

Policy and Procedure Manual

for

The Arkansas Library Association



Arkansas Library Association

Updated and Revised 2017

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Preface: Purpose of Manual and Method of Revision

The ArLA Policy and Procedure Manual contains the policies and procedures of the Arkansas Library Association, as approved by the Executive Board. It includes documents to guide Association employees, officers, committees, Round Tables, Divisions, task forces, and interest groups in the discharge of their duties. The purpose of this manual is to ensure compliance with the Bylaws, continuity in the Association, and to establish precedent.

The ArLA Policy and Procedure Manual and all changes shall be approved by the Executive Board, by a two-thirds (2/3) vote of all Board members currently in office at any regular or special meeting of the Board. Changes become effective immediately upon approval by the Board.

A master copy of the manual will be kept at the office of the Executive Administrator. The Executive Administrator shall provide each new incoming Officer, Division Chair, Round Table Chair, and Committee Chair a copy of the manual at the annual changeover meeting. This manual will also be available online at the ArLA website: <http://arlib.org/wp>. The ArLA Secretary/Treasurer will be responsible for writing the final draft of a revision and for sending a copy to the Executive Administrator. The Executive Administrator will be responsible for overseeing that changes are included in the master copy and updates are distributed to Officers and Chairs of the Association.

Chapter 1: ArLA Organization

The Arkansas Library Association was organized January 26, 1911, at the Little Rock Public Library, in cooperation with the Fort Smith Public Library.

Purpose

To promote library service and the profession of librarianship in the State of Arkansas.

Mission Statement

To further the professional development of all library staff members; to foster communication and cooperation among librarians, trustees and friends of libraries; to increase the visibility of libraries among the general public and funding agencies; to serve as an advocate for librarians and libraries.

Code of Ethics

Arkansas Library Association Executive Board Code of Ethics

Members of the board, including ex officio members of the board, will abide by the Executive Board Code of Ethics in their capacity as board members.

As a member of the Arkansas Library Association's Executive Board

- I am dedicated and committed to fulfilling the duties of my position, as outlined in the Bylaws and Manual
- I represent the Association with honesty, integrity, and professionalism at all times
- I understand serving is a privilege
- I work as part of a team to further the mission of the organization
- I respect the position of the Executive Committee, Executive Administrator, and other Board Members
- I adhere to and follow parliamentary procedure during all board meetings
- I keep a positive attitude and open mind, and I listen to the ideas of others
- I maintain an ethical code of conduct at all times while serving as a member of the Executive Board
- I conduct the business affairs of the Association with diligence and confidentiality
- I respond to the needs of Association Members in a responsible and timely manner
- I return all Association documents to the Executive Administrator at the end of term, termination, or resignation of my position

Affiliations

The Arkansas Library Association is a chapter of the American Library Association. It is represented by a councilor who is elected by the members of the Arkansas Library Association.

Publication

Arkansas Libraries (a quarterly journal) is the official publication of the Arkansas Library Association. Subscription is included with membership dues. Issues are also available for separate purchase.

Electronic Presence

The Arkansas Library Association official website is located at <http://arlib.org/wp>. The Association also maintains a Facebook page and a Twitter account.

Logo & Letterhead

The ArLA official logo & letterhead may only be used for ArLA official business and correspondence. The official logo & letterhead must be obtained from the Executive Administrator after receiving approval for their use from the Executive Committee.

Addresses:

Arkansas Library Association
3416 Primm Lane
Birmingham, AL 35216

American Library Association
50 East Huron Street
Chicago, Illinois 60611

Chapter 2: Membership

Membership is available to persons or institutions interested in the stated mission and goals of the Association upon either payment of dues as specified below or upon being granted an honorary or complimentary membership. Membership will run on a 12 month basis from the time of payment. Expired memberships may be reinstated upon payment of dues.

NOTE: Any changes to the membership categories and associated dues listed below must be voted on and approved by the Association members as outlined in the Bylaws, Article V, Section 3B.

Member Categories

1. Regular – includes librarians, other library employees, and others employed in library service or related activities.
2. First Time – persons joining the Association for the first time.
3. Trustee – includes those not employed in library and information services or related activities who are members of library boards.
4. Retired Library Employee – persons retired from any library position.
5. Student – a person enrolled in a library degree granting program or related field.
6. Contributing – any person or group (e.g. organization, company, etc.) interested in the purpose of the Association
7. Life – any person (age 60+) who has purchased life membership in the Association.
8. Honorary – persons who have rendered important service to library interests may be granted this designation, nominated by the Executive Committee and approved by the Executive Board.
 - a. Honorary members are to be recognized in an official Association publication.
9. Institutional membership is available to libraries, schools, businesses other groups interested in the purpose of the Association. Institutional members shall receive the official publication but shall not have a vote or representation.
 - a. One person may register as a representative of an institution on an institutional membership.

Dues

A. The dues set forth below are to be paid to the Executive Administrator by end of their membership month. Expired memberships may be reinstated upon payment of dues.

B. Dues to be paid shall be as follows:

1. Regular Member Dues Guidelines

| Salary | Dues |
|---------------------|-------|
| \$0 – \$14,999 | \$25 |
| \$15,000 – \$29,999 | \$45 |
| \$30,000 – \$44,999 | \$65 |
| \$45,000 – \$59,999 | \$85 |
| \$60,000 – \$74,999 | \$105 |
| \$75,000 – \$89,999 | \$125 |
| \$90,000 – up | \$145 |

- 2. First time member \$25
- 3. Trustee \$25
- 4. Retired member \$25
- 5. Student member \$25
- 6. Life member \$500
- 7. Honorary membership no dues
- 8. Institutional member \$100

C. An additional joint membership option is available for students, in partnership with the American Library Association (ALA). The membership dues are determined by ALA, and the fee is split evenly between the national association and our chapter.

Annual Meeting

Full membership meetings are held annually at a time and place determined by the Executive Board, as outlined in the Bylaws, Article VII. They are traditionally held in conjunction with the annual conference.

Special Meeting

Special meetings may be called by the Executive Committee. Meetings must be convened if there is a written request of at least fifty active members, as outlined in the Bylaws, Article VII.

Chapter 3: Executive Board

Administration of the affairs of the Association is vested in the Executive Board as outlined in the Bylaws, Article VI, Section 4. The Executive Board shall fill vacancies in Association offices, approve all committee chair appointments, approve budgets, assist in planning and arranging official meetings, authorize the establishment and dissolution of divisions and round tables, and accept, create, or establish any other activities, functions, or services within the Association that it deems advisable provided that such action is submitted to the membership for approval at the next annual meeting.

Executive Board members assume their office at the Board's changeover meeting following the annual membership meeting, and hold their position until their successor has been elected and qualified at the next changeover meeting. Detailed responsibilities can be found in subsequent chapters.

For a list of General Suggestions for Executive Board members, please see Appendix A of this manual.

Board Member Resignation & Replacement

Board members who need to resign from their position must send an official notification to the President. Instructions for filling vacancies can be found in subsequent chapters for Executive Committee, Divisions, Round Tables, and Committees.

Board Meetings

Board meetings traditionally occur every other month, at times and places designated by the President. Board meetings are open to all members as observers, unless an Executive Session is called. Board meetings are conducted using Standard Code of Parliamentary Procedure (formerly Sturgis Rules of Order).

Voting Procedures

Each member of the Executive Board casts a single vote, even if they are serving in more than one capacity, unless otherwise specified in the Bylaws or Policy and Procedure Manual.

A simple majority of voting members of the Board shall constitute a quorum.

All voting matters will pass with a simple majority of those Board members voting, unless otherwise specified.

The President is responsible for ensuring a quorum, that Parliamentary Procedure is followed, and that all votes, in person or electronic, are reported to the Secretary/Treasurer to be recorded.

Board Member Removal

The Board may remove any member of the Executive Committee, committee chair, division or roundtable chair, for cause, by two-thirds (2/3) vote of all Board Members currently in office, at any regular or special meeting of the Board. A statement of the reason(s) must be sent to the member proposed for removal at least thirty (30) days before any final action is taken. The Board Member shall be given an opportunity to respond, and the matter will be considered by the Board at the time and place mentioned in the statement of reason(s).

Election Voting Procedure Guidelines

As per Bylaws, Article VI, Section 3B: "A majority of votes cast by personal members shall constitute an election. An exact voting schedule and procedure shall be established by the Executive Board in advance of the election."

The following will be established each year for the annual election of ArLA officers:

1. The Executive Board will announce the voting schedule and the format to be used no later than thirty (30) days before the annual conference.
2. The Nominating Committee will be charged with identifying and providing the Executive Administrator the names of those members running for the various open positions on the Executive Committee, as well as their professional biographies.
3. The Executive Administrator will be responsible for preparing the ballot as well as identifying ArLA members who are currently eligible to participate in the election.
4. If necessary, the Executive Administrator will also be responsible for preparing and ensuring any other initiatives that need to be voted on by the entire membership are included on the ballot. For example, this would include changes to the ArLA Bylaws.
5. The Vice President and Executive Administrator, along with three randomly selected Executive Board members will certify the results of the election.

