4. The **Merit Award** shall be presented to an organization, group, or body of persons, which has made a significant contribution toward the development of library service within Alabama.
 5. The **Distinguished Service Award** shall be presented to a librarian or an individual in a related field in recognition of leadership in a specific and noteworthy project that has resulted in a significant contribution toward the development of library service within Alabama.
 6. The **Humanitarian Award** shall be presented to a person or an organization that has made a substantial contribution toward the development or improvement of a library or libraries within Alabama.
 7. The **Public Servant Award** shall be presented to a person who is or has been a duly elected or appointed public official and who has made a significant contribution toward the development of library services within Alabama during the exercise of said party's service. Based on legal cases as

of 1991, a “duly elected or appointed public official” shall be defined as follows:

A public officer is an officer whose functions and duties concern the public. The public officer exercises his/her duties in the interest of the public. A public officer includes all individuals holding public office by election or appointment for a definite period, i.e. United States Senators and Representatives, Alabama Senators and Representatives, mayors, county commissioners, public library board members, etc. A person who receives no commission, takes no oath of office, has no term of office fixed by statute or ordinance, and exercises no portion of the sovereign power of the government, but merely performs duties required of him by officials employing him, is not a public officer, i.e. college presidents and federal, state, county, and municipal employees, etc.

8. **Honorary Membership** may be conferred on a living person whose contribution to librarianship or a closely related field in Alabama is so outstanding that it is of lasting importance to the advancement of the whole field of library science. It is intended to reflect honor upon the Association as well as upon the individual. (see Association Bylaws, Article II, 4)

Nominees shall be living, may be active or retired, and may be nominated by any member of the Association. The Committee cannot give more than one award in each category, nor is it required to give one in every category. Nominations must be made for a specific award and cannot be an “either-or” nomination. The Committee will not determine which award is appropriate for the nomination. Nominees not selected the year nominated will not automatically be considered the next, but should be re-nominated. The prospective award recipients are submitted to Council for its review and approval or disapproval.

9. The **Library Roll of Honor** recognizes and honors librarians native to or closely associated with the State of Alabama who have made significant contributions to librarianship in Alabama.

For a person to be so honored, he or she must have been a practicing librarian in Alabama. The award is made primarily on the basis of contributions made to librarianship in Alabama but the overall career should also be considered. The committee is responsible for soliciting recommendations from the membership of the Association and selecting the person, or persons, to be honored. The selection of the committee is submitted to Council for its approval.

The name, home and date of the latest honoree are engraved on the Alabama Library Roll of Honor plaque, which is located in the Alabama

Department of Archives and History. (See *Alabama Library Roll of Honor* in Appendix M)

10. The **Intellectual Freedom Award** shall be presented to an individual or group who exemplify the spirit of intellectual freedom. Evidence of such spirit might include documentation of their having written policies or procedures supporting intellectual freedom, having conducted educational programs on the subject in their locale, or otherwise having made an impact in opposing censorship and supporting intellectual freedom
- b. The Committee furnishes publicity material for release to honorees hometown newspapers. At the convention Emeritus Council Reception, the Committee is responsible for presenting the awards to the recipients.
- c. In addition, the committee channels information concerning awards to be presented by the Southeastern Library Association and by the American Library Association to the appropriate division, round table, and/or committee within the Association in order for these groups to make nominations for these awards. Further, if a unit of the Association so desires, it may nominate members for these regional and/or national awards
- d. An annual report is submitted to the Association All records that are necessary for the operation of the committee are turned over to the incoming chair, and all out-of-date records are submitted to the to the Archives at the University of Alabama Libraries' Special Collections. For details on convention responsibility, see the *Convention Handbook* (Appendix D).
- e. Specific requirement for this committee is the chair must have served on this committee.
- f. For general committee procedures see Association Bylaws, Article IV. For specific committee procedures see below:
 1. First meeting after Convention:
 - i. Organize committee, which shall, when possible, include representation from each of the Association's divisions. Review duties and responsibilities. Submit a copy of the committee's charge and procedures to each member.
 - ii. Give committee members a list of the names of previously nominated eligible individuals who may still be considered for the awards.
 - iii. Set deadlines for receiving nominations.
 - iv. Send request for nominations to ALLA publications and place on the Association's listserv.

- v. Submit budget to the Budget and Finance Committee on *Budget Request Form* (Appendix C).
- 2. Second meeting:
 - i. Begin the review process.
 - ii. Submit list of present committee members to incoming President of the Association to aid him/her in appointing the committee Chair for the incoming year. The Chair of the Committee shall have served on the Committee for a year prior to his/her appointment as Chair.
- 3. Third meeting:
 - i. Develop recommendations for awards. The committee may request a nominator to change the award category of the nominee if the committee believes another award category would be more appropriate. After discussion and selection of the award recipients, their names are presented to Council for review and approval
 - ii. Present recommendations to Council.
- 4. Prior to the fourth meeting:
 - i. Submit publicity to newsletter editor and place on the Association's listserv.
 - ii. Inform the winners and extend invitation to attend the President's Reception stating that the invitation is for the honoree and one guest. Other guests of the honoree are welcome but should be requested to purchase their own tickets to the reception.
 - iii. Provide the Convention Committee Chair with a list of the honorees for publication in the official convention program and publicity material about the honorees, including a 3x5 photograph.
 - iv. Provide the Convention Committee Chair a list of honorees and their invited family members and friends who plan to attend the President's Reception, indicating which guests are to be paid for by the Association (this list may also be used for reserving places at the tables for the guests of the honorees). Provide Convention Committee Chair with a list of honorees who are not members of the Association for reimbursement for their expenses (travel and lodging). Furnish the Hospitality Subcommittee of the Convention Committee a list of the honorees that shall receive corsages or boutonnieres at the President's Reception.

- v. Prepare press release for inclusion in the hometown newspapers of the honorees.
- vi. Submit estimated plaque costs to Convention Committee Chair.
- vii. Order plaques for recipients which should include the name of the award, the name of the recipient, the name of the Association, and the date which the award is presented

5. Convention:

- i. Assist the Hospitality Subcommittee of the Convention Committee in greeting and seating honorees and their invited family members at the President's Reception. Plan for someone on the committee to sit with the family and friends of the honorees.
- ii. The Chair of the committee, or a committee member designated by the Chair, presents the honorees with a plaque at the President's Reception.
- iii. Submit annual report to the Association President.
- iv. Pass on to incoming chair all ongoing information on nominees who may be considered for future awards and a complete list of past recipients. Submit all out-of-date records to the Archives at the University of Alabama Libraries' Special Collections. At the Leadership Transition Workshop the outgoing chair should assist the incoming chair by furnishing him/her copies of the committee's Budget Request Form and receipts and expenditures for the past year as a basis for the incoming chair to formulate a budget to be submitted to the Budget and Finance Committee.

Subsection 4. Bibliographic Committee

- a. Brings to the attention of the Council any bibliographic projects worthy of Association sponsorship, encourages works which will be of historical value, and compiles bibliographies approved by Council. In order for the work of the Bibliographic Committee to be published, the publications Committee must approve the content and format. Subsequently, the Council may approve funds.)
- b. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:
 - 1. First meeting after Convention
 - i. Organize committee, which includes a Vice-Chair
 - ii. Review duties and responsibilities

- iii. Submit a copy of the Committee's charge and procedures to each member
 - iv. Formulate goals for the year
 - v. Report goals to Council for approval
- 2. Second meeting
 - i. Follow up on goals
 - ii. Report to Council
 - iii. Finalize convention goals and submit plans and written report to Council
- 3. Prior to third meeting
 - i. Give final report of work of the Committee to Council.
 - ii. Report anything relating to convention to Convention Committee Chair.
 - iii. Submit publicity releases to ALLA publications
- 4. Convention
 - i. Submit annual to the Association President.
 - ii. Turn over all ongoing materials to incoming Chair at Leadership Transition Workshop and obsolete records to the Archives at the University of Alabama Libraries' Special Collections.

Subsection 5. Budget and Finance Committee

- a. Considers the requests of each officer, division, round table, and committee within the Association for funding from the general treasury; makes recommendations to the Council for the annual budget; studies additional requests for funding for extraordinary purposes and makes recommendations regarding the feasibility of complying with the requests; and examines annually the dues structure to determine the adequacy of support for the activities of the Association.
- b. Specific requirements for this committee are: the Treasurer is the Chair of this committee; the President, Vice-President/President-Elect, Immediate Past President of the Association, immediate past Chair of the Budget and Finance Committee, all division chairs, and the Association Administrator serve as members on this committee.
- c. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:

1. Request a copy of the annual financial report from the Treasurer.
2. Prepare the budget work form to estimate the amount of income for the current Association year, using the information contained in the financial report (see Example 1, which is attached to this section).
3. Prepare the budget work form to compare the previous year's allocations and expenditures and the current year's requests for allocations, using information contained in the financial report (see Example 2).
4. All convention expenditures by committees, round tables, divisions, and officers must be approved by the Convention Committee; the Budget and Finance Committee can allocate no more than seventy-five percent of the total estimated convention income for the use of the Convention Committee.
5. In order to fulfill these duties, the Committee must prepare a recommended budget prior to the meeting of the Executive Council after Convention.
6. Two weeks before the convention. Prepare and send to the Association Administrator a letter for each committee chair, round table moderator, division chair, and officer, as well as the Association Administrator, the American Library Association Board Member, and the Southeastern Library Association Councilor, requesting that each submit a budget request. See Example 1 for sample letter of transmittal (attached) and Appendix C for Operating Budget
7. A month prior to the first quarterly meeting mail a second letter as a follow up to those individuals who have not responded. See Example 2 for sample letter below and enclose another Operating Budget Request Form (Appendix C)

Complete the budget worksheet comparing allocations, expenditures, and requests, using the *Operating Budget Request Form*.

8. At least two (2) weeks prior to the first quarterly meeting convene a meeting of the members of the Budget and Finance Committee to discuss each budget request and its justification in order to make a recommendation to the Council and to estimate the income for the current year.
9. Prepare final draft copies of both work forms for each member of the Council, the Budget and Finance Committee, and members in attendance at the first quarterly meeting of Council.
10. Immediately following the first quarterly meeting, prepare and mail a letter stating the amount of the original request and the amount of the allocation approved by Council to each officer of the Association, Association Administrator, committee Chair, round table moderator, division chairs, the American Library Association councilor, and the Southeastern Library Association board member.

11. Send a copy of the budget as approved by Council to the editor of the newsletter and to the Treasurer.
- d. Additional requests for non-budgeted funds for extraordinary purposes must be submitted to the Budget and Finance Committee on the Budget Petition Form (see Appendix C). The Committee should convene prior to quarterly Council meetings to study such requests and make recommendations to Council. It should be remembered that officers, division, round table, and committee Chairs are allowed to move allocated funds between line items for postage, photocopying, telephone, and office supplies on their respective budgets even if funds were not originally approved for some of the items, provided that the total expenditure does not exceed the total budgeted for

EXAMPLE 1

ALABAMA LIBRARY ASSOCIATION, INC.

Budget & Finance Committee

Date: _____

_____, Chair/Moderator

Alabama Library Association, Inc.

Dear _____:

As you are well aware the Alabama Library Association, Inc. (ALLA) has begun the _____ association year. With the "new year," comes the consideration of the budgetary needs of each of the officers, committees, divisions, and round tables of ALLA. In an effort to accurately reflect these needs in the proposed budget, I am requesting your input.

Attached you will find a Budget Request Form and a sample form which should serve as an example of how to complete the necessary request for funding during the current fiscal year. For each expected expenditure, please follow these steps in completing the form:

1. Supply a brief descriptive title in the section marked ITEM,
2. Describe, explain, and/or justify the request in the section marked NARRATIVE (If the space provided is not adequate, attach an additional sheet of paper), and
3. Indicate the costs involved for each request in the space marked COSTS and in the appropriate column.

Our available funds are very limited so please consider your requests carefully. As this is the operating budget, do not include any convention expenses. At a later time, you will be asked to submit your request(s) for convention expenditures.

The members of the Budget & Finance Committee recognize and understand the fact that you may not have completed your plans for the coming year; however, more detailed information will facilitate the equitable distribution of our limited funds. Please use the enclosed addressed mailing label to return all Budget Request Forms no later than _____.

EXAMPLE 2

ALABAMA LIBRARY ASSOCIATION, INC.

Budget & Finance Committee

Date: _____

_____, Chair/Moderator

The Budget & Finance Committee of the Alabama Library Association, Inc. met on (date) at (place) for the purpose of evaluating the budget requests of each of the officers, divisions, round tables, and committees of the association.

The funding of each officer, division, round table, and committee is considered to be zero until proper documentation justifies an initial allocation recommendation by the Budget & Finance Committee. For some reason your budget request was not received or lacks enough documentation for consideration. Therefore, no allocation can be recommended.

I am enclosing several Budget Request Forms so that you might submit your funding needs for the present association year. Please make every effort to complete the forms and return them to me as soon as possible but no later than (date). The sooner, the better! A mailing label has been enclosed.

The Budget & Finance Committee will meet at _____ to consider additional written requests and to formulate its final budget requests for consideration and approval by the Council. Based on actions taken at this meeting, a presentation will be made for the necessary consideration by the Council during its next meeting.

Sincerely,

_____, Chair

Subsection 6. Bylaws Committee

- a. Continually reviews Association Bylaws and Bylaws of the Alabama Library Association Scholarship and Loan Fund, Inc., provides a representative at each Council meeting to answer any questions raised pertaining to or affecting bylaws.
- b. Presents proposed changes to Council. If Council approves changes, the committee prepares the proposed change, in accordance with the bylaws, for consideration by the membership.
- c. Reviews proposed changes of Division and Round Table Bylaws to check for consistency and adherence to Association Bylaws. Also assists in these revision procedures as needed. .The committee includes the Vice-President/President-Elect, the bylaws Chair of each division and the Chair of the *Handbook* Committee. The Bylaws Committee Chair is ex-officio member of the Handbook Committee.
- d. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:
 1. First meeting
 - i. Organize committee, which includes a vice-chair
 - ii. Formulate goals for the year
 - iii. Report goals to Council
 2. Second meeting
 - i. Follow up on goals
 - ii. Report to Council
 - iii. Finalize convention goals
 - iv. Submit plans and written report to Council
 3. Third meeting
 - i. Give final report of work to the committee
 - ii. Report anything relating to convention to Convention Committee Chair and submit publicity releases to the editor of the newsletter and place on the Association's listserv
 4. Convention
 - i. Submit annual report to Association President

- ii. Turn over all ongoing material to incoming chair and all out-of-date material to the Archives at the University of Alabama Libraries' Special Collections

Subsection 7. Convention Committee

- a. Coordinates convention plans and keeps the Council informed of the plans. The President and Vice President/President-Elect are *ex officio* members. Other members include the immediate past Convention Committee Chair, assistant Convention Committee Chair (who will be the incoming Convention Committee Chair), and Chairs of the Convention Committee Subcommittees.
- b. At the fourth meeting the incoming Convention Committee Chair should make those responsible for convention programs aware of the need for early planning. Rationale: In 1984/85 the convention hotel had to have preliminary plans by mid-September.
- c. The Convention Committee submits a convention budget request to the Budget and Finance Committee prior to the first meeting for review and recommendation to Council. The committee estimates income to be generated by the convention and sets limits of no more than seventy-five percent of projected income for expenditures, stipulating amounts to be paid convention speakers. The committee names a convention treasurer, who is the only person other than the Convention Committee Chair, permitted to submit requests for payment of convention expenditures to the Association Treasurer. The *Convention Handbook* provides direction for this committee and its subcommittees (see Appendix D).
- d. For general committee procedures see Association Bylaws, Article IV.

Subsection 8. Education Committee

- a. Promotes the education and training of library personnel in the State and works with schools providing education for librarianship in furthering their programs.
- b. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:
 - 1. First meeting
 - i. Organize committee, which includes a vice-chair
 - ii. Formulate goals for the year
 - iii. Report goals to Council. (See *Update Report to Council* in Appendix C)
 - 2. Second meeting
 - i. Follow up on goals
 - ii. Report to Council

- iii. Finalize convention goals
 - iv. Submit plans and written report to Council
- 3. Third meeting
 - i. Give final report of work of the committee
 - ii. Report anything relating to convention to Convention Committee Chair and submit publicity releases to the newsletter editor.
- 4. Convention
 - i. Submit annual report to the Association President.
 - ii. Turn over all ongoing records to the incoming chair and out-of-date records to the Archives at the University of Alabama Libraries' Special Collections.

Subsection 9. Emeritus Council

- a. Recommends changes in the structure and procedures of the Association for the consideration of the Council
- b. Continuously reevaluates the work of the Association, and recommends changes.
- c. The Immediate Past President serves as chair of the Emeritus Council which is composed of all past Presidents of the Alabama Library Association, Inc.
- d. The President is an *ex officio* member.
- e. For general committee procedures see Association Bylaws, Article IV

Subsection 10. Employee Evaluation Committee

- a. Makes an annual evaluation of the job performance of the Association Administrator.
- b. The Immediate Past President is chair of this committee.
- c. The annual evaluation will be conducted at the end of the contract period at the 2nd meeting of the Executive Council
- d. The Committee includes the Immediate Past President, the President, the Treasurer, Chair of the Scholarship and Loan Fund, Inc., and the Chair of the Membership Committee. The evaluation instrument is the *Association Administrator Performance Review Form* (see Appendix C).

Subsection 11. Handbook Committee

- a. Solicits suggestions from officers and members of the Council regarding needed additions or revisions of the *Handbook*
- b. Revises the *Handbook* as needed

- c. Secures adequate funds from Council (via the Budget and Finance Committee) for updates prior to new editions of the *Handbook*
- d. Oversees (via the Association Administrator) the distribution of the Handbook
- e. Maintains a master written copy of the Association *Handbook* so that Articles of Incorporation of the Association, Articles of Incorporation of the Scholarship Fund, current Bylaws of the Association, Bylaws of the Scholarship Fund, bylaws of the divisions, and round tables, and all association forms are included, as well as the current handbook of the Convention Committee, each division, and each round table.
- f. The chair shall keep a copy of all motions of the Council meetings and pass them on to the incoming chair at the end of the year.
- g. The Handbook Committee will draft revisions to the *Convention Handbook* and submit to Council for approval.
- h. Specific requirements for this committee are: at least one member of the committee must have served as a voting member of Council, and the chair must serve on the Bylaws Committee. Committee membership should consist of: Immediate Past Convention Committee Chair. Bylaws Committee Chair serves *ex officio*; and others as needed.
- i. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:
 - 1. First meeting
 - i. Organize committee, which includes a vice-chair.
 - ii. Formulate goals for the year
 - iii. Report goals to Council
 - 2. Second meeting
 - i. Follow up on goals
 - ii. Report to Council
 - iii. Finalize convention goals
 - iv. Submit plans and written report to Council
 - 3. Third meeting
 - i. Give final report of work of the committee
 - ii. Report anything relating to convention to the chairman of the Convention Committee and submit publicity releases to the newsletter editor.

4. Convention

- i. Submit annual report to the Association President
- ii. Turn over all ongoing records to the incoming chairman and out-of-date records to the Archives at the University of Alabama Libraries' Special Collections.

Subsection 12. Intellectual Freedom Committee

- a. Encourages discussion and debate among librarians concerning selection and censorship of materials
- b. Keeps librarians in the State informed on matters of significance in support of intellectual freedom; maintains an active channel with the American Library Association's Office for Intellectual Freedom
- c. Encourages support of the Library Bill of Rights of the American Library Association and all other programs relating to the free access of information
- d. Maintains membership with the Freedom to Read Foundation
- e. The chairman of the committee serves as liaison officer
- f. Explores ways of stimulating self-awareness of personal opinions and prejudices, which may interfere with objective selection practices
- g. Develops intellectual freedom continuing education programs for librarians and their staffs
- h. Acts as a referral and adjudicative agency for problems relating to censorship in Alabama libraries
- i. Assists beleaguered librarians, library trustees, or concerned library users who request information, moral support, or advice on steps to take if a censorship controversy is not easily settled; investigates actual or alleged library censorship cases in the State in a constructive manner and recommends to the Council an appropriate response when action is considered necessary.
- j. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:
 1. Include in budget and maintain membership in Freedom to Read Foundation
It is an Association membership with an annual fee of \$35.00 per year.
 2. First meeting
 - i. Organize Committee, which includes a vice-chairman.
 - ii. Formulate goals for the year.
 - iii. Report (see *Update Report to Council* in Appendix C) goals to Council.

3. Second meeting
 - i. Follow up on goals.
 - ii. Report to Council.
 - iii. Finalize convention goals.
 - iv. Submit plans and written report to Council.
4. Third meeting
 - i. Give final report on work of the Committee to Council.
 - ii. Report anything relating to Convention to the Convention Chairman and submit publicity releases to the newsletter editor.
5. Convention
 - i. Submit annual report to the Association President.
 - ii. Turn in all on-going material to incoming chairman and all out-of-date records to the Archives at the University of Alabama Libraries' Special Collections.

Subsection 13. Legislative Development Committee

- a. The Past-President of the Association is Chair of the Legislative Committee. A representative of the Alabama Public Library Service, a representative of the Alabama Department of Education, and the Legislative Development Committee Chair of each division and the Association Administrator should also serve on this committee. The President and the President-Elect serve as ex-officio members.
- b. Coordinates the activities of the various divisions with regard to federal and state legislative activities and the collection and dissemination of information to the divisions, committees or individual members so that these segments of the Association can take appropriate action;
- c. Recommends legislative policies and programs designed to promote the goals and objectives of the Association to the Council for approval and to membership for endorsement and support;
- d. Seeks rulings and interpretations of laws and regulations affecting the welfare and development of all types of libraries;
- e. Promotes a sound legal basis for the best development of all types of libraries in Alabama through coordinating the efforts of the legislative chairman of each division concerned with library legislation;

- f. Keeps the Council and the membership fully informed of the committee's activities and the status of legislation that is germane to the Association's goals;
- g. Provides an informed representative to represent the Association in Washington each year at ALA's National Legislative Day (Information available on the America Library Association's *Issues and Advocacy website*).
- h. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:
 - 1. First meeting
 - i. Organize committee, which includes a vice-chairman.
 - ii. Formulate goals for the year.
 - iii. Report goals to Council. (see *Update Report to Council* in Appendix C)
 - 2. Second meeting
 - i. Follow up on goals.
 - ii. Report to Council.
 - iii. Finalize convention goals.
 - iv. Submit plans and written report to Council.
 - 3. Third meeting
 - i. Give final report of work of the committee to Council.
 - ii. Report anything relating to convention to the Convention Committee Chair and submit publicity releases to newsletter editor.
 - 4. Convention
 - i. Submit annual report to the Association President.
 - ii. Turn over all ongoing material to incoming chairman and all out-of-date records to the Archives at the University of Alabama Libraries' Special Collections.
 - iii. The outgoing chairman shall assist the incoming Legislative Development Committee chairman until the close of the current legislative session at which time the newly appointed chairman shall assume the duties of the chairman.

Subsection 14. Membership Committee

- a. Endeavors to renew annually 100% membership in the Alabama Library Association, Inc. sends membership renewal notices annually to all members whose memberships are due to expire, mails second notices as required, and maintains an up-to-date membership file.
- b. After second notices are sent, shall send lists to the divisions for follow-up.
- c. Recruits new members.
- d. The committee shall be responsible for manning the membership tables at ALMS (Alabama Library Media Specialists, formerly LAMP) meetings and at the annual conference.
- e. The committee includes the membership chair of each division, each of the Members-At-Large, plus other members. The Association's Association Administrator is an *ex officio* member. The chairman serves on the Subcommittee to Evaluate the Association Administrator.
- f. For general committee procedures see Association Bylaws, Article IV. For specific procedures, see below:
 1. An organizational meeting shall be held during the first quarter to:
 - i. Review of the Association's Long Range Plan
 - ii. Appointment of a vice-chairman
 - iii. Discussion of projects suggested by the President and planning for the year
 2. After organizational meeting, meetings may be called as deemed necessary by the chairman.
 3. The chairman shall submit a report (see *Update Report to Council* in Appendix C) to the Executive Council at each meeting. The final report of the committee's work shall be presented at the fourth meeting. The chairman shall submit an annual report to the Association President. All ongoing materials should be turned over to the incoming chairman, and all out-of-date records should be submitted to the Archives at the University of Alabama Libraries' Special Collections.

Subsection 15. Nominating Committee

- a. Each division should be represented on the Nominating Committee.
- b. The Immediate Past-President should serve on the nominating committee the year after he or she serves as Immediate Past-President. After serving on the Council for three consecutive years, he or she should be in an excellent position to help identify potential candidates with good leadership abilities.

- c. Seeks through ALLA publications, such as *The Alabama Libraries*, the newsletter, the listserv, and by other means, recommendations for nominations of qualified persons from the membership; there shall be at least two nominees for each of the following Association offices; Vice-President/President-Elect, Secretary, and Treasurer.
- d. Traditionally, each division holds the office of President, in turn. By tradition, the nomination for vice-president/president-elect rotates among the divisions of the Association.
- e. The order of the divisions is: Trustees and Friends; Public Library; College, University, and Special Libraries; and Youth Services and School Librarians.
- f. The Nominating Committee requests two names from the Division from which, according to traditional rotation, the President-Elect will be nominated. That Division may submit up to two names from their members. All nominees recommended by the Division must have been contacted and have agreed to run if nominated. The Nominating Committee may accept or reject the names submitted by the Division. If the Division presents no names, the Nominating Committee may select any association member, regardless of division affiliation. The following year the traditional rotation proceeds to the next division, in order, regardless of the division affiliation of the President-Elect nominees for the present year.
- g. Any individual in good standing may nominate by petition any other member, whether or not nominated or endorsed by the Nominating Committee, for any office, except that of president, for which office there shall be only one nomination, that of the incumbent vice-president or if there be none, of the incumbent president, or, if the incumbent Vice President/President-Elect or President, as the case may be, shall decline nomination, of a member selected by the Nominating Committee. Nominations by petition must be candidates from within the same Association division as those nominated by the Nominating Committee
- h. After membership has been verified through the Association Administrator's office, and each candidate's permission has been granted, the slate is presented to the Council for approval. The approved slate is submitted for publication prior to the convention. The Association Administrator coordinates preparation of the ballot (For further information, see Section 4 on Elections and Appointments in this *Handbook*.) Suggestions for selection are as follows:
 - 1. Candidates should be selected on the basis of ability, efficiency, personality, leadership qualities, and service to the Association.
 - 2. Consideration should be given to the selection of candidates who represent all divisions of the Association and the various geographical areas of the State.

3. Names and/or information not used during the current year should be turned over to the incoming chair for future reference of the committee.
 4. The Division that Vice President/President-Elect candidates represent should be printed at the head of the ballot.
 5. Candidates for Vice President/President-Elect should have a working knowledge of the Council and its functions.
 6. The Association Administrator will notify the Chairman of the Nominating Committee and the President of the Association when candidates need to be found for ALA Councilor and SELA Representative. The ALA Councilor serves a four year term and the SELA Representative serves a four year term. These candidates should meet the same criteria as those for other offices. It is recommended that both positions should be held in turn by each Division.
- i. For general committee procedures see Association Bylaws, Article IV. For specific procedures below:
1. Prior to First meeting
 - i. Organize committee.
 - ii. Submit request for nominations to newsletter editor and the Associations' listserv. See below:

“The Nominating Committee requests suggestions of possible nominees for 20__/20__ Alabama Library Association, Inc. officers. Please submit the names of individuals known personally to you who have shown themselves through service to the ALLA to be qualified for leadership. Mail your suggestions for Vice-President/President-Elect, Secretary, and Treasurer with relevant information about the nominee to _____, Chairman, ALLA Nominating Committee, (address) . The nominees for Vice President/President-Elect must be members of the _____ Division.”
 - iii. Ensure that the outgoing chair contacted the appropriate Division to request two names for President-Elect prior to convention. If not, the Division should be immediately contacted for suggested names.
 - iv. Chair should obtain membership lists of the Divisions from the Association Administrator for committee consideration for the position of President-Elect. The Membership Directory should also be consulted.
 2. Prior to Second meeting
 - i. Begin to contact candidates to run for office subject to final approval of Council.

- ii. Verify Association membership of all candidates through the Association Office. Those who are not members will be informed that membership is a requirement for office, and dues must be paid immediately if their name is to appear on the ballot.
- 3. Second meeting
 - i. Present slate to Council for approval.
 - ii. Request that candidates provide biographical information using the ALLA Nominee Biographical Information form (Appendix C) to be submitted to the committee chairman by a predetermined date for publication set by the chair.
- 4. Prior to Convention
 - i. Request two names from the Division from which, according to traditional rotation, the President-Elect will be nominated. Encourage the Division to discuss this issue at its convention business meeting and to submit the names to the incoming chair of the Nominating Committee.
- 5. Convention
 - i. Submit annual report to the Association President.
 - ii. Turn over all ongoing material to incoming chairman and submit all out-of-date records to the Archives at the University of Alabama Libraries' Special Collections.

Subsection 16. Planning Committee

- a. The Chair of the committee is appointed by the President.
- b. As a Committee, it is a requirement to meet "in person" twice annually: one time at the beginning of the year and another time as decided by the same.
- c. The Committee is composed of the Chair and Chair-Elect of each division, the Immediate Past President, the Association Administrator, Secretary, Treasurer, and others appointed from the membership. The President and President-Elect are *ex officio* members.
- d. See Association Bylaws, Article IV for general committee procedures. For specific procedures, see below:
 - 1. Reviews the *Strategic Plan* and formally presents changes/additions/revisions to the Executive Council for approval
 - 2. Leads efforts to reach the goals and objectives in the *Strategic Plan*
 - 3. Develops long range goals and objectives of the Association
 - 4. Formulates plans for the development of library service in Alabama

5. Identifies projects needing action by the Association
6. Serves as a clearinghouse to coordinate proposals of other committees
7. Approves/disapproves to Council, petitions for new round tables

Subsection 17. Public Relations Committee

(National Library Week Committee and Recruitment Committee merged with Public Relations Committee - 1994)

- a. Strives to:
 1. Make the public more conscious of the Alabama Library Association, Inc.
 2. Increase public awareness of the importance of libraries in general and of Alabama libraries in particular
 3. Increase public awareness of the contributions and activities of libraries in serving the people of Alabama to improve public opinion of libraries and the Association
 4. Promote public interest in them by means of newspapers and other mass media, displays and exhibits, and personal contact.
- b. Each division is represented on the committee by the corresponding divisional committee chairman or an individual appointed by the divisional chairman.
- c. For general committee procedures see Association Bylaws, Article IV. For specific procedures see below:
 1. First meeting
 - i. Organize committee, which includes a vice-chairman.
 - ii. Formulate goals for the year.
 - iii. Report to Council.
 - iv. Write the chairmen of all divisions, committees, and round tables, requesting that they send any publicity which comes to their attention to the Public Relations Committee for publication.
 2. Second meeting
 - i. Follow up on goals.
 - ii. Report to Council.

3. Third meeting

- i. Work with the Authors Awards Committee and the Association Awards Committee in publicizing information about the honorees in their home towns.
- ii. Following the third meeting. Work with Legislative Development Committee in publicizing their work.
- iii. Submit report to Council.

4. Fourth meeting

- i. Coordinate with all committees and the Convention Committee chairman on publicity for the convention.
- ii. Submit annual report to the Association President
- iii. Immediately following the convention, turn over all on-going material to incoming chairman at the Leadership Transition Workshop meeting at convention and turn over out-of-date materials to the Archivist.

Subsection 18. Publications Committee

- a. Reviews the content and format of any work written or compiled by any unit or individual member of the Association and intended for distribution beyond the Association with the Association's name used—excluding *The Communicator*.
- b. The Chairman of the Committee is appointed by the Vice-President/President-Elect with the advice and consent of the Council.
- c. Material for publication should follow the *Publication Manual of the American Psychological Association*, latest edition, published by the American Psychological Association (APA).
- d. The committee examines both new, unpublished manuscripts and all proposed new editions of ALLA publications.
- e. The committee reviews and updates, as necessary, the list of official Association publications.
- f. For general committee procedures see Association Bylaws, Article IV. For specific procedures, see below:
 1. First meeting.
 - i. Organize committee, which includes a vice-chairman.

- ii. Formulate goals for the year.
 - iii. Report (see *Update Report to Council* in Appendix C) goals to Council.
- 2. Second meeting
 - i. Follow up on goals.
 - ii. Report to Council.
 - iii. Submit plans and written report to Council.
- 3. Third meeting
 - i. Give final report of work of the committee.
- 4. Convention
 - i. Submit annual report to the Association President.
 - ii. Turn over all ongoing material to incoming chairman and all out-of-date records to the Archives at the University of Alabama Libraries' Special Collections.

g. Recommended guidelines for submission of materials for approval:

- 1. Units or individual members planning on publishing must submit a proposal form (Appendix C) to the Executive Council. Once a publishing project has been approved, one copy, as close as possible in quality, plus a an electronic copy of the manuscript, along with a copy of the proposal form signed by the Executive Council shall be submitted to the chairman of the Publications Committee by fax, email, and/or mail.
- 2. The Committee will review and edit submitted manuscripts as expeditiously as possible but sufficient time (to be determined by the Publications Committee chairman according to the type and length of the submitted manuscript) should be allowed for the review process. As a general guide, "short" manuscripts (brochures, flyers and news releases) will require at a maximum of 30 days for review by the Publications Committee. The chairman will provide the unit or person submitting a "long" manuscript with an approximate timetable needed for review.
- 3. The Publications Committee is not responsible for submitting the units proposed publication to the Council.
- 4. Once the proposed publication has been reviewed and edited by the Publications Committee, any substantial changes effected by the unit must be re-submitted for review by the Publications Committee.

5. The chairman of the Publications Committee will convey the committee's recommendations to the unit's representative by sending them a completed proposal form. A copy of this form also goes to the Council Secretary.

Chapter 10: Publications

Section 1. ALABAMA LIBRARIES

Subsection 1. History

Alabama Libraries (formerly *The Alabama Librarian*)² is “the official organ of the Alabama Library Association, Inc., and, as such, carries news of the Association, its members and units, as well as general articles.”

Subsection 2. Editor and Members

The editor, who is appointed by the Vice-President/President-Elect and approved by the Council, is responsible for appointing the other members of the Editorial Board.

Subsection 3. General Duties

The general duties of the editor and Editorial Board are:

- a. To formulate and revise policies of *Alabama Libraries*, subject to the approval of the Council and report to the Council progress and problems related to *The Alabama Libraries*.
- b. To implement the policies of *Alabama Libraries*.
- c. To report to the Council progress and problems related to *Alabama Libraries*.
- d. To supervise the editorial work and production of *Alabama Libraries*.
- e. To obtain worthwhile and well-written copy; to provide guidance to contributors; and to secure copyright releases from authors
- f. To improve the literary quality of the publication.
- g. To perform such additional specific duties as may be assigned by the Council or set out in relevant documents of the Association.

² *The Alabama Librarian* was published from December, 1949 through December, 2008 (v.1, no.1 – v.58, no.1). Publication was suspended in 2008, and restarted in the spring of 2021 under the new title *Alabama Libraries*.

Subsection 4. Primary Responsibilities

The specific processes for which the editor of *Alabama Libraries* is responsible (in consultation with the Association Administrator) are as follows:

- a. To plan special issues and publish on schedule *Alabama Libraries* two (2) times a year with the following designated issues:
 1. #1 Winter – deadline January 15 – published February
 2. #3 Summer – deadline June 1 – published July
- b. To collect copy to be included in each issue.
- c. To present a layout draft to the printer.
- d. To submit copy and electronic copy to the printer.
- e. To read and correct the proofs.
- f. To return corrected proofs to printer.
- g. To work out a satisfactory schedule of deadlines.
- h. To serve as chairman of the Editorial Board.

Subsection 5. Business/Circulation Manager

The editor serves as the Business/Circulation Manager. He/she is responsible for:

- a. Securing advertisements for *Alabama Libraries*.
- b. Handling financial matters.
 1. The Alabama Library Association, Inc. subsidizes *Alabama Libraries* with an annual appropriation.
 2. All income from advertising and subscriptions is earmarked to defray the cost of publication. Receipts for advertising and subscriptions must be itemized for Internal Revenue Service records.
- c. Mailing copies to subscribers other than Association members and to others as directed, including free copies to advertisers if requested.

Section 2. ASSOCIATION NEWSLETTER

Subsection 1. Primary Functions

- a. The primary functions of the Association's newsletter are to report, inform, and promote the various activities of the Association and all of its units. Each Executive Council Officer, Division Chair, Committee Chair, and Roundtable Moderator must

ensure that at least one article or an update from their area of responsibility is submitted to the newsletter quarterly.

- b. It serves as the chief means of communication between the officers, divisions, committees and round tables with the membership of the Association and with the membership of their own groups through space allocated to them in the Association's newsletter for publication of their notices, articles, columns, and newsletters when they have one.
- c. The newsletter is published quarterly.
- d. Since volume 2, issue 2, the newsletter has been published exclusively in electronic format and distributed via the Association's listserv.
- e. The editor of the newsletter is appointed by the Vice President/President-Elect.
- f. The general duties of the editor are:
 - 1. First meeting
 - i. Formulate goals for the year.
 - ii. Report (see *Update Report to Council* in Appendix C) to Council.
 - iii. Write the chairmen of all divisions, committees, and round tables, requesting that they send any publicity that comes to their attention to the newsletter editor for publication.
 - 2. Second meeting
 - i. Follow up on goals.
 - ii. Report to Council.
 - 3. Third meeting
 - i. Submit report to Council.
 - ii. Coordinate with all committees and the Convention Committee chairman on publicity for the convention.
 - 4. Fourth meeting (Convention)
 - i. Submit annual report to the Association President
 - ii. Turn over all on-going material to incoming editor at the Leadership Transition Workshop meeting at convention and submit out-of-date materials to the Archives at the University of Alabama Libraries' Special Collections.

Section 3. LIST OF PUBLICATIONS

Subsection 1. *Alabama Libraries*

The Alabama Libraries is “the official organ of the Alabama Library Association, Inc., and, as such, carries news of the Association, its members and units, as well as general articles.”

Subsection 2. *Cumulative Index to the Alabama Review*

- a. *Cumulative Index to the Alabama Review*, the quarterly journal of the Alabama Historical Association (v. 11-20, 1958-1967). Prepared by a committee of the College, University, and Special Libraries Division, 1979, 53 p.
- b. *Cumulative Index to the Alabama Review* (v. 21-30, 1968-1977). Prepared by the Association’s Alabama Review Indexing Committee, 1981, 59 p.

Subsection 3. *Manual on Intellectual Freedom*

Manual on Intellectual Freedom. Prepared by the Intellectual Freedom Committee, 1979, 29p.

Subsection 4. *20th Century Alabama Authors; a Checklist*

20th Century Alabama Authors: a Checklist. Prepared by the Bibliographic Committee, 1978.

Subsection 5. *Faculty Status for Librarians: Trends and Issues*

Faculty Status for Librarians: Trends and Issues. Prepared by the College, University, and Special Libraries Division, 1989, 71 p.

Subsection 6. *Policies for the Public Libraries of Alabama: A Sample*

Policies for the Public Libraries of Alabama: A Sample. Prepared by the Public Library Division, Committee on Public Library Policies, 1990.

