

Arkansas Library Association Manual

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Chapter 1: Introduction: Purpose of Manual and Method of Revision

The purposes of this manual are to insure continuity and establish precedent. Policies and policy procedures approved by the Arkansas Library Association Executive Board will be included in this manual. Also included may be documents to guide Association employees, officers, committees, round tables, task forces, and interest groups in the discharge of their duties.

A master copy of the manual will be kept at the office of the Executive Administrator. A copy of the manual will be given to each new incoming officer, division chair, committee chair, and roundtable chair as they take office. This manual will also be available online at the ArLA website. The ArLA Secretary/Treasurer will be responsible for writing the final draft of a revision and for sending a copy to the Executive Administrator. The Executive Administrator will be responsible for seeing that changes are included in the master copy and updates are distributed to Officers and Chairs of the Association.

Chapter 2: ArLA Organization [top](#)

Organization:

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

Purpose:

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

Mission Statement:

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

Membership:

Membership is available to any person or institution interested in the object of the Association upon either payment of dues as specified in the Bylaws or upon being granted an honorary or complimentary membership. Membership is by the calendar year. Dues are considered delinquent March 31. Expired memberships may be reinstated upon payment of dues for current year.

Meetings:

Membership meetings are held annually at a time and place determined by the Executive Board. They are usually held in the fall. Special meetings may be called and must be called if there is a written request of at least fifty active members.

Affiliations:

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

Publication:

Arkansas Libraries (a quarterly journal) is the official publication of the Arkansas Library Association. Subscription is with membership.

Website:

The Arkansas Library Association official website is located at <http://www.arlib.org>.

Addresses:

Arkansas Library Association
P.O. Box 958
Benton, AR 72018-0958

American Library Association
50 East Huron Street
Chicago, Illinois 60611

Southeastern Library Association
P.O. Box 950
Rex, GA 30273

Executive Board

Administration of the affairs of the Association is vested in the Executive Board as outlined in the Constitution.

Executive Administrator

The Executive Administrator provides management services and is directly responsible to the Executive Committee.

Duties, Responsibility, Authority

1. Administration
 - a. Maintains and manages Association office.
 - b. Maintains communication between membership, Association officers, division chairs, roundtable chairs and committee chairs. Ensures that Association's Executive Committee, and the Board are kept informed on the condition and operations of the Association.
 - c. Attends all Board meetings.
 - d. Maintains Association procedures manual, provides updates.
 - e. Assists the President in planning meetings.

- f. Assists in preparing annual budget as an ex-officio member of the Executive Committee.
 - g. Negotiates contracts for the Association with the approval of the Executive Committee.
 - h. Recommends the development of policies and procedures to the Executive Committee and the Executive Board.
 - i. Maintains scholarship records of contributors, honorees and recipients.
 - j. Acknowledges contributions.
 - k. Maintains Association office files of correspondence, membership lists, past officers and annual reports.
 - l. Prepares press releases and handles other promotional activities with direction from the Executive Committee.
2. Financial
- a. Receives all Association funds.
 - b. Writes checks, pays all bills and keeps a set of records of all Association money received and spent, with Secretary/Treasurer acting as reviewer.
 - c. Prepares financial reports for the Board and division chairs.
 - d. Sends invoices for accounts due the Association.
 - e. Provides Secretary/Treasurer with necessary records/information for filing the Association's federal income tax return.
 - f. Provides prompt reimbursement for approved expenses incurred.
 - g. Prepares records for annual audit.
3. Membership
- a. Maintains a membership record system.
 - b. Implements membership renewal, promotion and recruitment plans in cooperation with membership committee.
 - c. Generates mailing labels as needed.
 - d. Causes membership directory to be published as provided by policy.
4. Conference and Meetings
- a. Manages the annual Conference, which includes: mailing conference information, preparing publicity, local arrangements, registration, handling funds, and attending planning meetings.
 - b. Provides assistance to divisions in communication to membership and in planning meetings other than Annual Conference.
5. Publication
- a. Bills for publication advertisements.
 - b. Serves as business office for publications.

- c. Provides mailing labels for publication mailings.
 - d. Mails publication to foreign subscribers.
 - e. Maintains back files of publications.
6. Nominations and Elections
- a. Accepts and certifies mail-in nominations and confirms the consent of nominee.
 - b. Certifies absentee ballot requests, mails ballots, and notes on the roster of eligible voters that a ballot has been sent.

