

**New Jersey Chapter
Special Libraries Association
Recommended Practices**

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FOREWORD

Association Statement

The Special Libraries Association (SLA) is an international organization of approximately 12,000 innovative information professionals and their strategic partners.

I. INTRODUCTION

Participation in Chapter activities is a most gratifying aspect of membership in SLA. These Recommended Practices are intended to serve as a reference for Chapter Officers and other Chapter leaders in the development of Practices for their particular unit. Each Chapter is encouraged to customize its own Practices based on the model presented here. They contain valuable, "must-know" information on Chapter responsibilities, Association structure, policies and procedures. The Practices delineate the responsibilities of key Chapter leaders and should aid in the understanding of the relationships among Chapter leaders, Association officers, and units.

Each Chapter should maintain approved Practices that define in detail the responsibilities and duties of the individual Chapter officers, appointed positions and committee chairs, as appropriate for the Chapter.

Suggested additional content of a Chapter Practices Manual:

- A. History and background of Chapter, including a list of past Chapter leaders.
- B. The addition or deletion of descriptions of committees chair and appointed positions, and their respective duties, as currently in practice.
- C. Detailed descriptions of existing Chapter programs (such as specific Awards, traditions, and annual meetings, etc.).
- D. Approved Chapter Policies (such as an Officer Travel Policy).
- E. Calendar of deadlines (such as leadership reports, elections, meeting notifications).
- F. Copy of Chapter Governing Document.

A former Chapter President is often chosen to undertake the preparation and/or updating of the Chapter Practices Manual. Each Chapter leader should have a copy of the Chapter Practices Manual available. It is important that outgoing Chapter leaders pass their copies of the manual to the incoming leaders as soon as election results are known.

Detailed handbooks containing additional information and suggestions for fulfilling the responsibilities of key Chapter leaders are also available. References to the handbooks

are made throughout the Recommended Practices where additional information may be desired. Please note, handbooks have not been written for all Chapter leaders. Handbooks can be found at:

<http://www.sla.org/content/resources/leadcenter/leadtrain/chpdivgd/handbook.cfm>

A copy of the Chapter's most current Practices Manual must be sent to the Leadership Department at the Association Office. Suggestions for additions and revisions to these Recommended Practices should be forwarded to the Association Leadership Department at leadership@sla.org.

A. DEFINITION OF CHAPTERS

1. Relationship to Association

The creation of Chapters and their activities are carried on within the framework of the Association's bylaws and policies as determined by the Association's Board of Directors. The Association receives direct impetus in many of its professional activities from the work and support of the Chapters. In turn, Chapters receive the benefits of an international body that fosters inter-Chapter cooperation and collectively promotes the advancement of special librarianship and information services.

Chapters exist to serve their members' special interests and the interests of the Association by planning meetings and programs, issuing publications (such as bulletins and/or newsletters), maintaining online discussion lists and web sites, and engaging in special projects (such as organizing professional institutes or seminars and cooperating with other library and professional groups in their respective geographic area).

All Chapter officers and leaders must be members of the Association and members of the Chapter.

2. Relationship to Chapter Cabinet

The Chapter Cabinet consists of all SLA Chapter Presidents and Presidents-Elect. If the President or President-Elect is unable to attend a meeting of the Chapter Cabinet, the Chapter President may assign a delegate to attend the meeting. The Chapter Cabinet represents Chapter interests on all matters considered by the Board of Directors or acted upon by the Association staff and committees, and the Chapter Cabinet keeps the Chapters informed of all decisions and policies affecting them. The Chapter Cabinet is headed by the Cabinet Chair and Chair-Elect, elected by the SLA membership to the Board of Directors.

The Chapter Cabinet shall hold at least one regular meeting. If there is only one meeting, it shall be held during the Association's annual conference. Special meetings may be held upon call of the Chair or upon written request of 15 members of the Chapter Cabinet. Joint sessions with the Division Cabinet may be requested by the Chapter Cabinet Chair or the Association President. Meetings of the Chapter Cabinet shall be open to all Association members.