Any Special Elections will follow Election Voting Procedures 2-5, as found above. A Special Election needs to be held if the Vice President needs to be replaced, as outlined in the Bylaws, Article VI, Section 3C, part 2. See also Bylaws, Article VII regarding special meetings and elections.

Elections of Division and Round Table officers must follow the voting format established by the Executive Board and should be held no later in the calendar year than the annual elections of ArLA officers.

1. The Division or Round Table Chair will be charged with identifying and providing the names of those members running for the various Division or Round Table open positions to the Executive Administrator.
2. The Executive Administrator will be responsible for preparing the Division and Round Table ballots, as well as identifying the ArLA members who are currently eligible to participate in each Division or Round Table's election.

Chapter 4: Executive Committee

Members of the Executive Committee are as outlined in the Bylaws, Article VI, Section 5.

A report of actions taken by the Executive Committee shall be sent promptly to the Board following each meeting. Executive Committee actions will be reviewed at the next Board meeting.

The Executive Committee shall have the responsibility to:

1. Review progress in implementation of actions taken at previous Board meeting in instances where review has not been otherwise delegated.
2. Examine ongoing Association operations, advise the Executive Administrator as to possible changes in headquarters which will benefit the membership; and instruct on overall operations.
3. Review and monitor income and expenditures.
 - a. Solicit from the Division, Round Table and Committee Chairs their respective financial requirements for the next calendar year.
 - b. Develop an annual budget.
4. Submit annual proposed budget to the Executive Board for review and approval. Act for the Board and make decisions on matters which:
 - a. Require action before the next Board meeting,
 - b. Have been specifically delegated by the Board to the Executive Committee,
 - c. Affect the budget and are of such urgency that they require immediate actions.

Duties of Officers

Duties of the President

1. Preside at all meetings of the Association and the Executive Board and the Executive Committee.
2. Appoint Chair and other members of the standing committees as listed in the Constitution and Bylaws; develop charge to committees; secure approval of the Executive Board for all Chair appointments. The President should attend as many committee meetings as possible.
3. Appoint special committees as necessary to conduct the business of the Association.
4. Sign contracts authorized by the Board or the Association.
5. Sign statements authorizing payment of those bills which are required to be signed by the President.

6. Serve as Chair of the Executive Committee.
7. Represent the Association where official representation is needed or requested.
8. Send out a call to meeting to all the membership at least one month prior to the Annual Conference.
9. Call meetings of the Executive Board and the Executive Committee.
10. Call special meetings when petitioned by fifty personal members of the Association.
11. Prepare the President's Message in *Arkansas Libraries*.
12. The President will join, if not already a member, the American Library Association for the duration of the term he or she serves as President of the Arkansas Library Association.
13. Maintain and publish calendar of Association meetings and activities.
14. Financial Review
 - a. The President shall appoint 3 members of the Association, including one current member of the Executive Board, to conduct an annual financial review of the financial records of the preceding year (January-December) to be conducted within 90 days. As soon as practical after completion, the financial review results shall be published in the official publications of the Association.
15. Audit
 - a. The President shall arrange for an audit or financial procedure review by a qualified auditor at any time during the fiscal year that a new Secretary/Treasurer or Executive Administrator is appointed (not to exceed one per year).
 - b. The auditing agency shall be identified in the annual financial report.

Duties of the Vice-President/President-Elect

1. Act for the President during his/her absence.
2. Maintain contact with the Association's Committees, serving as the liaison between the Committees and the Executive Board.
3. Act as President if the elected President is unable to serve or resigns.
4. Become President for the term of office immediately following expiration of the term as Vice-President/President-Elect.
5. Serve as Chair of the Membership/New Member Committee.
6. Direct and oversee elections. See "Election Voting Procedures Guidelines" in Chapter 3 of this manual.
7. Serve on the Executive Committee.
8. Serve on the Conference Committee.
 1. Oversee planning for the location of the next year's conference.

Duties of the Secretary/Treasurer

1. Serve on the Executive Committee.
2. Keep a record of the proceedings of the Association and the Executive Board.
3. Prepare minutes of Association meetings and Executive Board meetings.
4. File a copy of all minutes, including officer and committee reports and any other material distributed at the annual meeting, with the archivist.
5. Submit an approved copy of the Executive Board minutes to the webmaster for posting on the website.
6. Keep the ArLA Manual revised and updated.
7. Serve as a member of the Bylaws & Manual Committee
8. Assume responsibility for all Association money.
9. Advise Executive Board on Association related financial matters.
10. In cooperation with the Executive Administrator, review financial records and give a financial report at the Executive Board meeting.
11. Present a financial report (year-to-date) at the annual business meeting.
12. Prepare a Conference income statement.
13. In cooperation with the Executive Administrator, maintain accurate and current financial records of the Association and present financial records to accountant for audit/preparation of tax return at the end of each year.
14. Pay all bills in absence of the Executive Administrator.

Duties of the Past President

1. Serve as a member of the Executive Board and Executive Committee.
2. Advise the new Executive Board on relevant matters from the previous year.
3. Serve as Chair of the Nominating Committee.
4. Submit the report of the Nominating Committee to the editor of *Arkansas Libraries*.

Duties of the ALA Councilor

1. Represent the Arkansas Library Association by attending and participating in the American Library Association's (ALA) midwinter meeting, the annual conference and other ALA meetings, sessions and/or forums as appropriate.
2. Act as a liaison by communicating pertinent ALA information to the ArLA Executive Board and membership.
3. Prepare and submit an annual report from ArLA to ALA as required. Communicate other ArLA activities to ALA as appropriate.
4. Prepare and submit reports of ALA Council business to the Executive Board; prepare and submit articles of ALA Council business to the *Arkansas Libraries* editor for publication.

5. Serve on the Executive Committee.
6. The councilor will join, if not already a member, the American Library Association for the duration of the term they serve as councilor of the Arkansas Library Association.

Chapter 5: Executive Administrator

The Executive Administrator provides management services, works closely with the Executive Committee, and is directly responsible to the Executive Board.

Duties and Responsibility

1. Administration

- a. Maintains and manages Association Office.
- b. Maintains communication with Executive Committee, membership, Division Chairs, Round Table Chairs and Committee Chairs. Ensures that Association's Executive Committee and the Board are kept informed on the status and operations of the Association.
- c. Attends all Board meetings.
- d. Assists officers, directors, and committees with annual meetings, including board meetings, division meetings, and educational seminars.
- e. Assists in preparing the annual budget as an ex-officio member of the Executive Committee.
- f. Negotiates contracts for the Association with the approval of the Executive Committee and Divisions Chairs.
- g. Recommends the development of policies and procedures to the Executive Committee and the Executive Board.
- h. Maintains scholarship records of contributors, honorees and recipients.
- i. Acknowledges contributions.
- j. Maintains Association office files of correspondence, membership lists, past officers and annual reports.

2. Financial

- a. Receives all Association funds.
- b. Writes checks, pays all bills and keeps a set of records of all Association money received and spent, with the Secretary/Treasurer acting as reviewer.
- c. Prepares financial reports for the Executive Board including Divisions' financial status.
- d. Maintains accounts receivables and payables.
- e. Files the necessary records and information for the Association's federal and state tax reports.
- f. Provides prompt reimbursement for approved expenses incurred.
- g. Makes available all financial records for Board review and audit review as set forth by the Executive Board.
- h. Maintains an annual membership database.

- i. Implements membership renewal, promotion and recruitment plans in cooperation with membership committee.
- 3. Conference and Meetings
 - a. Coordinates with the Conference Committee Chair and Executive Committee the annual Conference including preparing and mailing Conference information, facility arrangements, registration, managing Conference funds, and attending planning meetings.
 - b. Provides assistance to Divisions in communication to membership and in planning meetings other than Annual Conference.
- 4. Publication
 - a. Invoices for publication advertisements.
 - b. Serves as business office for publications.
 - c. Mails publication to foreign subscribers.
 - d. Maintains back files of publications.
- 5. Nominations and Elections
 - a. Please see "Election Voting Procedure Guidelines" in Chapter 3 of this manual.

Chapter 6: Funding, Expenses and Budgeting

For more information on the Association's finances, please see also the Bylaws, Article VIII.

FUNDS

- A. Fees or charges levied for any activity or project of the Association shall be subject to approval by the Executive Board.
- B. The Executive Board shall set and approve an annual budget based on available funds.
- C. All money collected by the Association or any of its parts shall be deposited in an appropriate Association account owned and maintained by the Association.

Funds are derived from:

1. Memberships
2. Conference revenue
3. Interests on checking and CD accounts
4. Royalties from reproduction of *Arkansas Libraries*
5. Sale of advertising space in *Arkansas Libraries*
6. Scholarship donations from members, friends, and other supporters
7. Association, division and committee projects, workshops and seminars or other approved events

Funds are spent for:

1. Business of the Association
 - a. Executive Administrator's salary and expenses
 - b. Clerical assistance, as approved by Executive Committee
 - c. Maintenance of the Association office (telephone, supplies, postage, etc.)
2. Travel expenses of Board members and invited participants
3. Division/Round Table/Committee projects and activities
4. Publication of the journal *Arkansas Libraries*
5. Scholarships
6. Conduct of Annual Conference (mailings, promotional material, honoraria or speakers' expenses, etc.)
7. Bonding of Executive Administrator, President and Secretary/Treasurer, as outlined in the Bylaws, Article VIII, Section 5.
8. Membership in American Library Association and other affiliated organizations. See Bylaws, Article IV, Section 2.
9. Other approved expenditures within the restraints of 501(c) (3) code of the IRS for non-profit organizations.

