



Arkansas Library Association

ArLA Handbook

Last Revised 12/2024

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Chapter 1: ArLA Organization

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

1.1 Purpose

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

1.2 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.

1.3 Code of Ethics

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

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

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

1.4 Conflict of Interest Statement

Individuals holding key positions of authority in the Association including, but not necessarily limited to, members of the Executive Board, other elected or appointed officials, committee chairpersons, and all members of the Conference Committee must not use these positions for their own direct or indirect personal gain or to unduly benefit a particular library, business, or other organization with which they are associated. All such individuals who become aware of an actual or potential conflict of interest with respect to any matter they are to consider by virtue of their position of authority in the Association shall immediately disclose this conflict and shall neither vote on the matter nor attempt to influence the votes of others. Such points shall be recorded in the minutes of any meeting during which they arise.

1.5 Publication

Arkansas Libraries, published twice a year in May and December in two combined issues of spring/summer and fall/winter, is the official publication of the Arkansas Library Association. Subscription is included with membership dues. Issues are also available for separate purchase.

1.6 Logo, Letterhead & Other Designs

The ArLA official logo and letterhead may be used only for ArLA official business and correspondence. The official logo and letterhead may be obtained after receiving approval for their use from the Executive Board. All design items used by the Arkansas Library Association, are copyrighted by that entity. In addition, the Arkansas Library Association reserves the right to sublicense design items to third party vendors for inclusion into their online databases. Permission to use such design items elsewhere must be requested in writing and must be granted by the Arkansas Library Association Executive Board or its designate. Permission form may be found on the ArLA website at: <https://www.arlib.org/membership/forms>

1.7 Addresses

Arkansas Library Association
P.O. Box 3821
Little Rock, AR 72203
Web address: <https://www.arlib.org/>
Email address: info@arlib.org

American Library Association
50 East Huron Street
Chicago, Illinois 60611
Web address: <http://www.ala.org/>
Email: ALA@ala.org

Southeastern Library Association
PO Box 30703
Savannah, GA 31410
Web address: <http://selaonline.org/>
Email: selaadminservices@selaonline.org

Chapter 2: Purpose of Handbook and Method of Revision

2.1 Purpose

The ArLA Handbook contains the policies and procedures of the Arkansas Library Association, as approved by the Executive Board. It includes documents to guide Association officers, committees, and communities of interest, and other association employees or interested parties in the discharge of their duties. The purpose of this Handbook is to ensure compliance with the Bylaws, continuity in the Association, and to establish precedent.

2.2 Revision

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

A master copy of the Handbook will be saved electronically and maintained by the Executive Board. An updated copy will be sent to ArLA's archives and available on ArLA's website to be accessible by all members of the Association.

2.2.1 Previous Versions

ArLA Policy and Procedure Manual Revised 9/2017, 9/2019

ArLA Handbook Revised 12/2020, 12/2021, 12/2022, 12/2023, 12/2024

Chapter 3: Nonprofit Status

3.1 What is a 501(c)(3)

501(c)(3) is a section of the Internal Revenue Service Code that grants exemption from federal income taxes to nonprofit organizations that are operated for religious, charitable, scientific, literary, or educational purposes. A further provision of the IRS Code provides a federal income tax deduction to individuals and companies who donate to these organizations.

3.2 Nonprofit Organizations

Section 501(c)(3) is the public benefit category. Permitted purposes for organizations in this category include: charitable, educational, and literary.

As a 501(c)(3), ArLA may use its funds for charity, education, and the promotion of literature and related administrative costs. Funds may also be used for charitable activities include promoting literacy, distributing scholarships, improving public libraries, educational activities such as publications, seminars, conferences, and literary activities include promoting books and authors, providing forums for discussions of literary topics.

As a 501(c)(3), any activities which are not charitable, educational, or literary must be insubstantial, i.e., short-term or limited in nature. ArLA may engage in lobbying up to certain amounts as defined by the IRS. Lobbying is the support of or opposition to legislation. All political activity is prohibited. Political activity is the support of or opposition to candidates for public office. Transfer of funds to organizations in different tax-exemption categories is prohibited, unless the transfer furthers a charitable, educational, or literary purpose, or constitutes a loan at market rates of interest.

3.3 Filing Returns

Exempt organizations, other than private foundations, must file their annual information returns on Form 990 or 990-EZ, unless exempted from filing or allowed to submit Form 990-N.

3.3.1 Failure to File

If the organization fails to file a Form 990, 990-EZ, or 990-PF, or fails to submit a Form 990-N, as required, for 3 consecutive years, it will automatically lose its tax-exempt status by operation of law effective as of the due date for the third missed return or notice.

Chapter 4: Affiliations

4.1 ALA

Arkansas Library Association is a chapter of the American Library Association (ALA). ArLA membership does not automatically constitute membership in the American Library Association. Chapters promote general library service and librarianship within its geographic area, provide geographic representation to the Council of the American Library Association, and cooperate in the promotion of general and joint enterprises with the American Library Association and other library groups.

4.1.1 The chapter's role

Chapter status is a voluntary arrangement. It is requested by an eligible library association and established by ALA Council action. A chapter may vote to withdraw from the arrangement, or ALA Council can dissolve a chapter for inactivity or failure to comply with ALA Bylaws. There are few requirements of chapters and there are few prohibited actions. Basic requirements are limited to the following:

1. ALA must receive payment of ArLA's Chapter dues by March 1 annually.
2. ArLA must file copies of its Chapter Bylaws, plus subsequent amendments, with ALA headquarters.

4.1.2 Membership

1. Chapters pay the lowest organization rate (\$150) to be a member of ALA.
2. Each State Chapter selects one of their members to represent the library community in their state on ALA Council.
3. Every Chapter receives a subscription to American Libraries magazine, and 10% discounts on ALA books.
4. Chapters are able to take advantage of service discount programs ALA offers to organization members.
5. Chapters are also able to receive free mailing lists of ALA members in their state or region.
6. ALA has an Online Community Space called ALA Connect (at <http://connect.ala.org/>).
7. Many chapters, including ArLA, participate in the ALA joint student membership program.

Similar to other questions pertaining to the ALA and chapter relationship, few formal requirements are charged to ALA. In return for payment of chapter dues, ALA provides:

1. A subscription to American Libraries.
2. A copy of the ALA Handbook of Organization.

3. A 10 percent discount on ALA publications.
4. Membership benefits, such as assistance from the Chapter Relations Office and other ALA units.
5. A seat on Council.
6. Joint membership.
7. Participation in Engage (Engage is Capitol Advantage's leading online legislation and advocacy tool that continues to help ALA, chapters, and ILoveLibraries.org send constituent messages to congressional and state legislators).

4.1.3 Chapter Relations

ALA's role with chapters is overseen by the Chapter Relations Committee (CRC), established by the Council 1972, and executed by the Chapter Relations Office (CRO), established by the Council in 1979. The Office is headed by a half-time director and staffed with a program officer.

The Chapter Relations Office (CRO) promotes a sense of identification between the national Association and the ALA Chapters; facilitates communication between the Chapters and all ALA units; coordinates leadership development for Chapter officers, Chapter Councilors, chief paid staff members, and other Chapter leaders; strengthens membership promotion activities for ALA and the Chapters; coordinates the ALA Student Chapters and the ALA Students to Staff programs; and helps raise awareness of and sensitivity to Chapter needs throughout the ALA.

Activities and benefits provided to chapters by the Chapter Relations Office include:

1. Fact sheets on ways that ALA and particular chapters are working together.
2. Joint membership, marketing, and advocacy efforts.
3. Ongoing communication between ALA and the chapters.
4. Forums for interaction and discussion of library topics by librarians throughout the country.
5. Opportunities for continuing education provided by ALA conferences and programs.
6. Professional development opportunities provided by continuing education programs and by the committee and CI structure that provide avenues for developing leadership and planning capabilities beyond the state association level.

ALA has a number of other offices that provide resources and offer consultation to chapters, including these:

1. Library public relations efforts [Public Information Office (PIO)].
2. Information technology [Office for Information Technology Policy (OITP)].

3. Leadership and expert advice to ALA staff, members, and public on all matters related to research and statistics about libraries, librarians, and other library staff [Office for Research and Statistics (ORS)].
4. Library and legislative advocacy [Washington Office (WO)] and its [Office of Government Relations (OGR)].
5. Library advocacy [Office for Library Advocacy (OLA)].
6. Diversity resources [Office for Diversity].
7. Censorship, privacy, intellectual freedom [Office for Intellectual Freedom (OIF)].
8. Recruitment and retention to the profession [Office for Human Resource Development and Recruitment (HRDR)].
9. Literacy and community outreach [Office for Literacy and Outreach Services (OLOS)].

4.1.4 Benefits

The following list was developed by the Chapter Relations Committee. All of the advantages are reciprocal: that is, both ALA and chapters benefit from each.