Subsection 7. *COMmunicator*

COMmunicator. Official newsletter of the Association, published quarterly by the Newsletter Editor. Since 2000, volume 2, issue 2, it has been published exclusively in electronic format.

Chapter 11: Relationships with Other Organizations

Section 1. OVERVIEW

The Alabama Library Association, Inc. works with other professional organizations to promote educational and cultural activities of mutual interest. It is a chapter of the American Library Association and is represented on ALA's Council by a Councilor. The Alabama Library Association, Inc. is also a constituent of the Southeastern Library Association and is represented on its Executive Board by an elected Representative. Any related organization may hold a meeting or preconference in conjunction with the Alabama Library Association, Inc.'s annual convention upon the approval of the Executive Council of the Association. Convention registration and fees are payable to the Treasurer of the Alabama Library Association, Inc.

Section 2. REPRESENTATIVES TO NATIONAL AND REGIONAL

Subsection 1. ALA Councilor

- a. The Alabama Library Association, Inc. is a chapter of the American Library Association. As such it is the final authority for ALA programs and policies in Alabama provided they are not inconsistent with programs and policies established by the ALA Council.
 1. The ALA Councilor participates in the deliberations of the ALA Council and votes on issues, which come before Council. The Councilor acts as a liaison officer between the Alabama Library Association, Inc. and the American Library Association and represents the ALLA in special meetings, specifically the Midwinter conference and the annual meeting of ALA.
 2. The ALA Councilor is selected by the members of the Alabama Library Association, Inc. and serves for three years.
 3. It is the responsibility of the Association Administrator to notify the President and Council of the Alabama Library Association, Inc. at the beginning of the final year of the three year term of the ALA Councilor that an election should be held. The President then notifies the Nominating Committee that the Alabama election must be held.
 4. The election is held at the time of the general election for the Association.
 5. The term of office begins at the conclusion of the annual conference of the American Library Association, Inc. following the election of the Councilor.

6. In the case of an unfilled term of the ALA Councilor for the Alabama chapter in which time prevents holding an election, the President of the Alabama Library Association, Inc., with the approval of its Council, shall appoint an official observer to serve until the official election can be held. The procedure for an election to fill an interim term is the same as that for a regular three year term
7. The ALA Councilor prepares an Operating Budget Request Form (see Appendix C-4) for ALA contributions and for anticipated basic expenses of the meetings, which he/she is required to attend, and submits it to the Budget and Finance Committee by May. The request is presented to Council for approval in June with the recommendation of the Budget and Finance Committee. Receipts for expenses must be furnished when the bill is presented to the Treasurer for payment, using a Monetary Request form (see Appendix C-6).

The Budget Request should include an estimate of the Association's contribution to the ALA Washington Office and the Freedom to Read Foundation, which are presented by the ALA Councilor at ALA Midwinter. The ALA Councilor will remind Council, preferably at the December Council meeting, of the financial contribution. Council will make the final decision on the specific amount to be contributed.

8. The ALA Councilor submits a written report on each conference to the Council and to the membership by publishing it in the Association's newsletter. The report may be presented orally at the annual convention when necessary.

Subsection 2. SELA Representative

- a. An Executive Board that includes one elected representative from each constituent state library association governs the Southeastern Library Association. The members of the Alabama Library Association, Inc. elect the Alabama SELA Representative.
 1. The term of office is four years. In the event of a vacancy, the SELA Executive Board is empowered to fill the vacancy from the active members of the State. A new election is held when the regular four-year term has expired.
 2. The SELA Representative prepares an Operating Budget Request Form (Appendix C) for anticipated basic expenses of the meetings, which he/she is required to attend. The request is presented to the Budget and Finance Committee by May for their approval and for approval in June by the Council. Receipts for these expenses must be furnished when the bill is presented to the Treasurer for payment, using a Monetary Request form (Appendix C).
 3. The SELA Representative submits a written report (see *Update Report to Council* in Appendix C) to the Council and to membership via

Association's newsletter of each biennial meeting as well as any special called meetings.

4. The SELA Representative should encourage Alabama Library Association, Inc. members to join SELA.

Chapter 12: Association Structure & Policies in Relation to Units

Section 1. UNIT STRUCTURE & POLICIES

Subsection 1. General Structure of the Association

The Alabama Library Association is one association with indivisible assets and a single set of uniform administrative and financial policies and procedures. It is the home of four divisions and twelve round tables, each of which has its own bylaws adopted by its members. The Executive Council must approve Round Table and Division bylaws.

Subsection 2. General Structure of Divisions and Round Tables

- a. Each Division and Round Table has its own Executive Board elected by its members and responsible to the Executive Council. The chairman of each Division serves on the Executive Council. The moderator of each Round Table represents the Round Table to the Council.
- b. Divisions and Round Tables are inter-related in structure, resources, and overall mission. All members of each Division and Round Table are first members of the Association. Their voluntary selection of Division or Round Table membership reflects their special interests in addition to their general concern for libraries and librarianship.
- c. Divisions and Round Tables serve the Association as a whole through publications, conference programming, and other educational activities. The Association recognizes the importance of Divisions and Round Tables meeting the needs of its members by supporting them with services and funds.
- d. Divisions are integrally involved in the decision-making process of the Association. They have a voting representative on the Executive Council to raise issues and set policy. They have representatives on Association-wide bodies including Legislative Development, Budget and Finance, Bylaws, Membership, and Planning Committees. Each Division has the authority to act for the Association on matters determined by the Council to be the responsibility of the Division.
- e. Their moderators represent Round Tables to the Council. They have representatives serving on the Association's Bylaws Committee. Round Tables cannot commit the Association by any declaration of policy.
- f. The Alabama Library Association is committed to the principles of intellectual freedom, access to information, legislative funding for libraries, literacy, adequate library service in the state, and the professional interests of librarians. From time to time issues may arise that threaten these principles. When these issues arise

within a unit's domain and need a timely response from a representative of the Association, those unit heads are authorized to respond in the name of the unit after consultation with the President or Vice President/President-Elect of the Association. The response should be promptly conveyed to the President.

Section 2. SERVICE POLICIES & STRUCTURE

The Association will provide the unit with basic services. The Association will specifically define basic services.

Section 3. FISCAL POLICIES & STRUCTURE

Subsection 1. Divisions & Round Tables

- a. Divisions and Round Tables are governed by prevailing Association fiscal policies and procedures. Divisions shall participate in formulating and revising these policies and procedures. Divisions and Round Tables have the right to establish their own personal and organizational dues structures and set membership prerequisites.
- b. Divisions request an operating budget at the beginning of each fiscal year, which is recommended by the Budget and Finance Committee and approved by the Council. They can request additional funds at any time. Convention program funds are requested through the Convention Committee budget. Seed money for special workshops may be requested, but workshops must be profit-making ventures and should be approved by the Treasurer as having profit-making potential before funds are requested. Divisions and Round Tables may pursue external funding for special projects.
- c. All income from Division and Round Table dues and profits generated by the units will be credited to the Division or Round Table.

Section 4. PUBLISHING POLICIES & STRUCTURE

The Association Publications Committee has the responsibility for reviewing any work suggested for publication by any unit of the Association for distribution beyond the membership that uses the Association's name (excluding *Alabama Libraries*).

Section 5. PLANNING POLICIES & STRUCTURE

Each Division has autonomy in its own planning processes within its area of responsibility as designated by the Executive Council, subject to present and future Association policies. Since Divisions contribute to the formulation of Association goals, it is expected that many of the priorities and activities reflected in the plans will also be a part of Division priorities and activities.

Section 6. SCHOLARSHIP AND LOAN FUND

The Council of the Alabama Library Association serves as the Trustees of the Alabama Library Association Scholarship and Loan Fund, Inc. The Trustees elect the Board of Directors of the fund to oversee the awarding of scholarships and loan aid. The Association Office administers the funds and keeps the financial records. The

Fund's monies are separate from Association operating funds. Their budget is subject to approval by the Trustees. Actual expenses incurred in the Association office will be charged to the operating budget of the Scholarship and Loan Fund, Inc.

Chapter 13: Alabama Library Association Scholarship and Loan Fund, Inc.

Section 1. HISTORY & PURPOSE

The Alabama Library Association Scholarship Fund was incorporated in 1975, replacing the Association's Scholarship and Loan Committee. In 1988, the name was changed to the Alabama Library Association Scholarship and Loan Fund, Inc. It is a nonprofit corporation established to provide scholarship grant and loan aid to deserving and promising Alabama students who are residents and who wish to major in library science at the college or university level and to pursue a career in librarianship.

Section 2. TRUSTEES

The trustees of the Fund are the voting members of the Council of the Alabama Library Association, Inc. The trustees annually elect two members to the Board of Directors to oversee the awarding of scholarship and loan aid. Officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Officers are elected or appointed by the Board of Directors.

Section 3. TAX DEDUCTIBLE GIFTS

Certain contributions to the Fund are tax deductible under the Internal Revenue Code, Section 501(C)(3). For additional information refer to the Tax Reform Act of 1986.

Section 4. TASKS OF THE BOARD OF DIRECTORS

There are four primary tasks assigned to the Scholarship and Loan Fund, Inc. Board of Directors to enable them to fulfill their purposes. These tasks include publicizing the availability of the loans, soliciting contributions to increase the assets of the Fund, processing applications and granting loans in accordance with the Fund's rules and procedures, and overseeing the repayment of loans. Further information concerning the Scholarship and Loan Fund, Inc. can be found in the ALLA Scholarship and Loan Fund, Inc. Articles of Incorporation (see Appendix J) and Bylaws (see Appendix K).

Section 5. CENTENNIAL CAMPAIGN COMMITTEE

Subsection 1. History

Although there was no formal resolution to establish the Centennial Campaign Committee, Dr. Janice Franklin, ALLA President (1999-2000), established this committee to begin a special scholarship campaign to help build the Scholarship and Loan Fund.

Subsection 2. Purpose

The campaign was designed to continue to provide financial assistance for the education of future librarians in Alabama and to celebrate the centennial anniversary with a campaign that honored the education of information professionals in Alabama.

Beginning in 1999, the five-year campaign culminated in 2004, the centennial anniversary of the Association. To commemorate the special campaign, the Executive Council approved the establishment of the ALLA Centennial Memorial Scholarship in 2004. The wording of the scholarship reads:

The Alabama Library Association Centennial Memorial Scholarship was established in 2004 in honor of the 100th anniversary of the association. The scholarship is awarded annually and is available to residents of Alabama pursuing library and information studies or classes in school library media. The scholarship will be a minimum amount of \$500 with additional money available up to \$1000 based on contributions to the Scholarship Fund each year.

Subsection 3. Specific Committee Activities

- a. Designed special Centennial Campaign stationery to use for letter writing campaign
- b. Developed Gift Commitment Form to help members and supporters pledge donations over a five year period
- c. Developed concept of the Centennial Star giver to include cumulative donations of \$50.00
- d. Designed table display for ALLA Membership Table to show the progress of the Campaign
- e. Requested members, supporters, and vendors give as generously as possible through telephone calls, conversations and letters
- f. Developed informational progress reports for the ALLA COMMunicator, and submitted publicity information to *Alabama Libraries* and *Southeastern Librarian*.
- g. Requested that sales of tickets for the Exhibitor's and President's Receptions be contributed to the Centennial Campaign for the Scholarship and Loan Fund
- h. Initiated establishment of an official ALLA Resolution establishing the Centennial Memorial Scholarship
- i. Successfully raised \$22,810.00 for the Scholarship and Loan Fund.

Chapter 14: Association Divisions

Divisions of the Association promote library service and librarianship within and for a particular type of library, or as it relates to a particular type of library activity. Each division shall have the authority to act for the Association on matters determined by the Council to be the responsibility of the division.

Section 1. THE DIVISIONS OF THE ASSOCIATION

Subsection 1. Youth Services and School Librarians Division (YSSLD)

The objective of this division is to promote library services to children and young people. The Outstanding Youth Services award is generally presented annually at the first or third general session at convention.

Subsection 2. College, University and Special Libraries Division (CUS)

The objective of this division is to promote library services and librarianship in college, university, and special libraries. Junior colleges and postsecondary technical schools are included in this division.

Subsection 3. Public Libraries Division (PLD)

The objective of this division is to promote, strengthen and expand public library services in Alabama and to cooperate with all other types of libraries to achieve the full potential of Alabama's total library services.

Subsection 4. Trustees and Friends Division

The objective of this division is to promote and expand library services throughout the State; to focus public attention on library services, facilities and needs; to stimulate gifts of books, desirable collections and bequests; and to cooperate with and promote interest in the Alabama Library Association, Inc.

Section 2. DIVISION BYLAWS

Each division shall be required to adopt its own constitution and bylaws, not inconsistent with the Articles of Incorporation and Bylaws of the Association. Any revision to the bylaws must be submitted first to the Association's Bylaws Committee for approval and then be approved by the Council (Association Bylaws, Article VIII, 4). A copy of the revised bylaws shall be sent to the Association Administrator, *Handbook* Committee, and the Archives at the University of Alabama Libraries' Special Collections.

Section 3. DIVISION OFFICERS

Subsection 1. Titles & Elections

Each division shall elect its officers, including a chair and a first vice-chair or chair-elect according to its own constitution and bylaws. Election of officers shall be held in conjunction with the election of Association officers. (See also Chapter 4 and Association Bylaws, Article VIII, 5)

Subsection 2. Nominations

The chair is responsible for the slate of nominees and must meet any deadlines set by the Council and the Association Bylaws. The chair may appoint a Nominating Committee. The chair must verify the membership of all nominees and must send, or have nominee send, a Nominee Biographical Information form to ALLA's Nominating Committee Chair (see Appendix C).

Subsection 3. Election Results

Results of all elections shall be forwarded to the new President, the Association Administrator, and the editor of the Association's newsletter.

Section 4. DIVISION MEETINGS

Subsection 1. Meeting Schedule

Division meetings shall be held as necessary to conduct business.

Subsection 2. Executive Council Meetings

Division chairs represent the division on the Executive Council. They are a voting member of Council and are responsible for attending all regular and called meetings of the Council. In the absence of the chair, the vice-chairman shall serve as the representative of the division (Association Bylaws, Article IV, 4).

Subsection 3. Leadership Transition Workshop

The division chairs, chairs-elect, and other officers shall participate in the Leadership Transition Workshop at the annual convention and deliver appropriate material to the incoming division officers and submit out-of-date records to the Archives at the University of Alabama Libraries' Special Collections.

Section 5. DIVISION REPORTS

Subsection 1. Annual Report

Each division shall prepare an annual written report for the Association President before the annual convention.

Subsection 2. Reports to Executive Council

- a. Each division shall submit written reports to the Association Administrator for distribution to the Council and for filing with the minutes.
- b. The division chair shall report orally at regular Council meetings if Council action is needed.

Section 6. DIVISION FINANCES

Divisions are financed through Association funds (see Chapter 8 on Finances and Chapter 9, Section 5, Subsection 5 on the Budget and Finance Committee)

Section 7. DIVISION COMMITTEES AND APPOINTMENTS

Subsection 1. Committee Appointment

Committees are appointed as designated by the division bylaws or at the discretion of the chair, as needed.

Subsection 2. Information Dissemination

Each division chair shall appoint someone to be responsible for disseminating any news or related items of the division through the Association's newsletter.

Subsection 3. Division Membership Chair

Each division chair shall appoint a division membership chair to serve on the Membership Committee. The name of this person should be reported to the chair of the Membership Committee by May 15.

Section 8. DIVISION CONVENTION AND PRECONFERENCES

Subsection 1. Convention Coordination

All convention meetings, programs, and preconferences must be coordinated with the chair of the Convention Committee.

Subsection 2. Scheduling Deadlines

Deadlines for scheduling convention activities vary from year to year due to convention hotel/motel accommodations. The Convention Committee Chair will inform the divisions of deadlines; the divisions must meet them.

Subsection 3. Convention Expenditures

All expenditures for convention activities are appropriated from the convention budget. The division chairman and the appropriate committee must work within the guidelines of the *Convention Handbook* in planning and financing all convention activities (The *Convention Handbook* can be found in Appendix D).

Subsection 4. Preconference & Workshop Planning

Preconferences or workshops may be planned in conjunction with the Convention Committee by any division if space is available and interest is determined to be adequate. Profits earned by division workshops and preconferences will be credited to the Division subject to the Association's overhead charge.

Section 9. DIVISION WORKSHOPS AND SEMINARS

Subsection 1. Planning

Any division may plan workshops and seminars not related to the annual convention.

Subsection 2. Budget & Finance Approval

Dates, programs and a completed proposed budget must be presented to the Budget and Finance Committee and approved by the Council.

Subsection 3. Fees

Registration and other fees must be planned so as to take care of all expenses and, if possible, make a profit. Fees for non-members should be higher than for members in order to encourage membership. Profits earned by registration and other fees, less 25%, will be credited to the Unit. If the Executive Council determines that there are financial deficits in the Association's operating budget, workshop profit may be adjusted.

Subsection 4. Venue

All workshops should, when possible, be held at places which are donated and therefore contribute to making a profit.

Subsection 5. Date

Dates of all workshops or seminars must be entered on the calendar of the Association Administrator.

Chapter 15: Round Tables

A round table is a membership unit established to promote a field of librarianship not within the scope of any single division. If a division represents an activity, a round table should not be formed.

Section 1. MEMBERSHIP

Subsection 1. Membership Criteria

Membership is open to any member of the Association who subscribes to the objectives of a round table. Dues are indicated on the *Personal Membership Form* (Appendix C).

Subsection 2. Policies

Round tables cannot commit the Association by any declaration of policy (Association Bylaws, Article VIII, 1). Recommendations of round tables regarding a lack in policy, a new policy, or change in policy must be forwarded to the appropriate unit for action.

Subsection 3. Bylaws & Officers

Round tables may adopt bylaws and elect officers, including a moderator and an associate moderator or moderator-elect (Association Bylaws, Article VIII, 4 and 5). The round table bylaws and revisions to the bylaws must be approved by the Council and be consistent with the Association's Articles of Incorporation and Bylaws. A copy of the revised bylaws, if approved, shall be given to the Association Administrator, the Archives at the University of Alabama Libraries' Special Collections and the chairman of the Handbook Committee.

Subsection 4. Representative to Bylaws Committee

Round tables shall have a representative on the Association's Bylaws Committee.

Subsection 5. Handbook

Each round table shall give a copy of its handbook to the chair of the Handbook Committee of the Association.

Subsection 6. Membership List

Membership lists of round tables are available from the Association Administrator.

Subsection 7. Information Dissemination

Each round table moderator shall appoint someone to be responsible for disseminating any news or related items of the round table through the Association's newsletter.

Subsection 8. Objectives

The round tables and their objectives are:

a. **Alabama Library Instruction Round Table (ALIRT)**

Represents the interests of those concerned with improving the quality of library use instruction in all types of libraries. Membership is open to any member of the Association with this interest.

b. **Collection Development and Management Round Table (CDMRT)**

Currently inactive (as of FY2019)

Serves as a forum for members of the Association interested in the field of collection development and management. The Round Table seeks to promote cooperation and communication between collection development librarians and other librarians; assist in the development of appropriate programs in continuing education for its members, and play a planning and liaison role in collection development activities of local, state and regional agencies and organizations.

c. **Government Documents Round Table (GODORT)**

Provides a forum for librarians working with government documents. Objectives also include the promotion of availability, use and bibliographic control of documents; and the promotion of communication between documents librarians and other librarians. GODORT is an affiliate of the American Library Association. Membership is open to any member of the Association who subscribes to the objectives of the round table.

d. **Multicultural Information Round Table (MCIRT)**

e. **New Members Round Table (NMRT)**

Withdrawn in September 2009

Encourages membership in and orientation to professional organizations, encourages the interchange of ideas among librarians, and promotes the development of library service in the state. Emphasis should be placed on educating and mentoring new members in the Association's organizational structure and procedures. Developing and implementing ongoing programs for library school students that encourage professional involvement and networking should also be a priority. The organization is a state affiliate of the American Library Association NMRT.

f. **Paralibrarian Round Table (PART)**

Provides an arena within ALLA for addressing a wide variety of issues concerning library paralibrarian, including but not limited to basic training programs, education and career development; fosters communication and networking among all personnel working in libraries; and is responsible for the timely dissemination of information to library paralibrarians statewide. Membership is not restricted to paralibrarians and is open to all members of the Association.

g. **Reference and Adult Services Round Table (RASRT)**

Encourages and promotes the exchange of ideas and the study of new practices in the fields of reference and adult services. Membership is open to any members of the Association who is interested in reference and adult services.

h. **Technical Services and Systems Round Table (TSSRT)**

Encourages and promotes the exchange of ideas and the study of new practices in the fields of technical services and information technology. Membership is open to all members of the Association who are interested in technical services and systems applications.

i. **Young Adult Services Round Table (YASRT)**

Seeks to further and improve library service to adolescents and to stimulate interest in library materials for this age group; provides continuing education for librarians and media specialists who work with this age group, and provides opportunities for school and public librarians to come together to exchange ideas and gain stimulation for improving library service to young adults. Membership is open to members of the Association who work with young adults and who are interested in the improvement of service of this age group.

Section 2. MEETINGS

The round table moderator or moderator-elect shall be present at all Council meetings to report on items, which need action by Council. Details of meetings (or workshops) planned by round tables shall be given to the web administrator for placement on the calendar on the website and shall be reported in writing to Executive Council.

Section 3. COMMITTEES

Subsection 1. Establishment of Committees

Committees may be established at the discretion of the round table moderator.

Subsection 2. Incorporation into Bylaws

Specific committees and their duties shall be incorporated into the round table bylaws.

Subsection 3. Information Dissemination

Each round table shall be required to have someone to be responsible for disseminating any news or related items of the division through the Association's newsletter.

Section 4. ELECTION OF OFFICERS

Subsection 1. Scheduling

Election of round table officers is generally held in conjunction with the election of Association officers (Association Bylaws, Article VIII, 5).

Subsection 2. Nominating Committee

A nominating committee appointed by the moderator of the round table shall be responsible for meeting the deadlines for nominations and verifying membership of all nominees and obtaining their consent to be placed on the slate.

Subsection 3. Nominee Biographical Information

A *Nominee Biographical Information Form* (Appendix C) on all candidates shall be sent to the ALLA Nominating Chair for publication prior to the convention

Subsection 4. Election Results

Results of the election must be forwarded immediately to the President, the Association Administrator, the Nominating Committee Chair and ALLA publication editors.

Section 5. FINANCES

Subsection 1. Budget Preparation

To manage budgetary and financial affairs, preliminary requests, exclusive of convention expenses, for the ensuing year's committee—if committee activities require it—should be prepared before the first meeting of the Budget and Finance Committee. The incumbent and incoming chair should work cooperatively on budget preparation.

Subsection 2. Budget Proposal Procedures

- a. Budget proposals, with justification, are submitted to the Budget and Finance Committee on an Operating Budget Request Form (see Appendix C).
- b. Budgets are approved or amended by the Budget and Finance Committee, then submitted to Council for adoption.
- c. Requests for payment of bills are submitted to the Association Administrator on the Monetary Request form (see Appendix C), with itemization and/or invoice and authorized signature. Requests must be based on amounts budgeted and must not exceed total amount budgeted.
- d. If an individual or group needs funds in excess of the amounts approved in the Association budget; or needs to reallocate budgeted funds; or to pay a previous year's bill from current year funds; a Budget Petition form must be submitted to the Budget and Finance Committee, which will then make its recommendation to Council (see Appendix C). When Council approves such additional funding, then a Monetary Request form (see Appendix C) must be submitted to the Association Administrator
- e. Any individual who incurs indebtedness in excess of the approved budget is personally responsible for such debts.
- f. Round tables are financed through the Association's funds. They may assess a membership fee, or generate funds through workshops, preconferences, etc., but these monies must be turned over to the Association's Treasurer (Association Bylaws, Article VIII, 7). For more detail, see Chapter 8 on Finances.

Section 6. CONVENTION AND PRECONFERENCES

Subsection 1. General Information

Preconferences or workshops may be planned by any round table. Profits earned by round table workshops go into the general fund of the Association.

Subsection 2. Coordination

All convention meetings, programs, and preconferences must be coordinated with the chairman of the Convention Committee.

Subsection 3. Scheduling Deadlines

Deadlines for scheduling convention activities vary from year to year due to convention hotel/motel accommodations. The Convention Committee chairman will inform the round tables of deadlines; the round tables must meet them.

Subsection 4. Convention Expenditures

All expenditures for convention activities are appropriated from the convention budget. The round table moderator and the appropriate committee must work within the guidelines of the *Convention Handbook* in planning and financing all convention activities. The *Convention Handbook* is Appendix E of the *Association Handbook*.

Section 7. WORKSHOPS AND SEMINARS

Subsection 1. General Information

Workshops and seminars not directly related to the annual convention may be planned by any round table.

Subsection 2. Program Approval

Dates, programs, and a complete proposed budget must be presented to the Budget and Finance Committee and approved by the Council.

Subsection 3. Fees

Registration and other fees must be planned so as to take care of all expenses and, if possible, make a profit. Fees for non-members should be higher than those for members, in order to encourage membership. Profits earned by registration and other fees will be placed in the Association's general fund.

Subsection 4. Venue

All workshops, if possible, should be held at donated or offered places so that the Association can benefit from profits made (see Chapter 8, Section 3). Details of meetings or workshops) planned shall be given to the web administrator for placement on the calendar on the website and shall be reported in writing to Executive Council.

Subsection 5. Mailings

All mailings of 200 or more should go through the Association Administrator's office to take advantage of the mailing rate.

Section 8. REPORTS

Subsection 1. Submission

Each round table shall submit written reports to the Association Administrator for distribution to the Council and for filing with the minutes.

Subsection 2. Council Reports

The round table moderator shall report orally at regular Council meetings **if Council action is needed.**

Chapter 16: Association Archivist

Section 1. HISTORY

The Association was founded by Thomas M. Owen, who also served as president of the Association until his death in 1920. Since he was also state archivist, the organization's records were kept at the Alabama Department of Archives and History during his lifetime. After his death, the state archives continued to keep the records for more than fifty years. They were transferred to the Hoole Special Collections Library at the University of Alabama in Tuscaloosa in the late 1970s.

The Archivist is responsible for preserving the records of the Alabama Library Association, Inc. and the Alabama Library Association Scholarship and Loan Fund, Inc. as submitted by officers, moderators, and chairmen for deposit in the Association archives, which are housed at the University of Alabama W. S. Hoole Special Collections Library.

In 2005, an Archives Ad Hoc Committee recommended that the Archivist be selected by the Association's President in 2005 for a term of four years, at the end of that term the next president will make the selection of the Archivist. Within a 12 year period each division will have selected an archivist and also allow for continuity of the preservation of the Association's records. The Committee further recommended that the official archives for the Association remain housed at the University of Alabama W. S. Hoole Special Collections Library.

Records should be submitted to the Alabama Library Association Archivist, W.S. Hoole Special Collections Library, The University of Alabama, Box 870266, Tuscaloosa, AL 35487-0266.

Section 2. TIPS ON KEEPING ASSOCIATION RECORDS

Subsection 1. Emails

Pertinent email messages should be printed out and placed in an appropriate folder.

Subsection 2. Filing Systems

Use what works best, but should be systematic. Group records dealing with the same thing together.

Subsection 3. Weeding Files

Generally, the archivist should not weed. However, document copies should be limited to two or three.

Subsection 4. Labeling Files

The label should include the name of the office, committee, division, or round table the records are from and include the dates.

Subsection 5. Sending Files to the Archives

When files are no longer necessary to the work, they should be sent to the Archives. If files are received from a predecessor, use them for reference to start new folders. Send them to the Archives when they are no longer needed.

Appendix A: Articles of Incorporation of the Alabama Library Association, Inc.

For the purpose of forming a non-profit corporation under the Alabama Non-Profit Corporation Act, the undersigned natural persons, over the age of twenty-one (21) years, have associated themselves together, have agreed upon and do hereby adopt these Articles of Incorporation, and, upon the signing, verifying and filing for record of these Articles of Incorporation in Jefferson County, Alabama, shall constitute a non-profit corporation under the name set forth in Article I hereof.

ARTICLE I. NAME

The name of the corporation shall be The Alabama Library Association, Inc. The corporation is hereinafter referred to as the "Association."

ARTICLE II. DURATION

The duration of the Association shall be perpetual.

ARTICLE III. PURPOSES

The purposes for which the Association is formed are:

- A. To promote the welfare of libraries of all types and the professional interests of librarians in the State of Alabama;
- B. To encourage better use of libraries and promote and encourage literary activities in the State of Alabama;
- C. To receive, use and hold, in trust or otherwise, contributions, gifts and other property to be used in carrying out the Association's purposes;
- D. To do and carry on any other activities which are necessary or desirable in connection with or related to any or all of the foregoing purposes;
- E. To do, perform and carry on any and all other purposes which are permitted to non-profit corporations by the Alabama Non-Profit Corporation Act;
- F. Provided, however, that the Association shall have no purpose and shall exercise no power which would prevent it from qualifying as an organization described in Section 501(c) of the Internal Revenue Code of 1954 (the "Code") as exempt from taxation under Section 501(a), so long as said Internal Revenue Code shall contain such provisions. No part of the net earnings of the Association shall inure to the benefit of any member or other individual. In the event of dissolution of the Association, its then net assets will be turned over to one or more organizations exempt from taxation under said sections of the Code for use in the furtherance of their exempt purpose or purposes or to the federal, Alabama state, or one or more Alabama local governments for exclusively public purposes.

- G. The purposes specified in each of the subsections of Section 3.1 shall be nowise limited to reference to or inference from the terms of any other subsection, each subsection being regarded as creating independent purpose.

ARTICLE IV. POWERS

The Association shall have all of the general powers expressly granted to non-profit corporations under the provisions of the Alabama Non-Profit Corporation Act and all other powers necessary or useful in order to enable the Association to carry out its purposes as set forth in Article III hereof.

ARTICLE V. MEMBERS

Section 1. Shareholders

The Association shall have no shareholders.

Section 2. Member Classes

The Association shall have members who may be all of one class or divided into several classes, and who, except as hereinafter provided, shall consist of all those eligible natural persons, corporations, associations and other institutions and organizations who have been elected to membership, have paid current dues, and are otherwise in good standing, all as provided herein and in the Bylaws. The designation of such class or classes of members and the qualifications, privileges and rights of the members of each class shall be as set forth herein and in the Bylaws. Until such time as Bylaws shall have been adopted and members elected in accordance therewith, the Association shall be deemed to have one class of members consisting of the individuals hereinafter named as incorporators.

Section 3. Membership

Any natural person, corporation, association, institution or other organization interested in the furtherance of the purposes for which this Association is formed shall, as may be limited or further provided in the Bylaws, be eligible for election to membership in the Association.

Section 4. Member Representative

Any corporation, association, institution or other organization which, pursuant to the Bylaws, is elected to membership in the Association shall designate one or more natural persons to represent such corporation, association, institution or other organization in the Association, and such designated natural person or persons shall, in such representative capacity, be entitled to all privileges of individual membership, except the right to vote, all as may be more fully provided in the Bylaws.

Section 5. Honorary Members

The Association may designate natural persons, corporations, association, institutions and other organizations as Honorary Members of the Association, under such procedures, for such term and with such rights and privileges as the Bylaws may provide or authorize.

Section 6. Election of Officers

The officers of the Association shall be elected during the time of or reasonable contemporaneously with the Association's annual convention as provided in the Bylaws and in accordance with these Articles of Incorporation and the Bylaws. Each member eligible to vote shall have for such purpose a single vote. The members shall have such other rights, privileges, powers and functions, if any, as may be given them from time to time by these Articles of Incorporation and the Bylaws.

Section 7. Annual Convention

The Bylaws shall provide for an annual convention of the Association, including an annual business meeting, and shall provide for the calling of special meetings of the Association. At any such convention or meeting, each member present and eligible to vote shall have a single vote on any question or motion properly before the convention or meeting.

Section 8. Presiding Officers

The President of the Association shall ex officio be chair of any meeting or convention of the Association, and, in his absence, the first Vice President/President-Elect of the Association, and in his absence the second vice President of the Association; shall act as such chair. The secretary of the Association and, in his absence, the senior assistant secretary present, if any, or an acting secretary appointed in accordance with the Bylaws, shall act as secretary of each such meeting and shall see that proper minutes thereof are kept. The Bylaws or a resolution duly adopted at any duly called meeting of the Association at which a quorum is present may make further rules, not inconsistent herewith, for the conduct of meetings of the Association.

Section 9. Quorum

Ten percent (10%) of the then members of the Association entitled to vote shall constitute a quorum for the transaction of business at any duly called meeting of the Association. A meeting may be recessed or adjourned when a quorum is not present.

Section 10. Actions Without Meeting

Any action required to be or which may be taken at a meeting of the Association may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all the then members of the Association eligible to vote. Such consent shall have the same force and effect as a unanimous vote, and may be stated as such in any article, document or certificate.

Section 11. Decisions of Executive Council

Between meetings of the Association, the Executive Council may, if and as authorized in the Bylaws, submit any matter or resolution, which could properly be brought before the Association for a vote at a duly called meeting, to a vote of the membership of the Association by mail ballot. A simple majority of the entire then membership of the Association to vote shall be required to decide or carry any such matter or resolution and any decision so taken or resolution so adopted shall have the same force and effect as a decision taken or resolution adopted by majority vote of the members of the Association

then entitled to vote at a duly called meeting or convention, at which a quorum is present, and may be so stated in any article, document or certificate.

ARTICLE VI. DIVISIONS AND ROUND TABLES

Section 1. Bylaws

The Bylaws may provide for the establishment of one or more divisions of the Association, each such division, if any, to consist of one or more classes of members of the Association, all as may be further provided or authorized in the Bylaws.

Section 2. Constitution and Bylaws

Each division of the Association, if any, may adopt its own Constitution and Bylaws, not inconsistent herewith, provided that no such Constitution and Bylaws, nor any amendment or modification thereto, shall be valid or of any force and effect until and unless approved by the Executive Council of the Association at which a quorum is present.

Section 3. Election of a Chair

Each division of the Association, if any, shall elect a chair and a chair-elect and such other officers, if any, as its Constitution and Bylaws may provide for. Each division of the Association, if any, may be represented on the Executive Council of the Association as herein and in the Bylaws provided.

Section 4. Establishment of Round Tables

The Bylaws may provide for the establishment of one or more round tables of the Association, each such roundtable, if any, to consist of such members of the Association as the Bylaws shall provide or authorize.

Section 5. Round Table Charter

Each round table of the Association, if any, may adopt its own Charter, not inconsistent herewith, provided that no such Charter, nor any amendment or modification thereto, shall be valid or of any force and effect unless and until approved by the Executive Council of the Association or by resolution adopted at a duly called meeting of the Association at which a quorum is present.

Section 6. Election of Moderator

Each round table of the Association, if any, shall elect a moderator and a moderator-elect and such other officers, if any, as its charter may provide for. Each round table of the Association, if any, may be represented on the Executive Council as herein and in the Bylaws provided.

Section 7. Relationship to Association

Each division, if any, and each roundtable, if any, of the Association shall be deemed a subdivision and a creature of the Association. Anything herein and in the Bylaws to the contrary notwithstanding, any such division and round table shall exist at the pleasure of the Association and may be dissolved by resolution of the Executive Council of the Association and as otherwise provided in the Bylaws. Any resolution or other action taken

by any such division or round table of the Association may be prohibited, repealed, modified or amended at any time by the Executive Council of the Association or by the Association in their sole discretion.

ARTICLE VII. EXECUTIVE COUNCIL

Section 1. Purpose of Council

The business and affairs of the Association are entrusted to and are to be managed by an Executive Council, which Executive Council, in addition to the powers expressly granted and to the limitations expressly imposed herein, shall have all of the powers, subject to all of the limitations, granted to a non-profit corporation's Board of Directors by the Alabama Non-Profit Corporation Act.

Section 2. Incorporators

The voting members of the first Executive Council, which shall hold office until the adjournment of the first annual convention of the Association following the date of incorporation and thereafter until their successors shall have been elected or otherwise selected and shall have qualified, shall be the individuals hereinafter named as Incorporators.

Section 3. Voting Members

The voting members of the Executive Council shall consist of the President, immediate Past President, Vice President/President-Elect, Treasurer, and Secretary of the Association; and the chair of each division of the Association, if any, or in his or her absence, the chair-elect or other representative of the chair of such division.

Section 4. Nonvoting Member Duties

The nonvoting member of the Executive Council shall be the Association Administrator.

Section 5. Term of Office

The members of each Executive Council subsequent to the first Executive Council shall serve for one-year terms beginning at the adjournment of the Association's annual convention and thereafter until their successors shall have been elected or otherwise selected and qualified. To be eligible for membership on the Executive Council, a person must be an individual member in good standing of the Association and must meet the requirements of these Articles of Incorporation and of the Bylaws for the office which gives such member a seat on the Executive Council and must, in any event, be over the age of 18 years, a resident of the State of Alabama, and of good character and reputation.

Section 6. Council Chair

The President of the Association shall ex officio be chair of the Executive Council, and, in his or her absence, the vice President/President-Elect of the Association, and in his or her absence, the of the Association, shall act as such chair. The secretary of the Association, and, in his or her absence, the senior assistant secretary present, if any, or an acting secretary appointed in accordance with the Bylaws, shall act as secretary of the Executive Council and shall see that proper minutes of all meetings thereof are kept. The Bylaws, or

the Executive Council by resolution, may make further rules, not inconsistent herewith, for the conduct of meetings of the Executive Council.

Section 7. Exclusion of Voting Member

No voting member of the Executive Council shall be expelled or excluded there from except by removal from the office which gives such member a seat on the Executive Council, provided, however, that the Executive Council may, at any time, with or without cause, expel or exclude any non-voting member by majority vote of all the voting members of the Executive Council.

Section 8. Quorum

A majority of the then voting members of the Executive Council shall constitute a quorum for the transaction of business at any meeting of the Executive Council, but less than a majority of such members may adjourn a meeting from time to time without further notice.

Section 9. Consent of Action

Any action required being or which might be taken at a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the voting members thereof then in office. Such consent shall have the same force and effect as a unanimous vote, and may be stated as such in any article, document or certificate.

Section 10. Amendment of Action

Anything herein to the contrary notwithstanding, any decision of the Executive Council, or of any Committee thereof, may be amended or repealed by majority vote of the members of the Association at a duly called meeting at which a quorum is present; by majority vote of all the members of the Association entitled to vote in a mail ballot as herein and in the Bylaws provided; or by unanimous written consent of all the members of the Association entitled to vote as herein provided.

Section 11. Filling of Vacancies

All other matters pertaining to the election or other selection of members of the Executive Council, including, without limitation, the filling of vacancies, may be provided for in and, in such event, shall be governed by the Bylaws.

Section 12. Establishment of Procedure

The Bylaws and, to the extent not inconsistent herewith and therewith, the Executive Council, by resolution, may establish or provide for parliamentary and other procedural rules for the proper conduct of meetings of the Executive Council and of any committee thereof or of the Association.