FINANCIAL REVIEW & AUDIT

The President is responsible for ensuring financial review and auditing of the Association's financial records. Please see Chapter 4, Duties of the President.

TRAVEL POLICY

NOTE: Please see Appendix B of this manual for Travel Reimbursement Form.

Eligibility

The following are eligible for reimbursement for travel and other expenses associated with Arkansas Library Association (ArLA) business:

1. ALA Councilor to attend the American Library Association's Midwinter Meeting and Annual Conference, due to affiliate requirements
2. Emerging Leader to attend the American Library Association's Midwinter Meeting and Annual Conference, due to affiliate requirements
3. When funds permit, President-Elect to attend the American Library Association Annual Conference.
4. When funds permit, ArASL Representative to attend the American Library Association Annual Conference.
5. When funds permit, Legislative Chair to attend National Library Legislative Day in Washington, D.C.

Travel expenses that are eligible for reimbursement are requested by the traveler and included in the Association's annual budget, which is approved by the Executive Board.

Expenses Covered

Airfare

ArLA will reimburse travelers for round trip air travel at the lowest nonstop economy class fare, if a nonstop flight is available. Those who augment business travel with personal side-trips, resulting in increased costs, will be reimbursed only for the fare incurred for ArLA-related business.

Members who choose to travel via ground transportation for their own convenience or preference will be reimbursed for the lesser of \$500 or what it would have cost them to fly. Those who cannot fly for health reasons will be reimbursed for the actual costs of their travel. A doctor's written recommendation may be requested.

Ground Transportation

Ground transportation to and from the airport, tolls, and parking at the airport or hotel will be reimbursed. ArLA will also cover taxi rides essential to ArLA business during the travel period.

Reimbursement for mileage in a personal car will be at the current IRS rate, and is subject to change.

Hotel Accommodations

ArLA will cover reasonable hotel accommodations at the single room rate for all approved overnight stays. Extended hotel stays for personal reasons will not be covered. As a general rule, each traveler should make his or her own hotel reservations.

Meals

Meals will be reimbursed using the current federal per diem rate for the city the traveler is visiting. Receipts are not required for meals covered under the per diem. Travelers will not be eligible for reimbursement if a meal was provided as part of a business meeting.

Luggage

ArLA will reimburse for airline baggage fees associated with the checking of a single bag, assuming that the traveler's time away from home exceeds 3 nights and that the airline charges for checking the first bag.

Registration

Registration fees to attend the professional meeting, conference or event may be reimbursed with a receipt.

Other Information

Travelers may be reimbursed for reasonable tips for meals and any other travel expenses. Travelers may also request reimbursement for reasonable expenses incurred in the purchase of office supplies, postage, or copies related to Association business.

ArLA will NOT reimburse alcoholic beverages, personal telephone calls, or entertainment (e. g., movies, concerts, plays, etc.).

Procedure for Reimbursement

Travelers should submit a completed Travel Reimbursement Form (see Appendix B) and all receipts and records to the Executive Administrator in a timely manner.

Travelers must submit receipts for every expense, with the exception of meals that fall under the per diem amount. This includes receipts for airlines, taxis, tolls, parking, copies, supplies, postage, etc. If travelers are requesting reimbursement for mileage, they should include a MapQuest or Google Maps printout of the completed journey, including addresses and total mileage.

CONFERENCE FUNDING

1. Registration fees are set by the ArLA Board and the Conference Committee on an annual basis.
 - a. Written requests for refunds of registration fees must be postmarked or electronically submitted 2 weeks prior to the start of the event. No refunds will be provided for cancellations received after that date. Cancellations are subject to a \$25.00 processing fee. No-shows will be billed for any unpaid registration fees.
 - b. Refunds will be distributed after the event.
 - c. Hardship cases (i.e., illness, death in the family, etc.) may be submitted to the Executive Committee for determination of whether or not portions of event fees may be refunded (i.e., what cash outlay has already been made on behalf of the person.)
2. Exhibit fees are set by the Board.
 - a. Written requests for refunds of exhibit fees must be postmarked or electronically submitted 2 weeks prior to the start of the event. No refunds will be provided for cancellations received after that date. Cancellations are subject to a \$25.00 processing fee. No-shows will be billed for any unpaid exhibit fees.
 - b. Refunds will be distributed after the event.
3. Conference expenses for speakers who are NOT members of ArLA:
 - a. Travel expenses will be reimbursed equivalent to economy class fare.
 - b. Hotel room reservations, meals and other travel expenses will be reimbursed by the Association. Rental cars will NOT be reimbursed by the Association.
 - c. Whenever possible, a representative from the Association will personally meet each speaker at the airport and provide transportation to the meeting and hotel.
 - d. The amount of honorarium paid to a speaker will be determined by the Conference Chair and the Executive Committee based on the budget allocations for that particular year.
 - e. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.
4. Conference expenses for speakers who ARE members of ArLA:
 - a. The Association will NOT reimburse the speaker for travel, lodging, most meals, local transportation, etc.
 - 1) The cost of a meal may be waived for a member who is a speaker at that meal.
 - b. No honorarium will be paid to the speaker.
 - c. Costs for photocopies distributed in connection with a conference program may be reimbursed
 - d. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.

5. Conference registration fees will be waived and hotel room reservations will be reimbursed by the Association for the following:
 - a. Executive Administrator
 - b. President
 - c. Conference Chair
 - d. Exhibits Chair.

GUIDELINES FOR DIVISION/ROUND TABLE/COMMITTEE EVENTS

1. The Executive Board must approve expenditures for travel and office expenses for events.
2. Invoices to be paid will be approved and verified by the Division/Round Table/Committee Chair. If the invoices do not exceed the amount budgeted for the event, they may be paid by the Executive Administrator without the President's signature.
3. Reimbursements for guest speaker expenses will follow the same guidelines as for the Association's annual conference.
4. The Association will keep \$3 per registrant for a 2 day (or more) event for Division or Round Table events to cover office expenses.
5. Loss on Division/Round Table/Committee events will be covered by general Association funds.
6. Registration fees are set by the Division, Committee or Round Table sponsoring the event.
7. Refunds for Division/Round Table/Committee events:
 - a. Events with limited enrollment - no refunds.
 - b. Events with unlimited enrollment - Cancellations and refund requests will follow the procedure outlined in this manual under "Conference Funding," sections 1A-C.
8. Exceptions to the above may be made by the Executive Committee at the request of the Event/Conference Chair.

Chapter 7: Divisions

The Divisions of the Association are:

1. Arkansas Association of School Librarians (ArASL)
2. Arkansas Library Paraprofessionals Division (ALPS)
3. College and University Libraries Division (CULD)
4. Public Library and Trustees Division (PLTD)
5. Reference and Instructional Services Division (RISD)
6. Resources and Technical Services Division (RTSD)
7. Special Libraries Division (SLD)

Membership:

Any member of the Association may request membership in one or more Divisions. Lists of Division members are available to Chairs via the website and/or the Executive Administrator.

Officers:

Each division must elect a Chair and may elect other officers, such as Vice Chair and Secretary, as deemed necessary by that division. Division elections must follow the format established by the Executive Board and should be held no later in the calendar year than the annual election of ArLA officers. Elected Division officers will serve a one-year term of office, which shall coincide with that of the officers of the Association.

Duties of Division Officers

Chair

1. Serves as a member of the Association Executive Board and attends all meetings of the Executive Board or arranges for representation by the Division Vice Chair.
2. As an Executive Board member, reports any current Division activity to the Executive Board as follows:
 - a. Executive Board Meeting Report Form or notification of "No Report" submitted to the Association Secretary/Treasurer prior to each Executive Board meeting.
3. Serves as the executive officer for affairs of the Division, and fulfills the duties of Vice Chair and Secretary in the absence of those elected positions for the Division.
4. Oversees Division plans and arrangements for Division programs, projects, or activities, including, but not limited to, session(s) at Annual Conference. Division programs during the Annual Conference will be coordinated with the Association Conference Committee.

5. Conducts the general Division meetings, including the scheduling of said meetings. Prior to meeting date, notice of scheduled Division meetings shall be provided to the Executive Board President, Executive Administrator, and to the general Division membership via ArkLib-L listserv or other mailing list.
6. Prepares the annual report to be submitted before the Association's annual meeting.
7. May give a report during the annual business meeting, including annual election of officers.
8. Appoints Division officers to serve until the next annual election in the event of a vacancy, resignation, or removal, unless otherwise specified in Division Bylaws.
9. Submits timely notification to the President of any Division leadership change, excluding election of officers reported at annual meeting.
10. Shall serve as ex-officio member (past Chair) of the Division's executive officers.
11. Submits budget requests, other than ArLA Annual Conference budget requests, to the Executive Committee no later than the first Executive Board meeting of the new calendar year. Please see "Funding & Programming Guidelines for Division" below.
12. Serves in other capacities as specified in the Division Bylaws.
13. Maintains a file of Division documents and artifacts, including but not limited to, ArLA Bylaws, ArLA Policy and Procedure Manual, Division bylaws, history, notes, and meeting minutes, to be presented to the incoming Chair at or before the changeover meeting at ArLA annual conference.