II. CHAPTER PRACTICES FOR OFFICERS

A. Chapter President

The Chapter President's duties are as follows:

1. Communications

Chapter Presidents may be asked to speak or act officially on matters that are within their areas of official responsibility and on which they are fully informed. When the Association's official position is known, particularly when it has appeared in writing, it should be quoted to ensure consistency of response. Advice from Association leadership should be sought when the official position is not known. Without exception, new or controversial matters should be referred to the Association President and Executive Director. This is particularly important when drafting a statement that will reflect the Association's position.

Face-to-face interaction at the Leadership Summit and Annual Conference is the best means of establishing a productive rapport among Cabinet members. Between meetings, the telephone, fax, electronic mail, discussion lists and the post office assist the functioning of the informal communications network.

To assure that the Chapter President-Elect is fully informed on all business of the Chapter and the Chapter Cabinet, it is important for the Chapter President to share copies of all Chapter and Association-related correspondence with the President-Elect, even if the subject matter seems inconsequential. This keeps the President-Elect both informed and prepared to substitute for the President, in case of an emergency.

2. Appointment Duties

The appointment duties of the Chapter President are:

- a. To appoint chairs for all committees and other positions as specified in the Chapter's Practices Manual. Appointments should be made before the President-Elect assumes the office of President. Appointments should be made for a specific term of office, and written acceptance should be obtained from each appointee. Chapter Committees and appointed positions are identified in Section III of the Practices Manual.
- b. To appoint an auditor by the end of December to audit the financial statement prepared by the Chapter treasurer. The auditor may be neither an

elected or incoming Chapter officer nor a current or incoming member of the SLA Board of Directors.

3. Meeting Attendance

The Chapter President should attend all chapter meetings.

The following are the specific meeting responsibilities of the Chapter President:

- a. To attend all Chapter meetings.
- b. To preside at Chapter board meetings. These meetings can be very useful for problem solving and can include the entire Advisory Board.
- c. To preside at the Chapter's annual business meeting.
- d. To attend Chapter Cabinet meetings and any joint meetings of the Chapter and Division Cabinets at the Association's Annual Conference and Leadership Summit. If either the President or President-Elect is unable to attend a meeting, the Chapter President should appoint another Chapter member, preferably an officer, to represent the Chapter.

All Chapter Presidents and Presidents-Elect constitute the Association's Chapter Cabinet. Attendance at the meetings of the Cabinets is one of the most important responsibilities of Chapter officers. The Chapter Cabinet can be truly effective only if all representatives participate.

The Association Office issues a "Call to Meeting" approximately two months before each Board of Directors and Cabinet meeting. This document includes detailed instructions on the preparation of documents for information or action at the Board and Cabinet meetings. The deadline for receipt of documents for placement on the Cabinet's agenda is usually about one month before the meeting.

If the Chapter President has last-minute business to bring to a Chapter Cabinet meeting, the nature of the business should be brought to the attention of the Chapter Cabinet Chair a minimum of 24 hours before the start of the meeting. *All motions, petitions, resolutions, etc., should be written (typed, if possible) in advance.*

- e. To attend the Association's Leadership meetings and any orientation and meetings for Chapter officers moderated by the Chapter Cabinet Chair and Chair-Elect. Orientation documents to aid Chapter officers can be found on the Association's web pages Leadership Training Center <http://www.sla.org/content/resources/leadcenter/leadtrain/index.cfm> and the Leadership Training Manual at <http://www.sla.org/content/resources/leadcenter/leadresour/traimanual/index.cfm>

This information serves to expand the communications network and provides an opportunity for Chapter Presidents to get to know the Association's inner workings and concerns. It is also of real value for information on funding meetings, finances, bulletins, etc.

- f. To attend the open sessions of the Board of Directors at the Leadership Summit and Annual Conference as an observer.

4. Reporting Duties

The Chapter President must submit several specific reports that are due at predetermined times during the Association's business year. These reports must be submitted on or before the stated deadlines. Regardless of which Chapter officer or committee chair has the responsibility for preparation and distribution of a report, the Chapter President is responsible for seeing that all deadlines are met. Refer to Section H. for the Association Action Deadline Chart. See also, Association [Policy for Reporting Requirements for SLA Units](#). Timely submission of the chapter annual report is required in order to receive the dues allotment the following year.