1. Chapters contribute to strengthening a national voice on issues facing libraries; ALA, particularly through the Washington office, may more confidently speak out on the spectrum of issues with the advice and support of chapters.
2. Clout, a contemporary catchword for power and influence, can be felt in the combined approach of ALA and chapters to library issues, such as intellectual freedom and legislation.
3. Through mechanism of state library associations, the governance of the national association (the ALA council) has the assurance of geographic representation; and through the chapter councilor, chapters have a voice in creating and implementing resolutions and other policy-making decisions of ALA.
4. The chapters may draw upon ALA for specialized consulting and expertise in given areas; ALA may draw together, through the chapters, an overview of diverse approaches to problem solving in the library profession.
5. An official communications flow exists between ALA and the chapters, improving the climate for understanding and cooperative efforts. Valuable networks in the profession exist through the state and regional library associations as chapters.
6. Association membership promotion activities are accelerated through the affiliation of ALA and its chapters.
7. Avenues for leadership development through local, regional and national arenas may be followed by ALA and its chapters.
8. Continuing education for librarians can be provided, replicated, and enhanced nationwide through the sharing of ideas, plans, and programs of ALA and its chapters.
9. Chapters and ALA may share more directly and regularly in the development of knowledge and information about chapters and ALA.

10. Programming, necessary for well-informed librarians, is readily accessible through the ALA and its chapters and is enhanced by cooperation between ALA and chapters.
11. ALA, with its chapters, constitutes an invaluable PR effort for libraries, keeping before the American public the essential role of libraries in providing the access to information resources that is so critical a foundation to our society.
12. Chapters, with ALA, can readily enter into joint ventures through carefully planned and mutually beneficial agreements.

4.2 SELA and Constituent Relationship

Arkansas Library Association is a chapter of the Southeastern Library Association (SELA), representing the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. The relationship between SELA and its constituents can be active or passive. Each partner can expect certain benefits from the relationship, but each must also recognize the responsibilities that accompany a partnership.

4.2.1 SELA's role

Similar to other questions pertaining to SELA and constituent relationship, few formal requirements are charged to SELA. In return for membership, SELA provides:

1. A seat on SELA's Board.
2. Joint membership, marketing, and advocacy efforts.
3. Ongoing communication between SELA and the constituents.
4. Opportunities for continuing education provided by SELA joint conferences, training conferences, and programs.
5. Professional development opportunities provided by continuing education programs and by the committee and CI structure that provide avenues for developing leadership and planning capabilities beyond the state association level.

4.2.2 SELA and the constituents

All of the advantages are reciprocal: that is, both SELA and constituents benefit from each.

1. Constituents contribute to strengthening a regional voice on issues facing libraries; SELA, particularly through its Executive Committee, may more confidently speak out on the spectrum of issues with the advice and support of constituents.
2. Through the mechanism of state library associations and their representatives, the governance of the regional association (the SELA Board) has the assurance of geographic representation; and through the state representative, constituents have a voice in creating and implementing resolutions and other policy-making decisions of SELA.

3. Continuing education for librarians can be provided, replicated, and enhanced through the sharing of ideas, plans, and programs of SELA and its constituents.

Chapter 5: Membership

Membership is available to persons or institutions interested in the stated mission and goals of the Association upon either payment of dues as specified below or upon being granted an honorary membership. Membership will run on a rolling schedule for one year. Expired memberships may be reinstated upon payment of dues.

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

5.1 Member Categories

ArLA shall have five types of members: Individual, Institutional, Affiliate, Life, and Honorary.

5.1.1 Individual

A person in good standing with the Association entitled to full rights and benefits of the Arkansas Library Association. Only Individual members may serve as members of the Executive Board or may serve on standing committees, or as officers of Communities of Interest, or other recognized groups within the Association. The categories for individual memberships are defined as follows and may include specific limitations:

5.1.1.A Library employees

Those individuals who are employed full-time or part-time by any library or library-related institution.

5.1.1.B Friends & Trustees

Those individuals who hold membership in an organized Friends of the Library group or who are appointed as members of the Board of Trustees for any library.

5.1.1.C Retired

Any individual who has retired from library employment.

5.1.1.D Students

Any student enrolled full-time in a program leading to a degree in Library Science or to certification as a school library media specialist or school librarian. This category of membership shall be limited to a maximum of three years.

5.1.2 Institutional

Libraries and other institutions may become members by complying with prescribed conditions regarding total library income as specified on the Institutional Membership Application. The membership dues shall follow a rolling fiscal schedule. Institutional membership includes one vote and each Institutional Member must designate an Institutional voting representative.

The institutional fee includes ArLA memberships for all of the professional and support staff members of the Institutional Member including participation in as many Communities of Interest (CI) as desired, and ability to serve on ArLA committees. However, to hold an office in ArLA or chair a committee or CI would require an Individual Membership. Participation in ArLA events or workshops will be available for free or at a discounted rate. Participation in ArLA conferences will be available at a discounted rate.

5.1.3 Affiliate

Organizations and businesses who support libraries and library staff may become members by complying with prescribed conditions regarding total library income as specified on the Affiliate Membership Applications. Affiliate membership includes one vote and each Affiliate Member must designate an Affiliate voting representative. Affiliate membership also includes the privilege of sending one representative to an ArLA-sponsored event at the member rate.

5.1.4 Life

A person in good standing with the Association who qualifies as an Individual Member may become a Life Member of ArLA by payment of dues at the rate in effect at the time of their application for Life membership. This membership shall include all rights and privileges of regular Individual membership in the Association.

5.1.5 Honorary

In recognition of outstanding library service in Arkansas, Honorary membership may be conferred upon any individual by a majority vote of the members of the Association present at an Annual Business Meeting, upon recommendation by the Executive Board. This membership shall include all rights and privileges of regular Life membership in the Association without the payment of dues.

5.2 Dues

Dues may be paid electronically through the ArLA website. For alternate arrangements contact the ArLA Treasurer.

5.2.1 Dues Structure in Effect

These dues were approved by a majority of the ArLA membership when they were last certified in October 2020.

1. Individual

a. Library Employees Dues Guidelines

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

b. Friends & Trustees \$25

c. Retired \$25

d. Student \$25

2. Institutional

a. School Libraries \$25

b. Institutional Dues Guidelines

| <u>Annual Operating Budget</u> | <u>Dues</u> |
|--------------------------------|-------------|
| Less than \$50,000 | \$50 |
| \$50,000 – \$99,000 | \$75 |
| \$100,000 – \$249,000 | \$100 |
| \$250,000 – \$499,000 | \$250 |
| \$500,000 – \$999,000 | \$500 |
| \$1,000,000 – \$1,999,999 | \$750 |
| Over \$2,000,000 | \$1000 |

3. Affiliate \$200

4. Life member \$500

5. Honorary members do not pay dues.

5.2.2 ALA Joint Membership

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

5.3 Member Censure and Removal

Any member may be censured by a majority vote of the Executive Board for cause if according to its findings, violations of any provision or obligation of the Articles of Incorporation, Bylaws, or Handbook, has occurred.

Any member may be expelled by a two-thirds vote of the Executive Board for cause if according to its findings, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or Handbook, has occurred. Conduct unbecoming a member, conduct detrimental to the welfare of ArLA, and indebtedness to ArLA shall also be causes for removal.

A statement of the reason(s) must be sent to the member proposed for removal at least thirty (30) days before any final action is taken. The Member shall be given an opportunity to respond, and the matter will be considered by the Board at the time and place mentioned in the statement of reason(s). Terms and consequences of the action taken following the hearing will be determined by the Board and communicated to the member in writing.

Chapter 6: Membership Meetings

NOTE: Any changes to the membership meetings listed below must be voted on and approved by the Association members as outlined in the Bylaws Article X.

6.1 Annual Business Meeting

Full membership meetings are held annually at a time and place determined by the Executive Board, as outlined in the Bylaws X.1. They are traditionally held in conjunction with the annual conference.

6.2 Voting Body

The meeting(s) shall be open to all members of the Association. The privilege of making motions, debating, and voting shall be limited to Individual Members and Affiliate and Institutional Member representatives.

6.3 Quorum

The quorum shall consist of thirty members or ten percent of the total Association membership, whichever is less.

6.4 Special Meeting

Special meetings may be called by physical or electronic means by the President upon a majority vote of the Executive Board or by petition from thirty members or ten percent of the total Association membership, whichever is less. All members shall be notified of any special meeting, as outlined in the Bylaws X.4.

6.5 Postponement or Cancellation

In the event of an emergency, the President, with a majority vote of the Executive Board, may postpone or cancel any meeting.

6.6 Voting

1. Any Individual Member, Affiliate representative or Institutional representative in good standing has a one-vote privilege.
2. Voting may be conducted in writing, electronically, by voice, or by show of hands.
3. For a vote to be valid, a majority of the votes cast is needed for approval unless otherwise provided in the bylaws.
4. An institutional or affiliate member representative may designate a proxy voter by notifying the Board President in writing prior to a vote.

5. Prior notification of not less than 30 days is required for any items requiring a vote of the membership.

Chapter 7: Finance

The fiscal year of the Association shall run on the calendar year. For more information on the Association's finances, please see also the Bylaws, Article VI.

7.1 Funds

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

7.1.1 Funds are derived from

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

7.1.2 Funds may be spent for

1. Necessary business of the Association
2. Travel expenses of Board members and invited participants
3. CI/Committee projects and activities
4. Publication of the journal *Arkansas Libraries*
5. Scholarships
6. Annual Conference expenses (mailings, promotional material, honoraria or speakers' expenses, etc.)
7. Bonding of President and Treasurer, as outlined in the Bylaws, Article VI, Section 7.
8. Membership in American Library Association and other affiliated organizations. See Bylaws, Article IV.
9. Other board-approved expenditures within the restraints of 501(c) (3) code of the IRS for non-profit organizations. Please see Chapter 3, Nonprofit Status.

