

ALABAMA LIBRARY ASSOCIATION, INC.

Montgomery, Alabama

Handbook

ALABAMA LIBRARY ASSOCIATION, INC.

Handbook

Revised by Handbook Committee:

Kevin Walker (Chair), Jodi Poe, Carrie Steinmehl, Laura Tucker, Peggy Kain, and Tim Bailey
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Revised by Handbook Committee:

Kevin Walker (Chair), Jane C. Daugherty, James Gilbreath
2012

Revised by Handbook Committee:

Theresa Trawick (Chair), Jane C. Daugherty, Eve Kneeland, Dena Luce, Jodi Poe, Kevin Walker,
Joseph Freedman (*ex officio*)
2009

Revised by Handbook Committee:

Sonja McAbee (Chair), Hope Cooper, Rebecca Mitchell, Jodi Poe, Bethany Skaggs, Carolyn Walden
Produced by Sonja McAbee
Editors Jodi Poe and Bethany Skaggs
2005

Table of Contents

Chapter 1: About the Association	1
Section 1. History of the Association	1
Section 2. Purposes and Goals.....	1
Section 3. Membership.....	2
Subsection 1. Who Qualifies for Membership	2
Subsection 2. Applying for Membership.....	3
Subsection 3. Dues.....	3
Subsection 4. Voting Rights.....	3
Subsection 5. Meeting Attendance.....	3
Subsection 6. Committee Appointments.....	3
Section 4. How-To	4
Chapter 2: Association Timelines	8
Section 1. ALLA Administrative Timeline.....	8
Section 2. ALLA Administrative Timeline.....	14
Chapter 3: Convention and Meetings.....	18
Section 1. Convention Date.....	18
Section 2. Site Selection.....	18
Section 3. Attendance Fees.....	18
Chapter 4: Elections and Appointments.....	19
Section 1. Elections for Association Officers.....	19
Subsection 1. Nomination Process	19
Subsection 2. Nomination of President/Vice-President of Association.....	19
Subsection 3. Who Can Nominate	19
Subsection 4. Who Can Be Nominated	19
Subsection 5. Terms of Office.....	20
Subsection 6. Election Schedule	20
Subsection 7. Ballots.....	20
Subsection 8. Election Results	20
Subsection 9. Run-Off Elections	20
Section 2. Other Elections.....	21
Subsection 1. Divisions and Round Tables	21
Subsection 2. Ballots.....	21
Section 3. Appointments to Committees.....	21
Section 4. Representatives of Other Associations	21
Subsection 1. American Library Association	21
Subsection 2. Southeastern Library Association	21
Subsection 3. Alabama Historical Records Advisory Board.....	21
Chapter 5: The Executive Council	22
Section 1. Personnel	22
Subsection 1. Voting Members	22
Subsection 2. Non-Voting Members	22
Section 2. Council Meetings.....	22
Subsection 1. Schedule	22
Subsection 2. Special Meetings.....	22
Subsection 3. Who May Attend	22
Subsection 4. Annual Leadership Transition.....	22
Section 3. Terms of Office.....	22
Subsection 1. Elected Officers	22
Subsection 2. Association Administrator	23
Subsection 3. Editor of ALLA Communicator.....	23