ARTICLE VIII. COMMITTEES OF THE EXECUTIVE COUNCIL AND OF THE ASSOCIATION

Section 1. Creation of Committees

If the Bylaws so provide, the Executive Council, by resolution adopted by a majority of all the voting members thereof then in office, may designate one or more committees of the

Executive Council, each of which shall consist of two or more members of the Executive Council, which committees, to the extent provided in such resolution or in the Bylaws, shall have and exercise the authority of the Executive Council in the management of the Association; but the designation of any such committee and the delegation thereto of authority shall not operate to relieve the Executive Council, or any individual member thereof, of any responsibility imposed upon it, him or her by law or by these Articles of Incorporation.

Section 2. Committee Functions

The committees of the Association shall be the Membership Committee and such other standing and special committees as the Bylaws may establish or provide for the establishment of. Such committees of the Association shall not have or exercise any authority of the Executive Council but shall exercise such functions, with such authority, not inconsistent herewith or with applicable law, as the Bylaws shall provide.

ARTICLE IX. OFFICERS

Section 1. Election

The officers of the Association other than the initial officers shall be elected annually, each for a term of one year, or until their successors shall have been elected and qualified, by the members of the Association at the annual convention of the Association, all as further provided in the Bylaws. The initial officers of the Association shall be those persons elected by the 1975 annual convention of the Alabama Library Association, an unincorporated association, the predecessor of the Association, to serve as the initial officers of the Association. The officers shall consist of a President, a vice President/President-Elect, a secretary, a treasurer, and such other officers and assistant officers as may be provided for in the Bylaws. The same person shall not concurrently hold more than one of the offices herein specifically established, but, if the Bylaws so provide, any officer may also be designated by such additional titles, as the Executive Council may deem appropriate.

Section 2. Removal

The Bylaws may provide for the removal, with or without cause, of officers prior to the expiration of their term and for the filling of any vacancy, which may develop in any of the offices herein and in the Bylaws provided for.

Section 3. Duties

The duties of each officer shall be such as are ordinarily implied by their respective titles, as amplified, limited or otherwise modified herein and in the Bylaws.

ARTICLE X. REGISTERED OFFICE AND AGENT

Section 1. Association's Office Address

The address of the registered office of the Association and the name of its registered agent at such address is as follows:

**Alabama Library Association
6030 Monticello Drive
Montgomery, AL 36117**

ARTICLE XI. DISOLUTION

The Association may be dissolved as provided for in the Alabama Non-Profit Corporation Act. Upon dissolution, the assets of the Association shall be applied and distributed as provided by law and any assets which are not needed to discharge liabilities or obligations shall be turned over to one or more organizations qualifying as organizations described in Section 501(c) of the Code as exempt from taxation under Section 501(a), so long as the Code shall contain such provisions, for use in the furtherance of their exempt purposes, or to the federal, Alabama state or one or more Alabama local governments for exclusively public purposes.

ARTICLE XII. AMENDMENTS

These Articles of Incorporation may be amended by action of the members of the Association as herein provided for, upon submission by the Executive Council, in accordance with the Bylaws and the Alabama Non-Profit Corporation Act. The Association and the Executive Council shall accept no votes by proxy.

ARTICLE XIII. BYLAWS

Section 1. Amendment

The Executive Council shall adopt the initial Bylaws of the Association and the Executive Council or the Association may from time to time amend or revoke same or any part thereof, all as may be further provided in the Bylaws.

Section 2. Function

The Bylaws, to the extent not inconsistent herewith, shall govern all aspects of Association activities.

ARTICLE XIV. NAME AND ADDRESS OF INCORPORATORS

The names and addresses of each incorporator, whose names are subscribed below, are the following: Luther E. Lee, Box 6184, Montgomery, Ala. 36106; George Ray Stewart, 2020 7th Ave. N., Birmingham, Ala. 35203; Larry D. Black, 11 Fels Ave., Fairhope, Ala. 36532; Ester R. Propst, Box 2604, University, Ala. 35486; Paul H. Spence, 614 Warwick Rd., Birmingham, Ala. 35209; Bessie D. Sasser, 559 26th St., Tuscaloosa, Ala. 35401; Orville T. Chambers, 5701 Carriage Hills Dr., Montgomery, Ala. 36111; Myra M. Provo,

1031 Flowers, Auburn, Ala. 36830; Mrs. John Vowvalidis, 100 Deer Path Rd., Ozark, Ala. 36360; and Mary Sue McGarity, 1416 Sutherland Place, Birmingham, Ala. 35209¹

¹ Signatures of incorporators and notary seal are affixed to original document.

Appendix B: Bylaws of the Alabama Library Association, Inc.¹

ARTICLE I. OFFICE AND FISCAL YEAR

Section 1. Principal Office

The principal office of the Association shall be at a location designated each year by the Executive Council.

Section 2. Other Offices

The Association may have such other offices as the Executive Council may, by resolution from time to time establish.

Section 3. Fiscal year

The fiscal year of the Association shall begin on the first day of July and end on the 30th day of June each year, unless the Executive Council shall by resolution provide otherwise.

ARTICLE II. MEMBERS

Section 1. Membership

- a. Eligibility for Membership: Any person, corporation, association, institution or other organization interested in the furtherance of the purposes for which the Association is formed may become a member upon application. The Membership Committee Chair shall mail or otherwise distribute membership materials upon request.
- b. Membership Year: An individual's term of membership shall be from the first day of January 1 to December 31. Membership renewals received within the first half of the year of expiration shall be backdated to the date of expiration. Membership renewals received in the second half of the year of expiration shall be extended to include the coming year.

Section 2. Dues

- a. Annual dues rates for basic Association membership shall be recommended by the Executive Council and set by the Association. The Executive Council shall determine the time and method for voting on dues increases.
- b. Annual dues shall be due and payable upon the expiration of the membership year.
- c. The Association Administrator shall oversee the electronic process for membership application & renewal and shall coordinate such processes with the Membership Committee chair and the Web Administrator.
- d. A separate dues rate will be assessed for membership in divisions and round tables of the Association. This rate shall be subject to approval by the Executive Council. All

¹ Herein called the "Association"; revised 6/93; 9/98; 2/06

dues and extra fees or other monies assessed by divisions or round tables for special programs must be deposited in the Association's general Fund after collection.

Section 3. Maintenance and Loss of Good Standing

- a. All members of the Association shall remain in good standing for so long as they shall be current in payment of dues and all other financial obligations to the Association (i.e. Scholarship and Loan, bad checks, etc.).
- b. Any member of the Association who shall not have paid current dues on or before the membership year shall be automatically suspended from membership and shall be denied all the rights and privileges of membership until such time as all current dues have been paid. Upon payment of such dues any suspended member shall be immediately restored to good standing.
- c. Any member of the Association, who shall not have paid current financial obligations to the Association on or before the due date of such obligations, shall be automatically suspended from membership and shall be denied all rights and privileges of membership until such time as all financial obligations have been paid to current status. Upon payment of such obligations any member shall be immediately restored to good standing.

Section 4. Classes of Members

The members of the Association shall be divided into four classes: individual, life, institutional and honorary. All persons, who are in good standing by payment of annual dues, shall be classed as individual members. Those remaining life members retain their status as life members although life memberships are no longer available. Life membership is for membership in the Association only and does not include membership in other units for which separate dues or fees are assessed. All corporations, associations, institutions or other organizations shall be classed as institutional members. Any living person may be designated as an honorary member of the Association by the Executive Council based on the recommendations of the Awards Committee. The term and the rights and privileges associated with any such honorary membership shall be set forth in the resolution granting same. The rights and privileges of each class of memberships shall be the same except as provided elsewhere in these bylaws.

Section 5. Voting

Each individual member in good standing and life members shall be eligible to cast one vote in any election and upon any question which may be brought to a vote at any meeting or convention of the Association at which such member is present and in any mail (postal or electronic) ballot which may be held in accordance with the Articles of Incorporation and these Bylaws. Institutional and honorary members shall have no vote. No members of the Association or his or her duly authorized attorney-in-fact will be entitled to vote by proxy. The Executive Council will not recognize a vote by proxy.

ARTICLE III. MEETINGS

Section 1. Annual Convention

The annual convention of the Association which shall include an annual business meeting and such other meetings as may be scheduled, shall be held each year preferably during the month of April, and preferably during the second week thereof, and at such place as the Executive Council shall determine, such determination to be evidenced by Notice of the call of convention given in accordance with these Bylaws.

Section 2. Special Meetings

Special meetings of the Association may be called by the President or the Executive Council upon written petition signed by at least 25% of the then members in good standing of the Association.

Section 3. Notice of Annual Convention and Special Meetings

Meetings can be held at any location as agreed upon by the Executive Council; failure to meet will not constitute dissolution. Written or printed notice stating the place, day and hour of the beginning of the annual convention or of any special meeting, the purpose or purposes for which such meeting is called, shall be delivered not less than twenty-one (21) nor more than forty-five (45) days before the date of such annual convention or special meeting to each member in good standing of the Association, by or at the direction of the Executive Council, the President or the Association Administrator of the Association. If mailed, such notice shall be deemed to be delivered of date of mailing. No business not specified in the notice of the meeting shall be transacted at any special meeting.

Section 4. Quorum

Ten percent (10%) of the then members of the Association entitled to vote shall constitute a quorum for the transaction of business at any duly called meeting of the Association. A meeting may be recessed or adjourned when a quorum is not present.

Section 5. Chair, Secretary and Parliamentary Authority at Meetings

The President of the Association shall ex-officio be chair of any meeting or convention of the Association, and, in his or her absence, the vice-President/President-Elect of the Association, shall act as such chair. The secretary of the Association and, in his or her absence, an acting secretary appointed by the chair shall act as secretary of such meeting and shall see that proper minutes thereof are kept. The Association by resolution duly adopted at any duly called meeting thereof at which a quorum is present, [may] make any further rules, not inconsistent herewith, for the conduct of the meetings of the Association. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Section 6. Mail Ballot

Between meetings of the Association, the Executive Council may, in the manner and under the procedures herein described, submit any matter or resolution, which could properly be brought before the Association for a vote at a duly called meeting to a vote of the membership of the Association by mail ballot (postal or electronic) . Inclusion of the

matter or resolution in ALLA publications designated by Executive Council for vote by the membership shall constitute such a mail ballot. The Executive Council shall not submit any matter or resolution to a vote of the membership of the Association by mail ballot (postal or electronic) except upon resolution adopted by a least two-thirds of the voting members of the Executive Council present and voting. The resolution called for such mail ballots shall set further rules and regulations and the procedures under which such ballot will be conducted, which rules, regulations and procedures shall provide at least that a copy of the resolution to be voted upon or a description of the matter to be decided shall be mailed (postal or electronic) to each voting member of the Association then in good standing, together with a ballot and instructions for completing and returning the ballot. Members shall have a specific period of time, not less than two weeks from the date the ballot is mailed (postal or electronic) to the members, in which to return the ballot to the Association. The Executive Council may, at its discretion, elect to include in the material so mailed to members descriptive material and statements for and against any resolution to be voted upon or advocating the various possible solutions to any matter to be decided upon, provided, however, that equal opportunity shall be given to those favoring and opposing any resolution to be voted upon and to those taking opposing positions on any matter to be decided to include their statement in such mailing. It shall be the duty of the Executive Council to see that any resolution or matter submitted to the membership of the Association for decision by mail ballot (postal or electronic) is present fairly, completely and equitably. A simple majority of the membership of the Association then entitled to vote shall be required to decide or carry any such matter or resolution and any decision so taken or resolution so adopted shall have the same force and effect as a decision taken or a resolution adopted by majority vote of the members of the Association entitled to vote at a duly called meeting or convention, at which a quorum is present, and may be so stated in any article, document or certificate.

ARTICLE IV. THE EXECUTIVE COUNCIL

Section 1. General Powers

The business and affairs of the Association are entrusted to and shall be managed by the Executive Council, subject to the powers and limitations imposed by the Articles of Incorporation and these Bylaws. The Executive Council shall have all of the powers, subject to the limitations, granted to a nonprofit Corporation's Board of Directors by the Alabama Non-Profit Corporation Act.

Section 2. Composition and Eligibility

Except as may be otherwise provided in the Articles of Incorporation, the Executive Council shall consist of voting and nonvoting members as follows:

- a. Voting members of the Executive Council shall consist of the President, immediate past President, vice President/President-Elect, Treasurer, and secretary of the Association; and the chair of each division of the Association, if any, or, in his or her absence, the chair-elect or other representative of the chair of such division.
- b. The nonvoting members of the Executive Council shall be the Association Administrator.

- c. To be eligible for membership on the Executive Council, a person must be an individual member in good standing of the Association, and must meet the requirements of the Articles of Incorporation, these Bylaws and any other relevant governing documents for the office which gives such member a seat on the Executive Council.

Section 3. Term

Except as may be otherwise provided in the Articles of Incorporation, the President, Immediate Past President, vice-President/President-Elect, and secretary shall serve for one year. The treasurer serves for two years. The members-at-large serve two year staggered terms. Other than the treasurer, terms of office shall begin at the adjournment of the Association's annual convention and continue thereafter until their successor shall have been elected or otherwise selected or qualified. The treasurer's term shall begin on June 30 of the year elected.

Section 4. Meetings

- a. The annual meeting of the Executive Council shall be held as soon as practical following adjournment of the annual convention of the Association at such place, time and date as the incoming President of the Association shall determine and announce prior to the adjournment of said annual convention. Thereafter, the regular meetings of the Executive Council shall be held, at least four times per year or as close thereto as may be practical, at such time, date, and place as the Executive Council may determine by resolution. No notice of regular meetings shall be required other than such resolution.
- b. Special meetings of the Executive Council may be called by the President or at the request of any three voting members of the Executive Council. Special meeting shall be held at such time, date, and place, and for such purpose or purposes as shall be set forth in the notice thereof. Notice of any special meeting shall be give at least seven (7) days previously thereto.
- c. Executive Council meetings are open meetings.

Section 5. Quorum

A majority of the then voting members of the Executive Council shall constitute a quorum for the transaction of business at any meeting of the Executive Council. If a quorum is present when the meeting is convened, the members may continue to conduct business until adjournment, notwithstanding the withdrawal of enough directors to leave less than a quorum as fixed or the refusal of any member present to vote.

Section 6. Chair; Secretary; Parliamentary Authority

The President of the Association shall ex officio be chair of the Executive Council, and in his or her absence, the vice-President/President-Elect of the Association, shall act as chair. The secretary of the Association, and, in his or her absence, an acting secretary appointed by the chair or acting chair or by resolution of the Executive Council, shall act as secretary of the Executive Council and shall see that proper minutes of all meetings thereof are kept. The secretary of the Association shall duplicate and distribute minutes of the Executive Council. The Executive Council may make its own rules, not inconsistent

with the Article of Incorporation or these Bylaws, for the conduct of meetings of the Executive Council. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Section 7. Expulsion

No voting member of the Executive Council shall be expelled or excluded therefrom except by removal from the office which gives such member a seat on the Executive Council, provided, however, that the Executive Council, may, at any time, with or without cause, expel or exclude any non-voting member by majority vote of all the voting members of the Executive Council.

Section 8. Committees of the Executive Council

The Executive Council shall designate an Executive Committee of the Executive Council to be composed of the President of the Association and of such number of additional voting members of the Executive Council, not less than six, as the Executive Council may fix from time to time by resolution. If so authorized by the Executive Council, the actions of the Executive Committee of the Executive Council shall be of the same force and effect as actions of the Executive Council and may be stated to be actions of the Executive Council in any article, document or certificate. In addition, the Executive Council may, by resolution adopted at any meeting, designate one or more other committees of the Executive Council, each committee to consist of two or more members of the Executive Council, which committees shall exercise the functions, powers and authority as may be specified in the resolution creating each committee, except that no committee other than the Executive Committee of the Executive Council shall have and may exercise the powers of the Executive Council during intervals between meetings of the Executive Council. Such committee or committees shall have such name or names as may be determined by the resolution or resolutions creating it or them.

Section 9. Action Without a Meeting

Any action required to be or which may be taken at a meeting of the Executive Council or of any committee thereof may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the voting members thereof then in office. Such consent shall have the same force and effect as a unanimous vote, and may be stated as such in any article, document or certificate.

Section 10. Decisions Subject to Review by Association

Anything herein to the contrary notwithstanding, any decision of the Executive Council, or of any committee thereof, may be amended or repealed by majority vote of the members of the Association present and voting at a duly called meeting at which a quorum is present; by a majority vote of all of the members of the Association entitled to vote in a mail ballot, as provided in the Articles of Incorporation and these Bylaws; or by unanimous written consent of all the members of the Association entitled to vote as provided in the Articles of Incorporation and these Bylaws.

ARTICLE V. OFFICERS

Section 1. Number and Designation

The officers of the Association shall be a President, a vice-President/President-Elect, a secretary, a treasurer and three (3) members-at-large, each of whom shall be elected by the members of the Association as hereinafter provided. The same person shall not concurrently hold more than one of the offices hereinabove specifically enumerated, but any officer may also be designated by such additional titles as the Executive Council may from time to time determine. An Association Administrator and an Association Web Administrator shall be appointed by the President with the advice and consent of the Executive Council.

Section 2. Election, Term of Office, Succession, and Vacancies

- a. The initial officers of the Association shall be those persons elected by the 1975 annual convention of the Alabama Library Association, an unincorporated association, the predecessor of the Association, to serve as the initial officers of the Association. Each such initial officer shall hold office until his or her successor shall have been duly elected and qualified, or until his death or resignation or removal.
- b. The officers of the Association subsequent to the initial officers shall be elected annually, each for a term of one year with the exception of the treasurer, who shall serve a 2-year term of office, and the 3 members-at-large, who shall serve a staggered 2-year term of office. Each officer shall serve office until their successor shall have been elected and qualified, or until their death, resignation or removal, all as herein below further provided.
- c. The officers of the Association shall be elected during the time of or reasonably contemporaneously with the Association's annual convention and under such rules and procedures as the Executive Council may from time to time adopt and publish as herein provided for. Specifically, but not by way of limitation, the Executive Council may prescribe election by ballots at a meeting or by mail (postal or electronic) or otherwise. The rules and procedures for each year's election shall be published and sent to each member of the Association not later than forty-five (45) days prior to the annual convention. The candidate receiving the greatest number of votes for each office shall be elected to that office.
- d. There shall be a Nominating Committee, but any individual in good standing may nominate by petition any other member, whether or not nominated or endorsed by the Nominating Committee, for any office, except that of President, for which office there shall be only one nomination, that of the incumbent vice-President or if there be none, of the incumbent President, or, if the incumbent vice President or President, as the case may be, shall decline nomination, of a member selected by the Nominating Committee. Nominations by petition must be candidates from within the same Association division as those nominated by the Nominating Committee. Those members nominated for the office of Association Treasurer shall have had experience preparing and administering budgets, with general knowledge of accounting procedures. The members-at-large shall be nominated from

representative areas of the state (i.e. north, central and south Alabama). Voting for all offices shall be by secret ballot.

- e. The officers-elect shall normally take office immediately upon the adjournment of the Association's annual convention. Officers succeeding to higher office or elected to fill vacancies as herein provided, however, shall take office as soon as the event causing the succession occurs, as soon as they are elected or as soon as the vacancy occurs, whichever is applicable. The treasurer shall take office on June 30 of the year elected.
- f. If the office of President shall, at any time, for whatever cause, become vacant, the vice-President/President-Elect, or, if there be none, the secretary shall become President until a new President shall be elected and qualify.
- g. If the office of the vice-President/President-Elect shall become vacant by reason of the vice-President/President-Elect succeeding to the office of the President, the office of vice-President/President-Elect shall remain vacant until a successor is elected at the next annual convention of the Association as hereinabove provided.
- h. If the office of secretary or treasurer, or members-at-large, any one or more of them, shall, for whatever reason, become vacant, the Executive Council shall promptly elect a successor or successors to serve until a new secretary, treasurer, or member-at-large, one or more of them as the case may be, is or are elected and qualify.

Section 3. Resignation.

Any officer of the Association may, at any time, resign by addressing and delivering a letter of resignation to the President or to any other officer of the Association or by reading same at a meeting of the Executive Council. Any such resignation will be effective on the date stated therein, or, if none be stated, on the earlier of (1) acknowledgment of such resignation spread upon its minutes by the Executive Council, or (2) one calendar month after the delivery or reading of the letter of resignation as hereinabove provided.

Section 4. Removal.

Any officer elected by the members of the Association may be removed at any time, with or without cause, by unanimous vote of all the other voting members of the Executive Council, or by vote of at least two-thirds (2/3) of the individual members of the Association present and voting at a duly called meeting at which a quorum is present. Any other officer elected by the Executive Council may be removed at any time, with or without cause, by a resolution adopted by a majority of the voting members of the Executive Council present and voting at a duly called meeting at which a quorum is present.

Section 5. Duties of Officers.

The officers of the Association shall have the duties, which usually appertain to their office, as modified, qualified or added to by the Articles of Incorporation and these Bylaws.

- a. The President shall be the principal executive of the Association and, subject to the control of the Executive Council and the Association shall in general supervise and control all of the affairs of the Association; when present, shall preside at all meetings of the Association; by and with the advice and consent of the Executive Council, shall

appoint the chair and other members of committees of the Association; shall appoint the Association Administrator with the advice and consent of the Executive Council and the Executive Committee of the Executive Council; shall be primarily responsible for financial planning during his or her term and shall be the Association's official delegate to the American Library Association Convention. The President may sign, with the secretary any and all deeds, mortgages, bonds, contracts or other instruments which the Executive Council authorizes to be executed, except in cases where such signing and execution may be expressly delegated by the Executive Council or by these Bylaws to another officer or to an agent of the Association. The President shall also have the authority to execute in the name of the Association any document or instrument which does not require the corporate seal and the execution of which is within the President's general authority as principal executive officer or is specially authorized. In general, the President will perform all of the duties customarily incident to the office of President, and such other duties as may, from time to time, be assigned by the Executive Council.

- b. The Vice-President/President-Elect shall do and perform such duties as may be assigned from time to time by the Executive Council and the President, and shall in all matters assist the President in managing the affairs of the Association. The vice-President/President-Elect will at all times keep in close touch with the President and shall prepare for and at all times be ready to succeed to the office of President or act as President as herein provided. The vice-President/President-Elect shall rank first after the President, and, in the absence of the latter, or in the event of his or her inability or refusal to act, shall perform all the duties of the President and when so acting shall have the powers of and be subject to all restrictions upon the office of President. Irrespective of the presence or absence of the President, the vice-President/President-Elect may sign, with the secretary any and all deeds, mortgages, bonds, contracts or other instruments, which the Executive Council may have authorized to be executed, except where such execution shall have been expressly delegated by the Executive Council or by these Bylaws to another officer or to an agent of the Association. The vice-President/President-Elect shall serve on the Bylaws Committee of the Association and shall serve as a member of the Planning Committee and of the Convention Program Committee of the Association. In general, the vice-President/President-Elect will perform all of the duties customarily incident to the office of the vice-President/President-Elect, and such other duties as may from time to time be assigned by the President or the Executive Council.
- c. The Immediate Past President shall attend as a voting member all meetings of the Council; serve as a member of the Planning Committee and Budget and Finance Committee; serve as chair of the Nominating Committee; and plan and coordinate the Emeritus Council Program at the annual convention of the Association.
- d. The Secretary shall keep or see to the keeping of the minutes of all meetings and conventions of the Association; shall correspond with members and non-member individuals and institutions as directed by the President or the Executive Council; shall render an annual report to be filed in archives of the Association and in the office of the Association Administrator of the Association; shall be the custodian of the corporate records and of the seal of the Association and affix the seal to all

documents, the execution of which on behalf of the Association under seal is duly authorized; shall sign with the President, or either vice-President, any and all deeds, mortgages, bonds, contracts or other instruments which the Executive Council has authorized to be executed; and in general shall perform all duties customarily incident to the office of secretary and such other duties as may, from time to time, be assigned by the President or the Executive Council.

- e. The Treasurer shall receive at established intervals, reports of the financial affairs of the Association as prepared by the Executive Council, shall monitor said affairs and any subsequent transactions, shall pay authorized bills, dues, and other amounts owing and payable by the Association, and shall perform such duties as may, from time to time be assigned by the President or the Executive Council. The treasurer shall ex officio serve as a member of each committee of the Association whose responsibilities include the collection, disbursement, or investment of monies and shall chair the Budget and Finance Committee.
- f. Each Member-At-Large shall serve as a representative of the interests and needs of the membership of his/her individual geographical area; shall bring concerns of the members in that area to Council; shall help disseminate information from Council to the membership in that area; and shall perform other duties as may from time to time be assigned by the President or the Executive Council.

Section 6. Association Administrator

- a. The Association Administrator shall be appointed each year by the President with the advice and consent of the Executive Council. The Association Administrator shall be responsible to the President, shall attend the meetings of the Executive Council, and shall maintain an office for the transaction of the Association business, membership records, and other duties as directed by the President and as delineated in the Association's Handbook. The Association Administrator shall keep a current list of members in good standing and current lists of members under suspension for nonpayment of dues and for any other reason, any one or more of which lists the secretary shall permit any member to inspect and copy; shall annually publish or cause to be published, at the discretion of the Executive Council, either (i) a list of all members in good standing of the Association or (ii) a list of all individuals and institutions who have since the previous publication of such a list, become and ceased to be members in good standing of the Association; shall see that all notices are duly given in accordance with the requirements of the Bylaws or as required by law.
- b. The Association Administrator shall have charge and custody of and be responsible for all funds and securities of the Association; shall receive and give receipts for monies and dues due and payable to the Association from any source, and deposit all such monies in the name of the Association in the banks or other depositories as shall be selected in accordance with these Bylaws or by direction of the Executive Council; shall prepare for the treasurer's signature all authorized bills, dues, and other amounts owing and payable by the Association; shall be responsible for preparing or causing to be prepared for signature by the President all tax reports, information returns or other reports which may now or hereafter be required to be

submitted by the Internal Revenue Service, the State of Alabama, and any other federal, state, or local government agency; shall prepare an annual report and shall submit same at the annual convention; at the end of the Association's fiscal year, shall submit the audited report of the financial records of the Association at the next meeting of the Executive Council; and shall thereafter file this annual audited report in the archives of the Association and in the office of the Association Administrator; and shall in general perform all the duties incident to the office of treasurer.

- c. The Association Administrator shall serve the Association as long as the appointee serves in a satisfactory manner, until the Executive Council determines that services are no longer needed, or until the appointee submits a written resignation.
- d. The Association Administrator may be removed at any time, with cause, by resolution adopted by a majority of the voting members of the Executive Council present and voting at a duly called meeting at which a quorum is present.

Section 7. Association Web Administrator

The Association Web Administrator shall be appointed by the President with the advice and consent of the Executive Council. The Web Administrator shall be responsible to the President and shall maintain the Association's web presence as directed by the President and as delineated in the Association's Handbook.

- a. The Web Administrator shall serve the Association as long as the appointee serves in a satisfactory manner, until the Executive Council determines that services are no longer needed, or until the appointee submits a written resignation.
- b. The Web Administrator may be removed at any time, with cause, by resolution adopted by a majority of the voting members of the Executive Council present and voting at a duly called meeting at which a quorum is present.

Section 8. Contracts, Loans, Checks and Deposits

- a. In addition to the authority given by these Bylaws to certain officers of the Association to execute contracts, the Executive Council may authorize any other officer or officers or agent or agents to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association and such authority may be general or confined to specific instances.
- b. No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name unless and except to the extent authorized by resolution of the Executive Council and such authority may be general or confined to specific instances.
- c. All checks, drafts and other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall from time to time be determined by resolution of the Executive Council
- d. All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks and other depositories as the Executive Council may select or authorize.

ARTICLE VI. SEAL

The Executive Council shall prescribe a corporate seal which shall be circular in form and shall have inscribed thereon the name of the Association, the words "State of Alabama" and the words "Corporate Seal."

ARTICLE VII. DIVISIONS

Section 1. Purpose and Authority

The purpose of a division is to promote library service and librarianship within and for a particular type of library, or as it relates to a particular type of library activity. A division shall have the authority to act for the Association on matters determined by the Executive Council to be the responsibility of the division.

Section 2. Enumeration

The divisions of the Association are:

- a. Children's and School Librarians Division
- b. College, University and Special Libraries Division
- c. Public Library Division

Section 3. New Divisions

Any seventy-five members of the Association having a clearly defined field of interest in librarianship may petition the Executive Council for authority to form a new division of the Association. The Executive Council shall consider each such petition and shall recommend its acceptance, with provisional status, or rejection to the business meeting of the Association's next annual convention. The decisions of the Association at such meeting shall be final. A proposed Division, if approved for provisional status, shall have until two succeeding business meetings to fulfill the requirements for status as a division. When these requirements have been met, the chair of the division will be seated as a voting member of the Executive Council.

Section 4. Division Status

A division must meet the following criteria to retain status as a division:

- a. A division shall not have a fewer number of members than fifteen percent (15%) of the total Association members in good standing at the beginning of each fiscal year;
- b. A division must meet, elect officers regularly, participate in the majority of regular and called meetings of the Association's Executive Council, and conduct programs and activities related to its purpose.
- c. Recognition of division status may be withdrawn if:
- d. The division fails to elect officers for a period of two consecutive years;
- e. The division fails to conduct any programs or activities related to its purpose (not including the election of officers) for a period of three consecutive years;

- f. The division voting representative fails to attend the majority of regular and called meetings of the Association Executive Council for a period of two consecutive years;
- g. In the opinion of the Executive Council, the division purposes are not being fulfilled or are no longer relevant to the Association purposes and practices;
- h. The division fails to maintain the minimum number of members required for a division for a period of two consecutive years;
- i. The division requests dissolution.
- j. If a division fails to meet any of these requirements or requests dissolution, the Executive Council shall notify it that its status is under review. The assets, if any, of any division whose status is withdrawn shall revert to the Association.

Section 5. Constitution and Bylaws

Each division shall be required to adopt its own constitution and bylaws, not inconsistent with the Articles of Incorporation and these Bylaws. No such constitution and bylaws, nor any amendment thereto, shall be valid or of any force and effect unless and until approved by the Executive Council. Any such constitution and bylaws or any part thereof, may be suspended or revoked at any time by the Executive Council.

Section 6. Officers

Each division shall elect its own officers, including a chair and a first vice-chair or chair-elect, according to its own constitution and bylaws. Any officer of any division may be removed from office as provided in the division's constitution and bylaws by vote of at least two-thirds (2/3) of the individual members of the Association present and voting at a duly called meeting at which a quorum is present.

Section 7. Representation on the Executive Council

Each division of the Association shall be represented on the Executive Council as herein provided.

Section 8. Membership

Any member of the Association may belong to one or more divisions of the Association, provided he, she or it meets applicable eligibility requirements. Each division shall clearly set forth in its constitution and bylaws the eligibility requirements and procedures for obtaining and retaining membership therein. No member of the Association shall be required to belong to a division.

Section 9. Dues

- a. Each division is authorized to levy its own dues, subject to prior approval by the Executive Council.
- b. All dues and extra fees or other monies assessed by divisions for special programs must be deposited in the Association's General Fund after collection. All such dues, fees, or other monies are subject to the Association's overhead charge.
- c. Association members may join any division by paying the division membership fee.

ARTICLE VIII. ROUND TABLES

Section 1. Purpose and Authority

A round table is a membership unit established to promote a field of librarianship not within the scope of any single division. Although it cannot commit the Association by any declaration of policy, a round table may recommend policies and actions to other units.

Section 2. New Round Tables, etc.

Any twenty-five members of the Association having a field of special interest in librarianship may petition the Executive Council for authority to form a round table of the Association. This petition must first be sent to the Planning Committee of the Association for consideration and recommendation. Upon receipt of the report of the Planning Committee, the Executive Council shall accept, with provisional status, or reject said petition. A proposed round table, if approved for provisional status, shall have until two succeeding business meetings to fulfill the requirements for status as a round table.

Section 3. Round Table Status

A round table must meet the following criteria to retain status as a round table:

- a. A round table shall demonstrate fiscal viability at the beginning of each fiscal year;
- b. A round table must elect officers regularly and conduct programs and activities related to its purpose;
- c. Recognition of round table status may be withdrawn if:
 - (i) The round table fails to elect officers for a period of two consecutive years;
 - (ii) The round table fails to conduct any programs or activities related to its purpose (not including the election of officers) for a period of three consecutive years;
 - (iii) In the opinion of the Executive Council, the round table purposes are not being fulfilled or are no longer relevant to the Association purposes and practices;
 - (iv) The round table fails to maintain the fiscal viability required for a round table for a period of two consecutive years;
 - (v) The round table requests dissolution.
 - (vi) If a round table fails to meet any of these requirements or requests dissolution, the Executive Council shall notify it that its status is under review. The assets, if any, of any division whose status is withdrawn shall revert to the Association.

Section 4. Bylaws

Each round table may adopt its own bylaws, not inconsistent with the Articles of Incorporation and these Bylaws. No such bylaws, nor any amendment thereto, shall be valid or of any force and effect unless and until approved by the Executive Council. Any such bylaws, or any part thereof, may be suspended or revoked at any time by the Executive Council.

Section 5. Officers

Each round table shall elect its own officers, including a moderator and an associate moderator or moderator-elect, according to its own Bylaws, if any. Any officer of a round table may be removed from office, as provided in such round table's bylaws, if any, or, if none, by majority vote of all the members of the Executive Council, or by vote of at least two thirds (2/3) of the individual members of the Association present and voting at a duly called meeting at which quorum is present.

Section 6. Membership

Any member of the Association may belong to one or more round tables of the Association, provided he/she or it meets applicable eligibility requirements. Each round table shall clearly set forth in its bylaws or otherwise the eligibility requirements and procedures for obtaining and retaining membership therein. No member of the Association shall be required to belong to a round table, but membership in the Association is a precondition to round table membership.

Section 7. Dues

- a. Each round table is authorized to levy its own dues, subject to prior approval by the Executive Council.
- b. All dues and extra fees or other monies assessed by round tables for special programs must be deposited in the Association's General Fund after collection.

ARTICLE IX. COMMITTEES OF THE ASSOCIATION

Section 1. Standing Committees

The standing committees of the Association shall be:

- a. Author's Awards Committee
- b. Association Awards Committee
- c. Bibliographic Committee
- d. Budget and Finance Committee
- e. Bylaws Committee
- f. Convention Committee
- g. Education Committee
- h. Employee Evaluation Committee
- i. Handbook Committee
- j. Intellectual Freedom Committee
- k. Legislative Development Committee
- l. Membership Committee
- m. Nominating Committee
- n. Emeritus Council

- o. Planning Committee
- p. Public Relations Committee
- q. Publications Committee

Section 2. Chair and Membership of Standing Committees

- a. The President, by and with the advice and consent of the Executive Council, shall appoint the chair, and by and with the advice and consent of the Executive Council, shall appoint such as he or she shall deem appropriate; provided, however, that the Emeritus Council shall be composed of all the past Presidents of the Association and its predecessor unincorporated. In addition, the President shall be an ex officio member of each standing committee and the vice-President/President-Elect and treasurer shall be ex officio members of standing committees as hereinabove provided.
- b. The vice-chairperson of the committee shall automatically rotate up as chairperson, providing continuity of effort. The vice-chairperson of a committee shall be solicited by the vice President/President-Elect of the Association.

Section 3. Duties of Standing Committees

The duties of each standing committee shall be as set forth in the Articles of Incorporation, these Bylaws, and applicable resolutions of the Executive Council and other applicable documents of the Association, and unincorporated association, the predecessor of the Association, shall remain in full force and effect until a new Handbook is approved for the Association by the Executive Council.

Section 4. Special and Ad Hoc Committees

- a. The Executive Council, in its discretion, may create or authorize the creation of special committees of the Association, with such powers, duties and functions, not inconsistent with the Articles of Incorporation, these Bylaws or applicable law, as the Executive Council may assign. The membership and organization of special committees will be as the Executive Council, at its discretion, shall decide.
- b. Ad hoc committees may be appointed by the President for specific tasks to be accomplished within a specific time. Each such committee shall have in its name the purpose for which it is created. The membership and organization of such select and special committees will be as the President, at his or her discretion, shall decide.

Section 5. Committee Meetings

Each committee shall meet as and when required to carry out its duties, and otherwise as the committee shall determine. *Robert's Rules of Order*, latest revision, shall be the governing authority on any matter arising at or in connection with any committee meeting which is not covered by these Bylaws or by resolutions of the Executive Council or such committee.

ARTICLE X. WAIVER OF NOTICE

Whenever any notice is required to be given to any member of the Association, of the Executive Council, or of any other body of the Association by the Articles of Incorporation, these Bylaws, any relevant law, or any other governing document, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be conclusively deemed equivalent to the giving of such notice. Similarly, the attendance of any member of the Association, member of the Executive Council, or member of any other body of the Association, at such meeting of the Association, the Executive Council, or such body of the Association, shall conclusively be deemed to be a waiver by such person of notice of such meeting, and such waiver shall conclusively be deemed equivalent to the giving of such notice.

ARTICLE XI. AMENDMENTS

Section 1. Executive Council May Amend Bylaws

The Executive Council, at its discretion, may amend or revoke these Bylaws or any part thereof; provided that any such amendment or revocation shall be subject to approval of the members by vote at a duly called meeting of the membership or by mail ballot (postal or electronic) in accordance with these Bylaws.

Section 2. Amendments to Articles of Incorporation and Bylaws

Any member, committee, division, or round table of the Association may propose the amendment of the Articles of Incorporation and these Bylaws.

Section 3. Consideration by Executive Council

Each such proposed amendment shall first be submitted to and considered by the Executive Council. The Executive Council shall recommend the adoption or rejection of each such proposed amendment to the Articles of Incorporation to the Association and shall, at its discretion, either adopt or reject or recommend to the Association the adoption or rejection of each such proposed amendment to these Bylaws.

Section 4. Action

The Articles of Incorporation, these Bylaws, or any part thereof, may be amended, revoked or suspended by a majority vote of the members of the Association, upon submission of the Executive Council as herein provided for, at a regular or special meeting of the Association or by mail ballot, provided the Executive Council shall give all members in good standing of the Association copies of such amendment, revocation, or suspension to be considered at least two weeks prior to the date of said meeting or ballot deadline. Any amendment to the Articles of Incorporation shall be effective when it is filed for record in the office of the Judge of Probate of Jefferson County, Alabama. Any amendment to these Bylaws shall be effective upon approval by the Executive Council or by the Association as herein provided.

Section 5. Inconsistency

In the event a provision of these Bylaws is inconsistent, differs or does not reflect an action, the Articles of Incorporation shall take precedence.