7.2 Financial Review & Audit

The President is responsible for ensuring financial review and auditing of the Association's

financial records. The President, with the recommendation of the Budget and Finance Committee and the approval of the Executive Board, shall engage the services of an Auditor or CPA following the end of the fiscal year. Please see Chapter 8, Duties of the President.

7.3 Travel

7.3.1 Eligibility

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

1. ALA Councilor to attend the American Library Association's LibLearnX and Annual Conference, due to affiliate requirements
2. Emerging Leader to attend the American Library Association's LibLearnX and Annual Conference, due to affiliate requirements
3. When funds permit, President, President-Elect, or designated representative with board approval to attend the American Library Association Annual Conference.

7.3.2 Expenses Covered

Eligible travel expenses must be requested by the traveler (those persons listed above) and included in the Association's annual budget, which is approved by the Executive Board in November. Refer to 7.3.1 to determine traveler eligibility.

7.3.2.A Airfare

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

7.3.2.B Ground Transportation

Ground transportation to the destination or to and from the airport will be reimbursed. ArLA will also cover tolls, parking at the airport or hotel, and reasonable transportation costs essential to ArLA business during the travel period. Reimbursement for mileage in a personal car will be at the current IRS rate and is subject to change. Personal side trips will not be reimbursed.

7.3.2.C Hotel Accommodations

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

7.3.2.D Meals

Meals will be reimbursed up to the amount of the federal per diem. Travelers must produce receipts for reimbursement. Alcohol will not be reimbursed. Travelers will not be eligible for reimbursement if a meal was provided as part of a business meeting or event.

7.3.2.E Luggage

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

7.3.2.F Registration

Registration fees to attend a professional meeting, conference or event will be either reimbursed with a receipt or paid directly by ArLA with an invoice.

7.3.2.G Other Information

Travelers may be reimbursed for tips up to 20% for meals and any other travel expenses. Travelers may also request reimbursement for reasonable expenses incurred in the purchase of office supplies, postage, or copies related to Association business.

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

7.3.3 Procedure for Reimbursement

Travelers should submit a completed [Reimbursement Form](#) (see association website) and all receipts and records to the Treasurer in a timely manner. Reimbursement requests can be submitted at any time after payment of approved expenses.

Travelers must submit receipts for every expense to be reimbursed. This includes receipts for airlines, transportation, tolls, parking, copies, supplies, postage, etc. Reimbursement for mileage will be based on the most direct route to the meeting location.

Expenses covered by ArLA must be repaid to ArLA if the event is not attended. Documentation of a hardship case (i.e. illness, death in the family, etc.) may be submitted to the Executive Board for determination of whether or not repayment of expenses incurred by ArLA may be waived in full or in part.

7.4 Conference Funding

7.4.1 Registration

1. Fees are set by the ArLA Board and the Conference Committee on an annual basis.
2. Written requests for refunds of registration fees must be postmarked or electronically

submitted 2 weeks prior to the start of the event. No refunds will be provided for cancellations received after that date. Cancellations are subject to a \$25.00 processing fee. No-shows will be billed for any unpaid registration fees.

3. Refunds will be distributed after the event.
4. If a registrant cancels within two weeks of the event, a hardship case (i.e., illness, death in the family, etc.) may be submitted to the Executive Board for determination of whether or not portions of event fees may be refunded (i.e., what cash outlay has already been made on behalf of the person).

7.4.2 Exhibit fees

1. Fees are set by the ArLA Board and the Conference Committee on an annual basis.
2. Written requests for refunds of exhibit fees must be postmarked or electronically submitted 2 weeks prior to the start of the event. No refunds will be provided for cancellations received after that date. Cancellations are subject to a \$25.00 processing fee. No-shows will be billed for any unpaid exhibit fees.
3. Refunds will be distributed after the event.

7.4.3 Speakers

7.4.3.A Non-ArLA Members

1. **Airfare:** Travel expenses will be reimbursed equivalent to reasonable economy class fare.
2. **Ground Transportation:** Whenever possible, a representative from the Association will personally meet each speaker at the airport and provide transportation to the meeting and hotel. When this is not possible, travelers will be reimbursed for *either* 50% of a rental car OR mileage to and from the event at the current federal per diem, whichever is less.
3. **Personal Vehicle:** Travelers using their own vehicle will be reimbursed for mileage to and from the event at the current federal per diem.
4. **Hotel Accommodations, Meals, and Other Expenses:** Hotel room reservations, meals and other reasonable travel expenses will be reimbursed by the Association.
5. **Honorarium:** The amount of honorarium paid to a speaker will be determined by the Conference Chair and the Executive Board based on the budget allocations for that particular year.
6. Exceptions to the above may be made by the Executive Board at the request of the Conference Chair.

7.4.3.B ArLA Members

1. The Association will NOT reimburse the speaker for travel, lodging, most meals, local transportation, etc.

- a. The cost of a meal may be waived for a member who is a speaker at that meal.
2. Conference registration fees will be waived and hotel room reservations will be reimbursed by the Association for the following:
 - a. President.
 - b. Conference Chair (President-Elect).
3. No honorarium will be paid to the speaker.
4. Costs for photocopies distributed in connection with a conference program may be reimbursed.
5. Exceptions to the above may be made by the Executive Board at the request of the Conference Chair.

7.5 Guidelines for CI/Committee Events

The Executive Board must approve expenditures for travel and office expenses for events.

1. Invoices to be paid will be approved and verified by the CI/Committee Chair. If the invoices do not exceed the amount budgeted for the event, they may be paid by the Treasurer without the President's signature.
2. Reimbursements for guest speaker expenses will follow the same guidelines as for the Association's annual conference.
3. Registration fees are set by the CI or Committees sponsoring the event in consultation with the Treasurer.
4. Refunds for CI/Committee events:
 - a. Events with limited enrollment – no refunds.
 - b. Events with unlimited enrollment – Cancellations and refund requests will follow the procedure outlined in this handbook under "Conference Funding," sections 1A-C.
5. Exceptions to the above may be made by the Executive Board at the request of the CI/Committee.

Chapter 8: Officers

Officers of the Executive Board are as outlined in the Bylaws, Article VIII.

8.1 General Duties of Officers

1. Attend all Executive Board meetings with voting privileges.
2. Review progress in implementation of actions taken at previous Board meeting in instances where review has not been otherwise delegated.
3. Examine ongoing Association operations, and instruct on overall operations.
4. Review and monitor income and expenditures.
5. Solicit from the Communities of Interest and committee chairs their respective financial requests for the next calendar year.
6. Develop an annual budget.
7. Ensure continuity of the Association by such actions as providing appropriate files and consulting with the incoming President.
8. Prepare and present an Annual Report at the Annual Business Meeting, which will be posted on the Association website.

8.2 President

The President shall be the chief executive officer of the Association and shall, subject to the control of the Executive Board, have general supervision, direction, and control of the business and officers of the Association. The President shall preside at all meetings of the members and of the Executive Board. The President shall have the general powers and duties of management of the office of president of a corporation. (Bylaws VIII.6A)

8.2.1 Duties of the President

1. Schedule and preside at all meetings of the Association and the Executive Board.
2. Appoint Secretary pro tem at the beginning of any meeting when the Secretary is absent.
3. Appoint the ex-officio roles of Webmaster and Parliamentarian.
4. Appoint Chair and other members of the standing committees as listed in the Bylaws and Handbook; develop charge to committees; secure approval of the Executive Board for all Chair appointments. The President should attend as many committee meetings as possible.
5. Appoint special committees as necessary to conduct the business of the Association.
6. Sign contracts authorized by the Board or the Association.
7. Sign statements authorizing payment of those bills which are required to be signed by the President.

8. Represent the Association where official representation is needed or requested.
9. Send out a call to meeting to all the membership at least one month prior to the Annual Conference.
10. Call meetings of the Executive Board.
11. Call special meetings of the Executive Board.
12. Call special meetings of the Association when petitioned by thirty individual or 10% of the total members of the Association whichever is less.
13. Prepare the President's Message in *Arkansas Libraries*.
14. The President will join, if not already a member, the American Library Association for the duration of the term he or she serves as President of the Arkansas Library Association.
15. Develop, maintain and publish a calendar of Association meetings and activities.
16. Audit and Financial Review
 - a. The President shall arrange for an audit or financial procedure review by a qualified auditor at least every three years.
 - b. The auditing agency shall be identified in the annual financial report.

8.3 President-Elect

In the absence or inability of the President, the President-Elect shall perform the duties of the President and shall assume the office of the Presidency if the President is unable to serve. The President-Elect shall succeed to the Presidency following his/her term as President-Elect. The President-Elect shall have such other powers and perform such other duties as from time to time may be prescribed by the Executive Board or the Association's Bylaws. (Bylaws VIII.6B)

8.3.1 Duties of the President-Elect

1. Act for the President during their absence.
2. Call a special meeting of the Executive Board upon request of five members of the executive board when the President is absent, unable, or refuses to act.
3. Maintain contact with the Association's Committees, serving as the liaison between the Committees and the Executive Board.
4. Act as President if the elected President is unable to serve or resigns.
5. Become President for the term of office immediately following expiration of the term as President-Elect.
6. Serve as Chair of the Conference Committee.
7. Attend at least one meeting of each Standing Committee to better understand the infrastructure and business of the Association.