Section 4. Powers and Duties.....	23
Subsection 1. Manage	23
Subsection 2. Appoint	23
Subsection 3. Approve Appointments.....	23
Subsection 4. Determine Convention Site.....	23
Subsection 5. Approve and Conduct Meetings	23
Subsection 6. Propose Dues	23
Subsection 7. Approve Ad-Hoc Appointments	23
Subsection 8. Approve Awards	23
Subsection 9. Approve Division/Round Table Applications.....	24
Subsection 10. Approve Presidential Appointments	24
Section 5. Duties of Individual Members	24
Subsection 1. Meetings	24
Subsection 2. Records	24
Subsection 3. Written Reports.....	24
Subsection 4. Oral Reports.....	24
Subsection 5. Records Transmission.....	24
Section 6. Executive Council Finances	25
Section 7. Executive Council Procedures	25
Subsection 1. Governing Authority.....	25
Subsection 2. Quorum.....	25
Subsection 3. Submission of Motions	25
Section 8. Executive Council Reports	25
Subsection 1.	25
Chapter 6: Duties of Executive Council Officers.....	26
Section 1. President	(Association Bylaws, Article V, 5a) 26
Subsection 1. Meetings	26
Subsection 2. Committee Service.....	26
Subsection 3. Organizational Planning	26
Subsection 4. Program Direction	27
Subsection 5. Committee Appointments	27
Subsection 6. Ad Hoc Committee Appointments.....	27
Subsection 7. Appointment of Association Administrator	27
Subsection 8. ALLA Publications	28
Subsection 9. Association Finances	28
Subsection 10. Officer Elections	28
Subsection 11. Report Archiving	28
Subsection 12. ALA Conference Attendance.....	28
Subsection 13. Banking.....	28
Subsection 14. Study Handbooks.....	28
Subsection 15. Contact with VP and PE	29
Subsection 16. Contact with Association Units	29
Section 2. Vice-President/President-Elect	(Association Bylaws, Article V, 2b) 29
Subsection 1. Studying Articles & Bylaws	29
Subsection 2. Studying Handbooks.....	29
Subsection 3. Contact with President.....	29
Subsection 4. ALA Midwinter	29
Subsection 5. SELA Leadership Workshop	29
Subsection 6. Presiding for President.....	29
Subsection 7. Leadership Transition Workshop.....	29
Subsection 8. Serving as Committee Member.....	30
Subsection 9. Gift to President.....	30
Subsection 10. Appointing Asst. Convention Chair.....	30
Subsection 11. Appointing Committee Chairs	30
Subsection 12. Arranging Board Election	31
Subsection 13. LDC Chair	31
Subsection 14. ALLA Publication Editor.....	31
Section 3. Second Vice President.....	31
Section 4. Immediate Past President	(Association Bylaws, Article V, 5c) 31
Subsection 1. Attending Meetings	31

Subsection 2.	Serving as Committee Member.....	31
Subsection 3.	Serving as Chair.....	31
Subsection 4.	Planning Emeritus Council Program.....	31
Section 5.	Secretary	(Association Bylaws, Article V, 5d)31
Subsection 1.	Attending Meetings	31
Subsection 2.	Recording Minutes.....	32
Subsection 3.	Acquiring Unit Reports.....	32
Subsection 4.	Distributing Minutes.....	32
Subsection 5.	Distributing Motions.....	32
Subsection 6.	Serve Planning Committee	32
Subsection 7.	Index Minutes	32
Section 6.	Treasurer	(Association Bylaws, Article V, 5e)
	32	
Subsection 1.	Supervising Association Admin.....	32
Subsection 2.	Banking.....	32
Subsection 3.	Recommending Stipend.....	32
Subsection 4.	Coordinating Audits.....	32
Subsection 5.	Scholarship & Loan Fund	33
Subsection 6.	Cash Reserve Accounts	33
Subsection 7.	Budget & Finance Committee	33
Subsection 8.	Annual Financial Statement.....	33
Subsection 9.	Convention Report.....	33
Subsection 10.	Postal Audits.....	33
Subsection 11.	Successor	33
Subsection 12.	Association Archives	33
Section 7.	Members at Large	(North, Central, and South Regions)
	33	
Subsection 1.	Membership Committee	34
Subsection 2.	Representation	34
Subsection 3.	Other Duties.....	34
Chapter 7: Duties of Appointed Positions	37	
Section 1.	Association Administrator	37
Subsection 1.	Manage	37
Subsection 2.	Support	37
Subsection 3.	Be Responsible For	37
Subsection 4.	Meetings	37
Subsection 5.	Committees.....	37
Subsection 6.	Fiscal & Accounting Services.....	38
Subsection 7.	Legislation	38
Subsection 8.	Membership.....	38
Subsection 9.	Elections	38
Subsection 10.	Supplies	39
Subsection 11.	Records & Correspondence	39
Subsection 12.	Scholarship & Loan Fund.....	39
Subsection 13.	Notification.....	40
Section 2.	WEB ADMINISTRATOR	40
Section 3.	Parliamentarian	40
Subsection 1.	Bylaws & Handbook.....	40
Subsection 2.	Training	40
Subsection 3.	Advising & Assisting.....	40
Chapter 8: Association Finances	41	
Section 1.	Operating Budget Request Form.....	41
Section 2.	Requests for Funds	41
Section 3.	Workshops & seminars	41
Section 4.	Financial Records	41
Section 5.	UnBudgeted Funds	41
Subsection 1.	Budget Petitions.....	41
Subsection 2.	Unauthorized Expenditures.....	42
Section 6.	Convention allocations.....	42