Executive Committee

Members of the Executive Committee are as outlined in the Constitution.

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

The Executive Committee shall have the responsibility to:

1. Review progress in implementation of actions taken as previous Board meeting in instances where review has not been otherwise delegated.
2. Examine ongoing Association operations, advise the Executive Administrator as to possible changes in headquarters which will benefit the membership; and instruct on overall operations.
3. Review and monitor income and expenditures.
4. Act for the Board and make decisions on matters which:
 - a. Require action before the next board meeting,
 - b. Have been specifically delegated by the board to the Executive Committee,
 - c. Affect the budget and are of such urgency that they require immediate actions.

Chapter 3: Duties of Officers [top](#)

General Suggestions for Officers and Chairs

1. Decide what you want to accomplish in your office for the year.

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

Duties of the President

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

8. Send out a call to meeting to all the membership at least one month prior to the Annual Conference.
9. Call meetings of the Executive Board and the Executive Committee.
10. Call special meetings when petitioned by fifty personal members of the Association.
11. Prepare the President's Message in *Arkansas Libraries*.
12. The President will join, if not already a member, the American Library Association for the duration of the term he/she serves as President of the Arkansas Library Association.
13. Maintain and publish calendar of Association meetings and activities.

Duties of the Vice-President/President-Elect

1. Act for the President during his/her absence.
2. Maintain contact with the Association's committees, serving as the liaison between the committees and the Executive Board.
3. Act as President if the elected President is unable to serve or resigns.
4. Become President for the term of office immediately following expiration of the term as Vice-President/President-Elect.
5. Serve as chair of the Nominating Committee.
6. Submit the report of the Nominating Committee to the editor of *Arkansas Libraries*.
7. Direct and oversee elections:
 1. provide ballots in member packets at the annual conference
 2. appoint tellers to assist in conducting elections and counting votes
 3. provide absentee balloting procedures
 4. announce results of the election
8. Serve on the Executive Committee.

Duties of the Secretary/Treasurer

1. Serve on the Executive Committee.
2. Keep a record of the proceedings of the Association and the Executive Board.
3. Prepare minutes of Association meetings, Executive Board meetings, and Executive Committee meetings.
4. File a copy of all minutes, including officer and committee reports and any other material distributed at the annual meeting, with the archivist.

5. Submit an approved copy of the Executive Board minutes to the webmaster for posting on the website.
6. Keep the ArLA Manual revised.
7. Send final draft of a revision for ArLA Manual to Executive Administrator.
8. Assume responsibility for all Association money.
9. Serve as chairman of the Finance Committee.
10. Advise Executive Board on Association related financial matters.
11. In cooperation with the Executive Administrator review financial records and give a financial report at the Executive Board meeting.
12. Present an annual report to date at the annual business meeting.
13. Prepare a Conference income statement.
14. Prepare an annual report in narrative form.
15. In cooperation with the Executive Administrator, maintain accurate and current financial records of the Association and present financial records to accountant for audit/preparation of tax return at the end of each year.
16. Pay all bills in absence of the Executive Administrator.

Duties of the Past President

1. Serve as a member of the Executive Board and Executive Committee.
2. Advise the new Executive Board on matters carried over from the previous year.
3. Serve as chair of the Membership Committee and as Chair of the New Member Roundtable.

Duties of the ALA Councilor

1. Represent the Arkansas Library Association at all meetings of the Council and attend all general membership meetings when American Library Association meets.
2. Keep the Association informed on matters pertaining to American Library Association activities.
3. Write a summary of all ALA Council meetings and submit to the editor for publication in *Arkansas Libraries* and to the webmaster for posting on the website.

Duties of the SELA Councilor

1. Represent the Arkansas Library Association at all meetings of the Council and attend all general membership meetings when American Library Association meets.
2. Keep the Association informed on matters pertaining to Southeastern Library Association activities.
3. Write a summary of all SELA Council meetings and submit to editor for publication in *Arkansas Libraries* and to the webmaster for posting on the website.
4. Serve as Conference Committee Chair when ArLA co-hosts the SELA conference.