8.4 Past President

The Past President shall serve in an advisory role to the President and President-Elect and serve as chair of the Nominating & Elections Committee. (Bylaws VIII.6C)

8.4.1 Duties of the Past President

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

8.5 Secretary

The Secretary shall be responsible for the records of the Association; keep a record of all meetings of the Executive Board and of the general membership; process correspondence as directed by the Executive Board or the President; and have such other powers and perform such other duties as may be prescribed by the Executive Board or the Association's Bylaws. (Bylaws VIII.6D)

8.5.1 Duties of the Secretary

1. Keep a record of the proceedings of the Association and the Executive Board.
2. Request board and committee reports two weeks prior to any scheduled meeting.
3. Prepare minutes of Association meetings and Executive Board meetings.
4. File a copy of all minutes, including officer and committee reports and any other material distributed at the annual meeting in Dropbox.
5. Submit an approved copy of the Executive Board minutes to the webmaster for posting on the website.
6. Notify appropriate Committee Chairs and Communities of Interest of all action items and policy and procedure changes, within thirty days, as they arise out of Board meetings.
7. Maintain the master copy of Bylaws and Handbook and submit it to the Webmaster for public access.
8. Serve as Chair of the Bylaws & Handbook Committee.
9. Review record retention schedule at the end of term or at least every two years. (Appendix F)
 - a. Remove documents that do not need to be retained.
 - b. Prepare documents for export to the archives.
10. Send to the incoming Secretary all records within one month after the change of officers.

8.6 Treasurer

The Treasurer shall be the chief financial officer of the Association. The Treasurer prepares the annual budget, makes a financial report at all Executive Board Meetings and the Annual Business Meeting, advises the Board regarding other financial matters affecting the Association, has general powers and duties of the office of Treasurer and performs such other duties as may be prescribed by the Board of Directors or the Association's Bylaws. (Bylaws VIII.6E)

8.6.1 Duties of the Treasurer

1. Serve as a member of the Executive Board
2. Assume responsibility for all Association money.
3. Advise Executive Board on Association related financial matters.
4. Review financial records and give a financial report at the Executive Board meeting.
5. Present a financial report (year-to-date) at the annual business meeting.
6. Prepare a Conference income statement.
7. Maintain accurate and current financial records of the Association and present financial records to the accountant for audit/preparation of tax return at the end of each year.
8. Pay all bills.
9. Recommend an outside accounting firm, to be approved by the Executive Board, for the annual audit or review and filing of tax forms.

8.7 Treasurer-Elect

The Treasurer-Elect assists the Treasurer with duties of the office of Treasurer and any other duties as prescribed by the Executive Board or these Bylaws. In the absence or inability of the Treasurer, the Treasurer-Elect shall perform the duties of the Treasurer and shall assume the duties of the Treasurer if the Treasurer is unable to serve. The Treasurer-Elect shall succeed to the Treasurer following his/her term as Treasurer-Elect. The Treasurer-Elect shall have such other powers and perform such other duties as may be prescribed by the Executive Board or the Association's Bylaws. The Treasurer-Elect is a non-voting member. (Bylaws VIII.6F)

8.7.1 Duties of the Treasurer-Elect

1. Serve as a member of the Executive Board.
2. Assist the Treasurer in all money matters.
3. Act for the Treasurer in their absence.
4. Act as Treasurer if the elected Treasurer is unable to serve or resigns.
5. Become Treasurer for the term of office immediately following expiration of the term as Treasurer-Elect.

8.8 ALA Councilor

The ALA Councilor represents the Arkansas Library Association (ArLA) and the American Library Association (ALA) members in Arkansas in accordance with ALA guidelines. (Bylaws VIII.6G)

8.8.1 Duties of the ALA Councilor

1. Represent the Arkansas Library Association by attending and participating in the American Library Association's (ALA) annual conference and other ALA meetings, sessions and/or forums as appropriate.
2. Prepare and submit a budget request for the Executive Board with anticipated expenditures for the following year, including travel expenses.
3. Act as a liaison by communicating pertinent ALA information to the ArLA Executive Board and membership.
 - a. Organize an ALA information table at ArLA annual conference or other programs, as appropriate.
4. Prepare and submit an annual report from ArLA to ALA as required. Communicate other ArLA activities to ALA as appropriate, including filing updated versions of the Bylaws and/or Handbook.
5. Prepare and submit reports of ALA Council business to the Executive Board; prepare and submit articles of ALA Council business to the *Arkansas Libraries* editor for publication.
6. The councilor will join, if not already a member, the American Library Association for the duration of the term they serve as councilor of the Arkansas Library Association.

8.9 SELA State Representative

The SELA State Representative represents the Arkansas Library Association (ArLA) and the Southeastern Library Association (SELA) members in Arkansas in accordance with SELA guidelines. (Bylaws VIII.6H)

8.9.1 Duties of the SELA Representative

1. Represent the ArLA and SELA members of Arkansas.
2. Attend SELA Board meetings.
3. Attend ArLA Executive Board meetings as a member of the Executive Board with voting privileges.
4. Serve as liaison for ArLA members and SELA members in Arkansas and SELA.
 - a. Prepare reports.
 - b. Update the membership on a continuing basis of SELA news and events.
 - c. Hold such meetings as are necessary to acquaint membership with SELA

activities and to offer membership an opportunity to present views.

- d. Submit budget requests to the Executive Board . Any expenses for attendance at these meetings may be covered by ArLA for an amount approved annually by the Executive Board

8.10 Members-At-Large

Members-At-Large are elected to represent the entire Arkansas Library Association membership. (Bylaws VIII.6I)

8.10.1 Duties of the Members-At-Large

1. Serve as a member of the Executive Board.
2. Represent the entire membership.
3. Discover members' concerns by:
 - a. Attending Committee and Community of Interest meetings when possible.
 - b. Coordinating activity to ensure contact with the full representation of the Association.

8.11 Nonvoting members

8.11.1 Parliamentarian

The parliamentarian is appointed by the President and confirmed by the Executive Board for a one-year term. The parliamentarian may be reappointed for consecutive terms with no term limit.

8.11.2 Webmaster

The webmaster is appointed by the President and confirmed by the Executive Board for a three-year term. The webmaster may be reappointed for consecutive terms with no term limit.

Chapter 9: Nominations and Elections

The Past-President of the Association shall serve as chair of the Nominating & Elections Committee (Bylaws VIII.2 and VIII.6.C). Three additional members shall be chosen to serve on this committee, giving consideration to creating a committee diverse in geography and library type (Bylaws VIII.2).

All nominees must be members in good standing when nominated and during their tenure as an elected officer. Additionally, each nominee must either live in Arkansas or work in or be retired from an Arkansas library (Bylaws IX.1).

NOTE: Any changes to the guidelines in this chapter may require approval of the Association members. See Bylaws Article VIII and IX.

9.1 Nominations

The Nominating & Elections Committee shall:

1. Annually present a slate of at least one or more nominees for President-Elect, and no fewer than four nominees for Member-at-Large positions to the Executive Board.
2. Present a slate of at least one or more nominees for Treasurer-Elect every two years. Whenever possible, nominees for Treasurer-Elect should be identified from current or former members of the Budget & Finance Committee.
3. Present a slate of at least one or more nominees for Secretary every two years.
4. Present a slate of at least one or more nominees for an American Library Association Councilor every three years.
5. Present a slate of at least one or more nominees for a Southeastern Library Association State Representative every two years.
6. Shall present its slate of nominees to the Board for approval at least 90 days prior to the opening date for elections. Nominations must include a statement by the nominee agreeing to be a candidate. Names of nominees submitted by the Nominating & Elections Committee and approved by the Board shall be communicated to the membership at least 60 days prior to the opening date for elections.

9.1.1 Write-In Nominees

Additional candidates may be added to the slate of nominees by self-nomination or nomination by any current ArLA member. A nomination by an ArLA member must include a statement by the nominee agreeing to be a candidate. The names of additional candidates must be submitted to the Board at least 30 days prior to the opening date for elections.

9.2 Ballots

1. The Nominating & Elections Committee will be charged with identifying and providing the Nominating & Elections Committee Chair the names of those members running for the various open positions on the Executive Board, as well as their professional biographies. It needs to be published for the membership at least 60 days before the election. It is considered best practice to distribute the slate of nominees, with their professional biographies, through any membership email distribution lists and by publishing them on the Association's Website.
2. The Nominating & Elections Committee Chair will be responsible for preparing the ballot as well as identifying ArLA members who are currently eligible to participate in the election.
3. If necessary, the Nominating & Elections Committee Chair will also be responsible for preparing and ensuring any other initiatives that need to be voted on by the entire membership are included on the ballot. For example, this would include changes to the ArLA Bylaws. It is considered best practice to distribute information about any ballot initiatives through membership email distribution lists and by publishing them on the Association's Website.

9.3 Elections

The election shall open, with ballots and statements of professional concern distributed to all voting members, in a timely manner to permit notification of the winners at least 14 days prior to the beginning of the Annual Business Meeting. The election shall be open for voting by the membership at least 14 days.