Vice Chair

1. Performs the duties of the Division Chair in his or her absence.
2. Attends all Division meetings.
3. Serves as Program Chair for Division programs.
4. Serves in other capacities as specified by Division bylaws.
5. Maintains the Division web page on the ArLA website by sending changes and additions to the Web Services Chair/ArLA Webmaster.
6. Promotes events and interests of the Division, including, but not limited to, articles, information, and photographs for use in the official ArLA publication or other media.

Secretary

1. Attend all meetings to record:
 - a. Division meeting minutes
 - b. Budget business
 - c. Maintain Division records

2. Submits written records to:
 - a. Division Chair
 - b. Division Secretary's record book
 - c. Division Vice-Chair to update Division web page.
3. Maintain the Secretary's Record Book to be presented to the incoming Division Secretary prior to or at the Annual Executive Board Leadership Change Meeting.
4. Serves in other capacities as directed by the Division bylaws.

Funding & Programming Guidelines for Division

NOTE: These Guidelines pertain to Division programs other than sessions at annual conference. All annual conference expenses should be requested and reported as part of the Conference Committee's budget.

1. Request approval from the ArLA Executive Board for any newly proposed Division Programs.
2. Upon Board approval of a Division Program, said Division may request program-sponsoring funds from the Association's budget by submitting an income and expense budget proposal, to be approved by the Executive Committee and the Executive Board no later than the first Board meeting of the new calendar year.
3. Invoices shall be verified and signed as approved for payment by the Division Program Coordinator and then submitted for payment to the Executive Administrator promptly after incurring obligation.
4. The Executive Administrator will process for payment those invoices which do not exceed the approved budget.
5. Divisions may not incur continuing debts on any activities. Division financial loss will be covered by the Association's general fund.
6. Profits from any Division program will be shared with the Association, with \$3.00 per registrant, for a 2 or more day event, being directed to the Association's general budget. This is to offset expenses such as pre-registration, badges, stationery, etc.
7. The following expenses are NOT included in the \$3.00 per registrant directed to the Association's general budget, and will be deducted from the Division program receipts:
 - a. Printing by a professional printer;
 - b. Folding of letters, publication inserts, programs, etc. by a professional printer;
 - c. Any special paper orders;
 - d. Postage for any mailing, permit or regular;
 - e. Collating, labeling, and bulk mail preparation

Chapter 8: Round Tables

The Round Tables of the Association are:

1. Youth Services Round Table
2. Government Documents Round Table
3. Digital Services Round Table
4. Two-Year Colleges Round Table

Membership:

Members of the Association may request membership in one or more of the Round Tables. Lists of Round Table members are available to Chairs via the website and/or the Executive Administrator.

Officers:

Each Round Table must elect a Chair and may elect other officers, such as Vice Chair and Secretary, as deemed necessary by that Round Table. Round Table elections must follow the format established by the Executive Board and should be held no later in the calendar year than the annual election of ArLA officers. Elected Round Table officers will serve a one-year term of office, which shall coincide with that of the officers of the Association.

Duties of Round Table Officers

Chair

1. A Round Table Chair serves as a member of the Executive Board and attends all meetings of the Executive Board or arranges for representation by another Round Table member.
2. Submits activity reports to the Executive Board in writing to the Association Secretary/Treasurer and Executive Administrator.
3. Serves as the executive officer for affairs of the Round Table, and fulfills the duties of Vice Chair and Secretary in the absence of those elected positions for the Round Table.
4. Plans and arranges for a Round Table program at the Annual Conference and works with the Association Conference Committee.
5. Conducts the general meetings of the Round Table.
6. Schedules and arranges for other meetings of the Round Table as necessary to promote interests of the group.
7. Notifies the Executive Board through the President and Executive Administrator of any meetings that are held other than at the time and place of Annual Conference.

8. Plans additional programs, projects, and activities for the Round Table and submits a report of these plans to the Executive Board for approval.
9. Prepares a written annual report to be presented at the annual Association business meeting. Gives copies of the report to the Association Secretary/Treasurer and the Executive Administrator.
10. Solicits nominations from members of the Round Table to submit for election of a Chair, Vice-Chair, and a Secretary for the coming year.
11. Sends written notification of the officers elected to the Executive Administrator of the Association immediately.
12. Appoints committees as necessary to carry on the work of the Round Table and serves as an ex-officio member of those committees.
13. Promotes and markets the Round Table by providing articles and information for use in the official publication of the Association, the media, or other types of communication.
14. Submits updates and changes for the Round Table's web page to the Association Webmaster in a timely manner.
15. Submits budget requests, no later than the first Board meeting of the new calendar year, for approval by the Executive Committee and Board to cover all anticipated expenses during the year.
16. Submits documented requests for reimbursement or payment of approved expenses promptly after incurring obligation.
17. Serves in other capacities as specified in the Round Table bylaws.
18. Keeps a file of documents, reports, and meeting minutes related to the Round Table to provide to the next Chair.

Vice-Chair

1. Performs the Duties of the Chair in his/her absence.
2. Serves as program Chair for programs other than ArLA Annual Conference.
3. Serves in other capacities as needed.

Secretary

1. Attends all meetings of the Round Table, maintains all records, and is responsible for all official communications of the Round Table.
2. Sends a copy of the minutes to the Executive Administrator of the Association for filing.
3. Serves in other capacities as needed.

Funding & Programming Guidelines for Round Table

NOTE: These Guidelines pertain to Round Table programs other than sessions at annual conference. All annual conference expenses should be requested and reported as part of the Conference Committee's budget.

1. Request approval from the ArLA Executive Board for any newly proposed Round Table Programs.
2. Upon Board approval of a Round Table Program, said Round Table may request program-sponsoring funds from the Association's budget by submitting an income and expense budget proposal, to be approved by the Executive Committee and the Executive Board no later than the first Board meeting of the new calendar year.
3. Invoices shall be verified and signed as approved for payment by the Round Table Program Coordinator and then submitted for payment to the Executive Administrator promptly after incurring obligation.
4. The Executive Administrator will process for payment those invoices which do not exceed the approved budget.
5. Round Tables may not incur continuing debts on any activities. Round Table financial loss will be covered by the Association's general fund.

Chapter 9: Standing Committees

Standing Committee Chairs are appointed by the President, with the approval of the Executive Board. The standing committees of the Arkansas Library Association shall consist of at least two members. Vacancies will be filled by the President.

The number of Association standing committees on which a member may serve is limited to three, with the exception of those committee memberships which are required by the office held. The number of Association standing committees a member may Chair is limited to one, with the exception of those committee chairs which are required by the office held. No member may serve more than three consecutive terms on any one committee. Only regular and life members of the Association may serve on committees.

The standing committees are:

1. Awards
2. Bylaws & Manual
3. Conference
4. Emerging Leaders
5. Intellectual Freedom
6. Journal Editors
7. Legislative
8. Marketing
9. Membership/New Members
10. Nominating
11. Scholarship
12. Web Services

Duties of Committee Chairs

1. Maintain a file of relevant items as well as a current ArLA Manual to provide to the next Committee Chair.
2. Present reports of the work of the Committee at the business session of the annual meetings and at other meetings as necessary.
3. File the annual report with the Executive Administrator as required by the Constitution.
4. Notify members of the Committee, the President of the Association, and the Executive Administrator of all meetings.
5. Any report made to the Executive Board must be submitted in writing to the Association Secretary/Treasurer and Executive Administrator.

6. Attend the regularly scheduled meetings of the Executive Board and report on the activities of the committee.
7. Establish subcommittees as needed.
8. Conduct meetings of the Committee.
9. Promote affairs and interests of the Committee through providing articles and information for use in the official publication, other public media, and through any other suitable means.
10. Submit reports as required by the President.
11. Submit budget requests to the Finance Committee to cover all anticipated expenses during the year.
12. Submit documented requests for reimbursable expenses promptly.
13. Obligate Association funds only in the amounts for the items approved by the Executive Board.

Awards Committee

Mission Statement

The mission of the awards committee is to appropriately recognize the achievement of deserving individuals. The awards to be presented:

1. Arkansiana Award presented in odd years for three (3) categories: Adult Non-Fiction (\$1000), Adult Fiction (\$500) and Juvenile Fiction/Non-Fiction (\$500)
2. LaNell Compton Award presented in even years with a \$300 cash award
3. Frances P. Neal Award
4. Distinguished Service Award
5. Bessie B. Moore Trustee Award
6. Retta Patrick Award
7. President's Award (selected by current president)
8. Arkansas/SIRS Intellectual Freedom Award presented \$500 cash award
9. Lorrie Shuff Paraprofessional Award
10. Suzanne Spurrier Academic Librarian Award
11. Ann Lightsey Children's Librarian Award

Each recipient will receive a plaque and his or her name will be engraved on the appropriate perpetual plaque that will be placed at the State Library.