5. General Duties

There are several general duties that are crucial to the successful operation of the Chapter and to the smooth transitions of authority. Among the general duties of the Chapter President are the following:

- a. Serves as Chair of the Executive Board and Advisory Board.
- b. Reads the Chapter's Governing Document and Practices Manual thoroughly to determine the responsibilities of each Chapter officer.
- c. On assuming office, acquires from the Past President all of the Chapter's current records. Those records not needed should be forwarded to the Chapter archivist. (If current records are not received within 20-25 days, contact the departing President to request their transfer.)
- d. Reads all the information sent by the Association office and the Chapter Cabinet Chair via the Leadership Discussion List and Chapter Cabinet Community of Practice (both President and President-Elect should maintain current email listings in their SLA member records).
- e. Prepares the Chapter's budget in consultation with the Treasurer and other Chapter leaders.
- f. Makes decisions on Chapter policy; referring questions to the appropriate Chapter officer or the entire Executive and/or Advisory Boards.

- g. Serves as ex-officio member of all committee except the Nominating Committee.
- h. Recommends to the Board any measures that will further the objectives and improve the effectiveness of the Chapter.
- i. Works with the Bulletin Editor and webmaster to bring all pertinent information before the Chapter membership.
- j. Takes part in the interviewing process of the SLA Scholarship Program for applicants from the Chapter area. The task of interviewing may be delegated to other Chapter members.
- k. Informs the Leadership Department at the Association Office at once if the Chapter appoints a representative to another professional society.
- l. Informs the Leadership Department at the Association Office of appointment/changes throughout the year of elected and appointed offices.
- m. Sends copies of all reports, publicity, etc., to the Chapter archivist (or other designated Chapter member) and copies of current correspondence to the Chapter President-Elect.
- n. At the conclusion of term as Chapter President, reviews with the President-Elect the responsibilities of the position and any ongoing projects.
- o. At the conclusion of term as Chapter President, forwards all current records to the incoming President within 20 days of stepping down from office. At the discretion of the Chapter, retiring Presidents often have continuing responsibilities as past Presidents.

B. Chapter President-Elect

The Chapter President-Elect's duties are as follows:

1. Orientation and Communications

It is very important for the Chapter President-Elect to read the Chapter's Governing Document and Practices Manual to become familiar with the duties of all Chapter officers.

Among other responsibilities, the Chapter President-Elect will substitute for the President in his/her absence. In the event of disability or withdrawal of the President, the title and all duties and obligations shall be assumed by the President-Elect.

The Chapter President-Elect should take every opportunity to become acquainted with other members of the Chapter Cabinet, especially the Presidents-Elect of other Chapters. Chapter Presidents-Elect who are diligent in becoming acquainted with other Cabinet members will find that they are soon well established in the informal communications network that exists among Chapter officers.

2. General Duties

The following duties are essential for the efficient operation of the Chapter and for the smooth transition of office:

- a. Serves as a member of the Executive Board.
- b. Substitutes for the Chapter President. The President-Elect may act in the President's absence and perform other duties as specified in the Chapter's Governing Document and/or Practices Manual.
- c. Attends meetings. The Chapter President-Elect is required to attend the same meetings as the Chapter President. These are detailed under the Chapter President's responsibilities, Section II.B.3. of these Practices.
- d. Learns during the year as President-Elect, as much as possible about the operation of the Chapter so that when he/she assumes presidency the following year, a smooth transition will occur.
- e. Serves as Chair of the Programming Committee, and plans the programs.
- f. Recruits Advisory Board members to serve during his/her presidency.
- g. Provides the Association Office with the names of all Chapter and committee officers appointed to serve the Chapter. Forms for submitting this information are supplied by the Association office. The completed forms should be forwarded to the Association office prior to the Annual Conference, if possible. Failure to report the names of officers and committee appointees before June 30 may result in the omission of these names from the Chapter's listing on the Association web pages and the timely addition of individual's e-mail addresses to the appropriate discussion list.
- h. Transfers records to the new Chapter President-Elect. On assuming the office of President, all pertinent records should be given to the incoming Chapter President-Elect within 20 days of the Annual Conference. As the new Chapter President, make sure all Chapter officers have received their files.
- i. Performs any other duties as required for operation of the Chapter and the request of the President.