9.3.1 Voter Eligibility

Only current ArLA members may vote in ArLA elections. Individual members have one vote each. Institutional and Affiliate members have one vote each, to be cast by their designated voting representative.

To be eligible to vote, members must be current in their membership at the start of the election. Only ballots received by the designated deadline shall be counted.

9.3.2 Certification of Election Results

A committee of two selected by the Executive Board shall count all ballots prior to the Annual Business Meeting. Whenever possible, the appointed committee should be members of the Nominating & Elections Committee who do not appear on the ballot. In the event of a disagreement regarding election results, an Executive Board member who does not appear on the ballot may be appointed by the President to act as a third committee member.

A plurality vote shall elect. Winners must be notified of the election results at least 14 days prior to the Annual Business Meeting.

In the event of a tie, those eligible members present at the Annual Business Meeting shall vote in a runoff election to determine the outcome.

Election results will be formally recognized at the Annual Business meeting, normally held during the Annual Conference.

9.4 Special Elections

In circumstances calling for special elections to fill vacant positions on the Executive Board (see 10.4), the full membership should be made aware of the vacancy immediately. The Nominating & Elections Committee shall work with the President to identify one or more candidates to fill the vacancy. The full membership should be notified of a special election and be presented with the identified candidate(s) to fill the vacancy 14 days prior to the start of voting. The special election ballot should remain open for no less than 3 days and no more than 7 days.

9.4.1 Voter Eligibility

Only current ArLA members may vote in ArLA elections. Individual members have one vote each. Institutional and Affiliate members have one vote each, to be cast by their designated voting representative.

To be eligible to vote, members must be current in their membership at the start of the election. Only ballots received by the designated deadline shall be counted.

9.4.2 Certification of Special Election Results

A committee of two selected by the Executive Board shall count all ballots. Whenever possible, the appointed committee should be members of the Nominating & Elections Committee who do not appear on the ballot. In the event of a disagreement regarding election results, an Executive Board member who does not appear on the ballot may be appointed by the President to act as a third committee member.

A plurality vote shall elect. Winners must be notified of the special election results following certification and immediately assume office for the remaining term.

Special Election results will be formally recognized during the next scheduled Executive Board meeting.

Chapter 10: Executive Board

10.1 Composition

The Executive Board shall be composed of the President, President-Elect, Past-President, Secretary, Treasurer, ALA Councilor, SELA State Representative, and four Members-At-Large, all of whom have voting privileges. The Treasurer-Elect shall be a non-voting member. (Bylaws XI.1) Other non-voting members appointed to the Executive Board include the Parliamentarian and Webmaster (Chapter 8.11).

Executive Board members assume their office at the beginning of the calendar year following their election, except the ALA Councilor whose term begins at the conclusion of the summer ALA Conference following their election.

Terms are as outlined in the Bylaws of the Association (Bylaws VIII.2). Detailed responsibilities for officers can be found in Chapter 8 of this Handbook.

10.2 Eligibility

Executive Board members must be current individual members of the Arkansas Library Association by the first board meeting. Board members may serve two back-to-back terms.

10.3 Board member resignation or removal

10.3.1 Resignation

Board members who need to resign from their position must send an official notification to the President

10.3.2 Removal

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

10.4 Vacancies

Vacancies on the Executive Board, except for Past President, are filled by special election as outlined in Chapter 9 of this Handbook (9.4 Special Elections). A vacancy in the office of Past President shall be appointed by the President from the pool of Past Presidents, with the approval of the Executive Board.

10.5 Powers

The Executive Board shall have all power and authority over the affairs of the Association during the interim between meetings of the Association, excepting that of modifying any action taken by the Association. Without prejudice to such general powers, but subject to the limitations of the Articles of Incorporation and the Bylaws, the Executive Board shall have the following powers:

1. To conduct, manage and control the affairs and business of the Association, and to make such rules and regulations therefore not inconsistent with the law or with the Articles of Incorporation or the Bylaws, as they may deem best.
2. To delegate to committees any of the powers and authority of the Board in management of the business and affairs of the Association.
3. To adopt rules of procedure for the transaction of business by the Executive Board and a manual for committees provided they do not conflict with these bylaws.
4. To approve the budget and approve the registration fees for the Conference and other continuing education programs.
5. To remove any officer, agent or employee of the Association, prescribe such powers and duties for officers, agents and employees of the Association as may not be inconsistent with the law or with the Articles of Incorporation of the Bylaws, fix their compensation and require from them security for faithful service.

10.6 Meetings

Board meetings must be held a minimum of five times throughout the year and may be held before or after the Annual Business Meeting. Meetings traditionally occur every other month, at times and places designated by the President. A Board meeting must be held in November to adopt the budget. Board meetings are open to all members as observers unless an Executive Session is called. Board meetings are conducted using *Robert's Rules of Order Newly Revised*.

10.6.1 Regular Meetings

During regular meetings, the Executive Board uses a consent agenda to approve information-only reports and "no reports" from committees and CIs. Committees and CIs may propose action items for the Executive Board via the Board Report form. A "second" is not required for the Executive Board to discuss any motions brought by committees or CIs.

10.6.2 Special Meetings

Special meetings of the Executive Board may be called by the President. If the President is absent or unable or refuses to act, any other officer may call a special meeting upon the request of five members of the board.

10.6.3 Action without a Meeting

Any action that may be required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if a written consent is signed by a 2/3 majority of the Executive Board. In the interest of transparency during actions taken without a meeting, Executive Board members must Reply All throughout the process.

1. A member of the board makes a motion via email. The rest of the board has up to 24 hours for one person to second the motion.
2. The chair will state the motion, open up the "floor" for discussion, and state the closing time for discussion via email. Discussion will be open for 48 hours, with one additional 24 hour grace period allotted at the discretion of the chair.
3. The chair closes discussion and re-states the motion. Voting on the motion immediately opens for a 48 hour period. Everyone should use the reply all function to ensure their vote is recorded.

Due to logistical issues and time constraints:

- Note that the hours for taking actions should not include weekend hours.
- No friendly amendments can be added for an electronic motion.
- There can be no motion to close debate early (call the question).
- There can be no postponing or tabling of the motion (the motion must be voted up or down).
- A 2/3 majority is needed to pass anything electronically.

The action shall be reported in the written consents filed with the minutes of the next regular or special meeting of the Executive Board.

10.7 Duties

Duties of the Executive Board include but are not limited to:

1. Transact the business of the Association.
2. Assist in making and approving the annual budget.
3. Approve all registration fees for the conference and other fee-based continuing education programs before registration opens based on recommendations made by the sponsoring committee or Community of Interest (CI).
4. Recommend any changes in the Bylaws to the Association.
5. Provide oversight for Standing Committees, Ad-Hoc Committees, and Task Forces by:
 - a. Creating or dissolving them

- b. Approving guidelines or charges
 - c. Acting upon their recommendations
- 6. Instruct the ALA Councilor and SELA State Representative on any measures of concern to the Association.
- 7. Cooperate with ALA, SELA, and other state and regional associations on matters of mutual benefit.
- 8. Provide for the management of the organization.
- 9. Approve persons to receive awards or commendations.
- 10. Approve the theme and general program of the Annual Conference.
- 11. Remove any officer, agent, or employee of the Association, when necessary.
- 12. Prescribe such powers and duties for officers, agents and employees of the Association that are consistent with the law or with the Articles of Incorporation or the Bylaws.

10.8 Voting Procedures

Each member of the Executive Board casts a single vote.

- 1. A simple majority of voting members of the Board shall constitute a quorum.
- 2. All voting matters will pass with a simple majority of those Board members voting, unless otherwise specified.
- 3. The President is responsible for ensuring a quorum, that Parliamentary Procedure is followed, and that all votes, in person or electronic, are reported to the Secretary to be recorded.

10.9 Quorum

A majority of the Board shall constitute the quorum (Bylaws XI.6).

10.10 Nonvoting Members

Nonvoting members are appointed by the President and confirmed by the Executive Board to serve terms as outlined in Chapter 8.

Chapter 11: Committees

Committees perform the essential functions of ArLA. As such, they serve at the discretion of the Board and may be discontinued as the Board sees fit. Chairs of all Committees are appointed by the President and approved by the Executive Board, unless otherwise assigned by office duty. Guidelines for Committees shall not be in opposition to the Association Bylaws. Changes in guidelines and plans of work shall be presented to the Executive Board for approval.

The Committees of the Arkansas Library Association shall consist of at least two members.

11.1 Current Committees

1. Awards
2. Budget & Finance
 - a. Chair: Treasurer
3. Bylaws & Handbook
 - a. Chair: Secretary
4. Conference
 - a. Chair: President-Elect
5. Emerging Leaders
6. Intellectual Freedom
7. Journal Editors
8. Marketing
9. Membership/New Members
10. Nominating & Elections
 - a. Chair: Past President
11. Records Management
12. Scholarship
13. Web Services

11.2 Membership of Committees

1. The Chair of each Committee is ex-officio, non-voting member of the Board.
2. Requirements and composition of membership of Committees are described in the individual guidelines for each committee in this Handbook.
3. Only individual members of the Association may serve as a Committee Chair.

4. Individual or institutional members of the Association may serve as committee members.
5. The number of Association committees on which a member may serve is limited to three, with the exception of those committee memberships which are required by the office held or by approval of the board.
6. The number of Association committees a member may Chair is limited to one, with the exception of those committee chairs which are required by the office held or Ad Hoc.
7. No member may serve more than three consecutive terms on any one committee.