Chapter 4: Divisions and Round Tables [top](#)

1. The divisions of the Association are:
 - a. Arkansas Association of School Librarians (AASL)
 - b. Arkansas Library Paraprofessionals Division (ALPS)
 - c. College and University Libraries Division (CULD)
 - d. Public Library and Trustees Division (PLTD)
 - e. Reference and Instructional Services Division (RISD)
 - f. Resources and Technical Services Division (RTSD)
 - g. Special Libraries Division (SLD)
2. The Roundtables of the Association are:
 - a. Youth Services Round Table
 - b. Government Documents Round Table
 - c. Information Technology Round Table
 - d. New Members Round Table
 - e. Two-Year Colleges Round Table
3. Membership
Any member of the Association may have membership in one or more of the divisions.
Any member of the Association may have membership in one or more of the round tables.
4. Officers
Each division and roundtable shall elect a chair, vice-chair, and secretary in the

course of the Annual Conference for a term of office which shall coincide with that of the officers of the Association.

5. Funding

Divisions and round tables may receive funds from the Association's budget, and the amount will be determined by the Finance Committee. When a division or round table sponsors a profit-making program, ten percent of the profit will be deposited in the Association's general budget, and the remaining funds will be credited to the division or round table.

Divisions and round tables may not incur continuing debts on activities which they sponsor. Each program must be approved by the Executive Board, and any financial losses will be covered by the Association's general fund.

Duties of Division and Round Table Officers

Chair

1. Division and roundtable chairs serve as members of the Executive Board and attend all meetings of the Executive Board or arrange for representation by the vice-chair.
2. Submits any reports to the Executive Board in writing to the Association Secretary/Treasurer and Executive Administrator.
3. Serves as the executive officer for affairs of the division or round table.
4. Plans and arranges for division or round table program at the Annual Conference and works with the Association Conference Committee on details.
5. Conducts the general meetings of the division or round table.
6. Schedules and arranges for other meetings of the division or round table as necessary to promote interests of the group.
7. Notifies the Executive Board through the President and Executive Administrator for any meetings that are to be held other than at the time and place of Annual Conference.
8. Prepares a written annual report to be presented at the annual Association business meeting. Copies of the report are to be given to the Association Secretary/Treasurer and to the Executive Administrator.
9. Plans for programs, projects and activities for the division or round table and submits a report of these plans to the Executive Board for approval.

10. Appoints a nominating committee for division or round table to provide for election of a chair, vice-chair, and a secretary for the coming year.
11. Sends written notification of the officers elected to the Executive Administrator of the Association immediately.
12. Appoints committees necessary to carry on the work of the division or round table and serve as an ex-officio member of all division or round table committees.
13. Promotes affairs and interests of the division or round table through providing articles and information for use in the official publication, other public media and through any other suitable means.
14. Submits budget requests for the Finance Committee to cover all anticipated expenses during the year.
15. Submits properly documented requests for reimbursement for expenses promptly after incurring obligation.
16. Obligates Association funds only in the amounts for the items approved by the Executive Board.
17. Serves in other capacities as specified in the division or round table by-laws.
18. Keeps a file of items of current value as well as an ArLA Manual to pass on to the next chair.

Vice Chair

1. Performs the duties of the chair in his/her absence.
2. Serves as program chair for programs other than ArLA Annual Conference.
3. Serves in other capacities as specified by division and round table by-laws.

Secretary

1. Attend all meetings of the division or round table, maintains all records, and carries on internal and external communications of the division or round table.
2. Sends a copy of the minutes to the Executive Administrator of the Association for filing.

3. Serves in other capacities as directed by the division or round table by-laws.

Guidelines for Division or Round Table Programs

A proposed budget of anticipated income and expenditures shall be presented to the Executive Board prior to the program for Board approval. Following approval, bills will be paid by the Executive Administrator, without the President's signature, as long as they do not exceed the approved budget.

All bills will be verified and signed by the Program Coordinator prior to payment by the Executive Administrator. When a division or round table sponsors a profit-making program, ten percent (10%) of the profit will be deposited in the Association's general budget, and the remaining fund will be credited to the division or round table.

The 10% fee from division and round table workshop profits pays for the expenses incurred by the office services such as pre-registration, badges, stationary, etc.

Funds to pay for the additional services as described will be deducted from the division or round table program receipts: a.) printing by a professional printer; b.) folding of letters, publication inserts, programs, etc. by a professional printer; c.) any special paper orders; d.) postage for any mailing, permit or regular; e.) collating, labeling, and bulk mail preparation.