C. Chapter Secretary

The Chapter Secretary's duties are as follows:

1. To record and distribute minutes of the Chapter's business meetings, including the annual business meeting. Minutes are a record of the proceedings of a meeting. They should contain a record of actions taken at the meeting. Minutes are to be kept not only for the annual business meeting, but also for all Executive Board and Advisory Board meetings of the Chapter. The first paragraph of the minutes should include the following information:
 - a. Kind of meeting: annual business meeting or executive board or Board meeting;
 - b. The name of the Chapter;
 - c. The date, time and place of the meeting;
 - d. The name of the convening officer and secretary or their substitutes, and if an executive board meeting, the names of those present;
 - e. Whether the minutes of the previous meeting were read and approved or corrected.

The body of the minutes should contain a separate paragraph for each subject discussed and should include the wording of each motion; the name of the seconder does not need to be entered. The minutes should state if the motion was approved, failed, failed for lack of a second, amended, postponed, or referred. If there is a count taken of a vote on a motion, the count must be recorded.

Depending on the nature of a committee report, it can be summarized by the secretary or included intact in the minutes. To facilitate the recording of the minutes all board members and committee chairs should send a copy of their reports to the Secretary prior to scheduled Board meetings. The name and the subject of a guest speaker can be given, but no effort should be made to summarize the speaker's remarks.

The final paragraph includes the time of adjournment and the signature of the secretary.

Send a copy of the minutes to the Leadership Department at the Association Office.

2. To conduct official correspondence and maintain a file of current records as requested by the Chapter President. At the end of the Association year, archival material should be transferred to the Chapter archivist. It is preferable to have two-year overlapping terms for secretary and treasurer to assure continuity of records.
3. To serve as a member of the Chapter Executive Board.

D. Treasurer

The Chapter Treasurer's duties are as follows:

1. To serve as a member of the Executive Board.
2. To maintain all financial records of the Chapter in accordance with Association Practices and submit required reports to the Association office accurately and on time.
3. Collect, deposit, and expend funds for the Chapter as requested and authorized by the President. In addition, to arrange for the President to have signing authority.
4. To prepare, sign, and submit an audited annual financial statement for each fiscal year ending December 31. [Forms can be accessed on the Association web site.](#) The completed form must be submitted to the Director, Finance at the Association office by January 31. Each Chapter's annual financial statement must be certified as to its accuracy by an auditor appointed by the Chapter President.
5. To report the fiscal condition of the Chapter to the Executive Board at each Board meeting, with formal written reports to be submitted to the Board at least twice during the year.
6. To prepare the budget with the President for approval at the first Board meeting of each new fiscal year.
7. To monitor Chapter fund-raising activities to ensure that they are in compliance with Association Practices.

For additional information about the duties of the Chapter Treasurer, consult the SLA web page for [Unit Treasurer's Information](#). See also, the [Tax and Legal Handbook](#)

E. Past President

The Chapter Past President's duties are as follows:

1. May serve as a member of the Executive Board.
2. To advise the President based on previous year's experience.
3. To coordinate the updating of the Chapter Practices Manual.
4. To undertake special projects at the request of the President.
5. To undertake the responsibilities of revising the Governing Documents, if needed.
6. If the position of Archivist is not filled, the immediate past president serves as the Archivist for the Chapter.

F. Director of Communications

The Director of Communications' duties are as follows:

1. To be responsible for content review, fiscal accountability, and responsiveness to the Chapter membership of Chapter electronic and written communications.
2. Appoints the Bulletin Editor(s), the Web Master, the Discussion List Manager, and Community of Practice Manager upon approval of the Board.
3. Advises the President and Board on Bulletin, Community of Practice, and web page content, direction, and finances.

G. Executive Board

The Executive Board is comprised of the elected officers of the Chapter (President, President-Elect, Secretary and Treasurer, Director of Communications and Past President). The Executive Board shall hold a minimum of one meeting annually. Additional meetings may be held by call of the President, or by established practice or upon request of another board member. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the Board. The Chapter holds meetings of the entire Board (Executive and Advisory Board/Council) and do not hold separate Executive Board meetings unless otherwise deemed necessary, such as in the case of the resignation of an officer.

Voting

The Boards is encouraged to have conference calls and meetings that include the full Board, in which topics are discussed and consensus reached. Federal law and liability concerns require that voting be restricted to members of the Executive Board. Advisory Board/Council members (hereinto referred to as Advisory Board) should certainly provide input and recommendations, and there should be opportunities to hear from all sides, but Advisory board members, cannot have voting rights that could, in effect override, the vote of elected board members.