11.3 Responsibilities of Committee Chairs

The Chair of each Committee shall:

1. Convene the Committee throughout the year to conduct Association business. Committees may meet in any of the following ways: in person, via conference phone call, by e-mail, or by videoconference.
2. Notify members of the Committee and the President of the Association of all meetings.
3. Submit a written report or provide a statement of no report of Committee activity at each Executive Board meeting.
4. Send meeting notices and any other information suitable for dissemination to the membership to the Webmaster for posting on the ArLA website.
5. Submit a written annual report for dissemination to the membership. The Chair may additionally prepare a verbal report to be presented to the Association at the Annual Conference.
6. 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.
7. Request and manage financial support, including:
 - a. Present budget requests to the Executive Board.
 - b. Keep expenditures within allotments made by the Executive Board.
 - c. Submit receipts to the Treasurer for all funds allocated.

11.4 Awards Committee

The Awards Committee is responsible for selecting the winners of the various continuing awards which the Association bestows, 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. It is the policy of the Association not to make awards posthumously except when death occurs between the time a recipient is selected and when the

award is announced at the awards ceremony. Nominations received in one year will be carried over a second year for those that were eligible and were not given an award. At the end of the second year the nominees would have to be resubmitted to be considered again.

11.4.1 Awards

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

Please see Website for the Award Guidelines and sample nomination form.

11.4.2 Committee Members

The Chair and committee members may serve up to 3 consecutive years. The Chair will choose the committee members. No member of the committee will be considered as a nominee in the year serving on the awards committee and all committee members must be members of the Association. It is recommended the committee shall be composed of four to six members from all geographic regions of the state and diverse types of libraries.

11.4.3 Duties of the Committee Chair

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

5. Coordinate the presentation of the awards at the annual conference with the conference committee and ArLA President. The Awards Committee will be responsible for table seating arrangements, design and printing programs, ordering and delivering of individual awards for the awards program and selection of awards presenters.
6. Arrange for courtesy meal tickets for award winners plus one guest each.
7. Review committee responsibilities with incoming committee chair.

11.5 Budget and Finance Committee

The Committee shall be responsible for working with the Treasurer and Treasurer-Elect to review and maintain the association's finances. It is recommended that the Treasurer-Elect be drawn from the members of this committee.

11.5.1 Duties of the Committee

1. Develop and maintain a finance policy for the Association
2. Oversee the Association's budget and finances
3. Review and track expenditures for the annual conference
4. Advise the Executive Board on fiscal matters relating to the association
5. Prepare an annual financial report for the Board
6. Solicit and review budget requests from ArLA Committees and CIs
7. Review, amend, and recommend proposed budget as needed
8. Provide Executive Board with proposed annual budget
9. Advise the Board on investments of the Association/capital purchases

11.6 Bylaws & Handbook Committee

The Committee shall receive and recommend changes and revisions to the Association Bylaws and major changes to the Association Handbook. The Secretary shall serve as the Chair of the Committee. The Bylaws & Handbook Committee shall be composed of four to six members from all geographic regions of the state and diverse types of libraries.

11.6.1 Duties of the Committee

11.6.1.A Bylaws

1. Review the Association Bylaws annually.
2. Bring to the attention of the Board any items needing revision.
3. Individual members may submit proposed changes in writing to the Committee at least 90 days prior to the annual or special meeting.

4. Present proposed Bylaws changes to the Executive Board as an action item at least 60 days prior to the annual or special meeting.
5. Work with the Nominating & Election Committee to notify membership of proposed changes in advance of vote to be taken at the Annual Business Meeting. Proposed changes must be sent at least 30 days in advance of the annual or a special meeting.
6. If approved, prepare updated version of the Bylaws and distribute to the Webmaster and ALA Councilor.

11.6.1.B Handbook

1. Review the Handbook annually, corresponding with Committee Chairs, Board Members and other ArLA units to ensure that each section is up-to-date.
 - a. Committee Chairs, Board Members and other ArLA units will draft suggested additions and revisions and send them to the Chair of the Bylaws and Handbook Committee.
 - b. The Bylaws and Handbook Committee will review the proposed changes and edit for language and style.
 - c. The Committee will check other sections of the Handbook and Bylaws the proposed changes may impact or contradict.
2. Bring to the attention of the Board any items needing revision, along with the appropriate changes.
3. Once approved by the Board, disseminate revisions to the Board and update the Handbook as appropriate.

11.7 Conference Committee

The Conference Committee is responsible for overall planning, execution and evaluation of annual conference. Please see also "Conference Funding," found in Chapter 7 Finance of this handbook.

11.7.1 Committee Members

1. Conference Chair, President-Elect
2. Programming Chair, as appointed by Conference Chair
3. Exhibits Chair, as appointed by Conference Chair
4. Technology Chair, as appointed by Conference Chair
5. Accessibility Coordinator, as appointed by Conference Chair
6. Awards Chair
7. Scholarship Chair
8. Marketing Chair

9. Treasurer
10. A past Conference Chair
11. Other members, as required

11.7.2 Duties of the Committee

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

11.8 Emerging Leaders Committee

The Emerging Leader Committee selects a participant each year for the American Library Association's Emerging Leader program in order to promote membership in the Arkansas Library Association, the American Library Association, leadership in the profession of Librarianship, and to promote the ideals of the profession.

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

11.8.1 Parameters for the selected Emerging Leader, in addition to those set by ALA:

1. Be an ArLA member.

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

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

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

11.9 Intellectual Freedom Committee

The Intellectual Freedom 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.

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 2019), and the Freedom to View statement.

11.9.1 Duties of the Committee

1. In cases of restrictions of intellectual freedom:
 - a. All censorship complaints should be channeled to the Chair of the Committee, who will communicate with members of the Committee to present the issues involved and to determine appropriate action.
 - b. Site visitations should be undertaken only when deemed essential by the Committee and when resources permit.

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

11.10 Journal Editors Committee

The Managing Editor of *Arkansas Libraries* is appointed by the president with approval of the Executive Board.

11.10.1 Duties of the Committee

- 1. Serve as editors for *Arkansas Libraries* journal.
- 2. Review and recommend rates for back issues of *Arkansas Libraries*.
- 3. Review and recommend advertising policy for *Arkansas Libraries*.

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

11.10.2 Duties of the Editors

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

The four Associate Editors of *Arkansas Libraries* manage regular column submissions for each of their areas (school, public, academic, and general), both in recruiting column editors and collecting and editing submissions. Other members of the Editorial Board include the ArLA Webmaster, a copy editor, and a layout editor. All members of the Editorial Board edit all quarterly issues for copy and style.

11.11 Marketing Committee

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

11.11.1 Duties of the Committee

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

11.11.2 Membership

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

11.12 Membership/New Member Committee

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

11.12.1 Duties of the Committee

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

11.13 Nominating & Elections Committee

The Nominating Committee shall be composed of a chair and at least three members from all geographic regions of the state and diverse types of libraries. Committee members must be current members of the Association. The Chair of the committee is the Past-President of the Association.

11.13.1 Duties of the Committee

1. Nominate one or more candidates for each elective office, except that of President.
 - a. President-Elect becomes President.
2. Contact nominees for permission to submit their names as candidates.
3. Confirm with the President-Elect that if elected they will assume the office of President the following year.
4. Report to the President of the Association by July 1 so that the nominees can be published in an official Association publication and on the website by September 1.
5. Submit nominees' names and biographical information to editor(s) of official publication.
6. Nominate one or more candidates for the office of ALA Councilor as stated in the American Library Association Constitution and Bylaws, Article IX, Section 1.
7. Nominations will be submitted to the Board for approval at least 60 days prior to the opening date for elections. Names of nominees submitted by the Nominating

Committee shall be communicated to the membership at least 30 days prior to the opening date for elections.

8. The chair shall submit to the president a tabulated result of the election prior to the annual general membership meeting.

11.14 Records Management Committee

The Arkansas Library Association Records Management Committee shall maintain standard best practices for managing and sharing association working documents; maintain a records management policy, including guidance for archives, and add it to the Handbook; and supervise a clean-up and reorganization of the ArLA Dropbox, to include developing policies and procedures for future use and management of the Dropbox.

11.14.1 Duties of the Committee:

1. Draft and recommend best practices policy for managing association and committee documents.
2. Work with liaisons from other committees and communities of interest to assist them in standardizing their record keeping.
3. Prioritize and establish a system for maintaining the document lifecycle: including the creation, use, access, retrieval, storage and destruction of records.
4. Determine which documents are vital to the association and which will not be accepted or kept.
5. Draft policy for records retention schedule, and determine path for destruction of records at the end of lifecycle, or transfer to institution responsible for managing association's archives.

11.15 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.

11.15.1 Duties of the Committee

1. Development and implement a plan to promote contributions to the Scholarship fund(s).
2. Appoint Scholarship committee members from the ArLA membership roll.
3. Turn in all money collected to the Secretary/Treasurer or for deposit in the Scholarship Fund(s).
4. Review guidelines for awarding the scholarships. Revisions may be recommended to the Executive Board.
5. Scholarship applications will be due six weeks prior to annual conference.
6. Award the ArLA Annual Scholarship.