Appendix C: Forms

Section 1. Treasurer's Report to Executive Council

Alabama Library Association - Treasurer's Report		
For Period Beginning		and Ending
Starting checking account balance		\$
INCOME		
Membership dues		\$
Workshop/Conference income		
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
Total Workshop/Conference income		\$
Convention		
Exhibitors	\$	
Advertising	\$	
Registration	\$	
Contributions	\$	
Donations	\$	
Sales	\$	
Other	\$	
Total Convention income		\$
Scholarship contributions		
Donor or Loan payment	\$	
Donor or Loan payment	\$	
Donor or Loan payment	\$	
Donor or Loan payment	\$	
Total Scholarship contributions		\$
Subscription		\$
Misc. Income [itemized]		
	\$	

	\$	
Total Misc. income		\$
Checking account interest		\$
TOTAL INCOME		\$

EXPENSES		
Dues & Subscriptions		\$
Postage		\$
Printing		\$
Professional fees		\$
Freedom to Read		
Materials & supplies		\$
Computer software/services		\$
Bank charges		\$
Honoraria		\$
Travel		
ALA	\$	
Mid-Winter	\$	
National Legislative Day	\$	
Other	\$	
Total travel expenses		\$
Convention Expenses		
Hotel/Conference Center rental	\$	
Supplies and postage	\$	
Printing	\$	
Exhibits area set-up and rental	\$	
President's reception	\$	
Speakers Fees	\$	
Travel	\$	
Misc.	\$	
Total Convention expenses		\$
Accountant		\$
Audit/Review (annual)		\$

Payment to Cash Reserve Account		
Payments to Scholarship Account		\$
Workshop/Conference expenses		
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
Total Workshop/Conference expenses		\$

Section 2. Membership Form – Now Online at <http://allanet.org>

Section 3. Nominee Biographical Information

ALABAMA LIBRARY ASSOCIATION
Nominee Biographical Information

Nominated for (Association/Division/Round Table): _____

Office: _____

Name: _____
Title First Middle Last

Present Position/Job Title: _____

Institution: _____
Street Address City State Zip

Education: _____
Degree Institution Year

Current (last five years) Alabama Library Association activities:

Current American Library Association activities or affiliations:

Membership in other professional organizations:

Honors:

Section 4. Operating Budget Request Form

Operating Budget Request Form
(Divisions, Roundtables, Committees)

Current FY: _____

Request From: _____

Return to: Current ALLA Treasurer

	Last Year's Budget	Last Year's Expenditures	This Year's Request
Postage			
Printing			
Photocopies			
Telephone			
Office supplies			
Equipment			
Speaker fees			
Miscellaneous			
TOTAL			

Section 5. Operating Budget Request Form (Executives)

ALABAMA LIBRARY ASSOCIATION Operating Budget Request Form (Executives)

Current FY: _____

Request From: _____

Return to: Current ALLA Treasurer

	Last Year's Budget	Last Year's Expenditures	This Year's Request
Memberships			
Contributions			
Lodging			
Meals			
Mileage			
Comm.Transport			
Postage			
Printing			
Photocopies			
Telephone			
Office supplies			
Equipment			
Contract services			
Speaker fees			
Miscellaneous			
TOTAL			

Section 6. Budget Petition Form

ALABAMA LIBRARY ASSOCIATION Budget Petition Form

Budgetary Unit Name: _____

Please check the appropriate line:

_____ Petition for non-budgeted ALLA funds

_____ Petition to reallocate funds to a previously unfunded line item

_____ Petition to pay previous year's bill from current budget

Amount to be:

Budgeted: _____

Transferred: _____

Please specify line item/s affected: _____

Paid: _____

Please describe purpose of petition in detail:

Date	Item	Amount

Authorized Signature: _____ Date _____

Name, address, and telephone number of person to contact for further information regarding this request:

Committee Action: Approved: _____ Rejected: _____

Signed: _____ Date _____
Chairman, Budget & Finance Committee

Council Action: Approved: _____ Rejected: _____

Signed: _____ Date _____
ALLA President

Comments:

Section 7. Monetary Request Form

ALABAMA LIBRARY ASSOCIATION Monetary Request Form

To Be Paid To: _____

Amount To Be Paid: _____

Budgetary Unit Name: _____

PLEASE ITEMIZE FULLY AND ATTACH DOCUMENTATION

Date	Item	Amount

Authorized Signature: _____ Date _____

Name, address and telephone number of person to contact for further information regarding this request:

ALL INVOICES MUST BE RECEIVED BEFORE JUNE 30 FOR PAYMENT TO BE MADE. INVOICES SUBMITTED AFTER THIS DATE WILL NOT BE PAID.

Date Paid: _____

Amount Paid: _____ Check Number: _____

Section 8. Update Report to Council

ALABAMA LIBRARY ASSOCIATION Update Report to Council

Date: _____

Unit: _____

Person Submitting Report: _____

Meeting: _____
 Date Time Place

Number of Members Present: _____

Include names if desired: _____

Unfinished Business: Describe and indicate action taken.

New Business: Describe and indicate action taken.

Plans and Priorities: Include future activities, workshops and projects.

Recommendations to Council:

(Attach and additional pages, forms, and/or explanations as needed)

Section 9. Workshop Planning Estimate and Review

When planning a workshop, follow these steps:

Submit a “Workshop Budget Estimate and Review” form to the Chair of the Budget & Finance Committee as soon as possible. Complete as much of the column marked “Estimate” as is applicable. Submit one form for each workshop and give enough explanation so that the Committee will understand what you plan to do.

Following the workshop, revenues collected should be sent directly to the Association Administrator. If you have cash, keep the cash and send a personal check to the Association Administrator.

Within one week—or as soon as possible—after the workshop, submit to the Association Administrator another copy of the “Program Estimate and Review” form on which you complete as much as is applicable in the column marked “Actual.” Enclose any bills or statements for reimbursement, which should be made.

If there are changes in the workshop after the form has been submitted contact the Chair of the Budget & Finance Committee.

It is Association policy that workshops and conferences bring in at least enough revenue to cover their expenses plus 25% for administrative costs.

ALABAMA LIBRARY ASSOCIATION
Workshop Planning Estimate and Review

Program: _____
 Place: _____
 Date: _____
 Sponsored by: _____
 Chair: _____
 Person Responsible for Workshop: _____
 Phone: _____

I. Physical Arrangements	Estimate	Actual
Meeting Room		
Coffee/Refreshment Break		
Equipment Rental		
Other		
II. Speaker(s) Expense		
Honorarium/Fee		
Transportation		
Lodging and Meals		
Other		
III. Other Expenses		
Meals for Registrants		
Printing		
Postage		
Telephone Charges		
Other		
Subtotal		
IV. Total Expenses		
V. Registrants (# of Attendees)		
VI. Registration Fee		
ALLA Member		
Non-Member		
VII. Total Gross		
Less Expenses		
Less ALLA (25% of Net Income)		
VIII. Net Income		

Approved: _____ Date _____
 Signature, Chair of Budget & Finance Committee

All bills for this program have been submitted for payment and all revenues have been deposited.

Signature: _____ Date _____
 Association Administrator

Section 10. Association Administrator Performance Review Form

Alabama Library Association Employee Evaluation Form

Position Evaluated: Administrator of the Alabama Library Association

Employee Name: _____

Contract Period: _____

Please evaluate this employee according to the rating system below. Please provide additional commentary if necessary.

Ratings:

- A.** Consistently exceeds job requirements
- B.** Meets and sometimes exceeds requirements
- C.** Improvement needed to meet job requirements – not satisfactory
- D.** Unacceptable performance.
- E.** Other or not applicable

Evaluation Criteria:

- 1. Communication Skills.** Communicates with ALLA officers and membership clearly and effectively. Responds to inquiries in a timely manner.

Rating: _____

Comments:

- 2. Interpersonal Skills.** Works well with others; demonstrates courtesy, patience, diplomacy, discretion, and self-control.

Rating: _____

Comments:

- 3. Punctuality and Dependability.** Can be relied upon to be punctual and to do what is required.

Rating: _____

Comments:

- 4. Organizational Skills/Work Habits.** Keeps ALLA office materials in order and accessible allowing for a competent, orderly transaction of Association business.

Rating: _____

Comments:

- 5. Contract Requirements.** Meets terms of current contract (See Attached)?

Yes _____

No _____

- 6. Other Comments:**

Employment Recommendation for Next Contract Period (Check One):

_____ Contract should be renewed

_____ Contract should be terminated

ALLA Employee Evaluation Committee Members:

_____, Chair (Immediate Past President)

_____, ALLA President

_____, ALLA Immediate Past-President

_____, ALLA Treasurer

_____, Scholarship and Loan Board President

_____, Membership Committee Chair

Submitted by: _____ **Date** _____
Signature, Employee Evaluation Committee Chair

Section 11. Association Publishing Proposal

Alabama Library Association Publishing Proposal

The content and format of any work written or compiled by any unit or individual member of the Association and intended for distribution beyond the Association with the Association's name used, excluding *The Alabama Librarian*, must be approved by the Executive Council and reviewed by the Publications Committee.

Unit or Individual Submitting Proposal: _____

Publication Type (flyer, brochure, etc.): _____

Intended Audience of Publication: _____

Purpose of Publication: _____

Date Proposal Submitted: _____

Executive Council Decision:

Approved: _____

Not Approved: _____

Date of Executive Council Decision: _____

Notes/Advice of Executive Council: _____

One copy of the proposed publication, as close as possible in quality, plus a copy of the manuscript on a floppy disc, and a copy of this signed form should be submitted to the chairman of the Publications Committee by fax, email and/or mail. See handbook regarding guidelines of submission of materials for approval.

Section 12. Request for Placement on the Agenda

Alabama Library Association Executive Council Request for Placement on Agenda

Requestor's Name: _____

Unit: _____

Date of Request: _____

Council Meeting Date Requested: _____

Individual Responsible for Report/Discussion: _____

Amount of Time Needed: _____

Brief statement of subject matter (indicate whether New Business or Old Business):

Recommendation/Action needed from Council:

Other: _____

Procedures:

Send form to: President at least two weeks prior to council meeting. Agenda is due from President to Council members one week prior to Executive Council Meeting. Complete Report form and send print copy to Secretary.

If you cannot attend meeting: Send a representative in your stead. Notify the President and Association Administrator by email if you cannot attend.

Appendix D: **Convention Handbook**

Alabama Library Association Convention Handbook

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PREFACE

Revised by an Ad Hoc Committee of the 2005 Convention Committee and compiled by Hope Cooper.

Produced by Sonja McAbee, Handbook Chair, 2004-2006

Introduction

This handbook has been compiled to assist in planning and executing the Alabama Library Association Annual Convention. The Ad Hoc Committee on the Convention Handbook was composed of Association members with experience in conducting Alabama Library Association conventions. Future committee members should include Association members who served as Convention Chair and/or Co-Chairs from the preceding year.

Distribution

To save on the expense of printing and distribution and to facilitate future revisions and updating, the Handbook is being distributed in electronic format linked to the Association's website. As pages are revised or added, these pages are to include month and year of revision in the lower right-hand corner. To save the expense of printing and distribution, The Handbook will only be available on the Association website.

Revision

Recommendations for revisions are to be made annually by the Convention Chair as part of the final convention report. The Handbook Committee is to draft recommended revisions to the Convention Handbook for approval by the Executive Council. After approval by the Executive Council, revisions are to be made to the electronic version of the document on the Association's website.

Purposes of the Annual Convention

The purposes of the annual convention shall be: programming for professional education and stimulation; exhibition of new publications, services and equipment; meetings of Divisions, Round Tables and the Association as a whole; promotions of professional concerns; and support of the profession.

RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

Site Selection

The Executive Council is responsible for approving the site and the dates of the annual convention as advised by the Site Selection Coordinator. Selection of the site is made by the Council and is determined, when practical, five years in advance of the annual meeting. Commitment to book a site for the convention should be done only on the authorization of Council with the advice and recommendation of the Association Administrator. In 2002, a motion was passed to start a regular location for annual conventions around the state by geographic region in order to assure equal opportunities for attendance. It was recommended that the annual convention sites rotate between Montgomery, Birmingham, Huntsville, and Mobile

Contracts with hotels and/or convention centers shall be signed by the President and/or members of the Executive Council as set forth in the ~~By-laws~~ Bylaws of the Association.

Fiscal Responsibilities

The Executive Council is responsible for the following:

1. Decisions on the amounts of the convention registration fees upon the recommendation of the Convention Committee;
2. Decisions on the amounts of the advertiser's fees upon recommendation of the Convention Committee;
3. Decision on the amounts of the exhibitors' fees upon the recommendation of the Convention Committee;
4. Decision on the total amount to be budgeted for speakers' honoraria upon recommendation of the Convention Committee to the Budget and Finance Committee who will present it to the Executive Council;
5. Decision on the amount to be budgeted for convention expenditures and the amount to be projected for receipts upon the recommendation of the Budget and Finance Committee. Costs of meals to be purchased by registrants should not be included in the projected income or expenses;
6. Approval of the Convention budget proposed by the Convention Committee.

Other Responsibilities

The Executive Council is responsible for final approval of the keynote speaker choice.

The Executive Council must also give approval for a potential Round Table to meet at convention one time free of charge to organize and petition Council for formation.

RESPONSIBILITIES OF THE CONVENTION SITE SELECTION COORDINATOR

The Convention Site Selection Coordinator investigates appropriate sites for Association Conventions. Factors to be considered are:

- a. Location – proposed sites should be distributed geographically around the state.
- b. Size of the Facility – The hotel should have sufficient number of rooms for participants. The average block of rooms is 50 for the preconference day (Tuesday), 125 for the 2nd day (Wednesday), and 150 for the 3rd day (Thursday). There should be a sufficient number of meeting rooms either at the hotel or an adjacent civic/conference center. There should be a sufficient amount of space for approximately 70-80 exhibitors either at the hotel or an adjacent civic/conference center.
- c. Cost – since costs for hotels and civic/conference centers, vary, the coordinator needs to explore all costs at various proposed sites and be able to negotiate with these facilities.
- d. Convention Committee potential – sites should only be considered where there are sufficient numbers of librarians/paraprofessionals, etc, who can work on a convention committee.

The Convention Site Selection Coordinator investigates and negotiates sites 2-3 years in advance of conventions. Contracts must be signed at least two years in advance.

The coordinator prepares preliminary reports for Executive Council on potential sites. Once Council has approved the preliminary sites, the coordinator negotiates the contracts. The coordinator then submits the contracts to Council for approval and for the President's signature.

The coordinator should be open minded about exploring new sites, especially when new facilities are built in the state.

The coordinator must maintain records of each year with copies of contracts, correspondence, etc., for a permanent set of files.

The coordinator is appointed by the President-Elect. Continuity must be maintained in this position. The position should be evaluated every 5-7 years to determine if the coordinator is satisfied and to determine the coordinator's effectiveness. If the President-Elect decides to appoint a new coordinator, the new appointee must work with the current coordinator in order to learn the responsibilities of the position.

CONVENTION COMMITTEE

Composition

The Convention Committee shall be composed of voting members who hold the following positions:

- Convention Chair and/or Co-Chairs
- President
- Vice President/President-Elect
- Assistant Convention Chairman (will serve as the Convention Chair the following year)
- Immediate Past Convention Chair
- Exhibits Chair
- Hospitality Subcommittee Chair
- Local Arrangements Subcommittee Chair
- Speaker Subcommittee Chair
- Public Relation/Program Subcommittee Chair
- Registration Subcommittee Chair
- Convention Treasurer
- Association Administrator ex officio
- Alabama Librarian* Editor, ex officio

The Convention Chair in close consultation with the President appoints the Convention Treasurer; the subcommittee Chairs and all other members of the Convention Committee except those who are on the committee because of other positions that they hold in the Association.

At least one representative from each of the Divisions should be appointed to serve on each subcommittee. It is especially important that the Speaker Subcommittee be composed of members in each Division.

Organization

The Chair of each subcommittee is responsible for calling the initial meeting of the subcommittee early in the year to involve its members, brainstorm and layout an

operations plan. Having this initial meeting early is imperative even if most of the subcommittee's work will occur much closer to convention time.

Theme

The Convention Committee will adopt a convention theme to be used in planning programs and entertainment.

GENERAL POLICIES

Advertising for Program

Advertising in the convention program may be sold to pay for the program. The advertising rates to be set by the Executive Council on the recommendation of the Convention Committee should be high enough to cover the costs of printing a program suitable for displaying advertising. See Appendices B and C for sample letter for soliciting advertising, a sample contract and an invoice.

Awards Function

The Authors Awards are presented at the Authors Awards Luncheon by the Authors Awards Committee. Other Association awards and citations are presented by the chair of the Awards and Citations Committee at the President's reception.

One meal ticket or reception ticket is to be provided for each honoree and one additional meal ticket or reception ticket for a guest of each honoree. Information on purchasing additional tickets should be sent to each honoree, for ordering any additional tickets for friends and relatives. Travel expenses and one night's lodging are provided for each of the recipients of an Author's Award and for each of the recipients receiving an award from the Awards and Citations Committee, if he/she is not a member of the Association. The Chair of the Authors Awards Committee and of the Awards and Citations Committee purchase plaques for the recipients of their respective awards within amounts approved for these items in the convention budget. Each Authors Award is accompanied by a \$250.00 honorarium. Corsages or boutonnieres are provided for award recipients.

Financial Concerns

1. Budgetary Considerations

The annual convention is expected to pay for itself. All expenses are to be budgeted at 75% or less of the amount projected as income from registration fees, exhibitors' fees and advertising fees. The projected expenses are to include an amount to be set by Council upon recommendation of the Budget and Finance Committee to cover support from the Association Administrator's Office and other Association units such as the *Alabama Librarian*. See Appendix D for a sample budget and sample list of income sources.

The budgeting of no more than 75% of projected income to meet expenditures will provide a margin to cover bad weather, poor economic conditions, unexpected expenses, or other problems which might reduce anticipated revenues.

Prices of registrants' meals should be set at a rate to pay for the meals (including tax and gratuity) but not generate a profit. Thus the amount budgeted for meals expenses should include only costs projected for speakers' meals—not costs of registrants' meals; the amount projected for registration income should not cover amounts to be paid by registrants for meal tickets. This policy is necessitated by difficulties in projecting meal attendance accurately. The convention's net income will not be affected by fluctuations in attendance at meal functions.

The Executive Council determines the levels at which fees shall be set for registration, exhibiting and advertising as well as limits on honoraria. Fees shall be set at levels calculated to generate the amount that is expected to be needed to meet the income figure recommended to Council by the Budget and Finance Committee.

All reimbursable expenses must be budgeted in advance by the Convention Committee and approved by the Executive Council.

All grants, gifts, etc., should be included in the conference budget as revenue items.

2. Exhibitor's Fees

Exhibitor's fees are established by the Executive Council upon the recommendations of the Exhibits Chair. The exhibitors' fees are to be reviewed annually to determine that they remain within the range of those charged by similar groups.

A portion of the exhibitors' fees representing approximately \$25 for the first booth purchased by each exhibitor is reserved to entertain conferees. If possible, this entertainment should be scheduled to serve as an exhibits grand opening. The fee for the first booth purchased entitles the vendor to tickets for this entertainment equal to the number of sales people registered at the convention.

Prior to the convention and with the approval of Council, Association groups may request on a first come, first serve basis, the use of any unsold booths in the exhibit area.

3. Honoraria and Keynote Speaker Expenses

The Executive Council, upon recommendation of the Budget and Finance Committee determines the total amount to be budgeted for speakers. The Convention Committee will allocate this amount based on the following criteria:

- a. The Keynote Speaker is the first priority.
- b. The amounts requested for honoraria, lodging, meals, transportation and other expenses are to be itemized.
- c. Mileage is to be paid at the Internal Revenue Service's current standard mileage rate for business transportation.

4. Division and Round Table Expenses

- a. Divisions have second priority and will be allocated an amount as recommended by the Convention Committee with approval by the Executive Council.
 - b. Round Tables will be allocated an amount as recommended by the Convention Committee with approval by the Executive Council.
 - c. Divisions and Round Tables are encouraged to combine resources when presenting convention programs.
 - d. If there is not enough money available to fund the programs that specific groups wish to have, they are encouraged to find outside funding.
 - e. An Association member is not eligible for an honorarium nor will an Association member serving as a presenter receive reimbursement for expenses; however, the cost of a meal may be waived by the Convention Chair for a member at a session at which the member is the speaker or a panelist.
 - f. The amounts requested for honoraria, lodging, meals, transportation and any other expenses are to be itemized.
-

- g. Mileage is to be paid at the Internal Revenue Service's current standard mileage rate for business transportation.

5. Registration Fees

Lower registration fees may be set for pre-registration. Registration fees for nonmembers should be set high enough to encourage them to join the Association. The difference between member and nonmember registration fees should be at least as much as the lowest membership category.

Consideration should be given to establishing special registration rates for students, spouses and others who are members' guests but not Association members themselves.

Exhibitors do not pay registration fees.

Meal ticket prices are to include gratuities and taxes. Prices are to be rounded off to an easily handled amount.

Local Arrangements

1. Booths in the Lobby

All requests for lobby booth space must be arranged with the Convention Chair ahead of time. Outside groups may not set up fund-raising booths in the lobby. Membership tables may be set up if space is available.

2. Lodging Provided

All rooms which the Association will provide are to be reserved by the Convention Chair. Expenditures for these rooms are to be included in the budget. Double rooms should be provided only for:

Presenters as agreed upon when speaker requests are approved.
The Association President.
The Association Administrator
The Association Convention Chair.

The convention hotel will provide the Association with a number of free rooms based on the number of registrants booked (into the hotel). The Site Selection Coordinator should determine the hotel policy in writing at the time the hotel is selected to be the convention site. Any free rooms are to be assigned by the Convention Chair to individuals for whom the Association has accepted responsibility for providing rooms.

3. Program Equipment Needs

The Convention Chair should survey the general session speakers and those responsible for Division and Round Table programs at the time final arrangements are made in order to ascertain their equipment needs. See Appendix E for sample forms. This information should be given to the Chair of the Local Arrangements Subcommittee in order to arrange for any necessary equipment.

4. Hotel Arrangements

The Convention Chair should inform the hotel that staff members are to receive instructions only from the Convention Chair, Local Arrangements, Hospitality, Registration and Exhibits Subcommittee Chairs.

5. Travel Arrangements

Program planners or their speakers will coordinate all travel arrangements. Travel Expenses are submitted to the Convention Chair and Convention Treasurer for approval and reimbursement via the C-6 Monetary Request Form. The Convention Chair and/or Convention Treasurer will submit the C-6 Monetary Request Form to the Association Administrator.

Program Scheduling

1. Exhibit Hours

Exhibits are to be open for at least 1 ½ days of the convention, preferably during the last two days rather than on the pre-conference day. If possible, time should be set aside during the day for conferees to visit the exhibits while no programs are scheduled. Events should be scheduled to draw attendees to the exhibit area.

2. General Sessions

General sessions which are open to all registrants include the Association Business Meeting, the First General Session and the Awards Session. These are to be scheduled at times during which there are no conflicting meetings. Responsibility for planning general sessions rests with the Convention Committee, which shall coordinate with the various awards committees involved, as well as with the Executive Council.

a. First General Session

The First General Session, over which the President presides is to include the welcoming of conferees, general announcements, greetings from the host site mayor, and the keynote address.

b. Business Meeting

At least two hours need to be scheduled for the Business Meeting. The Business Meeting should be scheduled early in the convention before most members depart.

c. Awards

Awards ceremonies/luncheons should not be held in conjunction with the keynote address or a banquet speaker. .

3. Annual Meeting and Leadership Transition Workshop

One session of at least two hours with no scheduled conflicts must be provided for Association Officers, Round Table Moderators, and Executive committee Chairs for an orientation to Association concerns and each official's responsibilities. The meeting may be scheduled at any time during the convention. The incoming President should preside over this session. Both incoming and outgoing officers should attend.

4. Joint Programming

With limited program funds and frequently encountered space limitations, units within the Association should try to plan joint programs.

5. Emeritus Council Breakfast

The immediate past President recommends a time for the Emeritus Council breakfast and presides at the breakfast. This session is an informal meal function open to all past Presidents, the President, and the Vice President/President-Elect.

6. President's Reception

The Association may honor the President with an appropriate event. Association Awards and Citations are to be presented by the chair of the Awards and Citations Committee during this time.

Public Relations

Units should utilize the *Alabama Librarian*, the Association's electronic newsletter, and the Association's listserv to publicize convention events and thus reduce printing and postage costs.

Refunds

After the convention the Association Administrator will issue all refunds authorized by the Convention Chair. No refunds are to be given for registration or meals canceled after the deadline. No cash refunds are to be given at the convention.

Registration Policies

Registration Forms and instructions will include a notation: NO REFUNDS.

Everyone in attendance at only a pre-conference or workshop is required to pay a one day registration fee. Everyone will pay a registration fee **except** the Association Administrator; exhibitors, award recipients, presenters who are not members of the Association, and Presidents of other state, regional, and/or national library associations.

Non-members who join at the convention, prior to registration, are eligible for membership registration rates.

The pre-registration packet must include a statement that those registering as students must be able to show proof of student status.

If there is no envelope at the Registration Desk for a person who claims to have pre-registered, the person must re-register and pay the registration fee. If a duplicate payment is received after the convention, it will be refunded. No refunds are made at the convention site.

Site Selection

1. Geographic Considerations

A large hotel which can handle all convention functions is preferred. However, a hotel with a civic center nearby is acceptable. In order to provide equal access for people from different parts of the state, it is best to rotate the site geographically around the state among locations where facilities are available.

2. Convention Facility Selection

Before a facility is selected, a report resulting from an on-site visit by the Site Selection Coordinator shall be given to the Executive Council. See Appendix F for the checklist. Site considerations in approximate order of importance are:

- a. Reputation of the facility for ability to hold conventions for the number of participants expected.
- b. Number and sizes of meeting rooms and number of exhibit spaces available
- c. Projected expenses for the Association and the conferees.
- d. Availability and expense of housing
- e. Accessibility for the handicapped
- f. Meal quality and ability to serve projected numbers of attendees.
- g. Parking
- h. Audiovisual capabilities
- i. Security (primarily for exhibits)
- j. Location geographically in relation to most recent convention sites.

Programs

1. Pre-conference

Any contracts to have outside organizations put on any such workshop must be approved by the Executive Council and signed by the President.

Workshops for pre-conference will be scheduled by the Convention Committee at the request of the sponsoring group.

Request to have a workshop will be accompanied by budgetary information and other planning details. (See Pre-Conference Planners Responsibilities Section.)

All pre-conference workshops must be financially self-supporting through a special registration fee. Registration fees for workshops must also include an amount to defray the workshop's portion of conference costs of the Association on that day. Any profits will be retained by the sponsoring unit minus a 25% administrative fee.

If space is available, other organizations may schedule workshops in conjunction with the Association convention with the Association or a unit as a co-sponsor. Both profits and expenses will be split with 60% for the Association and 40% for the outside group. Expenses will include rent, refreshments, postage and portions of the registration and program printing costs.

2. Convention

Programs for convention will be scheduled by the Convention Committee at the request of the sponsoring group.

Funds for convention programs will be budgeted at specified amounts as prescribed by the Executive Council. Monies will come from the general Association convention budget.

If space is available, other organizations may schedule workshops in conjunction with the Association convention with the Association or a unit as a co-sponsor. Both profits and expenses will be split with 60% for the Association and 40% for the outside group. Expenses will include rent, refreshments, postage and portions of the registration and program printing costs.

Convention Reports

The Convention Chair and the Exhibits Committee Chair must file copies of final convention reports with the Association Administrator, the editor of the *Alabama Librarian*, the incoming President, and the Chair of the upcoming convention, within 90 days after the end of convention.

The final report of the Convention Chair is to include:

- The Treasurer's detailed summary of income, expenses, and profits/losses.

- A summary of convention highlights.

- Recommendations for revisions of the Convention Handbook

- Detailed attendance figures (See Appendix G.)

A summary article on the convention is to be submitted by the Convention Chair to ALLA publication editors.

Outside Groups

Outside groups such as Special Libraries – Alabama Chapter or Friends of Alabama Libraries (FOAL) which meet in conjunction with the Association will be charged a fee of \$125 to cover costs such as rent, refreshments, postage, and portions of the registration and program printing costs. Those attending such meetings must pay Association registration fees.

All registrations for meetings held in conjunction with the convention must go through the Association registration process.

Permission to set up membership tables in the lobby will be given if space is available. Non-Alabama Library Association groups may not sell items at booths in the lobby.

RESPONSIBILITIES OF THE PRESIDENT

Contractual Agreements

All official arrangements made by the Convention Site Coordinator will be confirmed in writing by the President with copies given to the First Vice President/President-Elect, the Convention Chair, and the Association Administrator. Most arrangements will be made by the Selection Site Coordinator for the convention planned for at least two years ahead with arrangements made official by a contract signed by the President.

The official files for convention arrangements will be placed in the office of the Association Administrator.

Overall Planning Coordination

Final responsibility for planning and completion of the annual convention is the President's

Specific Duties Prior to Convention

1. Serves as a member of the Convention Committee.
2. Secures the Executive Council's approval for the convention budget and for setting of registration, advertising and exhibitors' fees.
3. Invites Presidents of other state library associations in the Southeast and SELA to attend the Alabama Library Association convention with registration fee waived.
4. Arranges for invocations at general session meal functions.
5. Determines the agenda, seating on the podium for the first general session, awards session and the business meeting and notifies those who are to be there. Notifies those to be involved in each meeting of their responsibilities. Suggested general session participants are listed in Appendix H.
6. Arranges for the installation of incoming officers.

At the Convention

1. Presides at the First General Session, Awards Session and the business meeting.
2. Sends Convention Committee a seating arrangement for the sessions over which he/she presides so the Committee can make and place placecards appropriately. *** (This should be in Prior to Convention)

RESPONSIBILITIES OF VICE PRESIDENT/PRESIDENT-ELECT

Prior to the Convention

1. Appoints the Convention Chair for the second subsequent Association year with approval of Executive Council.
2. Serves as a member of the Convention Committee.
3. Plans Leadership Transition Workshop meeting in conjunction with the Association Administrator.

At the Convention

Presides at the Leadership Transition Workshop meeting.

RESPONSIBILITIES OF THE ASSOCIATION ADMINISTRATOR

Prior to Convention

1. Supplies the Registrar with current membership list by specified date.
2. Verifies members to the Registrar
3. Renews convention insurance

At the Convention

1. Staffs Association membership table along with Membership Committee volunteers so that persons wishing to join the Association or pay membership dues can do so.
2. Furnishes supplies such as typewriter, pens, pencils, etc.
3. Arranges to type checks for those persons or units presenting the correct forms.
4. Along with the Convention Chair, Convention Treasurer, and Convention Registrar is responsible for monies collected during the convention and makes deposits of these monies.
5. Provides a current, up to date, membership list to be used at the Registration Desk.

After the Convention

Provides accounting as requested by the Convention Chair.

RESPONSIBILITIES OF DIVISIONS AND ROUND TABLES

Prior to Convention

Interest groups which may seek permission to become Round Tables must approach Council directly for permission to meet at convention and if approved may only meet one time free of charge before petitioning Council for permission to form a Round Table.

Divisions and Roundtables are responsible for arranging their own meetings and programs within the theme, space, time(s) and budgetary guidelines of the Convention Committee. Units may ask the Convention Chair or the Chair of the Convention Program Subcommittee to recommend speakers who may be available locally. Prior to making a commitment to a speaker, the Association unit must receive written approval of space and funding requirements from the Convention Chair.

Each unit is responsible for arranging the agenda for its own meeting.

Questionnaires on meeting and program needs will be sent to Division and Round Tables early in the convention planning year and must be returned to the Convention Chair by the specified date. Projected amounts to be budgeted for speakers' honoraria, lodging, meals, travel, etc. should be itemized.

The person responsible for the program is to correspond with the speaker setting out the Association's honorarium and reimbursement policies with a copy sent to the Convention Chair. The correspondence must state that no reimbursement will be given for personal calls from convention lodgings, valet service, alcoholic beverages or expenses of persons accompanying the speaker. See Appendix J for a sample speaker agreement letter.

The person responsible for a unit program is to provide a photograph and biographical information on speakers to the Convention Chair as well as information on speaker's housing and meal reservation needs by the specified date.

Each unit must provide the Convention Chair with a list in order, of persons to be seated at the head table. The presider sits at the center of the head table with the guest speaker at the presider's right. If there is a lectern on the table, the presider sits to the right of the lectern.

Each unit is responsible for submitting requests for honoraria and reimbursements on Convention reimbursement forms. These forms should be sent to the Convention Chair for signature by February 1 of the convention year.

Convention Chair shall sign the forms and forward them on to the Association Administrator so that the speaker can be reimbursed at convention. Receipts are to be sent with reimbursement requests if available or provided at the convention. Expenses for which no receipt is available at convention will be paid when the receipt is presented to the Association Administrator accompanied by a Convention Reimbursement form signed by the Convention Chair. All requests for reimbursement are to be received by the Association Administrator prior to May 31st.

Each unit is responsible for informing speakers of a contact person who will act as their convention host. Each unit is responsible for providing local transportation for their speaker.

Each unit should send a list to the Convention Registrar of those persons that do not need to pay for their workshop or meeting, but do need name tags.

At the Convention

The people designated for a unit program should arrange for the pickup of registration materials for speakers from the registration desk and should be available to greet speakers.

RESPONSIBILITIES OF PROGRAM PLANNERS

Prior to Convention

Planning Dates arranged for Convention should be followed by program planners.

Registration fees must cover the cost of the workshop. Any profits will be retained by the sponsoring unit, except as outlined in general policies L: Programs/Pre-Conference.

Keep the Convention Chair abreast of programming progress in regards to the number of participants needed for the workshop to be self-supporting.

In cases of cancellation the planners must notify the Convention Chair, registrar and treasurer. Participants will be notified as to a cancellation of an event and Association refunding policies.

At the Convention

Planners will be responsible for speakers' transportation and will be on hand to greet the speaker and to pick up registration packets as needed.

Planners will be responsible for preparing head table place cards for banquets and other functions and delivers them to the appropriate person.

RESPONSIBILITIES OF THE CONVENTION CHAIR

The Convention Chair should reside close to the convention site. This person should have had at least one year of planning experience as a member of a Convention Committee. This person should have planning and management expertise, ability to delegate and a thorough understanding of the policies and operations of the Association. The Convention Chair must carry out the following specific responsibilities:

Prior to the Convention

1. Appoints subcommittee Chairs and directs them to recruit their subcommittee members.
2. Call the initial planning meeting as soon as possible after appointment of committee. All members of the Convention Committee should attend.
3. Coordinates the work of all subcommittees. Works with each on problems and locating backup support. Works very closely with the Local Arrangements Subcommittee on facilities arrangement. All arrangements as confirmed by the Site Selection Coordinator with the convention site facilities must be obtained by the Convention Chair from the Executive Council.
4. Submits a budget proposal to the Budget and Finance Committee prior to the first Executive Council meeting.
5. Reports to the Executive Council and ascertains wishes of Council with regard to the following:
 - a. June Council meeting: reports on preliminary plans, submits possible keynote speaker choice(s) for Council approval; and determines if Council wants special arrangements such a Legislative functions. Announces cut off dates for copy for program and pre-registration information, gets Council approval of registration and advertising fees, and submits a preliminary budget.

- b. September Council meeting: submits proposed budget to Council, submits keynote speaker update for final approval and submits preliminary program.
 - c. December Council meeting: submits final budget and program.
 - 6. Visits convention facilities prior to the June Executive Council meeting with the President, Exhibits Chair, and Chair of the Hospitality, Local Arrangements and Registration Subcommittee to check on services and space available for meetings, exhibits, etc.
 - 7. Handles general mailings to Division Chairs, Executive Round Table Moderators and Committee Chairs and disseminates responses to appropriate subcommittees. Compiles information on kind of program desired, preferred time and audiovisual and other equipment needed. Initial mailings should go to the President, Vice President/President-Elect, Immediate Past President each Division Chair, each Round Table Moderator, the organizer of a any potential Round Table that has Council approval to have its initial organizational meeting at the convention, the Chairs of the three award committees, and Presidents of groups who have met with the Association in the past, such as the Special Libraries Association Alabama Chapter and FOAL (See Appendix E)
 - 8. Coordinates the scheduling of events with Local Arrangements Chair and Public Relations/Programs Chair.
 - 9. Notifies the designated representatives of Divisions, Round Tables and Committees of funding, space and program times allocated for their groups.
 - 10. Is responsible for sending informational packets to speakers for various units.
 - 11. Invites local mayor to greet attendees at First General Session.
 - 12. Disseminates information to Association units about handling convention reimbursement requests through the Convention Committee and about the unit's responsibilities for handling arrangements for presenters and other guests.
 - 13. Gets convention photographer, possibly coordinating with Alabama Librarian. Convention photographs are needed of incoming and outgoing officers, all speakers, award recipients, and others specified by Divisions Chairs and Round Table Moderators.
-

14. Compiles lists of presenters and other guests. One week prior to Convention visits the convention facilities along with Hospitality and Local Arrangements Subcommittee Chairs to verify that all presenters and guests are properly registered. Confirms that necessary arrangements have been made for housing and reimbursement.

At the Convention

1. Introduces the mayor or the mayor's representative and the Chair of the Hospitality Subcommittee at the First General Session and offers the services of this committee.
2. Should be easily located at all times.

After the Convention

1. Gathers and compiles all convention subcommittee final reports including those on session attendance, expenses, receipts and problems.
2. Makes final written report within thirty (30) days after the convention ends.
3. Charges appropriate committee members to write thank-you notes to general session speakers and others as needed.

RESPONSIBILITIES OF THE HOSPITALITY SUBCOMMITTEE

Prior to the Convention

1. Provides by the specified date, current costs for meals, cash bars and coffee service for those planning convention events.
 2. Explores the possibility of tours of local libraries as well as tours of the convention city. The Chamber of Commerce should be able to advise on commercial tour services.
 3. Coordinating with all units involved, arranges for all convention meal and beverage functions with the convention facility by November 1.
 4. Arranges the Presidents Reception in coordination with the Convention Chair and the President.
 5. Compiles a handout of possible recreational activities and restaurants.
-

6. Arranges for refreshments in the Exhibits Hall each day.
7. Arranges for music or other entertainment at social events as needed.
8. Arranges message center for Information Desk and display panel for job ads and other announcements.
9. Arranges for flowers for individual meetings, banquets, social functions, etc., as well as corsages and boutonnieres.
10. Determines number of persons attending each meal and beverage function in cooperation with the Registration Committee and gives order for number of meals to Convention Chair for food providers by cutoff times specified.

At the Convention

1. Staffs Information Desk near Registration area with materials deemed necessary, such as:
 - a. Map of city and/or area and hotel
 - b. General information about city or convention area including transportation, tours, historical places, recreation, stores, theaters, museums and directions for reaching them.
 - c. List of restaurants, with descriptions, price ranges and locations.
 - d. List of libraries open to visitors.
 - e. List of churches with times of services.
 - f. Copy of official program and all committee meeting dates and places.
 - g. Daily newspaper, city and area directory.
 - h. Names of doctor, dentist, oculist, emergency numbers, hospital locations.
 - i. First aid kit, aspirin, pins, needle and thread, pencils, pad, etc.
 2. Staffs ticket exchange for meal functions.
-

At ticket exchange, attendees may leave unneeded tickets that they have brought for possible purchase by others who need them. The Registration Desk staff will refer those needing tickets for sold out events to the ticket exchange. A list of those needing tickets for events may also be maintained by the ticket exchange.