Electronic Voting

As SLA chapters are not separately incorporated but rather are merely subdivisions of a single legal entity -- SLA, a New York not-for-profit corporation -- their Boards and memberships are not governed by the requirements and restrictions contained in the New York Not-for-Profit Corporation Law relating to voting and other governance matters. Only SLA's Board of Directors, certain committees of the SLA Board, and SLA's membership (when voting as an entire membership) are governed by these requirements and restrictions. Consequently, the New Jersey Chapter is free to institute whatever governance procedures it chooses, including all forms of electronic voting.

Leadership Code of Responsibility

The role of leaders in SLA is to advance opportunities for members to share in and accomplish the Vision and Mission of the Association. To ensure that outcome, leaders shall respect and adhere to the code that identifies SLA Leadership's responsibility and accountability to the Association and its members. Leadership is defined as the leaders and members of the Board of Directors, Association Committees and Task Forces, as

well as the voting members of Chapter Executive and Advisory Boards, and Caucus Conveners. [The Leadership Code of Responsibility](#) document shall be read and signed by the Chapter leaders at the beginning of their term.

The duties of the Executive Board are as follows:

1. To approve amendments to the Chapter’s Governing Documents before presentation to the Advisory Board and Chapter membership.
2. To approve contracts and agreements entered into by the Chapter.
3. Appoints a Nominating Committee for the election of members to the Board.
4. Appoints a successor in case of the resignation of any officer except the President. The President-Elect automatically succeeds as President if the President resigns. A new President-Elect is then appointed.
5. To be responsible for all additional duties assigned to the Advisory Board.

H. Association Action Deadlines

The chart below indicates action deadlines and responsibilities. These dates are firm with the exception of those about the Annual Conference, which may fluctuate depending upon the year. Deadline dates for conference activities, will be distributed during the year by the Association office. Unless otherwise stated, all documents should be submitted to the Association office.

<u>Date</u>	<u>Activities</u>	<u>Responsibility</u>
ASAP	Chapter Board and Annual Business meeting minutes, approved by the board.	Chapter secretary
July 31	Request for funds in addition to regular allotment	Chapter president
Sept. 15 (Approx.)	Request for action, if any, by SLA Board of Directors for October meeting.	Chapter president
Dec. 1	Request for action, if any, by SLA Board of Directors for Leadership Summit. Agenda items for Cabinet Meeting at Leadership Summit. Send to Chapter Cabinet Chair, with copy to the Association's Leadership Department.	Chapter president
Jan. 1 (Approx.)	Nominations (if any) for SLA Awards. Send to the Chair of the SLA Awards Committee.	Chapter president
Jan.	Chapter Cabinet and Board Meeting (Leadership Summit)	Chapter president /Elect
Jan. 31	One copy of audited financial statements.	Chapter treasurer
May 1	One copy of Chapter Annual Report .	Chapter president
May 1 (approx.)	Requests for action, if any, by SLA Board of Directors to Annual Conference Board meeting.	Chapter president
June 30	Requests due for Chapter visit by Association president or president-Elect.	Chapter president

June	Chapter Cabinet Meeting and Board Meeting (Annual Conference)	Chapter president /Elect
June 30	Roster of names for all Chapter officers and committee chairs.	Chapter president
June 30	One copy of the mid-year financial statement .	Chapter treasurer
August 15	Elected Chapter officers return signed copy of Leadership of Code of Responsibility	Elected Chapter Officers

III. CHAPTER PRACTICES FOR ADVISORY BOARD/COUNCIL AND CHAPTER COMMITTEES

The Chapter Advisory Board consists of all appointed Chapter leaders and Committee Chairs and has the following duties:

1. Reviews and recommends to the Executive Board approval of the Chapter budget prepared by President and Treasurer.
2. Reviews and recommends to the Executive Board approval of preliminary program plans and special projects and the authorization of funds to implement them.
3. Hears reports of appointed positions and committee chairs and takes appropriate action on recommendations.
4. Prepares report of activities for each Board meeting held.