Chapter 5: Standing Committees [top](#)

The standing committees of the Arkansas Library Association shall be appointed by the President and consist of not less than two members. No member may serve more than three consecutive terms on any one committee. Vacancies will be filled by the President. Appointments for standing committee chairs shall be made by the President with the approval of the Executive Board. The outgoing chairs of the committees will return their copies of the procedure manual to the Executive Administrator at the same time they submit three copies of their annual reports.

The number of Association standing committees on which a member may serve is limited to three with the exception of those committee memberships, which are made up by the virtue of the office held. The number of Association standing committees a

member may chair is limited to one with the exception of those committee memberships which are made up by the virtue of the office held.. Only regular and life members may serve on committees.

The standing committees are:

- a. Awards
- b. Conference
- c. Constitution
- d. Finance
- e. Intellectual Freedom
- f. Legislative
- g. Membership
- h. Nominating
- i. Public Relations
- j. Publications
- k. Scholarship

Duties of Committee Chairs:

1. Keep a file of items of current value as well as current ArLA Manual to pass on to the next committee chair.
2. Present reports of the work of the Committee at the business session of the annual meetings, and at other meetings as necessary.
3. File the annual report with the Executive Administrator as required by the Constitution.
4. Notify members of the committee, the President of the Association, and the Executive Administrator of all meetings.
5. Any report made to the Executive Board must be submitted in writing to the Association Secretary/Treasurer and Executive Administrator.
6. Attend the regularly scheduled meetings of the Executive Board and report on the activities of the committee.
7. Establish subcommittees as needed.
8. Conduct meetings of the committee.
9. Promote affairs and interests of the Committee through providing articles and information for use in the official publication, other public media, and through any other suitable means.
10. Submit reports as required by the President.

11. Submit budget requests to the Finance Committee to cover all anticipated expenses during the year.
12. Submit promptly documented requests for reimbursement for expenses promptly after incoming obligation.
13. Obligate Association funds only in the amounts for the items approved by the Executive Board.

Awards Committee

The Awards Committee is responsible for selecting the winners of the various continuing awards which the Association bestows, as specified in the appendix of this manual, and for any special awards which the Association may provide. The President's Award shall be the purview of the President, and the Committee may coordinate and publicize its presentation.

Each recipient will receive a plaque, and his/her name will be engraved on the appropriate perpetual plaque kept at the State Library. A recipient of the LaNell Compton Prize will also receive a cash award to be set by the Executive Board (\$300 in 1994). Recipients of the Arkansas/SIRS Intellectual Freedom Award and a library designated by the recipient will each receive \$500.

The editor of "Arkansas Books and Authors" in *Arkansas Libraries* shall be a voting member of the Committee, but not the chair, in years the Arkansiana Award is given. The editor of *Arkansas Libraries* shall be a voting member of the Committee selecting the Compton winner. In the event of co-editors, each co-editor will have one-half vote.

No member of the Committee will be considered as a nominee in the year that he/she is serving on the Awards Committee.

Duties of the Committee:

1. Set deadlines for nominations for the awards and publicize availability of nomination forms.
2. Solicit and evaluate nominations.
3. Make the final selections.
4. Publicize the recipients.

5. Coordinate the presentation of the awards at the Annual Conference (in conjunction with the Conference Committee and the ArLA Executive Administrator) with the responsibility for:
 - a. Table seating arrangements
 - b. Design and printing programs
 - c. Ordering and delivering of individual certificates and frames for each award to the awards luncheon
 - d. Selection of awards presenters

(See appendix for guidelines and criteria.)

Conference Committee

The Conference Committee is responsible for overall planning, execution and evaluation of annual conference.

Duties of the Committee:

1. Develop and distribute a Conference Planning Calendar.
2. Develop a Conference program which reflects the theme which has been chosen.
3. Coordinate in consultation with division and round table chairs sessions, meetings, workshops, award presentation, etc. on the theme.
4. Secure speakers for the sessions, meetings, workshops, etc.
5. Solicit and assign exhibitors for trade portion of conference.
6. Develop methods for evaluating Conference.
7. Evaluate the Conference thoroughly.
8. Analyze the evaluative material.
9. Present the proposed Conference program to the Executive Board.
10. Report the results of the Conference evaluation to the President and the Executive Board.