Please see Appendix C for the Award Guidelines and sample nomination form.

Committee Members

The Chair of the awards committee will serve on the Arkansas Library Association Board. The Chair and committee members may serve up to 3 consecutive years. The Chair will choose the committee members. No member of the committee will be considered as a nominee in the year serving on the awards committee and all committee members must be members in good standing of the Association.

Duties of the Committee Chair

1. Set deadlines for nominations for the awards and publicize availability of nomination forms.
2. Solicit and evaluate nominations.
3. Determine the final selections
4. Publicize the recipients
5. Coordinate the presentation of the awards at the annual conference with the conference committee and ArLA Executive Administrator. The Awards Committee will be responsible for table seating arrangements, design and printing programs, ordering and delivering of individual certificates and frames for each award at the awards program and selection of awards presenters.
6. The Committee will extend a courtesy meal ticket to the award winner and one guest.

Bylaws & Manual Committee

The Committee shall receive and recommend changes and revisions to the Association, Bylaws and major changes to the Policy and Procedures Manual.

Duties of the Committee

1. The Committee shall recommend amendments and revisions to the Executive Board.
2. The Committee shall receive proposed bylaws changes submitted in writing from individual members ninety (90) days prior to the annual meeting.
3. The Committee shall present proposed bylaws changes to the Executive Board sixty (60) days prior to the annual meeting.
4. The Committee shall notify the membership of any proposed constitution and bylaws changes thirty (30) days prior to the annual meeting.
5. Periodically review the ArLA manual to insure that there are no conflicts and it is in compliance with the Association Bylaws.

Conference Committee

The Conference Committee is responsible for overall planning, execution and evaluation of annual conference. Please see also "Conference Funding," found in Chapter 6 of this manual.

Committee Members

1. Conference Chair
2. Programming Chair, as appointed by Conference Chair
3. Exhibits Chair, as appointed by Conference Chair
4. Technology Chair, as appointed by Conference Chair
5. Awards Chair
6. Scholarship Chair
7. Marketing Chair
8. Vice President
9. Executive Administrator
10. Past Conference Chair
11. Other members, as required

Duties of the Committee

1. Develop and distribute a Conference Planning Calendar to the ArLA Executive Committee.
2. Develop a Conference which reflects the theme which has been chosen by the ArLA President.
3. Coordinate in consultation with Division and Round Table Chairs sessions, meetings, workshops, award presentation, etc. based on the conference theme.
4. Secure speakers for the sessions, meetings, workshops, etc.
5. Solicit and assign exhibitors for the trade portion of the conference in conjunction with the ArLA Executive Administrator.
6. Provide updated information about the conference to the Web Services committee, the Marketing committee, and the Journal Editors on an ongoing basis, including an article for publication post-conference.
7. Develop methods for evaluating the Conference.
8. Evaluate the Conference using an appropriate evaluation tool.
9. Analyze the evaluative material.
10. Present the proposed Conference program to the Executive Board.
11. Report the results of the Conference evaluation to the President and the Executive Board.
12. The conference committee will maintain a conference manual to be provided to future conference Chairs.
13. Begin planning for future conference(s), including the selection of a future conference site, pending the approval of the Executive Board.

Emerging Leaders Committee

The Emerging Leader Committee was established in order to promote membership in the Arkansas Library Association, the American Library Association, leadership in the profession of Librarianship, and to promote the ideals of the profession.

This committee will consist of three members and be chaired by a past Emerging Leader participant. Whenever possible, all committee members should be past Emerging Leader participants.

The Emerging Leader Committee is charged with selecting one annual candidate for the American Library Association's Emerging Leader program based on the following parameters. These parameters are in addition to those set by the American Library Association:

1. Be an ArLA member
2. Must complete end of program evaluation and follow-up report
3. Must write at least one article for *Arkansas Libraries* about their experience and/or project
4. Present at ArLA immediately following the Emerging Leader term
5. Be willing to serve on an ArLA committee

Each annual Emerging Leader chosen by the Committee will receive a \$2000 sponsorship to defray the cost of attending the ALA Mid-Winter Conference and ALA Annual Conference (for which attendance is required by the ALA guidelines).

Upon completing the Emerging Leader term, the selected recipient will receive recognition at the ArLA Annual Conference Award Banquet.

Intellectual Freedom Committee

The Committee is concerned with:

1. Proposed or actual restrictions of intellectual freedom.
2. Legislation which might place library collections, activities, and services in jeopardy or which might restrict the freedom of information.
3. Continuing education of the community in intellectual freedom matters.

Duties of the Committee

1. In cases of restrictions of intellectual freedom:
 - a. All censorship complaints should be channeled to the Chair of the Committee, who will communicate with members of the Committee to present the issues involved and to determine appropriate action.

- b. Site visitations should be undertaken only when deemed essential by the Committee and when resources permit.
- c. Libraries will be given informal assistance, which may include offering reassurance, providing resource materials, and advising of additional resources of support.
- 2. Encourage all libraries to develop a written policy for collection development.
- 3. Monitor legislation and lobby in cases concerning intellectual freedom in Arkansas, including communicating with the State Attorney General.
- 4. Keep the Arkansas Library Association informed regarding any government action related to intellectual freedom and coordinate an Association response.
- 5. Maintain contact with the Intellectual Freedom Committee of the American Library Association and other similar organizations.
- 6. Any action proposed by the Committee should be reported by the Chair in advance to the President and the Executive Administrator.
- 7. Develop exhibits concerned with intellectual freedom for loan to libraries or for display at library conferences.
- 8. Promote continuing education by:
 - a. Conducting workshops.
 - b. Offering guidelines approved by the Arkansas Library Association for handling intellectual freedom challenges.
 - c. Responding to requests for speakers as resources will allow.
- 9. Any press release must be issued through the Executive Administrator of the Arkansas Library Association and will not be distributed until the Chair has notified the President or a member of the Executive Committee.
- 10. The Committee will collect and maintain the following files and make them available:
 - a. Censorship incidents in Arkansas.
 - b. Organizations which can provide legal advice, monetary support, or other types of assistance.
 - c. Reviews of challenged materials.
 - d. Intellectual freedom bibliographies.
 - e. Examples of selection and development policies and other related material

Journal Editors Committee

- 1. Serve as editors for *Arkansas Libraries* journal.
- 2. The editor of *Arkansas Libraries* is appointed by the president with approval of the executive committee.
- 3. Review and recommend rates for back issues of *Arkansas Libraries*.
- 4. Review and recommend advertising policy for *Arkansas Libraries*.
- 5. Review and recommend subscription policy for *Arkansas Libraries*.

6. Set publications policy for Arkansas Library Association.
7. Review annually the publication practices and the editorial policy and content of *Arkansas Libraries* and other Association publications. The committee will also make suggestions for changes as deemed advisable.
8. Review and recommend circulation and distribution policy for *Arkansas Libraries*.
9. Serve as liaison between editors, association members, Division Chairs, Round Table Chairs, and other Committee Chairs.
10. Ensure accurate committee information is provided to the Webmaster and/or posted on the website in a timely manner.

The Managing Editor of *Arkansas Libraries* solicits special feature articles and photographs for the journal; chooses which articles and photographs to include in the journal; writes an editorial column for each issue; submits any paid advertisements to the journal; edits for copy and style; and sends the issues to the printer for publication.

The Associate Editor of *Arkansas Libraries* manages regular column submissions, both in recruiting column editors and collecting and editing submissions. The Associate Editor writes the column, "Around Arkansas," which publishes any kind of news affecting Arkansas librarians, and edits all quarterly issues for copy and style. Another job requirement for both positions is to attend the regularly scheduled ArLA Board meetings and to communicate with the appropriate members concerning publications of the organization.

Legislative Committee

The Committee shall monitor state and national laws affecting libraries of the state.

Duties of the Committee

Monitor current trends in state and national library legislation.

1. Monitor meetings of the Arkansas General Assembly. Communicate necessary information to the Executive Board and ArLA membership.
2. Keep the Association informed on state and national laws that affect Arkansas libraries
3. Serves as the ArLA representative for all ALA Legislative initiatives and projects.
4. Attend National Library Legislative Day (NLLD) in Washington, D.C. Prepare a report for the Executive Board and submit an article for *Arkansas Libraries* journal.
5. Communicate with legislators on the state and national level to advocate on behalf of the Arkansas Library Association and Arkansas libraries.
6. As necessary, communicate with other professional groups that advocate for Arkansas libraries.
7. As appropriate, and with approval from the ArLA Executive Committee, manage and utilize an online advocacy tool to communicate with members and their elected officials about Arkansas library issues.

Marketing Committee

To increase public awareness of the value and impact of all types of libraries and to promote the ArLA brand through social media and other marketing strategies.