3. When the final is presented, verifies accuracy and presents to the Association Administrator for payment.

RESPONSIBILITIES OF LOCAL ARRANGEMENTS SUBCOMMITTEE

Prior to Convention

1. Put together hotel list for registration packet.
2. Works with Convention Chair and Program Subcommittee Chair on scheduling workshops and meetings and develops a facility schedule for use by convention committee and convention center staff.
3. Provides registration cards for convention hotel to Exhibits Chair for initial mailing of Exhibitors packets and for Registration Subcommittee Chair for mailing in pre-registration packets.
4. Becomes familiar with space, location and dimensions of rooms, lights, audiovisual facilities, etc.
5. Obtains audiovisual equipment. Arranges for special equipment and/or rental agreements. Knows operation of equipment. Submits estimates of all costs to Convention Chair for approval before ordering.
6. Determines that tables will be available in lobby area for Registration Desk; information/hospitality desks, membership committees of Alabama Library Association, American Library Association, and Southeastern Library Association, and for handouts and Association sales.
7. Arranges for extra chairs to be set up for persons who choose to attend a meal function just to hear the speaker, but not to eat.
8. Provides maps of convention facilities if needed.
9. Provides for a locked room in which to store equipment and registration supplies when the Registration Desk is closed.

10. Prepares signs as needed. Signs should be posted daily at every meeting room with a schedule for that room for the entire day as well as any other signs requested.
11. Arranges for telephone at Registration Desk, if possible.
12. Schedules committee members to deliver audiovisual equipment to each room, test it and move on to the next room.

At the Convention

1. Has room coordinators available to check each room at least one hour before each meeting, collect tickets, get a head count for each non-ticket function, distribute evaluation forms and be available each morning to check ventilation, air conditioning, etc.
2. Checks with the hotel each morning for daily setup, changes, etc.

After the Convention

1. Returns evaluation forms for each general and unit session to Convention Chair or designated person.
2. Returns audiovisual equipment and writes thank you notes, as charged.

RESPONSIBILITIES OF SPEAKERS SUBCOMMITTEE

Prior to the Convention

1. Compiles a list of possible keynote speakers, requests honorarium and expenses budget and arranges to engage keynote speaker by the specified date.
2. Compiles a list of possible speakers in convention area to provide upon request to Divisions and Round Tables for use in speaker selection.
3. Pursues funding alternatives for keynote speaker, such as grant applications.
4. Works with the Convention Chair and the Local Arrangements Chair on scheduling meetings.

5. Checks to see that the keynote speaker's expense forms have been distributed, completed and returned. Arranges for payment of speaker's fee at convention.
6. In coordination with Convention Chair makes arrangements for housing, registration and acquisition of desired meal tickets for keynoter.
7. Sends informational copy of registration packet to keynote speaker.
8. Makes final arrangements for hosting keynote speaker during convention.
9. Plans other convention programs as requested by the President of the Association.

RESPONSIBILITIES OF PUBLIC RELATIONS/PROGRAM SUBCOMMITTEE

Prior to Convention

1. Mail announcements of the convention to American Libraries, Library Journal, School Library Journal, and the Southeastern Librarian. Announcements should include dates; place; theme; and name, address and telephone number of Convention Chair as contact person.
 2. Contacts printers and gets cost estimates for printed program, prior to September 1.
 3. Sets deadlines for copy and photographs for program.
 4. Requests glossy photographs and biographical sketches of speakers and honorees, with cutoff dates specified.
 5. Submits advance copy on the convention to ALLA publication editors and other library-related publications, such as APLS publications and AIMA publications.
 6. Upon receipt of copy from the Convention Chair, does layout and gets printing done for the convention program. The program should include schedule, convention layout, biographical sketches and photographs of speakers and honorees, list of members of the Association Executive Council, Convention Committee members, Exhibitor information and layout, and door prize contributors.
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7. Visits area businesses to solicit donations for door prize drawings and forwards the donations to the Exhibits Chair.
8. Coordinates with the Association Public Relations Chair to do news releases on new officers to be installed.
9. Sends press releases on convention to major newspapers in the state and local television and radio stations. Sends information on honorees to the press in the honorees local newspapers. (Appropriate Committee Chairs will provide information on their award winners.)
10. Gets local press coverage of the convention.

RESPONSIBILITIES OF REGISTRATION SUBCOMMITTEE

Prior to Convention

1. Develops mailing lists for pre-registration packet by adding the names of members of the groups listed below who are not Alabama Library Association members, to the Alabama Library Association total mailing list, generated in alphabetical order:

Alabama Instruction Media Association (AIMA)
American Library Association
Southeastern Library Association
Special Libraries Association – Alabama Chapter
Junior College Librarians Association
Friends of Alabama Libraries (FOAL)
Alabama Online Users Group
 2. Arranges for envelopes for convention registration kits.
 3. Contacts the Chamber of Commerce to determine what services and supplies are available and arranges for those needed.
 4. Design pre-registration form and submit it to the Convention Chair for review. (See Appendix L.) The form should include:
 - a. Notice of refund policy
 - b. A deadline for pre-registration
 - c. A statement instructing people to use one form for each person registering
-

- d. Fees for non-member registration
 - e. Clarification that free speaker registration is only for speakers who are not Association members
 - f. The statement as follows: attendance at only a preconference or workshop requires paying a one-day convention fee.
 - g. A statement that those registering as students must show that they are currently enrolled.
 - h. Space on which to note date for which registering if a one-day registrant. The pre-registration form may be modified for use the Registration Desk. Pre-registration prices need to be deleted and cutoff times for meal tickets should be indicated.
- 5. Schedules stuffing of pre-registration packets. The packet should contain pre-registration form; schedule of events; hotel registration information; membership forms and publicity flyers, if needed.
 - 6. Arranges mailing using bulk mailing permit, whether that of a local library to be reimbursed, or the Association's. If the Association's bulk mailing permit is used, the Association's mailing address must be used as the return address, and the packets must be mailed by the Association Administrator. The Association Administrator should be consulted to get the latest Postal Service instructions for sorting packets for mailing under the bulk mailing permit. (Be sure to identify packets as dated material or convention material.)
 - 7. Reserves at least 75 extra pre-registration packets to respond to requests for information received after the mailing. Supplies packets for speakers, award recipients, etc. upon request.
 - 8. Provides pre-registration form to editor to be run in pre-designated ALLA publications.
 - 9. Gets membership list current at time pre-registration packets are mailed and later gets a list of membership current at time of convention for the Registration Desk.
 - 10. Determines the number of meal tickets to print for each function and coordinates the printing of meal tickets. Tickets should include all function information such as event name, date, time, place, cost and function cost. Different color stock should be used for each event.
 - 11. Schedules Association members to staff Registration Desk.
-

12. Plans with the Local Arrangements Committee for an adequate number of tables, chairs, typewriters, cash boxes, pens and pencils and signs steering people to appropriate registration stations. For expediency it is best to break the alphabet for pre-registration lines.
13. Reserves twenty five to thirty unsold tickets for Exhibitors' function for purchase by exhibitors at convention.
14. Processes returned pre-registration forms. (See Appendix L of checklist) Those registering as members must be on the membership list, show current membership card or have membership confirmed by the Association Administrator. Those registering for the Emeritus Council Breakfast must be a member of the Emeritus Council and/or an ALLA staff member.
15. Provides identification badges or ribbons for exhibitors, speakers, officers, other guests, and Convention Committee members. Identification badges should have the following information typed on them:

Name, Library, City and Day for which registered, if one-day registrant.
16. Provides final meal count to Hospitality Subcommittee Chair by specified deadline. Provides an updates count to the hotel facility and Hospitality Subcommittee Chair after onsite registration is complete.
17. Acquires a receipt book.
18. Coordinates with the Association Administrator the method used to deposit registration monies.
19. Organizes group to stuff registration kit with program and any handouts at least one week ahead of time.

At the Convention

1. Provides at the Registration Desk:
 - a. Information signs placed high enough to be readily visible which indicate by last name where to register;

- b. Registration kits labeled with each registrant's name, library name and location, days attending, fees paid, and tickets purchased, and stuffed with tickets, receipt and badge;
 - c. "goodie bags", if available.
- 2. Has Registration Desk open early enough for attendees to register before breakfast functions and late enough to pick up tickets for evening meals. These hours should be posted.
- 3. Keeps tallies of pre-registrations and registrants at the convention as broken down on the registration form as member, non-member and one-day or total convention participants. Tallies should be kept for all events attended as listed on the pre-registration form.
- 4. Give Exhibits Chair registration packets and name tags for exhibitors.
- 5. Keeps a file of original registration slips at the Registration desk in case any misunderstanding arises.

After the Convention

- 1. Within two weeks of the end of the convention furnishes the Convention Chair with a list of names and addresses of persons requesting refunds, amount of refund and specific items for which the refund is being given.
- 2. Within two weeks presents final report including registration statistics and suggestions.

RESPONSIBILITIES OF CONVENTION TREASURER

Prior to the Convention

- 1. With the Convention Chair, develops preliminary budget including recommended registration rates.
 - 2. With Convention Chair, continues to refine budget.
 - 3. Coordinates with Public Relations/Program Subcommittee Chair by soliciting advertisements for convention program, and potential advertisers in convention area nine months before the convention, with two copies of contract enclosed. (Appendices B & C)
 - 4. Deposits advertising money with Association Administrator.
-

5. Keeps track of receipts and of requested and actual expenditures.
6. Is available to serve as liaison for all speakers travel arrangements.

At the Convention

1. Is available for assistance to the Registration Chair and the Association Administrator in handling and depositing monies collected at Registration Desk.
2. Verifies collection totals.

After the Convention

Within a month after convention writes thank-you letters to advertisers with a copy of the program enclosed for those who were not exhibitors.

RESPONSIBILITIES OF EXHIBITS SUBCOMMITTEE CHAIR

Prior to the Convention

1. Works with the Convention Chair in establishing the location of the exhibit area.
2. Designs exhibit layout to determine number of exhibit booths to be available.
3. Recommends exhibitors' fee rates to the Executive Council.
4. Arranges with the Convention Chair for official opening of exhibits, if wanted.
5. Arranges with a commercial exhibit set-up vendor to put actual booths in place and informs of specific needs.
6. In June sends a mailing to all potential exhibitors which includes: informational letter, membership form, hotel reservation card; and exhibits are layout. (Appendix M)

7. Assigns booths to exhibitors in order of receipt of contract reservation. Exhibitors vending similar wares should not be placed next to one another.
8. At the beginning of August, mails second letter of invitation to exhibitors not responding to the first letter announcing program deadline.
9. At the beginning of November, mails copy of signed contract to exhibiting vendors with shipping instructions and convention setup and takedown schedule.
10. Collects exhibitor's fee and turns it over to the Association Treasurer. An exhibitor who does not use the reserved space will forfeit his fee unless the Association can rent it to another exhibitor. Refunds will be issued to exhibitors who cancel at least two weeks before the convention.
11. Supplies a list of exhibitors, booth numbers, and door prize donations to Convention Chair and Program Chair for convention program. Provides an addendum at Registration Desk listing those signing up after the announced deadline for the program.
12. Informs Local Arrangements Chair of sign needed for door prize drawings.
13. Makes arrangements with Registration Chair to provide a name badge.
14. Solves problems and makes adjustments pertaining to exhibitors needs.
15. Schedules time for door prize drawings and sends information to Program Chair.
16. Arranges for security in exhibit area.

At the Convention

1. During the exhibit setup time and throughout the convention, the Exhibits Committee Chair arranges to be present to resolve problems.

2. Gives the convention facility manager a copy of the exhibits floor plan, listing exhibitor and number
3. Registers vendors as they arrive for setup; hands out registration materials.
4. Directs exhibitors to Registration booth in order to obtain extra tickets to social functions.
5. Has exhibitors introduced at the First General Session.
6. Supervises door prize drawings.
7. Supervises the dismantling of exhibits, helping to arrange for any materials which need to be shipped to provide for the emptying of the area within the time frame previously agreed upon and informing vendors not to dismantle exhibits before the official closing time.

After the Convention

1. Returns forgotten exhibit items to vendors.
2. Turns over remaining fees collected and an itemized statement to the Association Administrator immediately.
3. Within one month after the convention, submits copy of a written itemized report to the Convention Chair.
4. Within one month, sends a thank you letter to exhibitors and to commercial booth setup vendor, if one is used.

RESPONSIBILITIES OF POST-CONVENTION PUBLICITY SUBCOMMITTEE

Prior to the Convention

1. Contacts all Association Divisions, Round Tables and Committees to ensure that each unit appoints someone to handle post-convention publicity for that unit. The Divisions and Round Tables may select their page editors to handle this function, or they may appoint others.

2. Instructs each of the appointed unit representatives to submit written summaries or diskettes of the unit's convention programs to the committee for publication in the convention issue.
3. Contacts the Speaker Subcommittee chair to request that the chair provide a written summary or diskette of the keynote speaker's remarks for submission to the committee.
4. Attends the Convention workshop scheduled by the Convention Committee to meet with the units planning programs, if necessary.
5. Works with the Convention Committee chair and the convention photographer prior to convention to ensure that all convention photographs are sent to this committee for identification in a timely manner after convention.

At the Convention

1. Contacts all unit heads to ensure that coverage of all programs has been arranged.

After the Convention

1. Receives convention photographs from convention photographer for identification. Submits labeled photographs to pre-designated ALLA publications for inclusion in the convention issue.

ANNUAL CONVENTION PLANNING SCHEDULE GUIDELINES (AND FORMS)

2 years before the convention

Executive Council makes decision on site and dates.

President signs contract or letter of agreement which is then filed in the office of the Association Administrator.

First Vice President/President-Elect selects and Assistant Convention Chair who will serve as Convention Chair during the convention year.

20-24 months before the convention

Assistant Convention Chair and First Vice President/President-Elect put together a Convention Committee and appoint Convention Treasurer and subcommittee chairs.

15-20 months before the convention

Convention Chair calls planning meetings to project schedule and discuss responsibilities, theme, program ideas, and entertainment possibilities.

10-12 months before the convention

Convention Chair mails program planning questionnaires. These could be distributed at the Leadership Transition Workshop during Convention time.

Convention Chair reports to Council on preliminary plans and possible keynote speaker choices.

Executive Council determines amounts to budget for convention expenditures including speaker honoraria as well as the amount to be projected for receipts.

Chamber of Commerce is contacted.

Executive Council sets fees for registrations, advertising and exhibits and adopts a preliminary detailed budget. Program schedule is announced.

Membership lists are obtained for cross checking for registration mailing.

9-12 months before the convention

Additional meetings held by Convention Chair with subcommittee Chairs.

Letters of agreement between speakers and Division Chairs, Round Table Moderators, and other Chairs are obtained and copies filed with the Convention Chair. Agreements should list all fiscal agreements.

Convention pre-registration and registration forms are developed.

Publicity plans are formulated.

Exhibits layout is designed according to space available

First letter of invitation is mailed to exhibitors. It is possible to distribute these at the previous convention.

Letters soliciting advertising is convention program are mailed.

Local Arrangements Subcommittee begins planning.

6-9 months before the convention

Local Arrangements, Hospitality and Registration Subcommittee Chairs select meals, design meal tickets and registration packets, arrange for local tours, Chamber of Commerce publication, etc.

Mailing labels obtained.

3-4 months before the convention

Deadline for copy to program.

60 days before the convention

Program sent to printer

Current membership list obtained to verify pre-registration.

Pre-registration packets mailed.

45-60 days before the convention

Final reminder sent to exhibitors.

Lodging reserved.

Speaker/presenter equipment needs arranged.

15 days before the convention

Final pre-registration deadline.

Registration packets with name tags and meal tickets assembled and readied.

Hospitality Chair verifies meal count.

Appropriate conference signs are made.

Organization membership list obtained by Convention Chair for Registration Desk.

Within 30 days after the convention

Approved refunds are made by Treasurer. Thank you letters are sent to the appropriate persons.

Convention Chair receives and verifies hotel invoices for accuracy. Requests that all bills be submitted and approves and sends reimbursement forms to Treasurer.

Association Treasurer pays final conference bills and gives written report to Convention Chair.

Convention Chair gives final written report to Executive Council, Alabama Librarian editor, incoming Convention Chair and the Association Administrator.

Exhibits Chair's report submitted to ALLA publication editors.

ALABAMA LIBRARY ASSOCIATION
Convention Committee, _____

INITIAL SURVEY FORM

This form should be completed by all Division and Executive Committee Chairs and Roundtable Moderators to advise the Convention Committee about plans for the _____ Convention.

If you are planning more than one program or meeting, copy this and return a separate form for each planned program or meeting.

Return to: Name
 Address
 Phone
 Fax

Deadline (Date in Bold)

MEETING TYPE (Circle one): Preconference Business Program

Other: _____

FOOD/MEALS (Circle preference): Breakfast Lunch Breaks No Food

TIME & DATE PREFERRED 1. _____
 2. _____
 3. _____

Group Name _____

Program Planner Information: Name _____

Address: _____

Phone _____ Email _____

Tentative Title/ Topic _____

Speakers/Participants: _____

Expected Attendance: _____

Funding Request: _____

ALABAMA LIBRARY ASSOCIATION
Convention Committee, _____

POTENTIAL PROGRAM COSTS

Program Name: _____

Equipment Rental _____

Speaker(s) Expenses:

Honorarium/Fee* _____

Transportation _____

Lodging & Meals _____

Printing _____

Mailing Labels _____

Supplies _____

Postage _____

Telephone charges _____

*Expenses & Honorariums cannot be paid to Association members

NOTE: Preconferences are expected to pay for themselves

Appendix E: Youth Services & School Librarians Division Handbook

YOUTH SERVICES & SCHOOL LIBRARIANS DIVISION Handbook

c2019
Alabama Library Association
6030 Monticello Drive
Montgomery, AL 36104
Phone: 334.414.0113 Email: alibraryassoc@gmail.com

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I. MISSION

The Youth Services and School Librarian's Division's (YSSLD) mission is to find innovative ideas that promote library services to children and teens from our team of school media specialists, public librarians, academic librarians, special librarians and para-librarians. This collaboration takes into account all the members of our learning community who work with youth in a library setting.

II. LONG RANGE PLAN

Section 1. Administrative Goal

- a. Provide an organizational structure to serve the interests of public libraries and school media centers serving children and teens in Alabama.
- b. Review and update annually the mission and long range plan of the organization.

Section 2. Membership Goal

- a. Increase the awareness of and membership in the Division.
- b. Make recommendations to the ALLA Membership Committee on ways to network with school and public libraries in Alabama.
- c. Develop membership forms and brochures for use in recruiting new members.
- d. Keep a database of membership that is continually maintained and updated.

Section 3. Identification of Relevant Issues

- a. Identify concerns of public libraries and school media centers in the state.
- b. Consult with YSSLD membership, Alabama Public Library Association, and other state-level associations representing children's and teens librarians and media specialists.
- c. Direct YSSLD webinars and programs to address current issues.

Section 4. Insure Financial Stability

- a. Identify programs and projects to raise funds for the Division.
- b. Retain profits from programs and projects subject to the Association's overhead fee.
- c. Provide a year-end balance sheet to the Executive Council and to the Association.

III. MEMBERSHIP

Membership in the Division is open to members of the Alabama Library Association. Individuals and institutions may apply for YSSLD membership on the same form used to apply for (or renew) membership in the Association. For more membership information visit the Alabama Library Association's website: <http://allanet.org/>.

IV. MEETINGS

The YSSLD Executive Committee manages the business affairs of the Division. At least four YSSLD Executive Committee meetings are held each association year. The Chair may call special meetings as needed. The YSSLD Executive Committee meetings are open meetings and Division members may attend in person or virtually. Registration fees may be set for certain other meetings and workshops help by the Division. Fees for attendance are set by the YSSLD Executive Committee in consultation with the committee (s) planning the event.

V. DIVISION OFFICERS

Section 1. Secretary

- a. Election as Secretary is a commitment to four years of service; one year as Secretary; one year as Chair-Elect; one year as Chair, one year as Immediate Past-Chair.
- b. Records minutes of the quarterly YSSLD Executive Committee meetings and all called meetings (or designates someone else to do so).
- c. Submits a copy of the minutes of each meeting to the Division Chair for review and distribution.
- d. Turns over a copy of all meeting minutes to the new Secretary after annual convention.
- e. Voting member of the division.

Section 2. Chair-Elect

- a. Election as Chair-Elect is a commitment to three years of service; one year as Chair-Elect; one year as Chair, one year as Immediate Past-Chair.
- b. Corresponds and consults with the Chair.
- c. Presides in the absence of the Chair, or upon request of the Chair.
- d. Attends the new officers transitional meeting at the annual convention.
- e. Voting member of the division.

Section 3. Chair

- a. Election as Chair is a commitment to two years of service; one year as Chair, one year as Immediate Past-Chair.
- b. Presides at all meetings of the YSSLD.
 - 1. Arranges for facilities for meetings.
 - 2. Notifies members of time and location of meetings.
 - 3. Prepares an agenda for meetings.
 - 4. Distributes minutes of each meeting.
- c. Presides at all meetings of the Alabama Library Association Executive Council.
 - 1. Prepares Division Report for quarterly meetings.
 - 2. Prepares oral and written reports as required.
 - 3. Represents YSSLD in all official capacities.
- d. Reviews the Mission and Long Range Plan of the Division.
- e. Prepares a budget request to submit to the Association Budget and Finance Committee Chair by the specified deadline.
- f. Ensures that all Division elections are conducted according to established guidelines.
- g. Directs the webinars and programming of the YSSLD.
- h. Voting member of the division.

Section 4. Immediate Past-Chair

- a. Attends all quarterly YSSLD Executive Committee meetings.
- b. Serves on the ALLA Nominating Committee.
- c. Voting member of the division.

VI. ELECTIONS FOR DIVISION OFFICERS

Section 1. Nomination by Committee

The Nominating Committee submits a slate of qualified nominees for the office of Secretary and office of Chair-Elect if Secretary was previously vacant. The nomination for Secretary rotates between interests represented in the division (public librarians, media specialists) if possible.

Section 2. Nomination by Petition or Individual

Nominations for Division offices may also be made by petition or by individual members within the Division. Candidates may be nominated by a petition that is

signed by ten members of the Division and submitted to the Chair of the Nominating Committee by November 1 (or other date set by the chair). Any member in good standing may nominate another member.

Section 3. Requirements for Nomination

Nominees must be members in good standing and must grant permission to allow their name to be placed in nomination for an office. No individual shall accept nomination or appointment which could result in simultaneous service in more than one voting position on the ALLA Executive Committee. Each candidate for office must submit a nominee biographical information sketch on the form designated by the Association (see Association Handbook). These forms must be submitted to the Nominating Committee Chair by December 1.

Section 4. Possession of Office

Officers-elect take office immediately upon the adjournment of the annual convention. Elections are held following the rules and procedures adopted by the Association.

Section 5. Notification of Election

The Chair notifies all candidates of the election results before any public announcement is made. If a vacancy occurs in the office of Chair-Elect or Chair, the ALLA Executive Committee submits a slate of two qualified candidates to the membership for special election.

Appendix F: Youth Services and School Librarians Division Bylaws

Youth Services and School Librarians Division - Bylaws

ARTICLE I. NAME

The name of this organization shall be Children's and School Librarians Division of the Alabama Library Association.

ARTICLE II. OBJECT

The object of this division shall be to promote library services to children and young people.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

- a. Any member of the Alabama Library Association interested in the object of this Division may become a member.
- b. Members of the Alabama Library Association may become members of the Division on payment of dues to Alabama Library Association.

ARTICLE IV. OFFICERS

Section 1. Makeup

The officers of the Division shall be the Chairman, Vice-chairman, Chairman-elect, and Secretary, all of whom shall be members in good standing of the Alabama Library Association. The Chairman shall automatically be succeeded by the Vice-Chairman.

Section 2. Duties

The chairman and vice-chairman shall represent the Division on the Executive Council of the Alabama Library Association and shall represent the Division in as many of the various groups and interests of the Division as possible.

Section 3. Executive Committee

The elected officers and chairman of committees shall make up the Executive Committee of the Division.

Section 4. Term of Office

The term of office shall be the fiscal year. The Executive Committee shall make appointments to fill any vacancies in the elective positions.

Section 5. Nomination

A committee of three members to nominate candidates for elective positions shall be appointed by the chairman. This committee shall be appointed at such time that it may select a slate of officers to be presented at the general meeting of the Division. Nominations other than those presented by the Nominating Committee may be made from the floor with the consent of the nominee.

ARTICLE V. DUTIES OF OFFICERS

Section 1. Chairman

It shall be the duty of the Chairman to preside at the meetings of the Division, to appoint committees and to perform such other duties as the office may require.

Section 2. Vice-Chairman

In the absence of the Chairman, the Vice-Chairman shall perform the duties of the office of Chairman.

Section 3. Secretary

- a. The secretary shall act as recording secretary and as a corresponding secretary when so directed by the chairman. A record shall be kept of the proceedings of the meetings. Reports of activities of the Division shall be sent to the ALLA publication editors
- b. It shall be the duty of the secretary to keep records of such and to render an account of all such transactions at the regular meetings of the Division, or when called for by the chairman. All records shall be transmitted to the appropriate succeeding officers.

ARTICLE VI. MEETINGS

Section 1. Time and Place

This Division shall meet at the time and the place of the meeting of the Alabama Library Association.

Section 2. Special Meetings

Special meetings may be called by the chairman and/or the Executive Committee if the occasion demands such a meeting. Such meetings shall be announced through ALLA publications or by mail to members three weeks before the proposed meeting.

Section 3. Quorum

The quorum for a meeting or mail vote shall consist of 10 percent of the Division membership.

ARTICLE VII. COMMITTEES

Section 1. Creation

Committees shall be appointed as needed by the Chairman of the Division, with the approval of the Executive Committee.

Section 4. Ex-Officio Officers

The Chairman shall be an ex-officio member of all committees except the nominating committee.

Section 5. Reports

Each committee shall make a report at the general meeting.

ARTICLE VIII. VOTING PRIVILEGES

All paid members of the Division shall be eligible to vote in person or by mail.

Article IX. Dues

Annual dues for each fiscal year are recommended by the Executive Council and set by the Association at its annual convention.

Article X. Amendments

Bylaws shall be adopted and/or amended upon a written recommendation of the Committee on Bylaws. Proposed amendments shall be published in ALLA publications or mailed to the membership three weeks prior to the time when the amendments are to be voted upon either at a regular meeting or by mail. A majority vote as provided in Article VI, Section 3, is needed to amend the Bylaws.

Article XI. Parliamentary Authority

The parliamentary guide for the Division shall be *Robert's Rules of Order*, latest revision, at all points not covered by the Constitution and Bylaws.

Appendix G: College, University and Special Libraries Division Handbook

Alabama Library Association

College, University and Special Libraries Division (CUS)

Handbook

COLLEGE, UNIVERSITY AND SPECIAL LIBRARIES DIVISION

Handbook

© December 2014
Alabama Library Association
6030 Monticello Drive
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The mission of the College, University and Special Libraries Division of the Alabama Library Association is to encourage provision of quality services throughout the state. By enhancing professional development through training opportunities, research programs, and a collegial forum, the division can improve Alabama's academic and special libraries. As a corollary, a strong division will strengthen the Alabama Library Association, within which framework the division will flourish.

PART I. MEMBERSHIP

Membership in the College, University and Special Libraries Division is open to members of the Alabama Library Association. Individuals and institutions may apply for membership on the same form used to apply for (or renew) membership in the Association. Application forms are available from the Association's office. The membership year begins January 1.

Each member in good standing has the right to vote in the general election for Division officers. Members are encouraged to request appointment to committees of their choice. Committee purposes and duties are described in section 8 of this Handbook. Chairs of the committees are usually appointed by the chair shortly after the annual business meeting. Members of committees are usually selected by committee chairs from lists of Division members who have volunteered for particular committees.

The CUS Liaisons in individual libraries have available membership forms and brochures.

PART II. CONVENTIONS AND MEETINGS

Section 1. Annual Business Meeting

The annual business meeting is held during the annual convention of the Association; the convention is held during April each year. The Association Handbook provides guidelines for conducting this meeting.

Section 2. Allocation of Meeting Space and Time

Space and time for the annual business meeting will be allocated by the Association Convention Committee.

Section 3. Qualification for Attendance

All meetings of the Division are open to all Division members. However, registration for the annual convention is required for attendance at the annual business meeting. Registration fees may be set for certain other meetings and workshops held by the Division. Fees for attendance are set by the Executive Committee in consultation with the committee(s) planning the event.

PART III. ELECTIONS FOR DIVISION OFFICERS

Section 1. Nominations

Subsection 1. The Nominating Committee submits a slate of two qualified nominees for each of the offices of chair-elect, secretary, and members-at-large. The approved slate is published in ALLA publications. The nomination for chair-elect rotates among the groups or interests represented in the division (i.e. Junior College, Special, College/University) if possible.

Subsection 2. Election as chair-elect is a commitment to three years of service: one year as vice-chair; one year as chair; one year as immediate past-chair. Nominations for Division offices may also be made by petition or by individual members of the division.

Subsection 3. Candidates may be nominated by petition signed by ten members of the Division and submitted to the chair of the Nominating Committee by November 1 (or other date set by the chair) for publication with the Nominating Committee slate.

Subsection 4. Any individual member in good standing may nominate another member. Nominations by individual members may be handled as write-in votes on ballots or as nominations from the floor when elections are held during the annual business meeting.

Nominees must be members in good standing and must grant permission to allow their names to be placed in nomination for an office. No individual shall accept nomination or appointment, which could result in simultaneous service in more than one voting position on the Executive Committee. Each candidate for office must

submit a nominee biographical information sketch on the form designated by the Association (see Association Handbook). These forms must be submitted to the Nominating Committee chair by December 1.

The term of office is one year with the exception of the members-at-large who serve two-year terms on a rotating basis. (e.g. beginning in year 1 for Planning and ML for Organization and Bylaws elected to serve through a two-year term. In year 2 ML for Programs and ML for Projects will be elected and serve a two-year term.) Officers-elect take office immediately upon the adjournment of the annual convention.

Elections are held following the rules and procedures adopted by the Association, usually by mail ballot or through electronic ballot, with notifications provided via official Association communications (e.g., through newsletters, website announcements, direct mail, and/or email communications) to each Division member in good standing. Additional nominations may be entered by write-in vote. Ballots are marked and returned to the Association Administrator by the stated deadline. Results of the elections are announced to the membership during the annual business meeting.

The chair notifies all candidates of the election results before any public announcement is made.

If a vacancy occurs in the office of chair-elect, the Executive Committee submits a slate of qualified candidates to the membership for a special election.

PART IV. EXECUTIVE COMMITTEE

Section 1. Charge of Committee

The Executive Committee of the College, University and Special Libraries Division, Alabama Library Association, conducts the business of the Division and is charged with keeping the membership informed of its official actions.

Section 2. Members

The voting members of the Executive Committee are the chair, chair -elect, secretary, members-at-large, chair of each standing committee of the Division, and the immediate past-chair.

Section 3. Meetings

Subsection 1. At least four Executive Committee meeting are held each association year. Meetings may be held physically or virtually as determined by the chair.

Subsection 2. Special meetings may be called by the chair.

Subsection 3. Executive Committee meetings are open meetings and Division members may attend as observers.

Subsection 4. CUS officers and committee chairs are encouraged to attend the Association's Leadership Workshop.

Section 4. Duties of Executive Committee

Subsection 1. The Executive Committee manages the business affairs of the Division.

Subsection 2. Approves appointments between elections for all vacancies, which may occur in the offices of the Division, except that of chair-elect. If a vacancy occurs in the chair-elect, the Executive Committee submits a slate of qualified candidates to the membership for a special election.

Subsection 3. Reviews and affirms actions of the Executive Committee members and Division officers at the next quarterly meeting.

Section 5. Duties of Executive Committee Members

Subsection 1. Attends all regular and called meetings of the Division and Committee.

Subsection 2. Maintains all records of their respective offices.

Subsection 3. Keeps the chair informed and prepares reports, submitting one copy to the chair, one copy to the secretary, and retaining one copy for the files of their respective offices.

Subsection 4. Transmits to the newly elected officers all records within 30 days of the annual business meeting.

Section 6. Observers

Observers who are members of the Division may request an opportunity to address the Executive Committee or to participate in the discussion.

Section 7. Procedures

Subsection 1. The chair of the Division serves as an officer and is the chair of the Executive Committee.

Subsection 2. A quorum for the transaction of business is a majority of the voting members of the Executive Committee.

Subsection 3. All motions must be submitted by voting members of the Executive Committee, but observers may participate in discussion and deliberation. A motion may be made in writing or orally during the meeting.

Subsection 4. The governing authority in all cases not specifically covered by the Association's Articles of Incorporation, the Division's Bylaws, or resolution of Executive Committee, is Robert's Rules of Order, latest revision.

Section 8. Finances

Subsection 1. The procedures and guidelines for handling funds for groups within the Association require that each division operates as a self-supporting unit with all funds and transactions reported to the Association. The Association is responsible for deposits, withdrawals, and record keeping.

Subsection 2. Membership dues and profits from activities sponsored by the division are the basic sources of funding for the division. Overhead and administrative fees are charged against these funds by the Association.

Subsection 3. At the beginning of the fiscal year, the chair, using the "Operating Budget Request Form," prepares a budget for monies, which the Division expects to spend during the year. This proposed budget is submitted to the chair of the Association Budget and Finance Committee for review and approval by Council. Not all monies in the Division's treasury remain in the treasury from one fiscal year to the next with the interest accruing to the Association.

Subsection 4. To request payment of reimbursement, the chair submits the "Monetary Request Form" (with receipts) to the Association Administrator. No reimbursement or payment will be made for sums, which exceed the budgeted amounts approved by Council.

Subsection 5. The chair may switch funds between the Division's budget categories during the year provided funds were already approved in these particular categories and provided that the total expenditure has not changed.

Subsection 6. If there is need to spend funds in budget categories which have not been approved, or to spend funds in excess of the total amount budgeted, the chair must submit a "Supplemental Budget Request Form" to the chair of the Association Budget and Finance Committee or review and approval by Council.

Subsection 7. A separate budget request for convention expenses is prepared by the chair-elect and submitted to the Association Convention Committee for approval.

Section 9. Reports

Subsection 1. All officers and committee chairs report at the regular Executive Committee meetings or notify the chair if there will be no report.

Subsection 2. Any person who needs to report to Executive Committee reports orally at the time designated by the chair.

Subsection 3. Written reports must be submitted to the secretary for filing with the minutes

PART V. OFFICERS

The officers of the Division are the chair, chair-elect, immediate past-chair, secretary, and members-at-large.

Section 1. Chair

Subsection 1. The chair presides at all meetings of the College, University and Special Libraries Division:

a. Quarterly Executive Committee Meetings

- 1.** Arranges for facilities for such meetings. Facilities may include electronic sources to facilitate virtual meetings.
- 2.** Notifies members of Executive Committee of time and place of meetings.
- 3.** Prepares an agenda and, if possible, mails a copy to each member of the Executive Committee before each meeting.
- 4.** Distributes minutes of each meeting of the Executive Committee.

b. The Annual Business Meeting

c. Called Meetings

Subsection 2. The chair reviews the objectives of the Division to assist in planning long-range objectives and to establish specific objectives for the year.

Subsection 3. The chair directs the program of the Division including:

- a.** Representing the Division in all official capacities.

- b. Acting as liaison officer between the Division and the Association and attending all Council meetings; the Planning Committee meetings, the Budget and Finance Committee meetings, and the Leadership Workshop.
- c. Acting as spokesperson for the Division on all established policies.

Subsection 4. The chair appoints all non-elected committee chairs and CUS Webmaster, subject to the approval of Executive Committee.

Subsection 5. The chair appoints new committee chairs to replace any who may resign during the year.

Subsection 6. The chair reports to ALLA publication editors.

Subsection 7. The chair takes an active interest in Division finances, with specific duties including but not limited to:

- a. Sending a budget request to the Association Budget and Finance Committee chair by the specified deadline.
- b. Approving requests for funding from the other officers or committee chairs. Funds are disbursed by the Association.
- c. Advising the chair-elect concerning the budget request for convention expenses. The Chair-elect is responsible for submitting the convention budget request to the Association Convention Committee.
- d. Approving expenditure statements from Division units and forwarding them to the Association office for payment.

Subsection 8. The chair ensures that all Division elections are conducted according to established guidelines.

- a. The chair is notified of the results of the Division election by the Association election teller's committee. The chair then notifies the candidates of the election results before any public announcement is made.

Subsection 9. The chair serves as *ex officio* member of all committees except the Nomination Committee.

Subsection 10. The chair prepares an annual report for submission to the History Committee.

Subsection 11. The chair prepares oral and written reports as required.

Section 2. Chair-Elect

Subsection 1. The chair-elect corresponds and consults with the chair.

Subsection 2. The chair-elect presides in the absence of the chair, or upon request of the chair.

Subsection 3. The chair-elect attends the Annual Leadership Workshop.

Subsection 4. The chair-elect serves as the Division's convention program chair.

Subsection 5. The chair-elect appoints committee chairs who serve during the ensuing Division year. The Executive Committee will suggest appointments.

- a. Appointees must be members in good standing of the Association and Division.
- b. As appropriate, chairs of Association committees must be notified of the names of Division representatives on their committees.

Subsection 6. The chair-elect prepares a budget for his/her term of office as chair.

Subsection 7. In consultation with the chair, prepares the budget request for convention expenses and submits to the Association Convention Committee for approval.

Section 3. Immediate Past-Chair

Subsection 1. The immediate past-chair attends all quarterly Executive Committee meetings as a voting member.

Subsection 2. The immediate past-chair serves as chair of the Nominating Committee.

Section 4. Secretary

Subsection 1. The secretary records minutes of the quarterly Executive Committee meetings, the annual business meeting, and all called meetings, or designates someone else to do so.

Subsection 2. The secretary submits a copy of the minutes of each meeting to the Division chair for review and distribution.

Subsection 3. The secretary maintains a complete file of Division records until every fifth year when an *ad hoc* committee is appointed to update the CUS history.

Subsection 4. The secretary turns over a copy of all meeting minutes and any other ongoing business to the new secretary within a reasonable time after the announcement of new officers at the annual business meeting.

Section 5. Members-At-Large

The members-at-large attend all quarterly Executive Committee meetings as voting members.

Subsection 1. Member-at-large for Organization and Bylaws

- a. Member-at-large for organization and bylaws serves as the chair of the Division's Bylaws Committee and represents the Division on the Association's Bylaws Committee.
- b. Member-at-large for organization and bylaws distributes CUS Handbooks and updates to officers and committee chairs; maintains a master copy of the CUS Handbook, preferably on disk in Word Perfect; provides revised sections as required to ALLA Handbook Committee to update ALLA Handbook. An Ad Hoc Handbook Committee is formed for major revisions when needed.
- c. Member-at-large for Organization and bylaws maintains the CUS Liaison Network.
- d. Member-at-large for Planning serves as the chair of the Division's Planning Committee.
- e. Member-at-large for Programs serves as chair of the Division's Program Committee.
- f. Member-at-large for Projects serves as chair of the Division's Projects Committee and coordinates with the official Webmaster in charge of the CU Website. In addition, the member-at-large for projects is responsible for the biennial updating of the CUS Directory.

PART VI. FINANCES

Section 1. Budget

The chair prepares the annual budget request and submits the Operating Budget Request Form to the Association Budget and Finance Committee for its consideration and recommendation to the Association Executive Council.