Section 7.	Receipt & disbursement of funds	42
Section 8.	Bonding.....	42
Section 9.	account locations	42
Section 10.	emergency fund.....	42
Chapter 9:	<i>The Executive Council</i>	43
Section 1.	Standing Committees.....	43
Subsection 1.	43
Subsection 2.	Committee Responsibilities	43
Section 2.	Special Committees.....	44
Section 3.	Ad Hoc Committees	44
Section 4.	Tellers Committee.....	45
Subsection 1.	Appointment	45
Subsection 2.	Chair & Membership	45
Subsection 3.	Counting of Votes.....	45
Subsection 4.	Final Results	45
Section 5.	Standing Committees.....	45
Subsection 1.	Appointment & Charge.....	45
Subsection 2.	Authors Awards Committee	45
Subsection 3.	Association Awards Committee.....	48
Subsection 4.	Bibliographic Committee.....	52
Subsection 5.	Budget and Finance Committee	53
Subsection 6.	Bylaws Committee.....	57
Subsection 7.	Convention Committee	58
Subsection 8.	Education Committee	58
Subsection 9.	Emeritus Council	59
Subsection 10.	Employee Evaluation Committee	59
Subsection 11.	Handbook Committee	59
Subsection 12.	Intellectual Freedom Committee.....	61
Subsection 13.	Legislative Development Committee.....	62
Subsection 14.	Membership Committee	64
Subsection 15.	Nominating Committee.....	64
Subsection 16.	Planning Committee	67
Subsection 17.	Public Relations Committee	68
Subsection 18.	Publications Committee.....	69
Chapter 10:	<i>Publications.....</i>	72
Section 1.	The Alabama Librarian	72
Subsection 1.	History	72
Subsection 2.	Editor and Members	72
Subsection 3.	General Duties	72
Subsection 4.	Primary Responsibilities	73
Subsection 5.	Business/Circulation Manager	73
Section 2.	Association Newsletter.....	73
Subsection 1.	Primary Functions.....	73
Section 3.	List of Publications	75
Subsection 1.	<i>The Alabama Librarian</i>	<i>75</i>
Subsection 2.	<i>Cumulative Index to the Alabama Review</i>	<i>75</i>
Subsection 3.	<i>Manual on Intellectual Freedom.....</i>	<i>75</i>
Subsection 4.	<i>20th Century Alabama Authors; a Checklist.....</i>	<i>75</i>
Subsection 5.	<i>Faculty Status for Librarians: Trends and Issues</i>	<i>75</i>
Subsection 6.	<i>Policies for the Public Libraries of Alabama: A Sample</i>	<i>75</i>
Subsection 7.	<i>COMmunicator.....</i>	<i>75</i>
Chapter 11:	<i>Relationships with Other Organizations</i>	76
Section 1.	Overview	76
Section 2.	Representatives to National and Regional	76
Subsection 1.	ALA Councilor	76
Subsection 2.	SELA Representative.....	77
Chapter 12:	<i>Association Structure & Policies in Relation to Units ...</i>	79