Constitution Committee

The Committee shall receive and recommend changes and revisions to the Association Constitution, Bylaws, and the ArLA Manual.

Duties of the Committee:

1. The Committee shall recommend amendments and revisions to the Executive Board.
2. The Committee shall receive proposed constitution and by-laws changes submitted in writing from individual members, at least sixty days prior to the annual meeting.
3. The Committee shall present proposed constitution and by-laws changes to the Executive Board, at least sixty days prior to the annual meeting.
4. The Committee shall notify the membership of any proposed constitution and by-laws changes at least thirty days prior to the annual meeting.
5. Review proposed by-laws of any new division or round table to insure that there are not conflicts with the Association Constitution and by-laws.
6. Periodically review the ArLA manual and by-laws of divisions and round tables to insure that there are no conflicts with the Association constitution and by-laws.

Finance Committee

The Committee shall be responsible for receiving budget requests and preparing a budget proposal.

Duties of the Committee:

1. Solicit from the Division, Round Table and Committee Chairs their financial requirements for the next year.
2. Develop a budget.
3. Report to the Executive Committee on the proposed budget.

Intellectual Freedom Committee

The Committee is concerned with proposed or actual restrictions of intellectual freedom imposed by individuals, committees, or administrative authorities on library materials or on the selection judgments, order procedures or administrative practices of librarians. This Committee is also concerned with similar restrictions on cultural activities and

educational programs in libraries, other institutions, and other channels of communication.

The Committee is concerned with proposed or enacted legislation at the national, state, local, and school district levels which might place library collections in jeopardy, or which might restrict, prejudice or interfere with free and unbiased selection, acquisition and circulation of library materials, and other professional activities of librarians, or which might otherwise restrict the basic concept of the freedom of inquiry.

The Committee is concerned with the continuing education of the library community (including librarians, library boards, and the general public) in understanding and accepting the philosophy and the professional practice inherent in the Library Bill of Rights and the interpretations issued from the American Library Association, the ALA Freedom to Read Statement, the Statement of Professional Ethics, 1981, access to Resources and Services in the School Media Program: An interpretation of the Library Bills of Rights (adopted 1986, amended 1990), and the Freedom to View statement.

Duties of the Committee:

1. Receive reports of censorship, investigate incidents in which intellectual freedom has been curtailed, and take action when necessary.
2. In cases of restrictions of intellectual freedom:
 - a. All censorship complaints should be channeled to the chair of the Committee who will formally or informally meet or talk with members of the Committee to present the nature of the issues involved and to determine a proposed course of action.
 - b. Site visitations should be undertaken only when deemed essential by the Committee and/or when resources permit.
 - c. Advise libraries who are concerned with challenged materials by providing informal assistance which may include offering reassurances, providing resource materials, and advising the concerned parties of additional channels of support.

3. Encourage all libraries to develop a written statement of policy for the selection of library materials and the development of collections.
4. Monitor legislation and lobby actively in cases concerning intellectual freedom in Arkansas.
5. Seeking rulings from the Attorney General on laws affecting intellectual freedom in libraries.
6. Provide advice to the Arkansas Library Association Legislative Committee, the Executive Administrator and the President regarding any government action relating to intellectual freedom and coordinate an Association response.
7. Maintain contact with the Intellectual Freedom Committee of the American Library Association.
8. Report to the Executive Board on any issues pertaining to intellectual freedom.
9. Send copies of all minutes to the Executive Administrator and President.
10. Any action proposed by the Committee should be reported by the Chair in advance to the President and the Executive Administrator.
11. Develop exhibits concerned with various aspects of intellectual freedom for loan to libraries or for display at library conferences.
12. Promote continuing education by:
 - a. Cooperating with other Arkansas Library Association divisions, educational institutions, or organizations of similar intellectual freedom interest to conduct workshops.
 - b. Offering guidelines or operational manuals approved by the Arkansas Library Association. Distribution throughout the Association is desirable.
 - c. Responding to requests for speakers as resources will allow.
13. Any press release must be issued through the Executive Administrator of the Arkansas Library Association and will not be distributed until the chair has notified the President or a member of the Executive Committee. All releases must state that they are issued by the Intellectual Freedom Committee and are not necessarily an expression of the membership as a whole.
14. The Committee will collect and maintain the following files and make them available as it sees fit:

- a. Censorship incidents which affect intellectual freedom in Arkansas.
 - b. Organizations which can provide legal advice, monetary support or other types of assistance.
 - c. Reviews of challenged materials.
 - d. Intellectual freedom bibliographies.
 - e. Examples of selection and development policies, and other related material.
15. Serve as liaison with other ArLA Committees and other similarly concerned organizations.