Section 2. Requests for Funds

Each committee or individual should obtain permission from the chair before incurring any reimbursable expense. Requests for funds by individuals, committees and Division officers must be based on amounts budgeted for the Division and approved by the Association Executive Council for the current fiscal year.

Section 3. Payments

All expenditures should be itemized and documented prior to request for payment. Each request must be submitted on the Monetary Request Form, approved and signed by the chair, and forwarded to the Association Administrator for payment.

Section 4. Overages

If a committee or individual needs funds in excess of the amounts approved in the Division budget, a Budget Petition Form must be completed, approved by the Division chair and submitted to the Association Budget and Finance Committee which will then make its recommendation to Council. When such additional funding is approved by Council, then a Monetary Request Form must be submitted to the Association Administrator for payment.

Section 5. Unbudgeted Funds

Unbudgeted funds which are not requested through the Budget and Finance Committee and approved by Council (as provided in section 7.4 above) will not be honored by the Association Administrator. NO UNAUTHORIZED EXPENDITURE WILL BE PAID. Any individual who incurs unauthorized indebtedness in excess of the approved budget shall be personally responsible for such debt.

Section 6. Convention Program

The chair-elect, as part of the responsibility for planning the convention program, submits a separate convention budget request to the Association Convention Committee chair or designated convention treasurer. (For further detail, see Association Convention Handbook). Expenditures for convention activities are appropriated from the convention budget; the convention allocation may be augmented with funds from the Division's treasury.

Section 7. Forms

All forms necessary for reimbursement and directions for completing such forms are available from the Association Administrator and in the Association Handbook.

PART VII. COMMITTEES

Committees carry out much of the work of the Division. Recommendations and/or proposals of committees must be approved by the Executive Committee before implementation.

Section 1. Meetings

Hold meetings necessary to conduct business. The committee chair reports at regular Executive Committee meetings. The Division chair is notified ahead of time if there will be no report. Any person who needs to report to Executive Committee reports orally at the time designated by the Division chair. A brief written report must be provided as well. A committee chair who is unable to attend the meeting must send a written report.

Section 2. Annual Report

Subsection 1. Provide a written annual report for the Division chair and secretary at or before the convention.

Subsection 2. Present an annual report to membership during the annual business meeting.

Section 3. Record/Documentation Transference

Give appropriate material to incoming committee chairs at the end of the Division year.

Section 4. Budget Requests

Prepare and submit to the Division chair budget requests for any anticipated expenditures, with justifications. Follows all procedures related to expenditures outlined in section 7. FINANCE (above).

Section 5. Standing Committees

Subsection 1. Policies & Procedures

- a. Schedules of individual committees will vary according to committee tasks and specific projects undertaken. However, the following generic outline of a typical year may be helpful in planning committee activities:
- b. Prior to first quarterly meeting of Executive Committee, the newly appointed committee chair receives from the Division chair a list of committee volunteers. The committee chair contacts volunteers and organizes the committee in an expeditious manner. The committee chair formulates goals for the year.
- c. At the first quarterly meetings, the committee chair reports on committee membership and goals to the Executive Committee. The Executive Committee may suggest additional goals or changes in goals at this time.
- d. At each quarterly meeting, the committee chair presents an oral report on the activities of the committee. Any chair who cannot be present sends a substitute or provides a written report. Each committee chair is responsible for submitting relevant reports for publication in the Association newsletter or other appropriate publications.
- e. Any committee which has an interest or a need to present material at the Association annual convention must submit a request for time, space and (if essential) money for such a presentation as soon as possible, but no later than the second quarterly meeting. All requests must be made through the Division chair-elect, who is Division convention program chair.
- f. At the annual business meeting the committee chair submits a written annual report to the Division chair and makes an oral report to membership.
- g. Prior to the first quarterly meeting of Executive Committee (following year), the committee chair turns over all ongoing business and a copy of the annual report to the incoming committee chair, and sends a copy of the

annual report to chair of the History Committee or Member-at-large for Organizations and Bylaws.

Subsection 2. Bylaws Committee

- a. The Bylaws Committee continually reviews Division Bylaws and provides a representative at each Executive Committee meeting to answer any questions pertaining to or affecting bylaws.
- b. The Bylaws Committee presents proposed changes to Executive Committee. Changes which are approved by Executive Committee, are submitted to Association Bylaws Committee for review (See Association Handbook). If the ALLA Bylaws Committee finds no objection, the Bylaws Committee prepares the proposed changes, in accordance with the bylaws, for consideration by the membership.
- c. The Bylaws Committee chair is the Member-at-Large for Organizations and Bylaws and serves on the Division's Executive Committee and on the Alabama Library Association, Inc., Bylaws Committee.
- d. For general committee procedures see Sections 1-4 of Part VIII. For specific procedures, see below.
- e. Committee procedures:
 - 1. Prior to third quarterly meeting of the Executive Committee, the Bylaws Committee reviews any bylaws questions raised and formulates any proposed bylaws changes for submission to the Executive Committee.
 - 2. At the third quarterly meeting of Executive Committee, the Bylaws Committee chair submits proposed changes for approval by Executive Committee. If changes are approved, the chair submits the changes to ALLA Bylaws Committee for review.
 - 3. Submits the proposed bylaws changes to ALLA publication editors via the CUS page editor on a schedule which will allow for publication 4 weeks before the annual convention.

Subsection 3. Legislative Development Committee

- a. The Legislative Development Committee works under the direction of the Association Legislative Development Committee.
- b. The committee monitors legislation and pending legislation at the local, state, and national levels, which affect Division membership; reports to the Executive Committee on significant developments; prepares releases on

such developments for inclusion in appropriate Association publications or elsewhere, as deemed necessary by the committee chair.

- c. The committee chair serves as member on the Division Executive Committee and on the ALLA Legislative Development Committee.
- d. For general committee procedures see Sections 1-4 of Part VIII.

Subsection 4. Membership Committee

- a. The Membership Committee coordinates activities with the Association Membership Committee and recruits members for the Division.
- b. Through a network of liaisons in each library, the committee gathers names of potential new members, which are then contacted. The committee develops ideas to make the Division more attractive to new members.
- c. The committee chair serves as a member on the Division Executive Committee and on the ALLA Membership Committee.
- d. For general committee procedures see sections 1-4 of Part VIII.

Subsection 5. Nominating Committee

- a. The Nominating Committee is composed of three members representing various groups and interests of the Division. The immediate-past chair of the Division serves as chair of the nominating committee.
- b. For general committee procedures see Sections 1-4 of this Part VIII. For specific procedures, see below:
 - 1. The Nominating Committee prepares a slate of two qualified nominees for each of the offices of chair-elect, secretary, and the appropriate members-at-large. Nominees shall be solicited in ALLA publications, the ALLA-L Listserv, and the CUS Website.
 - 2. The members-at-large are nominated for two-year terms on a rotating basis. (e.g. in 1991, ML for Planning and ML for Organization and Bylaws were nominated. In 1992, ML for Programs and ML for Projects were nominated. In 1993, the nominations will again be for ML for Planning and ML for Organization and Bylaws.)
 - 3. Additional information on the nominating process is found in Part IV.

Subsection 6. Planning Committee

- a. The Planning Committee reviews and updates the Division's missions and goals statement and long-range plan annually.
- b. The Planning Committee chair is the Member-at-Large for Planning and serves on the Division's Executive Committee.
- c. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 7. Programs Committee

- a. The Programs Committee is responsible for developing plans for the annual convention program by identifying session themes and potential speakers two years in advance, thereby providing the Chair-Elect with program ideas when he/she assumes office.
- b. The committee also develops plans for other programs, workshops, and/or other activities sponsored or co-sponsored by the Division.
- c. The Programs Committee chair is the Member-at-Large for Programs and serves on the Division's Executive Committee.
- d. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 8. Projects Committee

- a. The Projects Committee works on special projects related to the Division or its membership. Each year the committee determines which projects it will undertake and submits the list to Executive Committee for approval.
- b. As an on-going project, the committee is responsible for maintaining and updating the CUS Directory. The directory is reissued on a schedule determined by the Executive Committee.
- c. The committee is responsible for advising the CUS Webmaster on changes and additions to the CUS Website.
- d. The Projects Planning Committee chair is the Member-at-Large for Projects and serves on the Division's Executive Committee.
- e. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 9. Public Relations Committee

- a. The Public Relations Committee strives to make the public more conscious of the Alabama Library Association, especially as it relates to the College, University and Special Libraries Division. Coordinates

activities with the Association Public Relations Committee to increase public awareness of the importance of libraries in general and of Alabama college, university and special libraries in particular; to increase awareness of the contributions and activities of libraries in serving the people of Alabama; to improve public opinion of these libraries and the Division; and to promote public interest in them by means of newspapers and other mass media, displays and exhibits, and personal contact. Cooperates with all Division committees, and especially Legislative Development, in publicizing work of the Division.

- b. For general committee procedures, see sections 1-4 of Part VIII.

Subsection 10. Publications Committee

- a. The Publications Committee is responsible for publicizing the activities of the Division and its members via ALLA publications, the ALLA-L listserv, the CUS Web site, and other media.
- b. The committee reviews for content and format any work suggested for publication by the Division and submits approved works to the Association Publications Committee, or its representatives, for final approval. Coordinates special publication projects with other divisions or related agencies (e.g. Alabama Chapter of Special Libraries Association, Alabama Association of College and Research Librarians). Encourages and rewards publication through an annual award for Outstanding Professional Publications.
- c. The chair of the Publications Committee serves as a member of the ALLA Publications Board and is responsible for coordinating schedules and publication policy with the general editor; and for arranging for individual reporters from within the membership to report on specific meetings and events held or sponsored by the Division. All materials for publication must conform to any applicable Association guidelines.
 - 1. The committee chair informs the Executive Committee of deadlines for submission to ALLA publications and reports on any changes made in the publication guidelines.
 - 2. The committee chair reports back to ALLA publication editors any concerns about that publication, or suggestions for improvement, voice by Executive Committee members.
 - 3. The committee chair ensures that all materials submitted to editors for publication have been edited consistently with the Association guidelines.
 - 4. The committee chair manages post-convention publicity for the Division.

5. The committee is responsible for encouraging and rewarding professional publication by Alabama Library Association members by reviewing and selecting annual recipients of CUS Outstanding Professional Publications awards.
6. The committee advertises the Outstanding Professional Publication Award competition in at least one issue of ALLA publications and in such other media as seems appropriate, not later than July preceding the October deadline.
 - a. Reviews Library Literature and other sources to verify the qualifications of nominees and to identify individuals the Committee itself might nominate.
 - b. Follows the established criteria in considering all nominees on an equal footing.
 - c. Informs the Division Chair of their decision.
 - d. Arranges for the certificate.
 - e. Informs the funding agency in time for a check to be prepared in the appropriate name.
 - f. Arranges with the funding agency to have a representative available at the annual meeting to make the presentation.
 - g. Notifies the recipient so that the recipient or a representative will be available to accept the presentation.
 - h. Arranges with the Division program chair for time during the annual meeting to hold the ceremony.
 - i. Submits a brief biographical sketch of the recipient for publication in ALLA publications and other media as deemed appropriate (e.g. local and college newspapers, *C&RL News*, *American Libraries*).

Subsection 11. Research Committee

- a. The Research Committee encourages research among Division membership. Determines and implements methods by which research may be presented to membership; and determines and implements methods by which individual librarians may be presented to the membership.
- b. For general committee procedures, see sections 1-4 of Part VIII. For specific procedures, see below:

1. The committee chair acts as a liaison with organizations and individuals, which agree to sponsor awards to recognize merit in research by Division members.
2. The committee prepares a publicity campaign to begin by late summer to publicize competitions sponsored by the committee.
3. The committee shall solicit, review and select research projects for presentation at the CUS Research Forum held at the annual convention, and determine which projects will be awarded prizes. In addition, the committee shall solicit, review and select recipients of CUS Research Grants.
4. The committee arranges, through the chair-elect (as Division convention program chair), for time and space for the annual research paper presentation. The committee ensures equipment needed by presenters is made available.
5. The committee plans an appropriate awards presentation ceremony as part of the CUS Research Forum. Sponsors of individual awards are invited to make brief speeches in honor of the recipients and to present the actual awards. The award winners are also announced during the Division's Business Meeting.

Section 6. Ad Hoc Committees

May be appointed by the chair to carry out a specific task, at the completion of which the committee ceases to exist. The appointment defines the charge, membership, and duration of the ad hoc committee.

Subsection 1. Handbook Committee

An Ad Hoc Handbook Committee is formed for major revisions when needed. The Handbook Committee solicits suggestions from officers and members of the Executive Committee regarding needed additions or revisions of the CUS Handbook. The Division secretary serves as an ex-officio member of the Committee. The Member-at-large for organization and bylaws shall serve as a member of this committee.

Subsection 2. History Committee

- a. The History Committee researches the records of the Division in the University of Alabama Archives and every five (5) years, or at the request of the Executive Committee, the committee reviews and revises the entire history of the Division.
- b. The committee collects and collates official records of the Division from the Division chair, chair-elect and other officers and committee chairs.

- c. The committee maintains and updates a list of present and past officers of the Division.
- d. After review, the committee forwards two (2) copies of the history updates to the Association Archives, located at the University of Alabama.

PART VIII. AWARDS

The Division sponsors two annual award competitions for outstanding professional publications and research excellence.

Section 1. Outstanding Professional Publications

This award is funded by EBSCO, Inc. and consists of a certificate (prepared by the Publications Committee) and a check for \$100.00. The award is presented at the Division's annual business meeting by a representative of EBSCO.

- a. Competition for the award is open to all personnel employed in Alabama libraries.
- b. Nominations may be made by any member of the Division, including the nominee.
- c. Nominations are submitted to the Publications Committee by October 1 to be considered for the award to be presented the following April.
- d. The Publications Committee will determine a winner by December 30. The decision of the committee is not contestable. Any failure to observe the criteria should be reported to the Committee chair.
- e. The award will be made on the following criteria:
 - 1. Recipient must be employed in an Alabama library at the time of selection to receive the award.
 - 2. Recipient must have made an outstanding contribution to the professional literature of academic or special librarianship within the past three (3) years. Publications in other fields, or published more than three (3) years prior to the deadline for submission of nominees will not be considered.
 - 3. Members of the CUS Publications Committee are not eligible to receive the award during their period of service on the Committee.
 - 4. The same individual cannot win the award in two (2) consecutive years.
 - 5. The committee will consider the quality as well as the quantity of publication. In the case of journal articles, articles in refereed

journals will be given extra weight. In the case of books or chapters of books, the reputation of the publisher will be taken into account. Publications will be judged in terms of contribution to the profession.

For specific procedures of the Publications Committee, see Part VIII, Section 5, Subsection 10 (above).

Section 7. Research Excellence

Any member of the Association may submit a paper to be considered for presentation at the Division's Research Forum held during the Association's annual convention. Each paper is eligible for one of two awards. An attempt is made to make one award to an experienced researcher and the other award to a novice researcher. The awards include a cash prize sponsored by EBSCO, Inc. and Blackwell North America, Inc.

Subsection 1. Abstracts of research to be considered are due to the chair of the Division's Research Committee by September 15. Abstracts are submitted without the author's name appearing but with a one-page vita from the researcher.

Subsection 2. The Research Committee reviews the abstracts based on the following criteria to select papers for presentation and awards:

- a. Potential significance of the research to college, university, or special libraries.
- b. Validity of the methodology and analysis.
- c. Originality and innovation.
- d. Clarity and completeness of the abstract.

Subsection 3. The chair of the Research Committee notifies authors whose abstracts are accepted and invites them to submit a manuscript. The invitation includes the format for the paper. Generally the manuscripts are due to the chair by December 1.

Subsection 4. The Research Committee notifies authors invited to present their papers at the Research Forum by January 15.

Subsection 5. The announcement of the award winners and the presentation of the awards are made at the conclusion of the Research Forum.

For Specific procedures of the Research Committee see Part VIII, Section 5, Subsection 11.

PART IX. PUBLICATIONS

Section 1. Regular Publications

The College, University, and Special Libraries Division of the Alabama Library Association, Inc., does not have its own regular publications.

Section 2. ALLA Publications

The Publications Committee is responsible for the Division's page in ALLA publications. In practical terms, the chair of the Publications Committee is editor of the CUS page.

Section 3. Other Publications

From time to time, the Division may also sponsor other forms of publications (e.g. pamphlets). All such publications require the approval of the Executive Committee of CUS and the existence of adequate funds.

Section 4. Publications Outside of the Association

Publications to be distributed outside the Association require approval of the Association's Publications Committee.

PART X. RELATIONSHIPS WITH OTHER ORGANIZATIONS

The College, University and Special Libraries Division works with other professional organizations to promote educational and cultural activities of mutual interest. While much of this work is done through the Alabama Library Association, of which CUS is a division, some is done directly between the Division and the other professional organizations; e.g., CUS has a history of cooperative ventures with the Alabama Chapter of the Special Libraries Association, with the Alabama ACRL Chapter, and with the Society of Alabama Archivists.

Appendix H: College, University, and Special Libraries Division – Bylaws

Bylaws of the College, University and Special Libraries Division, Alabama Library Association

(Amended at 1998 Alabama Library Association Convention)

ARTICLE I. NAME

This organization shall be known as the College, University and Special Libraries Division of the Alabama Library Association.

ARTICLE II. OBJECT

The object of this Division shall be to promote library service and librarianship in the kinds of libraries enumerated in Article I, within the state of Alabama. The Division shall carry out a program of activities to advance the standards of library service, and the scholarly and professional growth of those engaged in work in these libraries.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Any person associated with a college, university or special library, or interested in the promotion of such libraries is eligible for membership in this Division upon payment of dues in the Alabama Library Association. All paid-up members of the Division shall be eligible to vote in person or by mail.

Section 2. Dues

A separate dues rate will be assessed for membership in the Division. This rate will be subject to approval by the Association Executive Council. All dues and extra fees or other monies assessed by the Division for special programs must be deposited in the Association's general fund after collection. All such dues and fees are subject to the Association's overhead charge.

ARTICLE IV. OFFICERS

Section 1. Designated Officers

There shall be seven officers of the Division, consisting of a chair, chair-elect, and secretary, member-at-large for planning, member-at-large for organization and bylaws, member-at-large for projects, and member-at-large for programs. The chair, chair-elect, and secretary shall serve one year or until their successors are elected and qualified. They may not succeed themselves. The chair shall automatically be succeeded by the chair-elect. The members-at-large will be elected to two year, staggered terms (i.e., only two members-at-large elected each year). The office of chair-elect shall, whenever possible, rotate among the three interest groups of the Division (i.e., Junior College, Special, and College/University).

Section 2. Election

Elections shall be held by mail ballot from the Association's main office.

Section 3. Duties of Elected Officers

- a. **Chair:** It shall be the duty of the chair to preside at the meetings of the Division, to appoint all non-elected committee chairs (who shall be approved by the Executive Committee), to appoint the CUS Webmaster, to represent the Division on the Executive Council of the Alabama Library Association, to serve as an ex-officio member of the Executive Board of the Alabama Association of College and Research Libraries, and to perform all other duties usually associated with the office of chair.
- b. **Chair-Elect:** In the absence of the chair, the chair-elect shall perform the duties of the office. In addition, the chair-elect shall be responsible for handling the budget preparation and the details for the succeeding year's convention and programs.
- c. **Secretary:** The secretary shall act as recording secretary and as correspondence secretary when so directed by the chair. The secretary shall keep, in book provided for that purpose, a record of the minutes and proceedings of the

meetings; and shall see that papers worthy of publication and annual reports of the activities of the group are directed to ALLA publications. In addition, the secretary shall maintain the records of the Division until every fifth year when an ad hoc committee shall be appointed to update the CUS History. Duties as corresponding secretary shall be the usual ones of that job.

- d. Member-at-Large for Planning:** It shall be the duty of the member-at-large for planning to chair the Division's Planning Committee and to perform other functions as directed by the chair.
- e. Member-at-Large for Organization and Bylaws:** It shall be the duty of the member-at-large for organization and bylaws to serve as chair of the Division's Bylaws Committee and to represent the Division on the Association's Bylaws Committee and Handbook Committee. In addition, the member-at-large for organization and bylaws is responsible for maintaining the CUS Liaison Network and the formation of an Ad Hoc Handbook Committee for major revisions when needed. The member-at-large for organization and bylaws shall maintain updates to the handbook.
- f. Member-at-Large for Projects:** It shall be the duty of the member-at-large for projects to serve as chair of the Division's Projects Committee. The member-at-large for projects will coordinate with the official Webmaster in charge of the CUS Website. In addition, the member-at-large for projects will be responsible for the biennial updating of the CUS Directory.
- g. Member-at-Large for Programs:** It shall be the duty of the member-at-large for programs to serve as chair of the Division's Programs Committee and to recommend program ideas for the annual meeting and programs sponsored during the year. The program plans will be for the succeeding year.

ARTICLE V. MEETINGS

Section 1. Regular Meeting

The Division holds its regular meetings at the same time and place as the Alabama Library Association. General meetings are open to all interested persons. The Division may, with the approval of the Executive Committee, hold closed meetings.

Section 2. Special Meetings

If occasions demand, special meetings may be called at such time and place as may be decided upon by the Executive Committee.

Section 3. Quorum

A majority of those members present and voting shall constitute a quorum.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee

- a. Members:** The Executive Committee shall consist of the officers of the Division, the retiring chair, and the chairs of the standing committees.
- b. Duties and Authority:** The Executive Committee shall have general direction of the affairs of the Division. It shall plan and arrange programs for the Division meetings and shall carry out any necessary business between meetings. It shall decide upon the expenditures of funds allocated to the Division and receive an accounting of these expenditures at least annually. It shall receive all committee reports.
- c. Quorum:** A majority of the members will constitute a quorum.
- d. Vacancies:** Appointments to fill any vacancies in elective positions between meetings shall be made by the Executive Committee until it is possible for the Division to fill the vacancy.

Section 2. Standing Committees

- a. Nominating:** The committee shall consist of three members representing the various groups and interests of the Division. The immediate past chair of the Division shall serve as chair of the Nominating Committee. Nominees shall be solicited in ALLA publications, the ALLA-L listserv, and the CUS Website, and every effort shall be made for group involvement. The Nominating Committee shall report names of nominees for the various offices to the Executive Committee for approval, prior to contacting the nominees. The names of qualified nominees for each office with resumes shall be published in the Division's portion of ALLA publications in the issue preceding the ballot from the Executive Secretary.
- b. Membership:** This committee shall work to increase the membership of the Division. Its members should represent the different types of CUS libraries and various geographic regions of the State.
- c. Publications:** This committee shall have the responsibility of publicizing the activities of the Division and its members via ALLA publications the ALLA-L listserv, the CUS Website, and other media. The committee is responsible for encouraging and rewarding professional publication by Alabama Library Association members by reviewing and selecting annual recipients of CUS Outstanding Professional Publication awards. The chair of this committee shall serve as a member of Publications Board.
- d. Projects:** This committee shall have the responsibility of determining and accomplishing special projects relating to the college, university, and special library fields and shall periodically review the object of the Division as stated in Article II of the CUS Bylaws. Additional committees for each project may be appointed by the chair of the Division at the request of this committee. The committee shall also be responsible for maintaining and updating the CUS Directory and for advising the CUS Webmaster on changes and additions to the CUS Website. The member-at-large for projects shall serve as chair of the

Projects Committee. The member-at-large for planning shall serve as a member of this committee.

- e. **Bylaws:** This committee shall continuously study the Bylaws for revision, and shall submit to the membership any changes deemed necessary. The member-at-large for organization and bylaws shall serve as the chair of this committee and shall also serve on the Bylaws Committee of the Alabama Library Association.
- f. **Legislative:** This committee shall have the responsibility of working under the direction of the Association's Legislative Development Committee to fulfill the charge of said committee as outlined in the Organizational Policies of the Alabama Library Association. The chair of this committee shall represent the Division on the Alabama Library Association Legislative Development Committee.
- g. **Research:** This committee shall have the responsibility of determining and implementing methods by which research can be presented to the Division as a whole. The committee shall solicit, review, and select research projects for presentation at the CUS Research Forum held at the annual convention, and determine which projects will be awarded prizes. In addition, the committee shall solicit, review, and select recipients of CUS Research Grants.
- h. **Public Relations:** This committee shall have the responsibility of promoting the projects and activities of the Division through the media in the State. The chair of this committee shall represent the Division on the Alabama Library Association Public Relations Committee.
- i. **Programs:** This committee shall develop plans for the annual convention program by identifying session themes and potential speakers two years in advance, thereby providing the Chair-Elect with program ideas when he/she assumes office. The committee shall also develop plans for other programs, workshops, and/or other activities sponsored or co-sponsored by the Division.
- j. **Planning:** This committee shall review and update the Division's missions and goals statement and long-range plan annually.

- k. **Committee Membership:** All standing committees shall have sufficient members to carry out their responsibilities. For continuity, these members shall serve on a rotating basis so that in any given year the majority of a committee membership will have previous knowledge of that committee's activities. Members may serve consecutive terms on committees.

Section 3. Special Committees

Such other committees, standing or special, shall be appointed by the chair of the Executive Committee, which from time to time are deemed necessary to carry out the work of the Division. The motion creating special committees shall specify its charge and the length of time allocated for its work to be completed.

- a. **Handbook Committee:** The Handbook Committee shall be appointed by the Division Chair when necessary and shall have the responsibility of making major revisions in the Handbook. The committee shall be responsible for enumerating the charges, duties, and/or responsibilities of each officer and committee of the Division and for suggesting practical methods of policy implementation. The CUS secretary serves as an ex officio member of the committee. The member-at-large for organization and bylaws shall serve as a member of this committee.
- b. **History Committee:** The History Committee shall be appointed every five years to update the written history of the Division.

Section 4. Committee Chairs

Chairs of all standing committees except the Nominating Committee shall serve two-year appointments, which will be staggered so as not to have all new committee chairs each year. Committee chairs will appoint their committee members. No person can chair more than one standing committee at a time.

ARTICLE VII. RULES AND AMENDMENTS

Section 1. Rules of Order

The rules contained in *Robert's Rules of Order*, latest revision, shall govern the Division in the handling of its business in all cases to which they are applicable.

Section 2. Amendments

- a.** Amendments to these Bylaws will be proposed in writing and may be introduced by either the Executive Committee, the Bylaws Committee, or by any member in good standing of the Division.
- b.** Members shall be informed by printed notice of proposed amendments at least two weeks prior to the presentation of the amendments to vote.
- c.** These Bylaws may be amended in either of two ways:
 - 1. By a two-thirds ($2/3$) vote of the members present and voting at the annual meeting immediately following proper notice of such amendments; or
 - 2. By a majority vote of the entire membership to be conducted by e-mail ballot, if such be specified by the majority of the members present at any annual meeting, or requested by a one-third ($1/3$) minority.

Appendix I. Public Library Division – Bylaws

BYLAWS PUBLIC LIBRARY DIVISION (PLD) ALABAMA LIBRARY ASSOCIATION

ARTICLE I. NAME

The organization shall be known as the Public Library Division of the Alabama Library Association.

ARTICLE II. PURPOSE

The purpose of the Public Library Division of the Alabama Library Association is to promote public library service and development by:

- Supporting increased cooperation among all types of libraries,
- Representing the interests and concerns of public libraries in relation to the Alabama Library Association and the Alabama Public Library Service,
- Developing legislative priorities for the public libraries and other issues as may be pertinent to the Division, and
- Providing and encouraging continuing education, networking and mentoring opportunities among libraries to keep our public libraries a dynamic, relevant force within their communities.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Any person associated with a public library, or interested in the promotion of such libraries is eligible for membership in the Public Library Division upon payment of dues to the Alabama Library Association. All paid-up members shall be eligible to vote in person or by electronic mail (email).

Section 2. Dues

A separate dues rate will be assessed for membership in the Division at the time members join or renew their membership in the Alabama Library Association. This rate will be subject to approval by the Association's Executive Council. All dues and extra fees or other monies assessed by the Division for special programs must be deposited in the Association's general fund after collection.

ARTICLE IV. OFFICERS

Section 1. Designated Officers

There shall be three officers of the Public Library Division, consisting of a Chair, Chair-Elect, and Secretary. These officers shall serve for one year or until their

successors are elected. They may not succeed themselves. The Chair shall automatically be succeeded by the Chair-Elect.

Section 2. Election

Elections shall be held annually by electronic voting and/or email ballot through the Alabama Library Association's office.

Section 3. Duties of Elected Officers

- a. Chair: It shall be the duty of the chair to preside at the meetings of the Division, to appoint all non-elected committee chairs, to represent the Division on the Executive Council of the Alabama Library Association, and to perform all other duties usually associated with the office of Chair.
- b. Chair-Elect: In the absence of the Chair, the Chair-Elect shall perform the duties of the office and will be required to succeed the Chair to that office. In addition, the Chair-Elect will serve as the program chairman for the Public Library Division, thereby assuming responsibility for planning all PLD programs at the annual Alabama Library Association conference.
- c. Secretary: The Secretary shall act as recording secretary and as corresponding secretary when so directed by the Chair. The Secretary shall keep a record of the minutes and proceedings of the meetings. Corresponding duties of the secretary shall be the usual ones of that job.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

The Division holds its regular meetings at the same time and place as the Alabama Library Association. General meetings are open to all interested persons, though only current members in good standing may vote.

Section 2. Called Meetings

The Chair or a quorum of the Executive Committee shall have the authority to call meetings of the Division. Such meetings shall be announced to the membership three weeks prior to the meeting date.

Section 3. Quorum

A majority of those members present, in person or online, shall constitute a quorum.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee shall consist of the officers of the Division, the retiring chair and the chairs of the standing committees.

Section 2. Duties and Authority

The Executive Committee shall have general Direction of the affairs of the Division. It shall plan and arrange programs for the Division meetings and shall

carry out any necessary business between meetings. It shall decide upon the budget to be requested for the Division and receive an accounting of expenditures . It shall receive all committee reports.

Section 3. Quorum

A majority of the members serving on the Executive Committee will constitute a quorum.

Section 4. Vacancies

When a vacancy occurs among the officers of the Public Library Division, other than Chair, the Chair shall appoint a PLD member to serve the remainder of the term. In the event the office of Chair becomes vacant, the Chair-Elect will assume the office of Chair. The appointed officer will serve only the remainder of the unexpired term. In the case of a vacancy in the office of Chair-Elect, the appointed Chair-Elect cannot succeed to the office of Chair the following year unless duly nominated and elected by the Division.

ARTICLE VII. COMMITTEES

Section 1. Nominating Committee

A nominating committee of not less than three members shall be appointed by the Chair. The immediate past Chair shall be the chairman of this committee. The committee shall choose a slate of candidates consisting of at least two nominees for the offices of Chair-Elect and Secretary. The office of Chair shall be filled by the current Chair-Elect. The slate of candidates shall be presented to the membership in a manner and time consistent with the policies of the Alabama Library Association.

Section 2. Program Committee

This committee shall plan and execute all programs for the annual meeting of the division, pre-conferences, or workshops held on behalf of the division and its members. Convention programs shall be arranged in cooperation with the Convention Chair of the Alabama Library Association. The Chair-Elect shall serve as the chair of this committee.

Section 3. Standards Review Committee

This committee has a twofold duty:

The committee shall conduct an annual review of the Standards for Alabama Public Libraries to determine if revisions are necessary. If so determined, this committee shall recommend necessary changes to the Division Executive Committee. Revisions must be approved by a majority vote of PLD members. Suggested revisions will be provided to the membership of the Division at least two weeks prior to the vote. Voting will be carried out electronically.

The committee is also responsible for reviewing applications submitted by libraries in Alabama seeking a Standards Award (including site visits as

required), and awarding of Standards Awards to libraries in the state of Alabama that meet the requirements and that submit proper applications for such awards.

The chair of this committee shall have served as a member of the committee during a previous year.

Section 4. Public Relations and Publicity Committee

This committee shall have the responsibility for dissemination of all publicity and public relations efforts pertaining to division activities.

Section 5. Membership Committee

This committee shall encourage one hundred percent annual renewal of membership in the Division, recruit new members, and maintain a membership file. The chair shall represent the Division on the Association's Membership Committee.

Section 6. Bylaws Committee

This committee shall conduct an annual review of the bylaws of the Division to determine if revisions are necessary. If it is so determined, the committee shall recommend necessary changes to the PLD Executive Committee. The chair shall represent the Division on the Association's Bylaws Committee.

Section 7. Legislative Development Committee

This committee shall coordinate activities of the Division with regard to federal and state legislative activities designated to promote the goals and objectives of Alabama's public libraries and shall recommend legislative policies and programs to the PLD Executive Committee. The chair of this committee shall represent the Division on the Association's Legislative Development Committee.

Section 8. Ad Hoc Committees

Ad Hoc and special committees shall be appointed by the PLD Chair to address specific needs of the Division.

ARTICLE VIII. RULES AND AMENDMENTS

Section 1. Rules of Order

The business of the Division shall be conducted in accordance with Robert's Rules of Order, latest edition. The Secretary shall serve as Parliamentarian during any regular or called meeting of the Division or Executive Committee.

Section 2. Amendments

These bylaws may be amended by a majority vote of the membership provided that notice of the proposed changes have been distributed to the membership no less than two weeks prior to the vote. Vote may be held at the annual business meeting or electronically.

Appendix J. Alabama Library Instruction Round Table – Bylaws

Alabama Library Association Alabama Library Instruction Round Table (ALIRT) Bylaws

ARTICLE I. NAME

The name of this organization shall be Alabama Library Instruction Round Table (ALIRT).

ARTICLE II. OBJECT

The purpose of this organization shall be to represent the interests of those concerned with improving the quality of library use instruction in all types of libraries.

ARTICLE III. MEMBERS

Membership shall be open to members of the Alabama Library Association, Inc., who are interested in ALIRT's objectives and pay dues as determined by the membership of the Round Table at the annual meeting.

ARTICLE IV. OFFICERS

Section 1. Executive Committee

The Executive Committee shall be comprised of the following voting members: Moderator, Moderator-Elect, and Secretary-Treasurer.

Section 2. Meetings

The Executive Committee shall meet quarterly and shall act for the Round Table in the intervals between meetings, subject to the approval of the membership of the next meeting. Officers shall serve a one-year term.

Section 3. Quorum

A majority of the three voting members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

Section 4. Nominations

A nominating committee of not less than three members shall be appointed by the Executive Committee. The nominating committee shall choose a slate of candidates for the offices of Moderator, Moderator-Elect, and Secretary-Treasurer, consisting of one or more nominees for each office. The nominating committee shall prepare and mail the slate to the Association Administrator by the specified date. Nomination by petition shall be accepted when submitted over the signature of five members of the Round Table to the nominating committee chairman within three weeks after the slate is mailed. Official ballots shall be returned as directed by the Association Administrator. If the office of Moderator becomes vacant, The Moderator-Elect shall assume that office. The Moderator-Elect shall also serve the term for which they were elected. When a vacancy occurs on the Executive Board other than that of Moderator or Moderator-Elect, the Executive Board shall appoint a member to serve the remainder of the term.

Section 5. Resignation

Any officer of the Association may, at any time, resign by addressing and delivering a letter of resignation to the President or to any other officer of the Association or by reading same at a meeting of the Executive Council. Any such resignation will be effective on the date stated therein, or, if none be stated, on the earlier of (i) acknowledgment of such resignation spread upon its minutes by the Executive Council, or (ii) one calendar month after the delivery or reading of the letter of resignation as herein above provided.

Section 6. Removal

Any officer elected by the members of Association may be removed at any time, with or without cause, by unanimous vote of all the other voting members of the ALIRT Executive Committee, or by vote of at least two-thirds (2/3) of the

individual members of the Committee present and voting at a duly called meeting (which may be held via email) at which a quorum is present.

ARTICLE V. DUTIES OF OFFICERS

Section 1. Moderator

The Moderator shall be chief executive of the Round Table and the Round Table's representative to the Alabama Library Association, Inc. Executive Council, and shall send notification of meetings, and submit request-for-payment forms.

Section 2. Moderator-Elect

The Moderator-Elect shall assume the responsibilities and perform the duties of the Moderator in the absence of the Moderator and serve as Program Chairman. At other times the Moderator-Elect shall serve as parliamentarian. If the Moderator-Elect must become Moderator to complete the term of the previous Moderator, he shall also be eligible to serve the term for which he/ she was elected.

Section 3. Secretary-Treasurer

The Secretary-Treasurer shall handle correspondence, keep minutes of general and Executive Board meetings, and shall keep necessary and proper records.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees

The standing committees shall be: Membership, Nominating, Bylaws/Handbook, and Programs. Ad Hoc committees shall be appointed by the Executive Board when necessary.

Section 2. Special Committees

Special committees shall be created by the Executive Board as needed.

Section 3. Appointment

Committee members shall be appointed by the Moderator with the advice and consent of the Executive Board.

Section 4. Records

All committees shall maintain records of their proceedings and shall report at the annual meeting.

Section 5. Chairpersons

Chairpersons of the committees shall be appointed by the moderator.

ARTICLE VII. MEETINGS

Section 1. Business Meetings

There shall be one business meeting a year held at the time of the annual meeting of the Alabama Library Association, Inc.

Section 2. Other Meetings

Other meetings shall be held on call of the Moderator, on call of the Executive Council, or by petition of one-fourth (1/4) of the membership.

Section 3. Notice

Written or printed notice of meetings shall be delivered as prescribed in Article III, Section 3 of the Bylaws of the Alabama Library Association, Inc.

ARTICLE VIII. EXECUTIVE BOARD

Section 1. Members

There shall be an Executive Board consisting of a maximum three (3) voting members: the Moderator, Moderator-Elect, and Secretary-Treasurer.

Section 2. Authority

The Executive Board shall have general supervision of the affairs of the Round Table in the intervals between meetings.

ARTICLE IX. PARLIAMENTARY PROCEDURE

Robert's Rule of Order, latest edition, shall govern the Round Table in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Round Table or the Alabama Library Association, Inc.

ARTICLE X. AMENDMENT OF BYLAWS

The By-Laws may be amended by a majority of the members of the Round Table present at the annual business meeting or any called meeting, provided members are given notice at least 21 days prior to the meeting. Proposed changes must be distributed 14 days prior to the meeting. Amendments to the ALIRT By-Laws is subject to the approval of the ALLA Executive Council.

ARTICLE XI. EXAMINATIONS AND ELECTIONS

Section 1. Election Ballot

The Executive Board may prescribe election by ballot at a meeting or by mail or otherwise.

Section 2. Candidates

The Executive Board shall choose a slate of candidates for the offices of Moderator-Elect, Secretary-Treasurer, and two (2) Members-at-Large. The Executive Council shall approve and publish the slate in accordance with the Alabama Library Association, Inc. election procedures.

Section 3. Results

The Moderator Elect shall validate and announce the election results to the membership when held at Convention. Otherwise, the Tellers Committee of the Alabama Library Association, Inc. shall be responsible for validating election results. A simple plurality of votes cast is required for election. The Moderator should inform newly elected officers as soon as possible after the election.

Section 4. Vacancies

When a vacancy occurs on the Executive Board other than that of Moderator or Moderator-Elect, the Executive Board shall appoint a member to serve the remainder of the term. A special election shall be held to elect a Moderator-Elect who shall succeed the Moderator when his/her term ends.