- a. Award the Shirley Fetherolf School Library Media Specialist Scholarship, when the funds are available.
7. Submit a Scholarship committee budget proposal to the Treasurer and by their appointed date.
8. Send Scholarship committee information, forms, deadlines, and activities to the ArLA Webmaster when necessary to keep the Scholarship web page up-to-date.
9. Publish Scholarship committee information and deadline in *Arkansas Libraries* prior to deadline.
10. Post Scholarship committee information and deadline on the ArLA Listserv prior to deadline.

Please see Appendix D for the policy statement.

11.16 Web Services Committee

The Committee shall be responsible for the overall design of the ArLA website located at <https://arlib.org/>. Committee members will keep abreast of current website trends and standards and recommend changes as needed.

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

11.16.1 Duties of the Committee Chair / ArLA Webmaster

1. Renew three domains with Namecheap.com – arlib.org, arlib.com, and arlib.net. This is usually put on a credit card and is reimbursed.
2. Renew mailing list with JaguarPC-- ArLA generally pays by check (once every three years)
3. Maintain ArLA website.
4. Maintain all Communities of Interest websites/web pages.
5. Maintain all committee webpages.
6. Maintain all ArLA related mailing lists, including ARKLIB-L, etc.
7. Maintain the *Arkansas Libraries* webpage and add links to current issue, (as well as serve on their editorial board).
8. Add *Arkansas Libraries* journal issues to server.
9. Liaison to ArLA Conference Committee - for the purpose of designing the ArLA Conference website (including attendee & vendor registration).
10. Maintain the News page.
11. Maintain the Calendar of Events.
12. Maintain the ArLA Library Jobs page.

13. Provide assistance with the membership management platform.
14. Add Board Minutes to the website.
15. Add ArLA Business Meeting Minutes to the website.
16. Update the online copy of the Bylaws and ArLA Manual as needed.
17. Update the About section, especially when the Board changes
18. Routinely test outside links.
19. Answer general and specific website questions.
20. Coordinate and plan website redesigns and projects as needed.

11.17 Special and Ad Hoc Committees

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

Chapter 12: Communities of Interest

The current Communities of Interest of the Association are located on the association's website. The website also includes information regarding CI formation.

12.1 Membership

Any member of the Association may request membership in one or more Communities of Interest (CI).

Each CI must have a contact person and may elect a Chair and any other officers, such as Vice Chair and Secretary, as deemed necessary by that CI. CIs who establish a formal officer structure must follow the format established by the Executive Board and should be held no later in the calendar year than the annual election of ArLA officers. Elected CI officers will serve a one-year term of office, which shall coincide with that of the officers of the Association.

12.2 CI Responsibilities

1. CI representatives are encouraged to attend all meetings of the Executive Board or arrange for representation by another member of the Community of Interest.
2. Reports any current CI activity to the Executive Board as follows:
 - a. Executive Board Meeting Report Form or notification of "No Report" submitted to the Association Secretary-prior to each Executive Board meeting.
3. Serves as the Representative for affairs of the Community of Interest.
4. Plans and arrangements for CI programs, projects, or activities, including, but not limited to, session(s) at Annual Conference. CI programs during the Annual Conference will be coordinated with the Association Conference Committee.
5. Conducts the general CI meetings, including the scheduling of said meetings. Prior to meeting date, notice of scheduled CI meetings shall be provided to the Executive Board President, Secretary, and to the general CI membership via ArkLib-L listserv or other mailing list.
6. Prepares an annual or year-to-date report to be delivered orally at the Annual Business meeting.
7. Prepares the written annual report to be submitted by the final Executive Board Meeting of the year.
8. Submits timely notification to the President of any CI leadership change.
9. Submits budget requests, other than ArLA Annual Conference budget requests, to the Executive Board no later than the November board meeting. Please see "Funding & Programming Guidelines for CI" below.
10. Maintains a file of any CI documents and artifacts, which might include ArLA Bylaws, ArLA Handbook, CI bylaws, history, notes, and meeting minutes.
11. Maintains the CI web page on the ArLA website by sending changes and additions to

the Web Services Chair/ArLA Webmaster.

12. Promotes events and interests of the CI, including, but not limited to, articles, information, and photographs for use in the official ArLA publication or other media.

12.3 Funding & Programming Guidelines for CI

NOTE: These Guidelines pertain to CI programs other than sessions at annual conference. All annual conference expenses should be requested and reported as part of the Conference Committee's budget. Please refer to Chapter 7, 7.5 Guidelines for CI/Committee Events

1. Request approval from the ArLA Executive Board for any newly proposed CI Programs requiring funding.
2. CIs may request funds from the Association's budget by submitting an income and expense budget proposal, to be approved by the Executive Board no later than the November Board meeting.
3. Invoices shall be verified and signed as approved for payment by the CI program coordinator and then submitted for payment to the Treasurer promptly after incurring obligation.
4. The Treasurer will process for payment those invoices which do not exceed the approved budget.
5. CIs may not incur continuing debts on any activities. CI financial loss will be covered by the Association's general fund.

Profits from any CI program will be returned to the Association.

Appendices

Appendix A. ArLA Organizational Chart

ARLA BOARD

President
President Elect
Past President
Secretary
Treasurer
Treasurer-Elect
ALA Councilor
SELA Representative
Members-at-Large (4)

COMMITTEES

Awards
Budget and Finance
Bylaws & Handbook
Conference
Emerging Leader
Intellectual Freedom
Journal
Marketing
Membership
Nominating/Elections
Scholarship
Records Management
Web Services

COMMUNITIES OF INTEREST

Arkansas Libraries for Everyone (ALE)
Arkansas Library Paraprofessionals (ALPS)
College and University Libraries of
Arkansas (CULAR)
Community of School Librarians and
Library Educators (COSLLE)
Mental and Emotional Lives of Library
Workers (MELLW)
Public Libraries & Trustees

Reference and Instruction Services (RISci)
Two Year Colleges Community of Interest
(TYCci)
WMS CI
Youth Services

Appendix B. Work Plan Suggestions for Communities of Interest & Committees

1. Decide what you want to accomplish for the year.
2. Outline plans and establish priorities for the year's work.
3. Make sure your plans and priorities can be accommodated by any funds budgeted for your use during the year.
4. Note any deadlines established by the Bylaws or Handbook and set deadlines for your work.
5. Mark your calendar with announced dates for Executive Board meetings in order to keep these times free for attendance at meetings.
6. Set a regular meeting schedule for your CI or Committee.
7. Keep the President and the Webmaster informed of important events, activities, or meetings.
8. Consult with other members of your CI or Committee to establish budget requests for the following year. Budget requests must be submitted to the Executive Board in time for the Budget Meeting in November to approve the following year's budget.

Appendix C. ArLA Year-at-a-Glance

| | |
|--|--|
| <p><u>January</u> Association year commences Committee & CI Orientations Executive Board Retreat Conference Theme and Dates announced* (December)</p> | <p><u>July</u> Nominations Published for Membership in Elections Publication**</p> |
| <p><u>February</u> Executive Board Meeting</p> | <p><u>August</u> Executive Board Meeting -Deadline for Write-In Nominations** Deadline for Conference Vendors</p> |
| <p><u>March</u> March 1 – Call for Conference Proposals March 15 – Membership Renewal Deadline Call for Conference Proposals Released</p> | <p><u>September</u> Elections** Conference Publication Released</p> |
| <p><u>April</u> Executive Board Meeting April 1 – Call for Award Nominations</p> | <p><u>October</u> Annual Conference* Executive Board Meeting (pre-conference) ArLA Annual Business Meeting**: -Annual Reports for CIs, Committees submitted -Election & Ballot Results Reported</p> |
| <p><u>May</u> May 1 – Deadline for Spring/Summer <i>AR</i> <i>Libraries</i> May 31 – Conference Proposal Deadline</p> | <p><u>November</u> Nov. 1 – Deadline for Fall/Winter <i>AR</i> <i>Libraries</i>, including conference retrospective -Budget requests due for following year Executive Board Meeting: Budget -Full Conference Finance Report</p> |
| <p><u>June</u> Executive Board Meeting -Nominations Due to Board** June 30 – Award Nominations Deadline</p> | <p><u>December</u> Executive Board Meeting: Changeover -Final Business & Reports from outgoing Executive Board -Final deadline for written Annual Reports -Board Orientation for incoming Executive Board -Update Website/contact information for new year</p> |

*The Annual Conference is traditionally held in October and other yearly events are scheduled from that timeframe.

**The Annual Business Meeting, usually held in conjunction with the Annual Conference in October, sets the timeline for Nominations and Elections throughout the year. For additional details, please refer to the full ArLA Bylaws and Handbook.

Appendix D. Scholarships

ArLA Annual Scholarship Statement of Policy

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

- Applicant must hold or be completing work toward a bachelor's degree from an accredited college or university and must not currently hold a master's degree in library science.
- Applicant must be currently accepted and enrolled in a program leading to a master's degree in library science. An official transcript of coursework toward the master's degree shall be submitted as proof. Applicants who have enrolled but not yet begun coursework shall submit proof of acceptance and enrollment in a program leading to a master's degree in library science.
- Applicant may be currently employed in a library in Arkansas provided all other conditions are met.