Legislative Committee

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

Duties of the Committee:

1. Monitor current trends in national library legislation.
2. Monitor meetings of the Arkansas General Assembly. Communicate necessary information to the Board.
3. Keep the Association informed on the state and national laws.

Membership Committee

The Committee shall plan, execute, and evaluate a program for recruitment of new members and retention of current members.

Duties of the Committee:

1. Study membership trends and make recommended changes concerning membership services, dues changes, and develop new membership materials as needed.
2. Provide Association membership forms and publications available at Annual Conference registration desk and other library related conferences.
3. Coordinate membership materials to be included in Annual Conference registration packets.
4. See appendix for schedule of membership committee timeline.

5. Insure that a current membership directory is available on the website.

Nominating Committee

Chair and members are appointed by the President of the Association. Vice-President serves as chair.

Duties of the Committee:

1. Nominate one or more candidates for each elective office, except that of President. Vice- President/President-Elect becomes President.
2. Contact nominees for permission to submit their names as candidates.
3. Confirm with the Vice-President that if elected he/she will step up to the office of President the following year.
4. Report to the President of the Association by July 1 so that the nominees can be published in an official Association publication and on the website at least thirty days before the annual meeting.
5. When schedules permit, submit nominees' names and biographical information to editor(s) of official publication.
6. Nominate one or more candidates for the office of ALA Councilor as stated in the American Library Association Constitution and By-Laws, Article IV, Section 2(b).
7. Nominate one or more candidates for the office of SELA Councilor as appropriate.

Public Relations Committee

The Committee shall increase public awareness of libraries and their varied activities.

Duties of the Committee:

Develop and implement a year-round public relations effort to promote all types of libraries.

Publications Committee

The Committee shall encourage professional publications within the Association.

Duties of the Committee:

1. Serve as advisory board for *Arkansas Libraries* and the Arkansas Library Association Website.
2. Appoint with the approval of the Executive Board the Editor of *Arkansas Libraries* and the Webmaster for the ArLA Website.
3. Review and recommend rates for back issues of *Arkansas Libraries* annually.
4. Review and recommend advertising policy for *Arkansas Libraries* and the website annually.
5. Review and recommend subscription policy for *Arkansas Libraries* annually.
6. Set publications policy for Arkansas Library Association.
7. Review annually the publications practices and the editorial policy and content of *Arkansas Libraries*, ArLA Website and other Association publications and make suggestions for changes as deemed advisable. Evaluation should take into account the effectiveness of publications in meeting the expressed interests and needs of members of the Association and its parts.
8. Make recommendations annually for publications budget for the coming year.
9. Review and recommend circulation and distribution policy for *Arkansas Libraries* annually.
10. Serve as liaison between editors and Association members, divisions, round tables, and other committees.

Scholarship Committee

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

Duties of the Committee:

1. Develop and implement a plan to promote contributions to the Scholarship fund.
2. Turn all money collected over to the Secretary/Treasurer or Executive Administrator for deposit in the Scholarship Fund.
3. Review guidelines for awarding the scholarship. Revisions may be recommended to the Executive Board. (See appendix for scholarship guidelines.)
4. Award a yearly scholarship when the funds are available.

***Chapter 6: Special and Ad Hoc Committees* [top](#)**

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

Any report made by an ad hoc committee must be submitted in writing to the Association Secretary and the Executive Administrator.