ARTICLE XII. CALENDAR

Section 1. Business

The business year of the Round Table shall be from the close of one annual Alabama Library Association, Inc. conference to the close of the next annual conference.

Section 2. Membership

The membership year shall correspond with the Alabama Library Association, Inc. membership year.

ARTICLE XIII. DUES

Dues shall be determined by the membership of the Round Table with the approval of the Alabama Library Association, Inc. Executive Council. Changes in dues shall be approved at the annual meeting, shall be due in accordance with the Alabama Library Association, Inc.'s membership year and shall be payable to the Alabama Library Association, Inc.

ARTICLE XIV. STATE AFFILIATE

This organization shall be a round table of the Alabama Library Association, Inc. As such, it shall be conducted in accordance with Article IX of the By-Laws of the Alabama Library Association, Inc.

PARALIBRARIAN ROUND TABLE (PART) HANDBOOK

Revised 2015
Laura Poe, Chair

DEFINITION

Paralibrarians are high-level library support personnel. They perform tasks and have responsibilities utilizing knowledge of library techniques and procedures. The term ‘paralibrarian’ may refer to any library support personnel who perform their duties in a professional manner.

ARTICLE I. NAME

Paralibrarian Round Table hereafter referred to as PART is an organization of library employees dedicated to encouraging the interchange of ideas among support personnel and professional library staff members as well as to promote the development of library service within the State of Alabama.

ARTICLE II. GOALS AND OBJECTIVES

Section 1. GOALS

- a. Encourage membership in and orientation to professional library organizations.
- b. Encourage the interchange of ideas among support personnel and professional library staff members.
- c. Promote the development of library services and librarianship in the state of Alabama.
- d. Enhance continuous education development through the mode of workshops.

Section 2. OBJECTIVES

- a. Act as a clearinghouse for information on topics and issues of concern to paralibrarians.
- b. Act as a forum for sponsoring workshops, seminars and the exchange of ideas and information.

- c. Act as a means for paraprofessionals to meet with colleagues of the same or similar career level and areas of interest.
- d. Act as an avenue for library support personnel to acquire continuing education credits through attending workshops.

ARTICLE III. MEMBERSHIP

Membership in the Alabama Library Association, Inc. is required.

- a. An individual's term of membership shall be set by the Association. The Association's membership year is from January 1 to December 31 of the following year.
- b. Each member is encouraged to attend the annual business meeting during the convention and/or all quarterly executive committee meetings. Members in good standing have the right to vote in the general election.

ARTICLE IV. OFFICERS

Section 1. Responsibilities

The Executive Committee of PART has the responsibility of conducting business of the Round Table as well as informing the membership of its official acts.

- a. The voting members of the Committee shall be composed of the following: Moderator, Moderator-Elect, Secretary, Northern Member-at-Large and Southern Member-at-Large.
- b. The immediate past President is a non-voting, ex-officio member of the Committee.

Section 2. Meetings

The Executive Committee shall meet quarterly.

- a. The Committee shall act for the Round Table in the intervals between meetings, subject to the approval of the membership at the next business meeting.

- b. A majority of the five voting members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

Section 3. DUTIES

Subsection 1. Moderator

- a. Directs and coordinates the business and other activities of the Alabama Library Association's (ALLA) Paralibrarian Round Table (PART). Seeks means to comply with the ALLA's goals.
- b. Presides over all Executive Committee meetings and the annual business meeting at the Association's convention.
- c. Prepares an annual calendar of events and authorize budgets and disbursements after discussion with Executive Committee members and committee members. Plans will be approved by a simple majority vote of a quorum of Executive Committee members.
- d. Requests from the Moderator-Elect a list of all working members, (officers and committee members) and then sends this list to the ALLA President and Association Administrator as soon as possible after the annual convention.
- e. Attends Association Executive Council meetings as the representative of PART when necessary or required. Submits quarterly minutes to the ALLA Secretary. Present plans of proposed workshops and seminars for Council's approval then submits progress reports to the ALLA Executive Council, as well as written reports to the Association Administrator.
- f. Gives direct assistance and guidance to the different Committees, assisting in planning activities.
- g. Keeps all files and records in order. At the end of the term, presents all correspondence and transactions to the ALLA Archives.
- h. At the end of the term, prepares an annual report with any comments or recommendations for the Executive Committee and committees, their

successor, and the Executive Council. Submit a copy to the ALLA Association Administrator and to the Editor of the Alabama Librarian for publication.

- i. Presents to the Executive Committee names of candidates to fill any vacancy that occurs during the term. Approval of candidates will be by a majority vote of the quorum.

j. Financial Responsibilities:

1. The Moderator will be directed by the Association Administrator of the Association through the Executive Council meetings regarding financial standing of the Association, thereby guiding the Moderator in requests for monies.
2. Requests for yearly budgeted funds should be turned in to the Chairman of the Budget and Finance Committee of the Association before the Budget Committee's first meeting of the new year (which may be prior to the first meeting of the Executive Council. These requests should cover incidental expenses anticipated during the year, such as postage and photocopying. Requests for funds for workshops, seminars, etc. should be made directly to the Association's Association Administrator. It is generally considered that all Round Table sponsored workshops shall be self-supporting.
3. A letter or form describing the use of requested funds sent to the Budget and Finance Committee prior to their first meeting will facilitate budget requests. Each item in the budget request should be listed and described in detail, with requested amount of money listed for each. Also, attendance at the Budget and Finance Committee's first meeting of the new year to answer possible questions is strongly suggested, if permission is given by the chairman to attend this meeting.
4. A general rule to follow is that a yearly budget request may be made for at least as much as income generated from PART membership dues, but is not limited to that amount.

5. Requests for payment from budgeted funds of the Round Table must be approved by the Moderator and then submitted to the Association's Association Administrator for payment.
6. All requests for payment should be submitted by the end of the annual convention to insure that they are paid out of the current year's budgeted funds. If they are not paid before the current fiscal year ends, they will be carried over and the PART budget will begin with a deficit.
7. A separate budget request for convention expenses should be submitted to the Convention Chairperson before the first quarterly meeting of the ALLA Executive Council and Convention Planning Committee (see Convention Responsibilities).

k. Convention Responsibilities

1. Moderator will have the option of planning the Convention program or appointing an ad hoc committee to formulate convention plans. Any planning should begin as soon as possible and should cover the following:
2. Type of program: pre-conference, general session, reception, etc.
3. Suggestions for speakers, themes, audience appeal, etc.
4. Tentative expenses should be gathered before the first quarterly Executive Committee meeting so that a convention budget can be submitted to the Convention Committee.
5. Time slots. It is recommended that joint programming with other Round Tables or divisions be utilized.
6. Convention Chairman should submit a budget request to the Association Convention Chairman. This budget request should detail estimated expenditures for speaker honorarium, printing, telephone, postage, etc. The Convention Chairman will need this information before the Round Table can make definite plans, so general planning and an estimated budget must be made. In the event the program is not adequately funded, the convention planner will have to renegotiate

plans that have been made in order to function within the proposed budget.

7. Submits receipts for reimbursement to the Association's Convention Chairman prior to or at the close of the Convention.

Subsection 2. Past Moderator's Responsibilities:

- a. Attends Executive Committee meetings as a non-voting member.
- b. Serves as a consultant for the Executive Committee.
- c. Acts as parliamentarian for all Executive Committee meetings.

Subsection 3. Moderator-Elect

a. General Responsibilities:

1. Attends all PART Executive Committee meetings as a voting member.
 2. Presides over PART's Executive Committee meetings and/or the annual business meeting at the ALLA's annual convention in the absence of the Moderator.
 3. Attends Association Executive Council meetings, and represents PART in the Moderator's absence.
 4. Appoints committees and their chairpersons to serve during their tenure as Moderator. These appointees will be presented during the first Executive Committee meeting following the annual business meeting held during Convention.
 5. Keeps copies of all correspondence in a file with other pertinent records of the office of Moderator-Elect and submits file to the Moderator for permanent recordkeeping.
 6. Helps plan all PART's activities, working closely with the different committees and PART's Executive Committee.
 7. Promotes the growth of the membership by developing membership brochures, submitting articles for the Alabama Librarian, and developing promotional ideas to increase membership in PART.
 8. Prepares a report with comments or recommendations for their successor to PART's Executive Committee.
-

b. Financial Responsibilities:

1. Becomes familiar with financial responsibilities of the current Moderator.
2. Begins planning PART's budget for their term as Moderator.

c. Convention Responsibilities:

1. Works with the current Moderator in planning for the annual convention.
This may include chairing the Convention Planning Committee during their second term as Moderator-Elect.

Subsection 4. Secretary

a. General Responsibilities:

1. Attends all Executive Committee meetings as a voting member.
2. Records the minutes of all meetings and reads those of the previous meeting.
 - a. Minutes should be typed and mailed to all Executive Committee Members and committee chairmen within two weeks following the meeting.
3. Types and mails, if necessary, all PART's business correspondence.
4. Maintains files of all records of PART's business. This includes minutes, correspondence to and from the Round Table and records of all workshops, seminars or programs sponsored by PART.
5. Submits all files to the Moderator for permanent record keeping at the end of the current term.

Subsection 5. Members-at-Large

a. General Responsibilities:

1. Attend PART's Executive Committee meetings as voting members.
2. Represent paralibrarians in their respective regions. Regions North and South are divided by 33 degrees latitude.

3. As regional representatives, communicate with PART members and potential members. Answer questions concerning PART and act as liaisons with the Executive Committee.
4. Assist the Moderator-Elect in obtaining information about paralibrarians in their region and help with publicity of special events.
5. Submit to PART's Editor any news or articles about or from paralibrarians in their region.
6. Assist the chairman of the Convention Planning Committee or any other special events chairman with arrangements when a workshop, convention, seminar, etc., is held in their region.
7. Keep a file of all correspondence and activities. At the end of the term, submit an annual report to the Executive Committee.

Subsection 6. Editor

a. General Responsibilities:

1. Attends all meetings of PART's Executive Committee and Editorial Committee.
 2. Works in close association with ALLA publication editor PART's Executive Committee.
 3. Composes, edits, and types PART's news, mailing it to the ALLA publication editors before each issue's deadline.
 4. Communicates with members-at-large to gather news from other professional sources that would be of interest to all library paralibrarians.
 5. Keeps a file of ALLA publication issues, as well as copies of each item submitted.
 6. Keeps a correspondence file and submits it to the Moderator at the end of the term.
 7. At the end of the term, submits to the Executive Committee a brief summary of their activities, with any suggestions and recommendations for their successor or the Executive Committee.
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Subsection 7. Special Events Chairman

a. General Responsibilities:

1. Assists Moderator with plans for special events such as workshops, seminars or convention programs. Some of the duties include:
 - a. Plans themes.
 - b. Contacts speakers to arrange for their travel, lodging, honorarium, etc.
 - c. Prepares a draft of the financial needs for the planned special event.
 - d. Coordinates publicity with PART's Editor.
 - e. Makes sure facilities are set up before functions and are cleaned up afterwards.
 - f. Keeps records of all functions and presents an analysis of the events to the Executive Committee within two weeks following the events.
2. At the end of the term, submits a brief annual report to the Executive Committee outlining all activities. Included in this report should be any suggestions and recommendations for the successor or the Executive Committee.

Subsection 8. Handbook/Bylaws Committee Chairman

a. General Responsibilities:

1. Attends all Executive Committee meetings.
2. Maintains a current master copy of PART's by-laws and handbook.
3. Solicits suggestions from officers and members of the Executive Committee regarding needed additions or revisions of the Handbook.
4. Revises handbook as needed.
5. At the end of the term, submits a brief annual report to the Executive Committee outlining all activities. Included in this report should be any

suggestions and recommendations for their successor or the Executive Committee.

Subsection 9. Nominating Committee Chairman

a. General Responsibilities:

1. Attends all Executive Committee meetings.
2. Seeks recommendations for nominations of qualified persons from the membership for the offices of Moderator, Moderator-Elect, Secretary, Northern and Southern Members-at-Large.
3. Candidates should be selected on the basis of ability, efficiency, and leadership qualities.
4. The names of qualified candidates should be presented to the Executive Committee by the December quarterly meeting in order to appear on the ALLA's ballot.
5. Names not selected should be given to the following Nominating Committee Chairman for future use.
6. At the end of the term, submits a brief report of all activities. Included in the report should be any suggestions or recommendations for their successor or the Executive Committee.

Subsection 10. Awards Committee Chairman

a. General Responsibilities:

1. Solicits and selects recipients for the following categories:
 - a. Cash Grant Award: awarded to a member of the paralibrarian Round Table who has made significant contributions to libraries or librarianship through activities, publications or whose activities have proven to be a creditable gain for the library profession.
 - b. Commitment to Excellence: awarded to recognize the contributions of a person or persons outside the paralibrarian

ranks who have encouraged the growth of library paraprofessionals
 across the State of Alabama or within a specific library.

2. Sets deadline for nomination forms to be completed and returned.
3. Presents names to the Moderator at the last quarterly Executive Committee meeting prior to the annual ALA convention.
4. Prior to the convention, informs award winners and extends an invitation to them to the annual business meeting for the presentation. Orders plaques and certificates.
5. Submits all records regarding nominations and election of award winners to the Moderator.
6. At the end of the term, submits a brief report on all activities. Included in this report should be suggestions or recommendations for their successor or the Executive Committee.

PART'S HISTORY¹

The very acronym of this Round Table symbolized support personnel as an integral part of the library team. The formation of such Round Tables throughout the U.S. is due to the efforts of many library personnel, improving communication and strengthening unity in this profession. Interest for Alabama's Paralibrarian Round Table got off the ground in late 1976 through the vision and efforts of Ms. Nancy Rogers, the Head Librarian at Samford University's School of Nursing, and two hard working paralibrarians, Ginney Becker and Anne Hallmark, both of Mervyn Sterne Library, UAB. There was much support from librarians and library staff in the Birmingham area that such a combined group could serve as:

1. A clearing-house for information on topics and issues of concern to paralibrarians;
2. A forum for sponsoring workshops, seminars and the exchange of ideas and information;
3. A means for paralibrarians to socialize with colleagues of the same or similar career levels and areas of interests;
4. An avenue for library support personnel to acquire continuing education credits.

In winter 1976, Mervyn Sterne Library was the base of activity. Many letters were sent to librarians seeking support for such a group and sending personnel to a seminar. Due both to interest and proper groundwork, the first seminar was held March 1977, in Birmingham, and had 120 participants from areas all over Alabama. The highly respected personnel director of the University of Illinois at Urbana, Champaign Library, Robert F. Delzell was the main speaker who gave the assembly, through Alabamians eyes, a delightful look at the employment and training programs in operation at the University of Illinois. Their system was based on Civil Service grade levels and due to their large base of operations; there were well-defined levels for library assistants with

¹ Special permission was obtained from author Judy Simpson Crow for "PART's History" from her study; *Development in Paraprofessional Librarianship 1970-1980*. for inclusion in our handbook.

equivalent titles and salaries. Of these job titles and salaries, there was equal emphasis placed on the requirements and ability to perform in a high level position. Mr. Delzell encouraged this group to continue with its tentative plans to form a round table, become affiliated with the Alabama Library Association, and work toward establishing a set of standards by which all Alabama libraries could set hiring practices, salary scales, and training programs. With such exciting and inspiring ideas, this first group of paralibrarians left encouraged to communicate better in their respective libraries, and hoping for good things to come with this round table.

The same enthusiasm was evident April 8, 1977 at the Alabama Library Association Annual Convention held at the Governor's House Motel, Montgomery, when the Association was petitioned by 66 names, with 61 of the signees present, to form the round table. By the Association's Constitution, the requirement for petition for a round table is ten names. Out of the round table's first official meeting, the discussion on objectives, goals, and membership became incorporated into the Round Table's Constitution and Bylaws, which is still a sound and viable foundation today. The topic, which becomes part of the next workshop—automated systems and terminal operators—, was born from those discussions. The Membership, Nominating, and Bylaws Committees were appointed and staffed. Temporary officers who served the entire 1977/78 year were Anne Hallmark, Mervyn Sterne Library, UAB and Anne M. Bowles, Air University, Montgomery, as Moderator and Page 23 (rev 3/93) liaison to the Executive Council and Ginney Becker, Mervyn Sterne Library, as Secretary-Treasurer (due to the fact that monies were donated and minutes taken during this session). The accomplishments in 1977-78 were primarily a mailing list of interested persons begun and the writing of the Constitution and By-Laws Bylaws. Included in the appendix was also a questionnaire, which Anne and her staff compiled to assess the interest of paralibrarians in the state. This became the groundwork for defining interest and topics for future workshops.

The annual convention in 1978 was planned with Dr. Charles Evans, from the University of Mississippi, who was the Southeastern representative for the Council on Library Technical Assistants. Though the news came out late, 70 people attended his

witty and enlightening session about COLT and paralibrarians nationally. Ruth Sawyer of Birmingham took the Moderator's office and literally propelled PART's goals as well as her own into action. Directing the Round Table through a fruitful year, she also took graduate course work and acquired her MLS degree in 1979. That year the Amelia Gayle Gorgas Library, Tuscaloosa, became a hub of activity under her able leadership. Letters to library directors, asking for names of all their support personnel, personal contact and phone numbers, resulted in an Alabama directory of library support personnel. This directory, combined with the mailing list begun the previous year, maintained newsletter mailings at approximately 700-800 for the next two years. The directory is also a valuable resource for contacting persons by locality. Two workshops, one in Birmingham and one in Tuscaloosa, were a great success according to the participant evaluations.

The Tuscaloosa workshop, developed into two concurrently running sessions, was respectively taught by Dr. Nathan Essex, University of Alabama, Tuscaloosa, on improving communication effectiveness and by Chris Shellabarger, Assistant Training Coordinator, Solinet, Atlanta, Georgia, who discussed and gave "hands-on" experience with OCLO to terminal operators in intermediate and advanced levels. The best summary of a learning experience are the participants own statements; some of which follows:

"The lecture and discussion were well planned, very informative and entertaining."

"He (Dr. Essex) was fantastic: He was able to get every person involved fully."

"The most interesting and outstanding workshop I have ever attended".

"Dr. Essex had a fine presentation and I felt more paralibrarians, along with professionals should attend a workshop such as this."

Communication must surely be the key word used to describe Ruth's term, for it was during 1978/79 that PART began to be widely known and recognized for its worthy goals and objectives.

The annual convention in 1979 found Government Documents and PART Round Tables hosting a joint pre-conference sessions with sixty participants from PART in

attendance. Ms. Marjorie Baggett, Mervyn Sterne Library and Dr. James Benson, University of Alabama taught a very informative session designed to familiarize public service paralibrarians with the most commonly requested documents and their indices. Mr. Doyal Nelms, Mervyn Sterne Library, spoke on the paralibrarian interfacing with automation.

A dedicated Moderator, Ms. Linda Jones of Mervyn Sterne Library took over in 1979-80 with a goal of providing a good workshop. Fall was an excellent time of the year for learning and relaxation at Oak Mountain State Park. The 84 participants quickly learned the topic, "Communication: Developing Effective Working Relationships", was presented by a communications expert, Mr. John Kline. As Communications Advisor to the Commandant, Academic Instructor and Foreign Officers School (AIFOS/CAK) Air University, Maxwell Air Force Base, he kept the audience attentive through a warm autumn afternoon, interposing role playing, audio-visuals, hand-outs, and group sessions with an excellent lecture. Linda also kept a listening ear, firm encouragement, and an open phone line throughout the year to paralibrarians' concerns. The combined efforts of contact from Ruth and Linda's terms peaked membership enrollment, which doubled from the beginning of the 1978 term.

The fine groundwork of contacts brought together the largest working council ever, and Moderator, Judy Simpson, Lister Hill Library, UAB for the 1980-81 term. The Council comprised of officers, committee chairman, committee workers, and other interested members, contributed to vital interest being borne and shared outside the Birmingham locale. In PART's history, these council meetings may have been the longest ever held, as topics were not just reported but thoroughly discussed, involving every person. This contributed to the unity and high attendance of this council throughout the year. Although much work was done in previous years, and the collected materials was passed to Judy, there was poor access to the material, and a lack of continuity between old and new council faces. The primary accomplishments in Judy's term were directed toward internal organization and defining the work paralibrarian, a topic of great controversy. A workshop with continuing education credits was also held in Montgomery. Dr. William Garove of UAB's Management Training Programs guided

72 participants into getting office routines organized and using time wisely. List below are some other accomplishments during this term, which will provide a base of continuity in future terms:

1. Material collected over 3 years was organized into files with topics that can be consistently followed year after year.
2. A system for keeping some of the files was devised, material duplicated, and complete files sent to the Archives of the Alabama Library Association.
3. A study of past workshops produced a chart of financial information and other key factors brought together in one place. This will provide a base of reference, from which to develop future workshops. Information on future workshops can be added to this chart.
4. Regions for Northern and Southern Members-at-Large officers were defined by latitude.
5. All copies of the Alabama Librarian were obtained since 1977, which provides notices of Round Table's activities and annual meetings, as well as pertinent information about the Association and the profession.
6. The Constitution and Bylaws were revised and brought into conformity with the Association's Constitution and Bylaws, and to clarify wording.
7. A Task Force was formed to define "paralibrarian."
8. The Task Force surveyed Alabama librarians for their response to "paralibrarian" and their definition of the term.
9. Approximately 100 journal articles and some books about paralibrarians were collected which provided background to paralibrarian librarianship.

Nearing the end of the term, the Council feared the economic crunch might cancel preliminary plans for the annual meeting. Program plans proceeded on faith and hope and were rewarded with 47 persons in attendance. Guest speaker, Annette Huddle, Mobile Public Library, spoke about the early developments in our society, which led to so many paralibrarian jobs, especially in the public libraries. Her contagious personality and enthusiasm were excellent preparations, which led to active discussions

during the business meeting. The primary topic was the presentations of the Task Force's definition of paralibrarian and the goal for the new year—a brochure about PART. Judy Simpson accepted the office of Moderator for another year, so that with continuity of ongoing activities and internal groundwork, the 1980/81 term may see a fruitful return.

In conclusion, the roots and activity of this Round Table have been primarily in the Birmingham area, and if such an organization can claim a birthplace, the right surely goes to the Mervyn Sterne Library. Three out of four moderators have come from their ranks. Though Judy Simpson transferred from Sterne to a different department in Lister Hill Library--1 ½ blocks away—in 1978, in her initial career mindedness developed from the paralibrarian environment and encouragement during prior employment in the Sterne Library. Acceptance of the post resulted from friendships and encouragement of colleagues there.

Appendix L. Government Documents Round Table – Bylaws

ALABAMA LIBRARY ASSOCIATION GOVERNMENT DOCUMENTS ROUND TABLE (GODORT) Bylaws

ARTICLE I. NAME

The name of this organization shall be the Alabama Government Documents Round Table.

ARTICLE II. OBJECTIVES

The objectives of the Round Table shall be to provide a forum for librarians working with government documents; to provide the availability, use and bibliographic control of documents; and to promote communication between documents librarians and other librarians.

ARTICLE III. MEMBERSHIP

Section 1. Criteria

Membership in this Round Table shall be open to any member in good standing of the Alabama Library Association who subscribes to the objectives of the Round Table.

Section 2. Dues

Dues shall be determined by the membership of the Round Table with the approval of the Alabama Library Association, Inc., Council. Changes in dues shall be approved at the annual meeting.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Officers

The officers of this Round Table shall be a Moderator, Moderator-elect, Secretary-Treasurer. The term of office shall be for one year, beginning at the adjournment of the annual meeting. Officers shall be chosen from Round Table members in good standing who have agreed to serve in that office.

Section 2. Duties

Those officers shall perform the duties pertaining to their respective offices.

- a. Moderator:** The Moderator shall be the chief executive of the Round Table, Chairperson of the Steering Committee, and the Round Table's representative to the ALLA, Inc., Council.
- b. Moderator-elect:** The Moderator-elect shall perform the duties of the Moderator in the absence of the Moderator; shall be a member of the Steering Committee; shall be responsible for the program at the annual meeting; shall serve as Membership Chairperson; and shall serve as an aide to the Moderator.
- c. Secretary-Treasurer:** The Secretary-Treasurer shall handle correspondence, keep minutes of general and Steering Committee meetings, be empowered to receive and authorize the disbursement of funds as approved by the Association treasurer, and keep necessary and proper records.

Section 3. Transfer of Records

All officers shall deliver to their successors all official material not later than two weeks following the installation of their successors.

Section 4. Officer Vacancy

In case of a vacancy in the office of Moderator, the Moderator-elect shall succeed to the office of Moderator for the remainder of the unexpired term. A special election shall be held to elect a Moderator-elect who shall succeed the Moderator when his term ends. When a vacancy occurs in the office of Moderator-elect or Secretary, a special election shall be held to fill the vacancy. When a vacancy occurs on the Steering Committee other than that of Moderator-elect or Secretary, the Steering Committee shall appoint a member to serve the remainder of the term.

ARTICLE V. MEETINGS

Meetings shall be held at such times and places as designated by the Steering Committee.

ARTICLE VI. STEERING COMMITTEE

Section 1. Members

The Steering Committee shall consist of the elected officers, the chairpersons of the task forces and committees, the newsletter editor and assistant editor, and such other persons as deemed necessary by the Steering Committee.

Section 2. Duties

The duties of the Steering Committee shall be general supervision of the affairs of the Round Table in the intervals between meetings.

Section 3. Meeting Protocol

Meetings shall be held when called by the Moderator, or the Moderator-elect in the Moderator's absence, or by a majority of the members of the Committee. A simple majority of the members present constitutes a quorum. All meetings of the Steering Committee shall be open meetings.

ARTICLE VII. TASK FORCES, COMMITTEES, EDITOR, AND ASSISTANT EDITOR

Section 1. Task Force Creation

Task forces shall be created by the Steering Committee as it deems necessary to carry on the work and to further the objectives of the Round Table. Chairpersons of task forces shall be appointed by the Steering Committee from Round Table members in good standing who have agreed to serve in that office. The term of office shall be for one year beginning at the adjournment of the annual meeting.

Section 2. Special Committee Creation

Special committees shall be created by the Steering Committee as it deems them necessary for the interest of the Round Table.

- a. Chairpersons of the committees shall be chosen by members of the committee.

Section 3. Election Committee

An Elections Committee consisting of not less than three members shall be chosen by the Steering Committee. No member of the Elections Committee shall be a member of the Steering Committee at the time he is appointed to the Elections Committee. The Elections Committee shall propose a full slate of officers to the membership for its consideration four weeks prior to the meeting at which the voting is to be done. The Elections Committee shall conduct all elections.

Section 4. Appointing an Editor

An Editor shall be appointed by the current Steering Committee to serve the succeeding year. The Assistant Editor shall be chosen by the Editor with the approval of the Steering Committee. Both Editor and Assistant Editor are to be chosen from Round Table members in good standing who have agreed to serve in that respective office. Terms of office for both Editor and Assistant Editor shall be for one year beginning at the adjournment of the annual meeting. The Editor and Assistant Editor may be re-appointed for successive terms of office at the discretion and with the approval of the Steering Committee.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. Meeting Protocol

The most recent edition of Robert's Rules of Order shall govern all meetings of the Round Table and its task forces and committees in all cases where applicable and not in conflict with these bylaws.

Section 2. Quorum

The members present at an announced meeting shall constitute a quorum for the conduct of business.

Section 3. Voting

A majority of members present and voting shall be sufficient to take any action except amending these Bylaws.

ARTICLE IX. AMENDMENTS

Section 1. Amendments to Bylaws

The Bylaws may be amended at the annual business meeting or at any called meeting of the Round Table provided that: the amendment was presented for consideration of the members at least four weeks prior to said meeting, and that two-thirds of the votes cast shall constitute the majority vote necessary.

Section 2. Proposal of Amendments

Amendments may be proposed by the Steering Committee, or by a motion from the floor, provided that the procedure in Article IX, Section 1, is followed.

ARTICLE X. STATE AFFILIATE

This organization shall be a state affiliate of the American Library Association GODORT and shall be a round table of the Alabama Library Association, Inc. As such, it shall be conducted in accordance with Article IX of the Bylaws of the Alabama Library Association, Inc.

Amended 1988

Multicultural Information Round Table Handbook

The Multicultural Information Round Table (MCIRT) of the Alabama Library Association was established in 2010 to give a platform to issues and challenging attitudes about diversity and inclusion in various types of libraries within the state of Alabama. MCIRT is committed to fostering a learning environment to encourage the awareness of diversity as well as value the differences that contribute to the library profession.

Article I. MISSION AND MEMBERSHIP

Section 1. Mission

The mission of the Multicultural Information Round Table is to promote the appreciation for and understanding of the value of diversity and inclusion. It provides a forum for exchanging information concerning race, ethnicity, gender, sexual orientation, physical ability, age and more with the goal of informing and creating awareness on the varied aspects of diversity.

Section 2. Membership

Any member of the Alabama Library Association may become a member of the Multicultural Information Round Table. The Round Table members are librarians, paraprofessionals, and library science students who are all interested in supporting the Round Table's mission of promoting diversity and inclusion in the library profession.

As a member of the Multicultural Information Round Table, dues shall be paid on an annual basis according to the fiscal year established by the Alabama Library Association Executive Council. Members in good standing have the following benefits:

- Eligible to vote in the Alabama Library Association's general election and, specifically, eligible to vote for MCIRT officers
- Encouraged to attend the annual business meeting during the Alabama Library Association's annual convention

Article II. OFFICERS/EXECUTIVE COMMITTEE/ELECTIONS AND APPOINTMENTS

Section 1. Officers

Subsection 1. Elected Officers

The elected officers of the Round Table are Moderator, Moderator-Elect, Immediate Past-Moderator, and Secretary-Treasurer.

Subsection 2. Terms of Office

a. Moderator

This is a three-year commitment: one year as Moderator-Elect, followed by one year as Moderator, and followed by one year as Immediate Past-Moderator.

The Moderator's term in office begins at the adjournment of the MCIRT business meeting held at the Alabama Library Association annual convention and concludes at the adjournment of the MCIRT business meeting held at the following year's Alabama Library Association annual convention. The terms of the Moderator-Elect and the Immediate Past-Moderator will follow the same schedule.

Exception: In the event no successor has been voted into office as Moderator-Elect, the Moderator will continue to serve as Moderator until the adjournment of the annual convention MCIRT business meeting at which his/her successor has either been voted into office during the next ALLA election cycle OR has been appointed by the incoming ALLA President if an appointment is necessary due to a lack of nominees during the most recent ALLA election. The terms of office for Moderator-Elect and Immediate Past-Moderator.

Exception: In the event the office of Moderator becomes vacant during the Moderator's year in office, the Moderator-Elect shall assume the office of Moderator.

b. Secretary-Treasurer

This is a two-year commitment. The Secretary-Treasurer's term in office begins at the adjournment of the MCIRT business meeting held at the Alabama Library Association annual convention and concludes at the adjournment of the MCIRT business meeting held at the Alabama Library Association annual convention *two years later*.

Exception: In the event no successor has been voted into office as Secretary-Treasurer, the Moderator shall appoint a Round Table member in good standing (including the Secretary-Treasurer whose two-year term has just expired if he/she

is willing to accept the appointment) to this position with the approval of the incoming ALLA President.

Subsection 3. Termination or Resignation of Office

If necessary, any elected officer may have his/her term in office terminated by a majority vote of the Executive Committee (see MCIRT Bylaws Article IV, Section 5). In the event the officer being terminated is the Secretary-Treasurer or the Moderator-Elect or the Immediate Past-Moderator; the Moderator, under the direction of the Executive Committee, will notify the officer being terminated in writing. In the event the officer being terminated is the Moderator; the Moderator-Elect, under the direction of the Executive Committee will notify the Moderator in writing.

If an officer finds it necessary to resign his/her office, he/she will notify the Moderator in writing. The same provisions apply to officers appointed as Chair of any of the standing committees listed below.

Subsection 4. Executive Committee

a. Charge of Committee

The Executive Committee of the Multicultural Information Round Table conducts business of the Round Table and is charged with keeping the membership informed of its official actions.

b. Members

The Executive Committee is composed of the following elected officers: Moderator, Moderator-Elect, Immediate Past-Moderator, and Secretary Treasurer plus those appointed as Chair of the following Standing Committees: Nominating, Convention Program, Workshop Planning, Membership, By-Laws, and Public Relations. See Article III Committees and Task Forces, below.

c. Meetings

The Executive Committee normally has quarterly meetings plus any additional meetings as needed. Meetings may be held in-person, via e-mail, telephone, or virtually.

d. Responsibilities

The Executive Committee manages the business affairs of the Round Table such as approving appointments made between elections to fill vacancies except Moderator and Secretary-Treasurer which need to be approved by the ALLA President. See, also, Duties of Officers, below for individual responsibilities.

Subsection 5. Duties of Officers

a. Moderator

As the chief executive of the Round Table, the Moderator directs and coordinates the business of the Round Table. The Moderator organizes quarterly meetings of the MCIRT Executive Committee and other meetings as needed by notifying Executive Committee members in advance, setting the agenda, and, if necessary makes arrangements for virtual meetings or meetings by e-mail when not meeting in person. The Moderator submits an operating budget to the ALLA Treasurer prior to the first quarterly meeting of the ALLA Executive Council and is responsible for submitting quarterly reports, etc. to the ALLA Executive Council and attending quarterly meetings of the Executive Council. The Moderator organizes and presides over the annual business meeting held at the conclusion of the MCIRT program held at the annual ALLA convention.

b. Moderator-Elect

The Moderator-Elect assists the Moderator as needed including substituting for the Moderator in case of temporary absence, resignation, or termination in office. The Moderator-Elect, working with the Convention Program Committee, will be responsible for the program to be held at the MCIRT meeting at the annual ALLA convention.

c. Immediate Past-Moderator

The primary responsibility of the Immediate Past-Moderator will be to recruit nominees for MCRT office for the next ALLA election cycle: ideally, two nominees each for Moderator-Elect and two for Secretary-Treasurer (every other year since this is a two-year position).

d. Secretary-Treasurer

The Secretary-Treasurer takes minutes at quarterly and called meetings of the Executive Committee and provides a copy of these minutes to the Moderator shortly after a meeting has taken place. The Secretary-Treasurer also keeps a record of financial transactions (expenditures and revenues) of the Round Table if any take place, for example, in connection to organizing a non-convention workshop.

Article III. COMMITTEES AND TASK FORCES

Section 1. Committee Appointments

MCIRT members in good standing are eligible for appointment to serve as Committee Chairs and Committee members of the Standing Committees listed below. Chairs and Committee Members are appointed by the Moderator with the approval of the Executive Committee (see Article II Officers Section 4 Executive Committee, above). Chairs of Standing Committees serve as members of the MCIRT Executive

Committee and report on Committee business at quarterly and called meetings as needed. Committees hold their own meetings as often as needed to conduct business and work on projects, etc.

Section 2. Standing Committees

a. Nominating Committee

Identifies nominees for the following elected offices: Moderator-Elect and Secretary-Treasurer. Ideally, two nominees per office. After confirming that nominees are available and interested, the slate of nominees is presented to the MCIRT Executive Committee for approval and, once approved, the MCIRT Moderator submits a Nominee Biographical Information Form (<http://www.allanet.org/?page=44>) to the ALLA Nominating Committee Chair/Immediate Past-President by the deadline established by that officer.

b. Convention Program Committee

Investigates possible programs and speakers for the next ALLA annual convention. Provides detailed information including potential speaker(s) contact information for the MCIRT Executive Committee to consider.

c. Workshop Planning Committee

When feasible, plans and organizes a workshop to be held separately from the annual convention program. Provides detailed information including potential speaker(s) contact information for the MCIRT Executive Committee to consider.

d. Membership Committee

Discusses and formulates strategies for recruitment and retention of members. Presents ideas to the MCIRT Executive Committee. This Committee may want to work together with the Public Relations Committee on some projects or ideas.

e. By-Laws Committee

Reviews existing MCIRT By-Laws to determine if any changes or additions need to be made. Provides written recommendations as needed for the MCIRT Executive Committee to consider. If the Executive Committee votes in favor of a change or addition, the Moderator will provide a written recommendation with the suggested change(s) or addition(s) to the ALLA Bylaws Committee Chair to review. If approved by the ALLA Bylaws Committee, the MCIRT Moderator will then present the new or revised MCIRT Bylaw(s) to the ALLA Executive Council for approval. If approved, the new or revised bylaw(s) will then be presented to the MCIRT membership for approval. This can be done either in-person at the annual MCIRT business meeting held at the end of the MCIRT convention program or by e-mail at least 30 days PRIOR to the annual business meeting.

f. Public Relations Committee

Discusses and formulates ideas for promoting the MCIRT to the ALLA membership. This Committee may want to work together with the Membership Committee on some projects or ideas.

Section 3. Ad Hoc Committees

These committees are appointed by the Moderator to carry out a specific task. When the task or project is complete, the committee ceases to exist. When the appointment of an *ad hoc* committee is made, the committee's charge, membership, and approximate duration are provided by the Moderator with assistance from the Executive Committee as needed.

Article IV. MEETINGS AND WORKSHOPS

Section 1. Annual Business Meeting

The annual business meeting shall be held during the annual convention of the Alabama Library Association; the convention is held during each year in April.

Section 2. Special Meetings

- a. Special meetings may be called by the Moderator or the Moderator-Elect.
- b. Notices of special meetings shall be mailed or emailed at least 30 days before each meeting.

Section 3. Workshops

Workshops may be feasible outside the annual convention of the Alabama Library Association each year. Workshops may be held in any format including in-person or via webinars.

Or

When feasible, workshops may be held separately from the annual convention of the Alabama Library Association held in April of each year. Workshops can be in-person at a physical location or virtual. The Workshop Planning Committee of the Multicultural Information Round Table is responsible for the planning and organization of potential workshops.

Appendix N: Multicultural Information Roundtable – Bylaws

Bylaws of the Multicultural Information Roundtable (MCIRT) of the Alabama Library Association (Created in 2015)

ARTICLE I. NAME

The name of the unit shall be the Multicultural Information Roundtable of the Alabama Library Association.

ARTICLE II. PURPOSE

The Multicultural Information Roundtable is a unit within the Alabama Library Association. Its purpose is to provide a forum for exchanging information concerning race, ethnicity, gender, sexual orientation, physical ability, age and more.

ARTICLE III. MEMBERSHIP

Section 1. Classification

Any member of the Alabama Library Association may become a member of the Roundtable upon payment of dues. Members are: librarians, library employees and or library/information science students who are members of the Alabama Library Association interested in supporting the work of the Roundtable.

Section 2. Rights and Privileges

Only personal members of the Roundtable shall have the right to vote and hold office. Only personal members shall have the right to be appointed to a committee.

Section 3. Dues

The dues shall be paid on an annual basis according to the fiscal year established by the Alabama Library Association Executive Council. The dues schedule shall be reviewed at least every three years at the discretion of the elected officers of the

Roundtable. Any suggested changes will be presented to the ALLA Executive Council for approval.

Section 4. Unpaid Dues

Members whose dues are unpaid upon the expiration of their membership year and who shall continue such delinquency for one month after notice of the same has been sent, shall be dropped from membership. Lapsed members may be reinstated upon payment of dues for the current year.