The Chairs of Chapter Committees are appointed by the Chapter President, generally for a period of one year. The Chapter President may appoint Chapter members to additional positions as outlined in the Chapter's Practices. Committee members may be appointed by the Chapter President or the Committee Chair as specified in the Chapter's Practices. The Chapter Governing Document prohibits any member from serving on a committee for more than six consecutive years. The Advisory Board assists the Executive Board in directing the activities of the Chapter, and members are expected to attend all Board meetings. Most Chapters, in practice, seek a consensus opinion from the Advisory Board in all matters. If consensus is not achieved, the Advisory Board should make opinions known to the Executive Board who will then vote.

The appointed positions and committee chairs listed below are a sample and do not constitute required appointed positions or committee chairs. The duties of these positions may be combined or assumed by one of the elected officers.

A. Archivist

Each Chapter shall maintain archives. A Chapter may elect either to maintain its own archives or to contribute material to the Association archives. Since Chapters are part of the Special Libraries Association, all archives are, ultimately, the property of the

Association. Chapters should treat their archival material with the highest level of professional competence.

The New Jersey Chapter archives are stored at the Newark Public Library (contact Charles Cummings or James Osborn in Special Collections at 973-733-7775). A retention agreement must be signed by a responsible representative of Newark Public Library and approved by the Association.

Duties:

1. Serves as a member of the Advisory Board.
2. Maintains non-current documents, correspondence and publications of the Chapter.
3. Solicits archival materials from Chapter officers, committee chairs and appointed positions.
4. Sorts, files and weeds collections, retaining only materials of genuine historical importance.
5. Prepares a report for each Board meeting.
6. Retrieves information and/or makes files accessible to Chapter Board.
7. Familiarizes himself/herself with the Practices for Chapter Archives to understand more specific requirements for the housing of archives, archivist, retention schedules, transfer of materials to archivist, organization of archives, filing of archives. Any questions should be directed to the Director, Information Center, at the Association office.

For more information consult the [SLA web page for Archivists](#).

B. Awards Committee

The Awards Chair is responsible for appointing two additional Chapter members to form an Awards Committee, subject to the approval of the Chapter President.

Duties:

1. Committee Chair serves as a member of the Advisory Board
2. States guidelines and call for nominations for Chapter awards clearly to all Chapter members via Chapter communications methods.
3. Selects recipient(s) of award(s), purchases the awards, presents the awards, and publicize the award winners.
4. Nominates or coordinates the nomination, of qualified candidates for other local and [SLA Association-level awards](#).
5. Maintains files of past candidates for awards to assist with documentation in the future.
6. Communicates with the Association regarding awards.
7. Maintains liaison with the student liaisons.
8. Prepares a report of activities for each Board meeting.

9. Investigates and establishes awards pertinent to the Chapter. Such awards may be in terms of community services, professional contributions, contributions to the Chapter, or student recognition or scholarship.
10. Transfers all working papers, lists of award winners, committee reports, etc. to new Awards Chair, at the completion of Chair's term.

C. Bulletin/Newsletter Editor(s)

The Bulletin Editor is responsible for the content, production, publishing, and distribution of the Chapter bulletin or newsletter at regular, established intervals. The Bulletin Editor is a time-consuming job that requires writing and layout skills, ability to work effectively under pressure of deadlines and a knack for gathering news, deciding what will be of interest to readers, and getting reporters to supply copy in a timely matter.

The Bulletin Editor is responsible to the Chapter President, as well as the Director of Communications. The Bulletin Editor should understand the activities of the Chapter and SLA and be acquainted with the interests of the members. The editor's annual report must be submitted to the President (copies must also be sent to the secretary, treasurer, and archivist).

Duties:

1. Serves as a member of the Advisory Board.
2. Publicizes news copy deadlines and solicits important and interesting news from reporters, members, officers, committee chairs and appointed positions.
3. Collects and edits materials to appear in the bulletin. Discusses copy with President before final publication.
4. Oversees layout, typing, proofreading, reproductions and distribution of each issue.
5. [Requests mailing labels from SLA headquarters, if performing a print mailing](#); e-mail addresses if doing an announcement/broadcast email.
6. Submits printing and postage bills to the Treasurer for payment.
7. Prepares a report for activities for each Board meeting.

For more information, consult the [Bulletin Editors' Handbook](#) and the [SLA web page for Bulletin Editors](#).