The Arkansas Library Association will select one scholarship recipient each year from a pool of eligible applicants. Criteria for selection include 1) applicant's interest in librarianship as a profession, 2) academic record, 3) compliance with application requirements. Awards are made without regard to race, sex, age, religion, sexual orientation, or ethnic background.

Recipients of the scholarship must meet the following requirements:

- Within one year of completing their graduate program, accept or maintain professional employment in a library or in a library-related position in Arkansas.
- After accepting or maintaining such employment, continue to work in a library or library-related position in Arkansas for at least one year.
- Maintain membership in the Arkansas Library Association during the one year of required employment in a library or library-related position in Arkansas.
- Upon graduation, provide to the Arkansas Library Association an official transcript showing the completion of their prescribed course of graduate studies and an official letter from their workplace verifying employment in a library or library-related position in Arkansas.
- Sign a promissory note agreeing to repay the Arkansas Library Association the full amount of the scholarship award should any of the above conditions be unmet.

NOTE: The Scholarship Committee of the Arkansas Library Association reserves the right to make no award.

To apply for the annual scholarship, applicants should submit the following items between July 1 and September 1:

- Completed ArLA Scholarship application form (available on the website)
- Letter of application from the applicant
- Resume
- Official transcript if applicant has already begun graduate studies OR proof of acceptance and enrollment in a graduate program of library science if applicant is just beginning graduate studies.
- Three letters of reference from individuals qualified to address the academic and professional potential of the candidate.

Incomplete applications will not be considered.

ArLA Scholarship applications should be mailed or emailed to:

Arkansas Library Association

P.O. Box 3821

Little Rock AR 72203

Email: info@arlib.org

Appendix E. Data Retention Policy

I. Purpose of policy

The policy provides guidelines for document retention, the length of time the organization will keep certain documents and records, either in hard copy or electronic form, and the purging of documents. Such policies ensure compliance with federal laws, retention for legal purposes, and prevent accidental or innocent destruction of records.

Benefits include access to useful historical information and helpful for new members of the organization. By reviewing and purging files in a strategic manner, space is made for new files

II. Who has access

The Executive Board, Committee Chairs, and some members may have access to the digital files located in a DropBox account. Physical items are currently housed at Henderson University with plans to transfer items to be archived to the University of Arkansas at Fayetteville.

III. Records covered

Definitions: This policy applies to records in any form, including electronic documents.

1. "Document" refers to any items listed in the retention table. There may be documents that are not listed but similar to those listed and will be retained.
2. "Historic" refers to documents that are valuable for maintaining knowledge of the history of the institution and its work.
3. "Legal" refers to documents that are contracts or agreements between parties, that contain financial information relevant to IRS filings, or that must be maintained to comply with laws and regulations.
4. "Purging" refers to disposing of documents through means such as shredding physical documents or deleting an electronic file. Some files could be moved to archives.

Not every office holding a record needs to retain a copy. An example would be an expense report for a committee that would only need to be retained on a short-term basis as it would be included in the Treasurer's records.

Many committees will have working documents that could be shared separately through tools such as Google Drive with only current committee members. The final report is the only document that would be added to the ArLA files.

IV. Record retention table - see Appendix F

V. Record labeling and storage

1. Labeling

- a. A file name should be clear and understandable stating who or what it represents, draft or final, and when (a date). The description of the file should be able to stand on its own independent of where it is stored. It should be easy to identify without having to open each file to determine what it contains. If using subfolders, resist overcomplicating and do not add too many subfolders.

Consistency is key.

An example could be labeled by Department, Item, (Draft or Final if needed), and Date (YYYYMMDD) which would be: Executive Board-Minutes-20230411.docx An example of a draft with several versions could be labeled as Website Taskforce Committee-Social-Media-Policy-Draftv02-20230612.pdf

2. Drafts

- a. Once the final copy of a document has been completed, the drafts may be recycled or deleted, unless they have legal value. For documents determined to be of legal value, drafts containing comments shall be saved for a minimum of two years, and drafts without comment may be destroyed once the final version is complete.

3. Storage

- a. Electronic files are stored on the ArLA website and/or in a DropBox account. Hard copies are stored in boxes currently at Henderson University. If possible, they shall contain or be labeled with a “destroy after” date so that they do not have to be reviewed additional times.

VI. Document review and purging

An essential part of data retention is to review the policy annually as new technologies continue to evolve along with new laws and updated best practices. Purging of files should take place in an ongoing manner but must occur at least every two years in even-numbered years and must follow the retention requirements stated in the Record Retention Table. During the review process, some files may be designated for archival storage. The suspension of regular retention and purging procedures may occur when litigation or legal document request is pending or imminent.

The ArLA Secretary will review the policy annually and will work with the Executive Board to oversee the purging of files every two years.

VII. Resources

- National Council of Nonprofits at <https://www.councilofnonprofits.org/> Specifically [Document Retention Policies for Nonprofits](#)
- Nonprofit Risk Management Center at <https://nonprofitrisk.org/>.
- [Sample document retention policy](#) (American Institute of Certified Public Accountants)
- The University of Washington Records Management Services <https://finance.uw.edu/recmgt/> Specifically [Library records](#).

Notes: Board and committee chairs should be trained on document retention during the orientation process. This document does not address acceptable use and security protocols of personally owned devices being used in nonprofit businesses. It also does not address acceptable protocol for personal email accounts, personal internet sites, blogs, and personal social media accounts.

Created June 2023 - Records Management Committee

Appendix F. Data Retention Table

| Document Type | Value | Office of Record | Minimum Retention Requirement | Current Location | Archived Location or Destruction Method |
|---|------------------------------|----------------------|---|------------------|---|
| Articles of Incorporation | Administrative, Legal, Vital | Executive Board | Permanent | | Archive to physical files or electronic files at UofA |
| IRS Application for Tax-Exempt Status (Form 1023) | Administrative, Legal | Treasurer | Permanent | | Archive to physical files or electronic files at UofA |
| State Sales Tax Exemption Letter | Administrative, Legal | Treasurer | Permanent | | Archive to physical files or electronic files at UofA |
| By-laws | Administrative, Legal, Vital | Executive Board | Permanent | Dropbox | Archive to physical files or electronic files at UofA |
| Board Policies/Resolutions | Administrative, Legal | Executive Board | Permanent | Dropbox | Archive to physical files or electronic files at UofA |
| Agendas for Meetings | Administrative | Board and Committees | No longer needed after minutes are posted | Dropbox | Delete and/or shred |
| Minutes for Meetings | Administrative, Historic | Board and Committees | Permanent but move electronic files off website and Dropbox after 7 years | Dropbox | Archive to physical files or electronic files at UofA |
| Fixed Asset Records | Administrative, Legal | Treasurer | Permanent | | Archive to physical files or electronic files at UofA |
| Annual Audits and Financial Statements | Administrative, Legal | Treasurer | Permanent | | Archive to physical files or electronic files at UofA |
| IRS 990? Tax Returns | Administrative, Legal | Treasurer | Permanent or a minimum of 7 years | | Archive to physical files or electronic files at UofA |
| Check Registers | Administrative, Legal | Treasurer | Permanent | | Archive to physical files or electronic files at UofA |
| Expense Reports for Committees | Administrative | Committee Chairs | 1 year (no longer needed after new fiscal year is closed) | | Delete and/or shred |
| Expense Reports submitted and cash receipts | Administrative | Treasurer | 3 years | | Delete and/or shred |
| General Ledgers | Administrative, Historic | Treasurer | 7 years (destroy working papers after 3 years) | | Delete and/or shred |

| Document Type | Value | Office of Record | Minimum Retention Requirement | Current Location | Archived Location or Destruction Method |
|--|--------------------------|------------------|---|------------------|---|
| Credit Card Receipts | Administrative, Legal | Treasurer | 3 years | | Delete and/or shred |
| Contracts with Vendors | Legal | Executive Board | 7 years or as long as it is in effect | Dropbox | |
| Invoices from Vendors | Administrative, Legal | Treasurer | 7 years after end of fiscal year? | | Delete and/or shred |
| Bank Deposit slips | Administrative, Legal | Treasurer | 7 years | | Delete and/or shred |
| Bank Statements | Administrative, Legal | Treasurer | 7 years | | Delete and/or shred |
| Event files (hosting conference, etc.) | Administrative, Historic | Vice President | Permanent for Programs | Dropbox | Archive to physical files or electronic files at UofA |
| Donor files | Administrative, Legal | | Permanent | | Archive to physical files or electronic files at UofA |
| Member Records | Administrative | | | | |
| Annual Reports Board and Committees | Administrative, Historic | | Permanent | Dropbox | Archive to physical files or electronic files at UofA |
| Policies and Procedures | Administrative | | As long as it remains relevant - can state date it was updated at the end of the document | Dropbox | Delete and/or shred |
| Executive Correspondence | Administrative | | | | Delete and/or shred |
| Correspondence (Routine) | Administrative | | 2 years or as long as administratively valuable | | Delete and/or shred |
| Legal Case Files | Administrative, Legal | | Permanent or minimum of 10 years | | Archive to physical files or electronic files at UofA |
| Mailing Lists | Administrative | | | | Delete and/or shred |
| Publications | Historic | | | | Archive to physical files or electronic files at UofA |
| Press releases/Public filings | Historic | | Permanent | | Archive to physical files or electronic files at UofA |



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