Section 1. Unit Structure & Policies	79
Subsection 1. General Structure of the Association	79
Subsection 2. General Structure of Divisions and Round Tables	79
Section 2. Service Policies & Structure.....	80
Section 3. Fiscal Policies & Structure	80
Subsection 1. Divisions & Round Tables.....	80
Section 4. Publishing Policies & Structure.....	80
Section 5. Planning Policies & Structure.....	80
Section 6. Scholarship and Loan Fund	80
 Chapter 13: Alabama Library Association Scholarship and Loan Fund, Inc. 82	
Section 1. History & Purpose	82
Section 2. Trustees.....	82
Section 3. Tax Deductible Gifts	82
Section 4. Tasks of the Board of Directors	82
Section 5. Centennial Campaign Committee	82
Subsection 1. History	82
Subsection 2. Purpose	82
Subsection 3. Specific Committee Activities	83
 Chapter 14: Association Divisions	84
Section 1. The Divisions of the Association	84
Subsection 1. Youth Services and School Librarians Division	84
Subsection 2. College, University and Special Libraries Division (CUS).....	84
Subsection 3. Public Libraries Division	84
Subsection 4. Trustees and Friends Division	84
Section 2. Division Bylaws	85
Section 3. Division Officers.....	85
Subsection 1. Titles & Elections	85
Subsection 2. Nominations.....	85
Subsection 3. Election Results	85
Section 4. Division Meetings.....	85
Subsection 1. Meeting Schedule	85
Subsection 2. Executive Council Meetings	85
Subsection 3. Leadership Transition Workshop	85
Section 5. Division Reports.....	86
Subsection 1. Annual Report.....	86
Subsection 2. Reports to Executive Council	86
Section 6. Division Finances	86
Section 7. Division Committees and Appointments.....	86
Subsection 1. Committee Appointment.....	86
Subsection 2. Information Dissemination	86
Subsection 3. Division Membership Chair.....	86
Section 8. Division Convention and Preconferences.....	86
Subsection 1. Convention Coordination.....	86
Subsection 2. Scheduling Deadlines	86
Subsection 3. Convention Expenditures.....	86
Subsection 4. Preconference & Workshop Planning.....	87
Section 9. Division Workshops and Seminars.....	87
Subsection 1. Planning.....	87
Subsection 2. Budget & Finance Approval	87
Subsection 3. Fees.....	87
Subsection 4. Venue.....	87
Subsection 5. Date	87
 Chapter 15: Round Tables	88
Section 1. Membership.....	88
Subsection 1. Membership Criteria	88
Subsection 2. Policies	88
Subsection 3. Bylaws & Officers	88

Subsection 4.	Representative to Bylaws Committee	88
Subsection 5.	Handbook	88
Subsection 6.	Membership List	88
Subsection 7.	Information Dissemination	88
Subsection 8.	Objectives	88
Section 2.	Meetings.....	90
Section 3.	Committees.....	90
Subsection 1.	Establishment of Committees	90
Subsection 2.	Incorporation into Bylaws.....	90
Subsection 3.	Information Dissemination	90
Section 4.	Election of Officers	90
Subsection 1.	Scheduling	90
Subsection 2.	Nominating Committee.....	91
Subsection 3.	Nominee Biographical Information	91
Subsection 4.	Election Results	91
Section 5.	Finances	91
Subsection 1.	Budget Preparation	91
Subsection 2.	Budget Proposal Procedures	91
Section 6.	Convention and Preconferences	92
Subsection 1.	General Information.....	92
Subsection 2.	Coordination	92
Subsection 3.	Scheduling Deadlines	92
Subsection 4.	Convention Expenditures.....	92
Section 7.	Workshops and Seminars.....	92
Subsection 1.	General Information.....	92
Subsection 2.	Program Approval	92
Subsection 3.	Fees.....	92
Subsection 4.	Venue.....	92
Subsection 5.	Mailings.....	92
Section 8.	Reports.....	93
Subsection 1.	Submission.....	93
Subsection 2.	Council Reports	93
Chapter 16:	Association Archivist.....	94
Section 1.	History	94
Section 2.	TIPS ON KEEPING ASSOCIATION RECORDS.....	94
Subsection 1.	Emails	94
Subsection 2.	Filing Systems	94
Subsection 3.	Weeding Files	94
Subsection 4.	Labeling Files	94
Subsection 5.	Sending Files to the Archives	95
Appendix A.	Articles of Incorporation.....	96
Appendix B.	Bylaws of the Association	105
Appendix C.	Forms.....	122
Appendix D.	Convention Handbook.....	137
Appendix E.	Youth Services & School Librarians Division Handbook	180
Appendix F.	Youth Services & School Librarians Division Bylaws.....	186
Appendix G.	College, University, & Special Libraries Division Handbook...	189
Appendix H.	College, University, & Special Libraries Division Bylaws	213
Appendix I.	Public Library Division Bylaws.....	221
Appendix J.	Alabama Library Instruction Round Table Bylaws ..	225