ARTICLE IV. OFFICERS

Section 1. Elected Officers

Elected officers of the Roundtable shall be the Moderator; Moderator-Elect, Immediate Past-Moderator, Secretary-Treasurer.

Section 2. Executive Committee

The elected officers shall function as the Executive Committee. The Executive Committee shall be presided over by the Moderator. Standing Committee Chairs (see *Article VII*, below) shall also serve as members of the Executive Committee.

- a. A vacancy in the elected membership of the Executive Committee shall be filled by Executive Committee appointment, the appointee to serve until annual officer elections.
- b. The Executive Committee shall report on its activities quarterly to the Executive Council of the Alabama Library Association.
- c. A majority shall constitute a quorum of the Executive Committee.

Section 3. Duties of Officers

The elected officers shall perform the duties of their respective offices and other such duties as approved.

- a. The Moderator shall be chief executive of the Roundtable and the Roundtable's representative to the Alabama Library Association Executive Council, and shall send notification of meetings, and submit operating budget request forms, quarterly reports, etc. as required by the ALLA Executive Council.

- b. The Moderator-elect shall perform the duties of the Moderator in the absence of the Moderator; shall be a member of the Steering Committee; shall be responsible for the program at the annual meeting; shall serve as Membership Chairperson; and shall serve as an aide to the Moderator

Section 4. Terms of Office

All elected officers shall serve until the adjournment of the Roundtable business meeting at the Annual Convention of the Alabama Library Association of the year in which their term is slated to expire or until the adjournment of the meeting at which their successor(s) are chosen.

- a. The Moderator and Moderator-elect shall serve for one-year terms; upon completion of his/her term as Moderator, the Moderator shall then serve in the position of Immediate Past Moderator for a one-year term.
- b. The Secretary-Treasurer shall serve for a two-year term.

Section 5. Termination of Office

Any elected officer may be terminated by a majority vote of the Executive Committee. Cause for termination shall include non-correspondence or non-attendance of two consecutive MCRT (electronic or physical) meetings without notification to the Moderator or Moderator-Elect. The Secretary-Treasurer, under the direction of the Executive Committee, shall notify the officer in writing the cause for termination action taken against him/her.

MEETINGS

Section 1. Regular Meetings

- a. The annual membership meeting of the Roundtable shall be held during the Annual Convention of the Alabama Library Association. Reports on the activities of the Executive Committee and Standing Committees shall be made to the membership.
- b. The Executive Committee will meet quarterly and as often as needed via e-mail when in- person meetings are not feasible and at the Annual ALLA Convention.
- c. At all meetings, Robert's' Rules of Order (latest edition) will be followed.

Section 2. Voting

Votes by mail or e-mail may be authorized by the Executive Committee between meetings. A simple majority of the Executive Committee shall constitute a quorum

and a three-fourths majority of those voting shall be required to carry. For votes by the membership of the Roundtable, twenty-five percent of the membership shall constitute a quorum and a majority of those voting shall be required to carry.

Section 3. Quorum

Those members of the Roundtable present shall constitute a quorum at membership meetings.

NOMINATIONS AND ELECTIONS

Section 1. Nominations

- a. No person shall be nominated by the Nominating Committee whose written statement of acceptance has not been filed with the Executive Committee. The written statement may be submitted via e-mail.
- b. No person shall be nominated for more than one elective office.
- c. No person shall be nominated who is not a personal member of the Alabama Library Association.

Section 2. Elections

Officers shall be elected by a simple majority vote. In the case of a tie vote, the Executive Committee shall be responsible for breaking the tie by electing one of the two candidates. A simple majority of the Executive Committee shall carry.

Section 3. Re-election

Officers may be re-elected but may not serve more than two consecutive terms for the same office.

ARTICLE VII. COMMITTEES AND TASK FORCES

Section 1. Standing Committees

The following Committees shall be Standing Committees of the Roundtable:

- a. Nominating Committee
- b. Convention Program Committee
- c. Workshop Planning Committee
- d. Membership Committee
- e. By-Laws Committee
- f. Public Relations Committee

Subsection 1. Chairs of the Standing Committee shall attend meetings of the Executive Committee and have voting rights.

Section 2. Committees

Committees shall be established and abolished by a majority vote of the Executive Committee of the Roundtable.

Section 3. Establishment of Standing Committees

Standing committees shall be proposed by any personal member of the Roundtable who files a signed petition of not less than ten personal members of the Roundtable. Chairs of Committees shall attend Executive Committee meetings. Chairs of ad hoc committees shall attend Executive Committee meetings but without voting rights.

Section 4. Appointment of Chairs and Committee Functions

- a. The Chair of each Standing Committee shall be appointed by the Immediate Past-Moderator of the Roundtable. The chair of each Standing Committee shall appoint members to his/her respective Committee according to the guidelines and/or requirements for each respective Committee as established by the Executive Committee and described in the MCRT Handbook.
- b. The term for a chair of a Committee shall be two years and shall not exceed two consecutive terms.
- c. Committee members shall be appointed on an annual basis by the chair of each Committee.
- d. Committee members shall be appointed for two years, staggered so that no more than one-half of the members of each Committee shall be retired in any one year.
- e. Appointments shall be announced by an e-mail message from the MCRT Moderator to the MCRT membership and to the Association Administrator.
- f. Each Committee shall meet as often as necessary to conduct business; meetings may be conducted via e-mail or other virtual format.
- g. A written report must be submitted to the Moderator of the Roundtable prior to each quarterly meeting of the Executive Committee, prior to the annual

convention, and as requested by the Moderator. If the Committee chairperson cannot attend, a report must be submitted prior to the meeting.

Section 5. Task Forces

Task Force groups and the chair of each Task Force shall be established by the Executive Committee of the Roundtable. The chair of the Task Force shall submit a statement of objectives to the Executive Committee for approval before a Task Force can be created. The lifespan of a Task Force shall be until the objectives have been completed. A simple majority vote of the Executive Committee is required to disband a Task Force.

ARTICLE VIII. QUORUM

At membership meetings, a quorum shall consist of those personal members present.

ARTICLE IX. FINANCES

Section 1. Financial Practices

All financial practices of the Roundtable shall be in accord with the practices of the Alabama Library Association.

Section 2. Authorization and Payment of Expenditures

No officer, Committee, or Task Force group, as well as individual member of the Roundtable, shall incur any expense on behalf of the Roundtable unless duly authorized by the Moderator of the Roundtable.

ARTICLE X. AMENDMENTS

Amendments to the by-laws may be proposed by any member upon presentation of a petition with signatures from ten personal members of the Roundtable to the Executive Committee or by recommendation of the Executive Committee. The proposed amendment shall be distributed in advance by e-mail or other medium to the MCRT membership and voted upon by the membership at the annual meeting of the Roundtable.

Appendix O: Association Historical Data

PRESIDENTS OF THE ALABAMA LIBRARY ASSOCIATION

1905-1918 – Dr. Thomas M.
Owen, Montgomery

1921-1922 – Dr. J. R. Rutland,
Auburn

1924-1925 – Miss Lila May
Chapman, Birmingham

1927-1929 – Mrs. Marie B.
Owen, Montgomery

1929-1931 – Mrs. Mary Inge
Hoskins, Florence

1931-1932 – Miss Mary E.
Martin, Auburn

1932-1932 – Miss Kathleen
Thompson, Birmingham
(resigned)

1932-1934 – Miss Frances
Pickett, Montgomery (V.P.,
became President)

1933-1936 – No meetings

1937-1938 – Miss Alice Wyman,
Tuscaloosa

1938-1939 – Miss Mildred
Goodrich, Anniston

1939-1940 – Miss Mary E.
Martin, Auburn

1940-1941 – Mr. Hoyt R. Galvin,
Huntsville

1941-1942 – Miss Fannie
Schmitt, Tuscaloosa

1942-1943 – Miss Farley Lee,
Auburn

1943-1945 – Mrs. Pauline
Foster, Tuscaloosa

1945-1946 – Miss Margaret
Miller, Birmingham

1946-1947 – Miss Emma Louise
Wills

1947-1949 – Dr. Clyde H.
Cantrell, Auburn

1949-1950 – Miss Mildren
Johnston, Jacksonville

1950-1952 – Mrs. Gretchen
Schenk, Summerdale

1952-1953 – Miss Mabel
Willoughby, Birmingham

1953-1954 – Miss Sybil Baird
(Mrs. Dearing), Birmingham

1954-1955 – Mr. John K.
Cameron, Montgomery

1955-1956 – Mr. Joe D.
Langston, Birmingham

1956-1957 – Mrs. Wills M.
Boysworth, Montgomery

1957-1957 – Dr. Jerrold Orne,
Montgomery (resigned)

1957-1958 – Mrs. Jean Hoffman,
Birmingham

1958-1959 – Mrs. Elinor Arsic,
Tuscaloosa

1959-1961 – Mrs. Edna Earle
Brown, Auburn

1961-1962 – Miss Martha Jule
Blackshear, Montgomery

1962-1963 – Miss Jane Bentley
(Mrs. Cooney), Huntsville

1963-1964 – Mr. Richard Covey,
Huntsville

1963-1964 – Mr. F. Wilbur
Helmbold, Birmingham

1964-1965 – Mr. Robert W.
Severance, Montgomery

1965-1966 – Mrs. Robbie
Barksdale, Auburn

1966-1967 – Mr. Robert J. Zietz,
Mobile

1967-1968 – Mrs. Ruth Waldrop,
Birmingham

1968-1969 – Mr. Wayne Love,
Dothan

1969-1970 – Mrs. Sarah Brown,
Birmingham

1970-1971 – Mr. Joe Jackson,
Tuscaloosa

1971-1972 – Mrs. Nancy Agnew
(Yates), Decatur

1972-1973 – Mr. George
Johnson, Opp

1973-1974 – Mr. Elbert Watson,
Huntsville

1974-1975 – Dr. Mary Sue
McGarity, Birmingham

1975-1976 – Mr. Luther Lee,
Montgomery

1976-1977 – Mr. George
Stewart, Birmingham

1977-1978 – Mrs. Mozelle
Cummings, Montgomery

1978-1979 – Mrs. Betty D. Beal,
Birmingham

1979-1980 – Dr. William C.
Highfill, Auburn

1980-1981 – Mr. Dallas Baillio,
Mobile

1981-1982 – Mrs. Julia
Rotenberry, Montevallo

1982-1983 – Mrs. Jane McRae,
Birmingham

1983-1984 – Mrs. Patricia S.
Moore, Birmingham

1984-1985 – Dr. Neil Snider,
Livingston

1985-1986 – Dr. B. Ruth
Goodwyn, Birmingham

1986-1987 – Ms. Betty D. Clark,
Birmingham

1987-1988 – Mrs. Pauline C.
Williams, Montevallo

1988-1989 – Mrs. Mary Maude McCain, Birmingham

1989-1990 – Mrs. Regina G. Cooper, Huntsville

1990-1991 – Dr. Martha Merrill, Jacksonville

1991-1992 – Dr. Geraldine Bell, Birmingham

1992-1993 – Ms. Jane Keeton, Birmingham

1993-1994 – Ms. Deborah J. Grimes, Northport

1994-1995 – Ms. Margaret Blake, Mobile

1995-1996 – Mr. Jack F. Bulow, Birmingham

1996-1997 – Mrs. Nancy S. Donahoo, Hoover

1997-1998 – Mrs. Donna K. Fitch, Birmingham

1998-1998 – Ms. Patricia Kyser, Birmingham (resigned)

1998-2000 – Dr. Janice Franklin, Montgomery (V.P., became President)

2000-2001 – Ms. Rebecca Buckner Mitchell, Gadsden

2001-2002 – Dr. Henry R. Stewart, Troy

2002-2003 – Mrs. Paulette Williams, Alabaster

2003-2004 – Mrs. Jaunita Owes, Montgomery

2004-2005 – Dr. Tim Dodge, Auburn

2005-2006 – Ms. Jane Garrett, Montgomery

2006-2007 – Ms. Betty Forbus, Dothan

2007-2008 – Mrs. Theresa Trawick, Opp

2008-2009 – Mrs. Eve Engle Kneeland, Auburn

2009-2010 – Mr. Dennis Nichols, Homewood

2010-2011 – Ms. Jodi Poe, Jacksonville

2011-2012 – Mr. Steven Yates, Birmingham

2012-2013 – Mrs. Emily Tish, Trussville

2013-2014 – Mr. Jeff Simpson, Montgomery

2014-2015 – Ms. Wendy Stephens, Huntsville

2015-2016 – Mrs. Paula Laurita, Athens

2016-2017 – Mr. Jeff Graveline, Birmingham

2017-2018 – Ms. Sonya Jordan, Mountain Brook

2018-2019 – Ms. Carrie Steinmehl, Hoover

ALABAMA LIBRARY ASSOCIATION CONVENTION SITES

This summary was compiled from minutes, programs, and news articles in the files of the Alabama Department of Archives and History, Montgomery, Alabama.

1905 – Montgomery	1920 – No meeting held or meeting postponed.
1906 – No meeting held or meeting postponed.	1921 – Dothan
1907 – Montgomery, Birmingham, Bessemer, and Ensley	1922 – Decatur, Florence, and Tuscumbia
1908 – Anniston, Jacksonville, and Gadsden	1923 – No meeting held or meeting postponed.
1909 – Montgomery and Auburn	1924 – Birmingham
1910 – Selma, Marion, and Montevallo	1925 – Mobile and Fairhope
1911 – Tuscaloosa	1927 – Birmingham
1912 – Union Springs and Troy	1929 – Montevallo
1913 – Information was not definite	1930 – No meeting held or meeting postponed.
1914 – Information was not definite	1931 – University
1915 – Meeting announced for March 24-26 at Montgomery but cancelled.	1932 –
1916 – Montgomery	1933 – No meeting held or meeting postponed.
1916 – Birmingham	1934 – Birmingham
1917 – No meeting held or meeting postponed.	1935 – No meeting held or meeting postponed.
1918 – Montgomery	1936 – No meeting held or meeting postponed.
1919 – No meeting held or meeting postponed.	1937 – Gadsden
	1938 – Fairhope
	1939 – Montgomery

1940 – Huntsville	1964 – Birmingham
1941 – Tuscaloosa	1965 – Mobile
1942 – Auburn	1966 – Montgomery
1943 – Montgomery	1967 – Tuscaloosa
1944 –	1968 – Huntsville
1945 – Birmingham	1969 – Interim Meeting in Birmingham
1946 – Montgomery	1969 – Joint Meeting with Mississippi in Biloxi
1947 – Birmingham	1970 – Mobile
1948 – District Meetings in Decatur, Montgomery, and Mobile	1971 – Tuscaloosa
1949 – Mobile	1972 – Anniston
1950 – Florence	1973 – Huntsville
1951 – Florence	1974 – Birmingham
1952 – Birmingham	1976 – Mobile
1953 – Huntsville	1977 – Montgomery
1954 – Montgomery	1978 – Birmingham
1955 – Mobile	1979 – Montgomery
1956 – Sheffield	1980 – Montgomery
1957 – Tuscaloosa	1981 – Birmingham
1958 – Birmingham	1982 – Huntsville
1959 – Birmingham	1983 – Montgomery
1960 – Mobile	1984 – Birmingham
1961 – Tuscaloosa	1985 – Mobile
1962 – Huntsville	1986 – Montgomery
1963 – Anniston	1987 – Huntsville

1988 – Montgomery	2013 – Montgomery
1989 – Birmingham	2014 – Huntsville
1990 – Orange Beach	2015 – Point Clear
1991 – Tuscaloosa	2016 – Gadsden
1992 – Birmingham	2017 -- Montgomery
1993 – Huntsville	2018 – Florence/Muscle Shoals
1994 – Orange Beach	
1995 – Auburn	
1996 – Mobile	
1997 – Birmingham	
1998 – Point Clear	
1999 – Orange Beach	
2000 – Birmingham	
2001 – Montgomery	
2002 – Huntsville	
2003 – Mobile	
2004 – Montgomery	
2005 – Birmingham	
2006 – Florence	
2007 – Mobile	
2008 – Birmingham	
2009 – Auburn	
2010 -- Huntsville	
2011 – Orange Beach	
2012 – Hoover	

ALABAMA AUTHOR AWARDS

- 1957 – Malcolm C. McMillan. *Constitutional Development in Alabama, 1798-1901: A Study in Politics, The Negro, and Sectionalism.*
- 1958 – W. Stanley Hoole. *Vizetelly Covers the Confederacy.*
- 1959 – Emma Lila Fundaburk and Mary D. Foreman. *Sun Circles And Human Hands; The Southeastern Indians Art And Industries.*
- 1960 – Hudson Strode. For his distinguished contribution to Alabama's literary culture. Awarded in recognition of his historical writings and also for his inspiration and instruction to young writers who have become successful.
- 1961 – Harper Lee. *To Kill A Mockingbird.*
- 1962 – James F. Sulzby, Jr. *Historic Alabama Hotels and Resorts.*
- 1963 – Borden Deal. *Dunbar's Cove.*
- 1964 – Thomas A. Imhof. *Alabama Birds.*
- 1965 – Douglass Cater. *Power In Washington; A Critical Look At Today's Struggle To Govern In The Nation's Capital.*
- 1966 – Jesse Hill Ford. *The Liberation Of Lord Byron Jones.*
- 1967 – Wade H. Hall. *The Smiling Phoenix; Southern Humor From 1865 To 1914.*
- 1968 – Madison Jones. *An Exile.*
- 1969 – Babs Deal. *The Walls Came Tumbling Down.*
- 1970 – Sara Mayfield. *The Constant Circle: H. L. Mencken and His Friends.*
[nonfiction]
- 1971 – Mildred Lee. *The Skating Rink.* [fiction]
- 1972 – Sheldon Hackney. *Populism To Progressivism In Alabama.* [nonfiction]
- 1973 – Virginia Van der Veer Hamilton. *Hugo Black: The Alabama Years.*
[nonfiction] ; Anne Nall Stallworth. *This Time Next Year.* [fiction]
- 1974 – John Bennett Walters. *Merchant Of Terror: General Sherman And Total War.* [nonfiction] Joe David Brown. *Addie Pray: A Novel.* [fiction]
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- 1975 – Sara Newton Carroll. *The Search: A Biography Of Leo Tolstoy*. [nonfiction] Albert Murray. *Train Whistle Guitar*. [fiction] Blanche E. Dean, Amy Mason, and Joab Thomas. *Wildflowers Of Alabama And Adjoining States*. [special award]
- 1976 – Kathryn Tucker Windham. *Alabama: One Big Front Porch*. [nonfiction] Virginia Pounds Brown. *The Gold Disc Of Coosa*. [fiction]
- 1977 – F. Wilbur Helmbold. *Tracing Your Ancestry*. [nonfiction] William Bradford Huie. *In The Hours Of The Night: A Novel*. [fiction]
- 1978 – Howell Raines. *My Soul Is Rested: Movement Days In The Deep South Remembered*. [nonfiction] Howell Raines. *Whiskey Man*. [fiction]
- 1979 – Jay Higginbotham. *Old Mobile: Fort Louis De La Louisiane, 1702-1711*. [nonfiction] Gail Godwin. *Violet Clay*. [fiction]
- 1980 – Edward O. Wilson. *On Human Nature*. [nonfiction] Judith Richards. *Summer Lightning*. [fiction] Margaret Z. Searcy. *Tiny Bat And The Ball Game*. [juvenile]
- 1981 – Sheyann Webb, Rachel West Nelson, and Frank Sikora. *Selma, Lord, Selma: Girlhood Memories Of The Civil-Rights Days*. [nonfiction] Walker Percy. *The Second Coming*. [fiction]
- 1982 – Viola Liddell. *A Place Of Springs*. [nonfiction] Winston Groom. *As Summers Die*. [fiction] ;W. E. Butterworth. *Leroy And The Old Man*. [juvenile]
- 1983 – Tinsley E. Yarbrough. *Judge Frank Johnson And Human Rights In Alabama*. [nonfiction] Hilary Milton. *The Brats And Mr. Jack*. [juvenile]
- 1984 – Linda O. McMurry. *George Washington Carver, Scientist And Symbol*. [nonfiction] Roy Hoffman. *Almost Family*. [fiction] Emma M. Butterworth. *As The Waltz Was Ending*. [juvenile]
- 1985 – Rhoda Ellison. *Bibb County, Alabama: The First Hundred Years, 1818-1918*. [nonfiction] Robert McCammon. *Usher's Passing*. [fiction] 1986 – Fred Hobson. *Tell About The South: The Southern Rage To Explain*. [nonfiction]
- 1986 – Paul Hemphill. *The Sixkiller Chronicles*. [fiction] Cindy Wheeler. *Marmalade's Christmas Present*. [juvenile]

- 1987 –Virginia Foster Durr. *Outside The Magic Circle: The Autobiography Of Virginia Foster Durr*. Edited by Hollinger F. Barnard [nonfiction, awarded to author and editor] Mary Ward Brown. *Tongues Of Flame*. [fiction]
- 1988 –Andrew Hudgins. *Saints And Strangers*. [nonfiction] Robert Inman. *Home Fires Burning*. [fiction] James Haskins. *Count Your Way*. [juvenile]
- 1989 –Ann Waldron. *Close Connections: Caroline Gordon And The Southern Renaissance*. [nonfiction] Fannie Flag. *Fried Green Tomatoes At The Whistle-Stop Cafe*. [fiction] Nola Thacker. *Summer Stories*. [juvenile]
- 1990 –Thomas Cook. *Sacrificial Ground*. [fiction] Jimmy Buffett and Savannah Jane Buffett. *The Jolly Mon*. [juvenile]
- 1991 –Dr. Wayne Flynt. *Poor But Proud: Alabama's Poor Whites*. [nonfiction] Vicki Covington. *Bird Of Paradise*. [fiction] Nancy Van Laan. *Rainbow Crow: A Lenape Tale*. [juvenile]
- 1992 –Henry Southerland and Jerry Brown. *The Federal Road*. [nonfiction] Robert Inman. *Old Dogs & Children*. [fiction]
- 1993 –Harry Middleton. *On The Spine Of Time: An Angler's Love Of The Smokies*. [nonfiction] Gail Godwin. *Father Melancholy's Daughter*. [fiction] Angela Johnson. *When I Am Old With You*. [juvenile]
- 1994 –Carl Elliott. *The Cost Of Courage: The Journey Of An American Congressman*. [nonfiction] Mark Childress. *Crazy In Alabama*. [fiction] Dennis Covington. *Lizard*. [juvenile/young adult]
- 1995 –Tobias Wolff. *In Pharoah's Army: Memories Of The Lost War*. [non-fiction] Dennis McFarland. *School For The Blind*. [fiction] Rick Shelton. *Hoggle's Christmas*. [juvenile]
- 1996 –Dr. Forrest McDonald. *The American Presidency: An Intellectual History*. [non-fiction] Andrew Hudgins. *The Glass Hammer : A Southern Childhood*. [literary/poetry] Bill Easterling. *Prize In The Snow*. [juvenile]
- 1997 –Allen T. Cronenberg. *Forth To The Mighty Conflict: Alabama World War II*. [non-fiction] Don Keith. *The Forever Season*. [fiction] Aileen Kilgore Henderson. *Summer Of The Bonepile Monster*. [juvenile]
- 1998 –Rick Bragg. *All Over But the Shoutin'*. [non-fiction] Nancy Packer. *Jealous-Hearted Me*. [fiction] Faye Gibbons. *Night in the Barn*. [juvenile]
- 1999 –Hamilton, Virginia Van der Veer. *Looking for Clark Gable and Other 20th Century Pursuits: Collected Writings*. ; Richards, Judith. *Too Blue to Fly*. Nolan, Han. *Send Me Down a Miracle*.

- 2000 –Flynt, Wayne Dr. *Alabama Baptists: Southern Baptist in the Heart of Dixie*. [nonfiction] Cobb, William. *Somewhere In All This Green*. [fiction] Ghinga, Charles. *Animal Trunk: Silly Poems to Read Aloud*. [juvenile]
- 2001 –Hickham, Homer, Jr. *Rocket Boys*. [nonfiction] Naslund, Sena Joter. *Ahab's Wife*. [fiction] Nolan, Han. *A Face in Every Window*. [juvenile]
- 2002 –Moss, Barbara Robinette. *Change Me Into Zeus's Daughter*. [nonfiction] Norris, Helen. *One Day in the Life of a Born Again Loser*. [fiction] Earley, Tony. *Jim the Boy: a Novel*. [juvenile]
- 2003 –Webb, Samuel I. and Ambrester, Margaret E. (editors). *Alabama governors: A Political History of the State* [nonfiction] Brown, Mary Ward. *It Wasn't All Dancing and Other Stories* [fiction] Miller, William. *The Piano* [juvenile]
- 2004 –Graham, Patterson Toby. *A Right to Read: Segregation and Civil Rights in Alabama's Public Libraries*. [nonfiction] McCammon, Robert R. *Speaks the Nightbird* [fiction] Wiles, Deborah. *JLove, Ruby Lavender*. [juvenile/young adult]
- 2005 – Sacco, Jack. *Where the Birds Never Sing*. [nonfiction] Inman, Robert. *Captain Saturday*. [fiction] Johnson, Angela. *The First Part Last*. [juvenile/young adult]
- 2006 – Franklin, Tom. *Hell at the Breech*. [fiction] St. John, Warren. *Rammer Jammer Yellow Hammer*. [nonfiction] Henderson, Aileen Kilgore. *Hard Times for Jake Smith*. [juvenile] Green, John. *Looking for Alaska*. [young adult]
- 2007 – Gaillard, Frye. *Cradle of Freedom*. [nonfiction] Harrington, Janice. *Going North*. [juvenile] Green, John. *An Abundance of Katherines*. [young adult]
- 2008 – Alarcon, Daniel. *Lost City Radio*. [fiction] Waselkov, Gregory. *A Conquering Spirit*. [nonfiction] Wiles, Debbie. *Each Little Bird That Sings*. [juvenile] Key, Watt. *Alabama Moon*. [young adult]
- 2009 – John Sledge. *An Ornament to the City*. [nonfiction] Gin Phillips. *The Well and the Mine*. [fiction] Janice Harrington. *Chicken Chasing Queen of Lamar County*. [juvenile] S.A. Harazin. *Blood Brothers*. [young adult]
- 2010 – Rick Bragg. *The Prince of Frogtown*. [nonfiction] Ace Atkins. *Wicked City*. [fiction] Angela Johnson. *Wind Flyers*. [juvenile] Martin Wilson. *What They Always Tell Us*. [young adult]

- 2011 – Charlie Lucas and Ben Windham. *Tin Man*. [nonfiction] Tom Franklin. *Crooked Letter, Crooked Letter*. [fiction] Irene Latham. *Leaving Gee's Bend*. [juvenile] Han Nolan. *Crazy*. [young adult]
- 2012 – Condoleezza Rice. *Extraordinary, Ordinary People*. [nonfiction] Sonny Brewer. *The Widow and the Tree*. [fiction] Deborah Wiles. *Countdown*. [juvenile] Watt Key. *Dirt Road Home*. [young adult]
- 2013 – Mike Brown. *How I Killed Pluto and Why It Had It Coming*. [nonfiction] Michael Knight. *The Typist*. [fiction] John Green. *The Fault in Our Stars*. [young adult]
- 2014 – Rev. Dr. Carolyn Maull McKinstry. *While the World Watched*. [nonfiction] Michael Morris. *Man in the Blue Moon*. [fiction] Laura Golden. *Every Day After*. [juvenile] Jennifer Echols. *Dirty Little Secret*. [young adult]
- 2015 – Lilly Ledbetter and Lanier Isom. *Grace and Grit*. [nonfiction] Walter Bennett. *Leaving Tuscaloosa*. [fiction] Lori Nichols. *Maple*. [juvenile] S. J. Kincaid. *Insignia*. [young adult]
- 2016 – Bryan Stevenson. *Just Mercy*. [nonfiction] Gail Godwin. *Flora*. [fiction] Octavia Spencer. *Randi Rhodes, Ninja Detective: The Sweetest Heist in History*. [juvenile] Congressman John Lewis. *March: Book One*. [young adult]
- 2017 – Kim Cross. *What Stands in a Storm*. [nonfiction] Yaa Gyasi. *Homegoing*. [fiction] Watt Key. *Terror at Bottle Creek*. [juvenile] Ash Parsons. *Still Waters*. [young adult]
- 2018 – Winston Groom. *The Generals: Patton, MacArthur, Marshall, and the Winning of World War II*. [nonfiction] Bryn Chancellor. *Sycamore*. [fiction] Janice Harrington. *Catching a Storyfish*. [juvenile] S.J. Kincaid. *The Diabolic*. [young adult] Edward O. Wilson. [Lifetime Achievement Award]

ALABAMA LIBRARY ROLL OF HONOR

Purpose

To recognize those librarians native to or identified most closely with the State of Alabama who have made significant contributions to librarianship in the State of Alabama.

Recipients

1979 – Thomas McAdory Owen	2005 –
Mary Rosalie Mullen	2006 – Elizabeth Parks
Fanny Taylor Taber	Beamguard
1980 – Lila Mae Chapman	2007 – Patricia Henderson
Amelia Gayle Gorgas	Barbara Nelson
Mary E. Martin	2008 –
1981 – Mildred Reynolds Johnston	2009 – Dr. James D. Ramer
Frances Jackson Pickett	2010 – Dianne L. Pidgeon
Alice Searcy Wyman	2011 – G. David Lilly
1982 – Avis Marshall Dawson	2012 – Ruth Hammon
Sadie Peterson Delaney	2013 – Susan Markham
Junius Moore Riggs	Rickie Brunner
1983 – Emma Cortez Harris	Kate Webb Ragsdale
Mary Elizabeth Moffat	2014 – Beth Wheeler Dean
1984 – James Richard Rutland	Barbara Roberts
Ruby Pickens Tartt	Frankie Taylor Thomas
1985 – Vivien Moseley Lawson	2015 – Pauline Williams
1986 – Fant Hill Thornton	2016 –
1987 – Milo Howard	2017 – Zenobia Blackmon
1988 – Mildred Pope Baer	2018 – Mary Stewart
1989 – Ruth Williams Warren	
1990 – Margaret Schroeder	
Edwards	
1991 – Wayne Love	
1992 – Morteza Drexel Sprague	
1993 – Janie Brown Morgan	
1994 – Mary Celesta Weatherly	
1995 – Miss Fannie Schmitt	
1996 – Mozelle Cummings	
1997 – John L. Buskey	
1998 – No recipient	
1999 – Edith Harwell	
2000 – Edith Harwell	
2001 – Harold Katz	
2002 – Jean Perrault	
2003 – Sue Medina	
2004 – Alice Gerald Stephens	

ALLA SERVICE AWARDS

Section 1. Eminent Librarian Award

1975 – Pauline McCandless Foster
1976 – Major Harwell G. Davis - *The Landsee Legend*
1977 – Gretchen Kneif Schenk
1978 – Dr. Clyde Hull Cantrell; Dr. William Stanley Hoole
1979 – Mozelle Brown Cummings
1980 – Luther E. Lee
1981 – Nancy Agnew Yates
1982 – Wayne Love
1983 – No recipient
1984 – Ruth Waldrop
1985 – Anthony Miele
1986 –
1987 – Betty D. Beal
1988 – Dr. James D. Ramer
1989 – Patricia S. Moore
1990 – Paul H. Spence
1991 – Mary Frances Tipton
1992 – Alice Gerald Stephens
1993 – Dr. Mary Sue McGarity
1994 – Dr. William Highfill
1995 – Dr. Joan Atkinson
1996 – Dr. Sue O. Medina
1997 – Robert B. Lane
1998 – T. Harmon Straiton, Jr.
1999 – Jack F. Bulow
2000 –
2001 – Dr. Shirley Spears
2002 – Judy Walton
2003 – Dr. Jerry W. Stephens
2004 – Mrs. Edith Harwell
2005 – William Hubbard
2006 – Dr. Annabel K. Stephens
2007 – George R. Stewart
2008 – Deborah Dahlin
2009 – Linda Andrews
2010 – Rane G. Pruitt
2011 – Dennis R. Nichols
2012 – Sue DeBrecht
2013 – Renee Blalock
2014 – Dr. Betty Morris
2015 – Elizabeth Aversa
2016 – Ann Marie Pipkin
2017 – Deborah Fout
2018 – Nancy Sanford

Section 2. Merit Award

- 1976 – Alabama Wildlife Federation Endowment
- 1977 – Alabama Federated Women’s Clubs; Alabama Congress of Parents and Teachers
- 1978 – Birmingham News, Mobile Register, and Montgomery Advertiser
- 1979 – Moss, Garikes & Associates, Inc. [Architects]
- 1980 – Elizabeth and Kirkman O’Neal Foundation, Inc.
- 1981 – Committee for the Humanities in Alabama
- 1982 – Lois Lenski Covey Foundation
- 1983 –
- 1984 – Library and Media Professionals (LAMP)
- 1985 – Alabama Commission on Higher Education (ACHE)
- 1986 –
- 1987 – EBSCO Subscription Service
- 1988 – Friends of Alabama Libraries (FOAL)
- 1989 – James R. Head, Sr.
- 1990 – Coalition for the Preservation of Alabama Newspapers (CPAN)
- 1991 – Alabama Public Library Service
- 1992 – University of Alabama Press
- 1993 – Center for the Arts and Humanities at Auburn University
- 1994 – “Alabama” (The band)
- 1995 – The Literacy Council of Central Alabama
- 1996 – Alabama Super Computer Authority
- 1997 – Network of Alabama Academic Libraries (NAAL)
- 1998 – University of West Alabama
- 1999/2000 – The AVL Council
- 2001 – Mountain Brook Library Foundation
- 2002 – Pell City Library Guild & Foundation, Inc.
- 2003 –
- 2004 – Mayor and Town Council of Odenville, Alabama
- 2005 – Thomas Lang
- 2006 –
- 2007 –
- 2008 –
- 2009 – Alabama Instructional Media Association
- 2010 – The Huntsville Times
- 2011 – George Farmer and Eloise Martens [Hoover Public Library Board of Trustees]
- 2012 – The Friends of the Washington County Public Library
- 2013 – Daniel Foundation of Alabama
- 2014 – Alabama Mosaic
- 2015 – STAPLE (Sustainable Training for Alabama Public Library Employees)
- 2016 –
- 2017 – Alabama Humanities Foundation
- 2018 –

Section 3. Distinguished Service Award

1975 – Elizabeth Parks Beamguard
1976 – Dr. Mary Edna Anders; Dr. Wilmer Cody; Bethel Fite; Joe Namath
1977 – Lois Rainer Green; Willie Welch; James McCain; Herman Moore
1978 – Robbie A. Barksdale; Martha Jule Blackshear; Alice Doughtie; Harold Katz; Marelle Pruitt; Richardena L. Ramsay; Mildred LeMai Smith
1979 – Carrie C. Robinson
1980 –
1981 –
1982 – George Stewart
1983 – Ruth Holliman
1984 – Dr. Mary Sue McGarity
1985 – Fannie Schmitt
1986 – No recipient
1987 – No recipient
1988 – Arlo Becklund
1989 – Annie G. King
1990 – Lee Pike
1991 –
1992 – Patricia Blalock
1993 – Eloise D. Livingston
1994 – Dr. Geraldine Bell
1995 – Dr. Martha Merrill
1996 – Dr. Phil Turner
1997 – Dr. Birdie O. Weir
1998 – Dr. Jerry W. Stephens
1999 –
2000 – Pat Ryan
2001 – Dr. Janice Franklin
2002 – Carolyn Walden
2003 – Mrs. Sherida Downer
2004 – No recipient
2005 – Gerry Glover
2006 –
2007 – Barbara Roberts
2008 – Jodi Poe
2009 – Rene Lester
2010 – Ann Marie Pipkin
2011 – Kathryn Tucker Windham
2012 – Thomas C. Wilson
2013 – Dr. Henry Stewart
2014 – Deane Dayton
2015 –
2016 –
2017 – Laura Pitts
2018 – Chris Shaffer

Section 4. Humanitarian Award

1991 – Dr. Neil Snider
1992 – Estan J. Bloom
1993 – Lallouise Florey McGraw
1994 – Ronald A. Snider
1995 – Ms. Jane Culbreth
1996 – The Elton B. Stephens Family
1997 – Mary Lou Allen
1998 – Bertha P. Williams
1999/2000 – Dr. Jane Bandy Smith
2001 – Danny Steward
2002 – Dr. Annabel Stephens
2003 –
2004 – Mrs. Martha Blanks Benson
2005 – Barbara Sirmans
2006 – Julliette Hampton Morgan
Sharleen Martin
2007 – Clay Smith
2008 – Harry I. Brown, Sr.; Florence Dempsey; Pat Propst
2009 – Teresa Kiser
2010 – Nicole Fields
2011 – Michael Onderdonk
2012 – Nancy M. Rohr
2013 – Andrew W. Burgin
2014 – Troy University Dothan Campus Library
2015 – Jamie Campbell Naidoo
2016 – Dekko Foundation
2017 – Pat Scales
2018 – Laurie Charnigo Heathcock

Section 5. Public Servant Award

(Name changed from Public Service Award – 1994)

1975 – Congressman Carl Elliott; Senator Lister Hill
1976 –
1977 –
1978 –
1979 – Mildred B. Harrison
1980 – Shirley Brother
1981 – Jerome M. Levy
1982 –
1983 – Dr. James F. Vickrey, Jr.
1984 – Senator Hinton Mitchem
1985 – Congressman Jack Biddle
1986 –
1987 – Mrs. Jane Roberts
1988 –
1989 – Mildred W. Phillips
1990 –
1991 – Dr. James Martin
1992 – James Jefferson Bennett
1993 – Bettye Fine Collins
1994 – Dr. Richard Arrington
1995 – Mrs. Mildred Bennett Harrison
1996 –
1997 –
1998 – The Honorable John F. Knight, Jr.
1999/2000 – Donna L. Dickey
2001 – Seth Hammett
2002 –
2003 –
2004 –
2005 – Guin Robinson
2006 – Ethel May Tankersley Todd
2007 –
2008 –
2009 – State Representative Richard Lindsey
2010 – The Honorable Larry Dixon
2011 – The Honorable Bobby Junkins
2012 – Clyde Bolton
2013 – Willis Bradford
2014 – Rodney Huffman
2015 – Mayor Harold Crouch; The Chatom Town Council
2016 –
2017 –
2018 –

Section 6. Special Awards

- 1975 – Special Award for Outstanding Achievement in the Book Trade. Roysce Smith Special Award for Outstanding Achievements in Publishing.
Oxmoor House for *Jericho*
- 1976 – Strode Publishers
- 1977 – Rucker Agee
- 1978 – Tuscaloosa Library Bindery; University of Alabama Press
- 1979 – Bob Ingram
- 1984 – McDonald's

Section 7. Intellectual Freedom Award

2007 – Eric A. Kidwell
2008 –
2009 –
2010 – Jeff Graveline
2011 – Dr. James F. Vickrey, Jr.
2012 – Amanda Jackson
2013 – Amy Maliska
2014 – Casey Applebaum
2015 – Holley Wesley
2016 –
2017 – Chris Shaffer
2018 –

Section 8. Paralibrarian Award

2016 – Mary Eller

2017 –

2018 – Pat Chandler