Duties of the Committee

1. Develop and implement a marketing plan to promote the organization to potential members.
2. Develop and implement a plan of action to promote the activities of all types of libraries, librarians, and ArLA members.
3. Promote public relations and advocacy through social media via Facebook, Twitter, etc. and through other marketing strategies.
4. Promote the organization's activities and initiatives through social media and other marketing strategies.
5. Work with the Awards committee chair to disseminate information about ArLA award winners via social media and local newspapers.

Membership

Members will be appointed by the Committee Chair and must be current members of the Association.

Membership/New Member Committee

The Chair of the committee is the Past President of the Association. The Committee shall plan, execute, and evaluate a program for recruitment of new members and retention of current members.

Duties of the Committee

1. Study membership trends and make recommended changes concerning membership services, dues changes, and develop new membership materials as needed.
2. Provide Association membership forms and publications available at Annual Conference registration desk and other library related conferences.
3. Coordinate membership materials to be included in Annual Conference registration packets.
4. Ensure that a current membership directory is available on the website.

Nominating Committee

The Chair of the committee is the Vice-President of the Association. Committee members must be current members of the Association.

Duties of the Committee

1. Nominate one or more candidates for each elective office, except that of President. Vice-President/President-Elect becomes President.
2. Contact nominees for permission to submit their names as candidates.
3. Confirm with the Vice-President that if elected he or she will assume the office of President the following year.
4. Report to the President of the Association by July 1 so that the nominees can be published in an official Association publication and on the website by September 1.
5. Submit nominees' names and biographical information to editor(s) of official publication.
6. Nominate one or more candidates for the office of ALA Councilor as stated in the American Library Association Constitution and Bylaws, Article IV, Section 2(b).
7. Nominations will be submitted to the Executive Administrator's office by September 1.
8. The chair shall submit to the president a tabulated result of the election prior to the annual general membership meeting.

Scholarship Committee

The Committee encourages a higher standard of professional education for librarians in Arkansas by soliciting contributions to the scholarship fund and by awarding scholarships.

Duties of the Committee

1. Development and implement a plan to promote contributions to the Scholarship fund(s).
2. Appoint Scholarship committee members from the ArLA membership roll.
3. Turn in all money collected to the Secretary/Treasurer or Executive Administrator for deposit in the Scholarship Fund(s).
4. Review guidelines for awarding the scholarships. Revisions may be recommended to the Executive Board.
5. Scholarship applications will be due six weeks prior to annual conference.
6. Award two yearly scholarships, ArLA Annual Scholarship and the Shirley Fetherolf School Library Media Specialist Scholarship, when the funds are available.
7. Submit a Scholarship committee budget proposal to the Secretary/Treasurer and Executive Administrator by their appointed date.
8. Send Scholarship committee information, forms, deadlines, and activities to the ArLA Webmaster when necessary to keep the Scholarship web page up-to-date.

9. Publish Scholarship committee information and deadline in *Arkansas Libraries* prior to deadline.
10. Post Scholarship committee information and deadline on the ArLA Listserv prior to deadline.

Please see Appendix D for the policy statements, sample applications, rubrics, and a checklist.

Web Services Committee

The Committee shall be responsible for the overall design of the ArLA website located at <http://arlib.org/wp/about/committees/web-services-committee/>. Committee members will keep abreast of current website trends and standards and recommend changes as needed. Based on recommendations, needs, and standards, the Web Services Committee will develop, design, and deploy a functional and fresh looking website for the ArLA community with a goal of implementing a website redesign approximately every five years.

The Chair of the Web Services Committee will also serve as the ArLA Webmaster. The ArLA Webmaster will be responsible for the regular maintenance of the ArLA website as well as other related duties.

Duties of the Committee Chair / ArLA Webmaster

1. Renew three domains with Namecheap.com – arlib.org, arlib.com, and arlib.net (usually put on credit card and get reimbursed).
2. Renew web-hosted account with JaguarPC-- ArLA generally pays by check (once every three years)
3. Add FTP accounts for those that need access to upload items to website, including the ALPS website.
4. Maintain ArLA website.
5. Maintain all Division websites/web pages, including TYCRT, CULD, AASL, RISD, SP, and R&TS.
6. Maintain all committee webpages.
7. Maintain all ArLA related mailing lists, including ARKLIB-L, Arlaboard, etc.
8. Maintain the *Arkansas Libraries* webpage and add links to current issue.
9. Add *Arkansas Libraries* journal issues to server.
10. Update and maintain the A-Z site guide.
11. Maintain the News page.
12. Maintain the Calendar of Events.
13. Maintain the ArLA Jobline.
14. Maintain the Forms section.
15. Add Board Minutes to the website.
16. Add ArLA Business Meeting Minutes to the website.
17. Update the online copy of the Bylaws and ArLA Manual as needed.
18. Update the About section, especially when the Board changes at the beginning of the year.
19. Routinely test outside links.

20. Answer general and specific website questions.

21. Coordinate and plan website redesigns and projects as needed.

Chapter 10: Special and Ad Hoc Committees

Special and Ad hoc committees may be appointed by the President as needed to perform definite assignments of limited duration. They will be automatically disbanded when their assignment has been completed. Committees whose work extends beyond the term of the President who appoints them will be subject to re-appointment or replacement by the incoming President.

Any report made by an ad hoc committee must be submitted in writing to the Association Secretary/Treasurer.

APPENDIX A:

General Suggestions for Executive Board members

1. Decide what you want to accomplish in your office for the year.
2. Outline plans and establish priorities for year's work.
3. Set deadlines for your work and note deadlines set by Program Chair and Executive Committee.
4. Consult with other officers of your Division, Round Table, or Committees to establish budget for the year to be submitted to Executive Committee by the Executive Board meeting at the annual Board Retreat (traditionally held in February).
5. Mark your calendar with announced dates for Executive Board meetings in order to keep these times free for attendance at meetings.
6. Keep the President and the Association office informed of important events, activities, or meetings.
7. Work through appropriate Committee Chairs to accomplish your goals as related to their stated responsibilities.
8. Communicate with the President or the Executive Administrator when you need assistance in implementing plans.
9. Keep records of activities and make notes to remind you of recommendations you would like to provide to your successor.
10. Begin early to plan your Division program for Annual Conference and identify program participants.
11. Submit any reports to be made at Executive Board meetings in writing to the Executive Administrator and Association Secretary/Treasurer.

Appendix C:

Guidelines and Criteria for Arkansas Library Association Awards

The Awards Committee is responsible for soliciting nominations and selecting the recipients of the awards which are presented at the Arkansas Library Association annual conference. Two awards are given biennially. The Arkansiana Award is given in odd years and the LaNell Compton Award is given in even years. It is the policy of the Association not to make awards posthumously except when death occurs between the time a recipient is selected and when it is announced at the awards ceremony. Members of the committee are ineligible for nomination.

Arkansiana Award – Given biennially, rotating with the LaNell Compton Award

- A. Purpose – First awarded in 1979, the award is given to the author(s) of a book or other work which represents a significant contribution to Arkansas heritage and culture. Three categories were established to receive nominations biennially for the Award. They are:
 - 1. Adult Non-Fiction with a cash prize of \$1,000.00
 - 2. Adult Fiction with a cash prize of \$500.00
 - 3. Juvenile books (Fiction and Non-Fiction) with a cash prize of \$500.00
- B. Eligibility: (book or other work)
 - 1. May be adult, young adult or juvenile level
 - 2. Must have been published or produced during the two calendar years preceding the Annual Conference at which award is made
 - 3. May deal with either part or all of the state
 - 4. May deal only partially with the state, provided that a major portion of the work which deals with the state is of special significance
 - 5. Must be a composition, not merely a compilation. If it includes the assembled work of others, then major interest must be in the exemplified theme of the accompanying commentary
 - 6. Must not be a revised edition, reprint, pamphlet, periodical publication or brochure
 - 7. May be a translation
 - 8. May be either in print or non-print format
- C. Criteria for adult and juvenile material
 - 1. Non Fiction – authenticity, organization and arrangement of material; literary merit; format; illustrations
 - 2. Fiction – literary merit; authenticity of background material; sincerity of presentation; effectiveness and illustrations if applicable

LaNell Compton Award – Given biennially, rotating with the Arkansiana Award

- A. Purpose—First awarded in 1982 and named in honor of LaNell Compton, editor of *Arkansas Libraries* from 1949 to 1971, the award is given to the author of the best contribution to library literature published in *Arkansas Libraries* during the eligibility period.
- B. Eligibility:
 - 1. Publication in *Arkansas Libraries* during the two calendar years preceding the Annual Conference at which the award is made will be an automatic nomination for the LaNell Compton Award
 - 2. The author of any type of significant material published in *Arkansas Libraries* during the eligibility period may be considered for the LaNell Compton Award
- C. A cash prize of \$300.00 will be given to the author or authors

Frances P. Neal Award

- A. Purpose – First awarded in 1984, and named in honor of Frances Potter Neal (1905 – 1990), who served as Librarian and Executive Secretary of the Arkansas Library Commission from 1952 to 1977, as Arkansas Chapter Councilor to the American Library Association from 1952 to 1971, and was Arkansas Woman of the Year in 1958, the award is given to recognize a career of notable service in librarianship within the state of Arkansas
- B. Eligibility
 - 1. Must no longer be employed in a library
 - 2. Must have worked in libraries within the state of Arkansas