<i>Appendix K.</i>	<i>Paraprofessional Round Table Handbook.....</i>	<i>231</i>
<i>Appendix L.</i>	<i>Government Documents Round Table Bylaws</i>	<i>249</i>
<i>Appendix M.</i>	<i>Multicultural Information Round Table Handbook... </i>	<i>254</i>
<i>Appendix N.</i>	<i>Multicultural Information Round Table Bylaws</i>	<i>260</i>
<i>Appendix O.</i>	<i>Association Historical Data</i>	<i>266</i>

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 *The Alabama Librarian* (suspended indefinitely January 16, 2009).

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 *The Alabama Librarian*, 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.

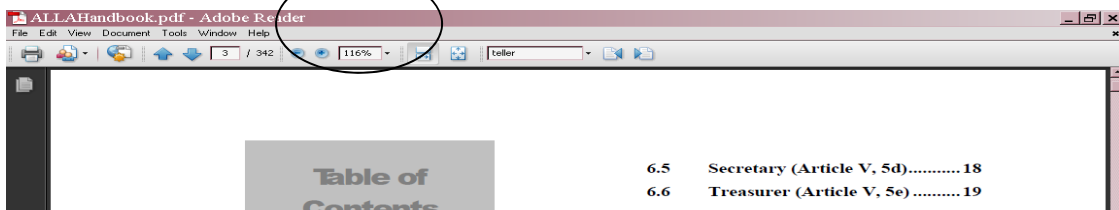
Whether you use the Word or .pdf version of the handbook, one quick way to find what you are looking for is the Find function.

- 📄 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



the 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 Librarian</i> published (suspended publication indefinitely January 16, 2009)	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	President-Elect
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 Librarian (suspended publication indefinitely January 16, 2009)</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 Alabama Librarian (<i>suspended publication indefinitely January 16, 2009</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 Librarian (suspended publication indefinitely January 16, 2009)</i> for February and July and <i>ALLA COMMunicator</i> each month	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 Librarian</i> appointed (<i>suspended publication indefinitely January 16, 2009</i>)	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 Alabama Librarian (<i>suspended publication indefinitely January 16, 2009</i>)	Editor
July	Alabama Librarian published (<i>suspended publication indefinitely January 16, 2009</i>)	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 Librarian</i> (<i>suspended publication indefinitely January 16, 2009</i>) for February and July and <i>ALLA COMMunicator</i> each month	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 Librarian</i> appointed (<i>suspended publication indefinitely January 16, 2009</i>)	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