***Chapter 7: Funding, Expenses and Budgeting* [top](#)**

Funds are derived from:

1. Memberships
2. Convention receipts
3. Interests on savings account
4. Royalties from reproduction of *Arkansas Libraries*
5. Sale of advertising space in *Arkansas Libraries*
6. Contribution from members, friends, and other supporters
7. Association, division and committee projects, workshops and seminars or other approved activities
8. Sale of back issues of *Arkansas Libraries*

Funds are spent for

1. Conduct of business of the Association:
 - a. Executive Administrator's salary and expenses
 - b. Clerical assistance
 - c. Rent and maintenance of the Association office
(telephone, supplies, postage, etc.)
2. Travel expenses of Board members and invited participants
3. Division projects and activities
4. Roundtable projects and activities
5. Committee projects and activities
6. Publication of the journal *Arkansas Libraries*
7. Scholarships
8. Conduct of Annual Conference (mailings, printing, honoraria/expenses of speakers, etc.)
9. Purchase and maintenance of office equipment and furniture
10. Bonding of the Secretary/Treasurer, President and Executive Administrator
11. Membership in American Library Association and Southeastern Library Association.
12. Representation at American Library Association for ALA Councilor to midwinter and annual conference and for Association officers and representatives, if budget permits.
13. Representation at Southeastern Library Association for the SELA Councilor to the SELA conference and SELA board meetings.
14. Attendance by Conference Chair to a regional or other state conference for program and speaker ideas.
15. Attendance by Legislative Chair at National Legislative Day in Washington D.C.
16. Contributions, as budgeted, to American Library Association and (Office of Intellectual) Freedom to Read Foundation.
17. Other approved expenditures within the restraints of 501(c)(3) code of the IRS for non-profit organizations.

Conditions for reimbursement:

Officers, committee members, and representatives will be reimbursed as spelled out in Association Bylaws,

Article V. Persons requesting reimbursement are asked to use expense form and submit business-like records.

Conference:

1. Registration fees are set by the Board and the Conference Committee on a yearly basis. Cancellations and refund requests will be honored if received in writing and postmarked no later than two weeks prior to the beginning date of the conference and are subject to a \$20.00 processing fee. Refunds will be processed and mailed one month after the conclusion of the conference.
2. Exhibit fees are set by the Board.
3. Executive Committee recommendations on Conference expenses for speakers' who are non-members of ArLA:
 - a. Travel expenses will be reimbursed equivalent to tourist class fare.
 - b. Room reservations will be made for the speakers and paid for the by Association.
 - c. Meals will be paid for by the Association.
 - d. A representative from the Association will personally meet each speaker at the airport and provide transportation to the meeting and hotel.
 - e. Rental cars will not be paid for by the Association.
 - f. The amount of honorarium paid to a speaker will be determined by the Conference Chair and the Executive Committee who know what the budget will allow that particular year.
 - g. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.
4. Executive Committee recommendations on Conference expenses for speakers' who are members of ArLA:

- a. The following expenses will not be subject to a request for reimbursement: travel, lodging, most meals, local transportation, or honoraria.
 - b. The cost of a meal may be waived for a member who is a speaker at that meal.
 - c. Costs for photocopies distributed in connection with a conference program may be reimbursed
 - d. Exceptions to the above may be made by the Executive Committee at the request of the Conference Chair.
5. Registration fees will be waived and room reservations will be made and paid for the Executive Administrator, President, Conference Chair, and Exhibits Chair.

Membership:

1. Division and roundtable lists are to be available to chairs via the website.
2. Honorary members are to be recognized in an official association publication.
3. One person may register as a representative of an institution on an institutional membership.

Guidelines for Division/Committee/Round Table Workshops/Conferences:

1. The Executive Board must approve expenditures for travel and office expenses for workshops, and for holding the workshop.
2. Bills will be signed and verified by the workshop coordinator. As long as the bills do not exceed the amount funded for the workshop, they may be paid by the Executive Administrator without the President's signature.
3. Reimbursements for guest speaker expenses will follow the same guidelines as for the Association's annual conference.
4. The Association will keep 10% of any profit on division or round table workshops to cover office expenses.
5. Loss on workshops will be covered by general Association funds.
6. Registration fees are set by the Division, Committee or Round Table sponsoring the workshop.
7. Refunds for Division/Committee/Round Table workshops:

- a. Workshops with limited enrollment - no refunds.
 - b. Workshops with unlimited enrollment - Cancellations and refund requests will be honored if received in writing within 2 weeks of the beginning date of the workshop and are subject to a processing fee of 25% of the total registration cost with a minimum of \$5.00.
8. Exceptions to the above may be made by the Executive Committee at the request of the Workshop/Conference Chair.

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The ArLA Website is maintained by the Association's Publications Committee. Current design is by April Sheppard.

Maintenance is by [Ronald S. Russ](#), Webmaster and [April Sheppard](#).

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