Distinguished Service Award

- A. Purpose – First awarded in 1979, the award is to recognize distinguished service in librarianship, e.g., continuing service to the Arkansas Library Association, outstanding achievement in some area of librarianship, active participation in library affairs, notable published professional writing, etc.
- B. Eligibility
 - 1. Must be a member of the Arkansas Library Association
 - 2. Must be a resident of the state of Arkansas for a major portion of the year in which the award is made
 - 3. Must be employed in a library at the time of nomination
 - 4. Shall be neither selected nor excluded on the basis of a position held
 - 5. Is ineligible for this award for the following five years

Bessie B. Moore Trustee Award

- A. Purpose – First awarded in 1979, the award is given to an individual trustee or board of trustees who has made a significant contribution to the development of a library at the local, regional or state level.
- B. Eligibility
 - 1. Any library trustee or board who has made notable contributions toward the development of a library service in any community, town, city, county, or regions in Arkansas is eligible for nomination. If a Board of Trustees is elected to receive the award, the Board of Trustees will choose two representatives to attend, represent the Board and receive the award. Other members of the Board may attend at their own expense
 - 2. A recipient is ineligible for this award within the following three years
- C. Criteria
 - 1. Equal consideration will be given to trustees or boards from small, medium or large libraries
 - 2. Trustee service honored may have been performed at the local, regional, state or national levels, or a combination of levels

Retta Patrick Award

- A. Purpose – First awarded in 1989 and named in honor of Retta Patrick, former Director of Library Media Services of the Pulaski County Special School District, the award recognizes an individual member of the Arkansas library profession who has made an outstanding state or national Contribution to school librarianship and school library development.
- B. Criteria – Individuals nominated should have demonstrated achievements in such areas as:
 - 1. Service to the library media profession through the Arkansas Library Association and related organizations
 - 2. Planning and implementing of a school library media program of exemplary quality
- C. Eligibility
 - 1. Must be a member of the Arkansas Library Association
 - 2. Must be a resident of the state of Arkansas for a major portion of the year in which the award is made
 - 3. Shall be neither selected nor excluded on the basis of a position held
 - 4. Must have five years of library experience.
 - 5. A recipient is ineligible for this award within the following five years.

President's Award

- A. Purpose – Established in 1993, the award may be given by the President at the annual Conference as means of recognizing:
 - 1. The contribution of a person (or persons) that are not addressed in the other award categories, or
 - 2. A person who has provided extensive assistance to the President or the Association during the association year
- B. The President will make the selection of a recipient(s). The president may choose not to present an award

Arkansas Intellectual Freedom Award

- A. Purpose – Established in 1994, the award is given to a person(s) or group(s) for notable contributions that have furthered the cause of intellectual freedom on behalf of a library in the state of Arkansas. The award is sponsored by the Arkansas Library Association. A cash prize of \$500 will be presented to a library designated by the recipient.
- B. Eligibility
 - 1. The award is open to individuals or groups, e.g., librarians currently employed or retired, a library board, a Friends of the Library group, or a civic organization supportive of intellectual freedom
 - 2. The nominee must have conducted intellectual freedom activities during the five calendar years preceding the Annual Conference at which the award is made
 - 3. Nominations may be submitted by anyone in the state, and individuals and/or groups are encouraged to nominate themselves
 - 4. Notable contributions may have been performed at local, regional, state or national levels on behalf of a library within the state
 - 5. Nominations should be accompanied by detailed commentary and/or a chronology of intellectual freedom activities and should include supporting documentation (newspaper clippings, letters of commendation, etc.) and letters of recommendation
 - 6. The selected recipient shall be informed in advance and be given the right to refuse the award because of the recognition that intellectual freedom activities may not always be cited publicly without arousing controversy
- C. Criteria
 - 1. The role of the individual or group in promoting
 - a) The cause of intellectual freedom

- b) The spirit of the First Amendment, and
 - c) The American Library Association Bill of Rights and the interpretations.
2. The impact of the person's or group's efforts

Lorrie Shuff Paraprofessional Award

- A. Purpose – First awarded in 1996, the award is to recognize distinguished Paraprofessional library service in Arkansas libraries. The name was changed to the Lorrie Shuff Paraprofessional Award in 2002 in memory of Lorrie Shuff.
- B. Eligibility
 - 1. Must be a member of the Arkansas Library Association
 - 2. Must be employed in an Arkansas library as a paraprofessional at the time of nomination with five years of library experience
 - 3. A recipient is ineligible for this award within the following five years
- C. Criteria – Award criteria is based upon
 - 1. The role of the individual in promoting staff development,
 - 2. The issues of concern to paraprofessionals, and
 - 3. Participation in the Arkansas Library Association Paraprofessional Round Table

Suzanne Spurrier Academic Librarian Award

- A. Purpose – First awarded in 2001 and named in honor of Suzanne Spurrier (1947-1998), Director of the Brackett Library at Harding University from 1990 – 1998. The award recognizes an outstanding academic librarian within the state of Arkansas. The award is presented annually to a currently employed academic librarian who exemplifies Suzanne Spurrier's attributes of: a spirit of outstanding service and dedication professionalism to all library patrons; an attitude of devotion to the library profession and fellow colleagues; and consistent in state, regional or national library associations.
- B. Eligibility
 - 1. Must be a member of the Arkansas Library Association
 - 2. Must be employed in the academic library in Arkansas at the time of nomination
 - 3. Must have worked in an academic library in Arkansas for the last five years
 - 4. Is ineligible for this award for the following five years

Ann Lightsey Children's Librarian Award

- A. Purpose – Named in honor of Ann Lightsey, children's librarian who dedicated her life to children and reading

B. Eligibility

1. Children's librarian who is currently working or has been retired less than a year. They must have worked in a public or school library in the state of Arkansas for at least five years and was involved in direct programming with children during their career.
2. Must be a member of the Arkansas Library Association
3. Nominations may be submitted by anyone in the state of Arkansas
4. Nominations should be accompanied by a detailed commentary and/or a chronology of children's activities and letters of recommendation
5. Is ineligible for this award for the following 5 years

C. Criteria – Individuals nominated will have contributed to the improvement of children's programs in the following two areas:

1. They have conducted programs directly with children in their place of work
2. They must have actively contributed to raising the level of children's programming on the state level by conducting peer training at the State Library conference, regional training conferences, Arkansas Library Association Conference or equivalent

Rising Star Award

A. Purpose – First awarded in 2017, the award was created to recognize a library worker who has worked in libraries less than 5 years

B. Eligibility

1. Must be a member of the Arkansas Library Association
2. Must have worked in libraries less than 5 years

C. Criteria – has provided exceptional service for their library community

Arkansas Library Association Award Nomination Form

Please Type or Print the Following Information

Date: _____

Place a check beside the award the nomination is for

- | | |
|--|--|
| <input type="checkbox"/> Arkansiana Award (odd years only) | <input type="checkbox"/> LaNell Compton Award (even years only) |
| <input type="checkbox"/> Frances P. Neal Award | <input type="checkbox"/> Distinguished Service Award |
| <input type="checkbox"/> Bessie B. Moore Trustee Award | <input type="checkbox"/> Retta Patrick Award |
| <input type="checkbox"/> Arkansas Intellectual Freedom Award | <input type="checkbox"/> Lorrie Shuff Paraprofessional Award |
| <input type="checkbox"/> Suzanne Spurrier Academic Librarian Award | <input type="checkbox"/> Ann Lightsey Children's Librarian Award |

Full name of nominee: _____

Present mailing address: _____

Email/phone number _____

Nominated by: _____

Title/Position: _____ Phone: _____

Address: _____

Email: _____

1. Attach a page (approximately 250-500 words) stating why you believe the nominee should receive this award.
2. Look at the criteria and eligibility for each award and be specific in your description (i.e., career information, examples, and contributions) as to why the nominee is being recommended for the award.
3. If membership in the Association is a requirement for an award, please contact the Association office to check whether the nominee is a member.

The deadline for award nominations will be ____.

You may email your award nomination to the Awards Chair as listed on the ArLA website home page (www.arlib.org).