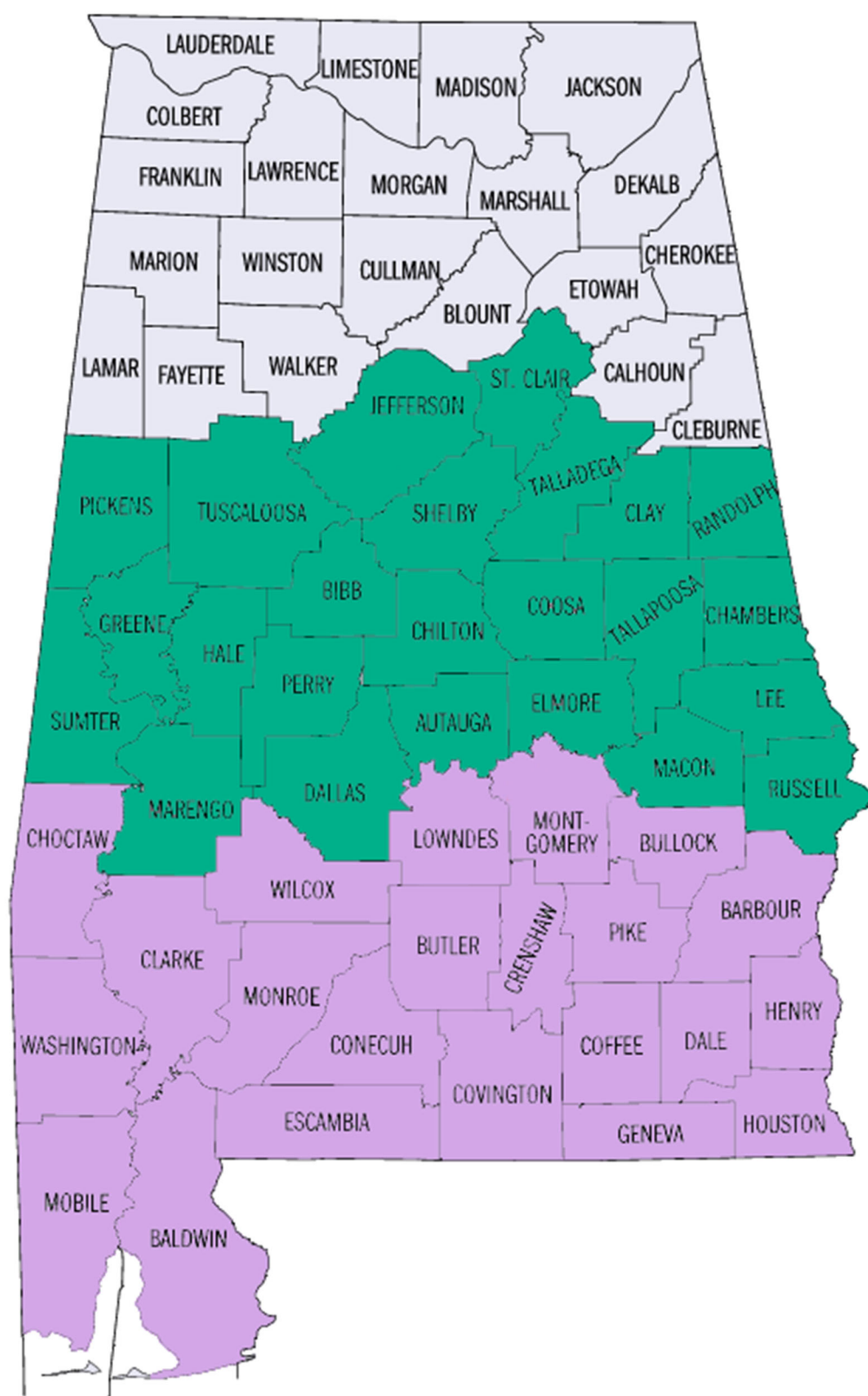
To serve as a representative of the interests and needs of the membership of his/her individual geographical area

- 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 Librarian*, 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. An author's body of work is ineligible. 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; and Nonfiction. 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 **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.
 3. 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.
 4. 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.
 5. 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.

6. **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.

7. 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)

8. 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 Vice-President/President-Elect 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 Librarian*, 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 Chicago Manual of Style*, latest edition, published by the University of Chicago Press.
- 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. THE ALABAMA LIBRARIAN

Subsection 1. History

The Alabama Librarian (v. 1, December 1949- suspended publication indefinitely January 16, 2009) 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 *The Alabama Librarian*, subject to the approval of the Council and report to the Council progress and problems related to *The Alabama Librarian*.
- b. To implement the policies of *The Alabama Librarian*.
- c. To report to the Council progress and problems related to *The Alabama Librarian*.
- d. To supervise the editorial work and production of *The Alabama Librarian*.
- 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.

Subsection 4. Primary Responsibilities

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

- a. To plan special issues and publish on schedule *The Alabama Librarian* 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 *The Alabama Librarian*.
- b. Handling financial matters.
 1. The Alabama Library Association, Inc. subsidizes *The Alabama Librarian* 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.

- 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 monthly.
- 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. *The Alabama Librarian*

The Alabama Librarian (v. 1, December 1949- suspended publication indefinitely January 16, 2009) 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 monthly 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. (This excludes *The Alabama Librarian*.)

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 the *Alabama Librarian* (suspended publication indefinitely January 16, 2009) 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

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

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 [new as of 2008-2009]**

e. **New Members Round Table (NMRT) [withdrawn 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. **Paraprofessional Round Table (PART)**

Provides an arena within ALLA for addressing a wide variety of issues concerning library paraprofessionals, 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 paraprofessionals statewide. Membership is not restricted to paraprofessionals 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.