Appendix D:

Arkansas Library Association Annual Scholarship Statement of Policy

The Arkansas Library Association invites applications for its annual scholarship for graduate study in librarianship. To be eligible for the scholarship, applicants must meet the following conditions:

1. Applicants must be a legal resident of Arkansas and hold or be completing work toward a bachelor's degree from an accredited college or university and be a non-library school graduate.
2. Applicants must be currently accepted and enrolled in an American Library Association accredited program leading to a master's degree in library science. An applicant who is a current graduate student must submit to the ArLA Scholarship Committee an official transcript from an ALA accredited library school. An applicant just beginning their program of study must submit proof of enrollment in an ALA accredited library school.
3. Applications will be considered from persons already employed in libraries provided that they have been accepted and are currently enrolled in an ALA accredited program in library science.
4. To apply for the scholarship, applicants must submit an ArLA Scholarship application form, a letter of application, a resume, and at least three letters of reference from individuals qualified to address the academic and professional potential of the candidate.
5. The basis of selection of recipients shall be: 1) applicant's interest in librarianship as a profession, 2) academic record, 3) references. Awards are made without regard to race, sex, age, religion, or ethnic background.
6. Recipients must: 1) be a legal resident of the State of Arkansas, and 2) within one year of completing their graduate program, accept or maintain professional employment in a library or in a library related position in Arkansas, and 3) after accepting or maintaining such employment, continue to work in a library or in a library related position in Arkansas for at least one year, and 4) maintain membership in the Arkansas Library Association during the one year period of required employment in a library or library related position in Arkansas.
7. Recipients will be required to sign a promissory note agreeing to repay the Arkansas Library Association the amount of the scholarship unless the conditions set out herein are completed. Upon graduation and employment, recipients must provide the Arkansas Library Association with an official transcript showing the completion of their prescribed course of graduate studies and an official letter from their workplace verifying their employment in a library or library related position in Arkansas.
8. The Scholarship Committee of the Arkansas Library Association reserves the right to make no award.

9. Application forms may be obtained online at the Arkansas Library Association website (<http://www.arlib.org>); or by calling the ArLA Office at 800-241-4590.

A completed ArLA Scholarship application form, a letter of application from the applicant, an official transcript, a resume and three letters of reference must be received by the ArLA Scholarship Committee postmarked no later than _____ to be eligible for consideration.

ArLA Scholarship applications should be mailed to:

Arkansas Library Association

Lynda Hampel, Executive Administrator

P.O. Box 958, Benton, AR 72018-0958

Phone: 501-860-7585

Business Email: arlib2@sbcglobal.net

Application Form
ARKANSAS LIBRARY ASSOCIATION
Annual Scholarship
For Graduate Study in Library Science

Date _____

Full Name _____

Present Address _____ Telephone _____

Permanent Address _____ Telephone _____

College (s) attended _____

Degree(s) obtained _____

Graduate school planning to attend _____

(To qualify for the scholarship, this must be an ALA accredited school.)

Date of acceptance to graduate school _____

WORK EXPERIENCE

Position, Street, City, State, Dates of Employment

1. _____

Reason for leaving _____

2. _____

Reason for leaving _____

3. _____

Reason for leaving _____

REFERENCES

Name, Street, City, State, Telephone

1. _____

2. _____

3. _____

On a separate sheet, please add further pertinent information which should include a statement of career goals and what you feel you can give to the Arkansas library profession. List honors and awards, relevant committees on which you may have served, and send a transcript of your college hours. Please do not exceed two pages handwritten or typed double-spaced.

I have read the Statement of Policy concerning the granting of this scholarship, and I agree to abide by its stipulations.

Signature of Applicant

Please return to:

Arkansas Library Association
Lynda Hampel, Executive Administrator
P.O. Box 958, Benton, AR 72018-0958
Phone: 501-860-7585
Business Email: arlib2@sbcglobal.net

A completed ArLA Scholarship application form, a letter of application from the applicant, an official transcript, a resume and three letters of reference must be received by the ArLA Scholarship Committee postmarked no later than _____ to be eligible for consideration.

ArLA Scholarship Rubric

Please rate each applicant below with the following scale:
Exceptional - 10 points, Strong - 8 points, Very Good - 6 points, Good - 4 points, Average - 2 points

| | Applicant | Current number of graduate hours completed | Name of ALA accredited program/institution | Interest in librarianship as a profession in cover letter | Academic record | References | Professional Content and Appearance of Application | Total Points | Comments |
|-----|------------------|---|---|--|------------------------|-------------------|---|---------------------|-----------------|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
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Arkansas Library Association
Shirley Fetherolf School Library Media Specialist Scholarship
Statement of Policy

The Arkansas Library Association invites applications for the Shirley Fetherolf School Library Media Scholarship for graduate studies in school library media. To be eligible for the scholarship, applicants must meet the following conditions:

1. Applicants must be a legal resident of Arkansas and have completed a bachelor's degree from an accredited college or university, have initial licensure in a teaching field, and be a non-library school graduate.
2. Applicants must be currently accepted and enrolled in a National Council for Accreditation for Teacher Education (NCATE) accredited program leading to a degree as a school library media specialist. An applicant who is a current student must submit to the Arkansas Library Association (ArLA) Scholarship Committee an official transcript from an NCATE accredited school.
3. Applications will be considered from persons already employed in a school library provided that they have been accepted and are currently enrolled in a NCATE accredited program leading to a master's degree in school library media.
4. To apply for the scholarship, applicants must submit an AASL Scholarship application form, a letter of application, a resume, and at least three letters of reference from individuals qualified to address the academic and professional potential of the candidate.
5. The basis of selection of recipients shall be: 1) applicant's interest in school library media as a profession, 2) academic record, 3) references. Awards are made without regard to race, sex, age, religion, or ethnic background.
6. Recipients must: 1) be a legal resident of the State of Arkansas, and 2) a licensed teacher in the State of Arkansas and 3) be within one year of completing their studies, accept or maintain professional employment as a school library media specialist or in a school library media specialist related position in Arkansas, and 4) after accepting or maintaining such employment, continue to work as a school library media specialist or in a school library media specialist related position in Arkansas for at least one year, and 5) maintain membership in the Arkansas Library Association during the one year period of required employment in a school library or school library related position in Arkansas.
7. Recipients will be required to sign a promissory note agreeing to repay the Arkansas Library Association the amount of the scholarship unless the conditions set out herein are completed. Upon graduation and employment, recipients must provide the Arkansas Association of School Librarians/Arkansas Library Association with an official transcript showing the completion of their prescribed course of studies and an official letter from their workplace verifying their employment in a school library or school library related position in Arkansas.
8. The Scholarship Committee of the Arkansas Library Association in consultation with the Arkansas Association of School Librarians reserves the right to make no award.

9. Application forms may be obtained online at the Arkansas Library Association website (<http://www.arlib.org>); or by calling the ArLA Office at 800-241-4590. Completed forms must be returned by_____.

A completed ArLA Shirley Fetherolf Scholarship application form, a letter of application from the applicant, an official transcript, a resume and three letters of reference must be received by the ArLA Scholarship Committee postmarked no later than _____ to be eligible for consideration.

ArLA Scholarship applications should be mailed to:

Arkansas Library Association
Lynda Hampel, Executive Administrator
P.O. Box 958, Benton, AR 72018-0958
Phone: 501-860-7585
Business Email: arlib2@sbcglobal.net

Application Form
ARKANSAS LIBRARY ASSOCIATION
Shirley Fetherolf School Library Media Specialist Scholarship

Date _____

Full Name _____

Present Address _____ Telephone _____

Permanent Address _____ Telephone _____

College (s) attended _____

Degree(s) obtained _____

Graduate school planning to attend _____

(To qualify for the scholarship, this must be an NCATE accredited school.)

Date of acceptance to graduate school _____

WORK EXPERIENCE

Position, Street, City, State, Dates of Employment

1. _____

Reason for leaving _____

2. _____

Reason for leaving _____

3. _____

Reason for leaving _____

REFERENCES

Name, Street, City, State Telephone

1. _____

2. _____

3. _____

On a separate sheet, please add further pertinent information which should include a statement of career goals and what you feel you can give to the Arkansas library profession. List honors and awards, relevant committees on which you may have served,

and send a transcript of your college hours. Please do not exceed two pages handwritten or typed double-spaced.

I have read the Statement of Policy concerning the granting of this scholarship, and I agree to abide by its stipulations.

Signature of Applicant

Application should be mailed to:

Arkansas Library Association
Lynda Hampel, Executive Administrator
P.O. Box 958, Benton, AR 72018-0958
Phone: 501-860-7585
Business Email: arlib2@sbcglobal.net

A completed Scholarship application form, a letter of application from the applicant, an official transcript, a resume and three letters of reference must be received by the ArLA Scholarship Committee postmarked no later than _____ to be eligible for consideration.

Shirley Fetherolf School Library Media Specialist Scholarship Rubric

Please rate each applicant below with the following scale:

Exceptional - 10 points, Strong - 8 points, Very Good - 6 points, Good - 4 points, Average - 2 points

| | Applicant | Current number of graduate hours completed | Name of NCATE accredited program/institution | Interest in librarianship as a profession in cover letter | Academic record | References | Professional Content and Appearance of Application | Total Points | Comments |
|-----|------------------|---|---|--|------------------------|-------------------|---|---------------------|-----------------|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
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| 10. | | | | | | | | | |

ArLA Scholarship Checklist

| | Applicant | Application Form | Letter of Application | Official Transcript | Resume | Reference Letter #1 | Reference Letter #2 | Reference Letter #3 | Date Application Received |
|-----|------------------|-------------------------|------------------------------|----------------------------|---------------|----------------------------|----------------------------|----------------------------|----------------------------------|
| 1. | | | | | | | | | |
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| 10. | | | | | | | | | |



Arkansas Library Association

Arkansas Library Association

Executive Administrator

3416 Primm Lane

Birmingham, AL 35216

800-241-4590

Email: info@arlib.org

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