D. Career Guidance/Employment Committee

The Career Guidance/Employment Committee assists Chapter members with career guidance and employment.

Duties:

1. Committee Chair serves as a member of the Advisory Board.
2. Informs interested job seekers of employment positions of which the person is currently aware, in the geographic area. The Chair will be made aware of the

- available jobs by subscribing to [SLA's job List](#), receiving inquiries from headhunters and obtaining job postings from employers.
3. Gathers, edits and formats job notices for publication on the Chapter's web site and discussion list.
 4. Works with the Chapter's webmaster to have job announcements maintained on the web site.
 5. Also provides employment guidance to Chapter members by writing articles for Chapter's communication forum (Bulletin, Newsletter, website) on employment related topics.
 6. Prepares a report of activities for each Board meeting.
 7. Acts as a liaison between the Chapter members and the employment services offered by the Association offices.

See also, [Unit Employment Services Practice](#).

E. Consultation Committee

The Consultation Committee is responsible for coordinating responses to inquiries or requests for help with reorganizing and/or establishing an information center. Requests may come from Association staff or directly from local libraries or organizations. The Consultation Chair makes the first contact with the requestor and arranges for an appropriate Chapter volunteer to perform the requested service.

1. Committee Chair serves as a member of the Advisory Board.
2. Prepares a report of activities for each Board meeting held.
3. Coordinates consulting services for the Chapter.
4. Makes initial contact with requestor to determine the need.
5. Locates and assigns appropriate Chapter member to consult with the organization.
6. Follows up with the requestor and consultant to ensure the needs have been met.
7. After consultation, completes a [Consultation Report Form](#) and sends to the Association office.
8. Refers requestor to fee-based consultants, either local area or through the Association, if additional services are desired. (Consultant Chair may want to refer to the [CONSULT database](#) maintained by the Association,)

For more information, consult the [Leadership Training Center](#), [Consultation Service Practice](#) and the [Consultation Services Guidelines](#).

F. Discussion List Manager

The Discussion List Manager administers/manages the Chapter electronic discussion list which is used to disseminate information relative to the Chapter and to share information among the members.

Duties:

1. Serves as a member of the Advisory Board.
2. Establishes and maintains an electronic discussion group.

3. Publicizes instructions on how to join and post to the discussion group.
4. Approves requests for membership and monitors submissions of e-mail from outside the Chapter.
5. If a closed list, removes members when they do not renew their Chapter membership.
6. Receives all error messages generated by the list software.
7. Sets list preferences by contacting the system's manager.
8. Issues requests on a user's behalf.
9. Explains system rules to members of the list, if needed.
10. Notifies the Board of problems with postings to the list that are defamatory, abusive, threatening, or illegal. The List Owner is responsible for suggesting to the Board any corrective actions that need to be taken.
11. Reports any errors or problems with the Lyris software to the SLA (HQ) Director, Technology
12. Maintains the welcome message that new subscribers receive.
13. Maintains any auto-responders.
14. Receives and distributes messages from SLA Headquarters to list subscribers, such as notices of SLA online events (e.g., chats).
15. Prepares a report of activities for each Board meeting.

For more information, consult the [SLA web page for Discussion List Owners](#) and the [List Owners Manual for Lyris](#).

G. Diversity Leadership Development Liaison

The Chapter President may appoint a Diversity Leadership Development Liaison. This should be an individual who has an interest in ethnic minority concerns relevant to present and potential special librarians and information professionals. The liaison will work with the Association Diversity Leadership Development Committee, acting as a representative who will aid the recruitment and development of diverse members at the Chapter level.

1. Serves as a member of the Advisory Board.
2. Prepares a report of activities for each Board meeting.
3. A written report summarizing activities for the past year should be submitted to the Association's Diversity Leadership Development Committee chair no later than April 15th of each year.

For more information, consult the [Affirmative Action Handbook](#).

H. Membership & Recruitment Committee

The Membership & Recruitment Committee is responsible for encouraging the growth of membership in SLA. The Membership & Recruitment Chair is responsible for appointing two additional committee members subject to the approval of the President. Members of the committee should assist in carrying out the responsibilities of the Chair.

Duties:

1. Committee Chair serves as a member of the Advisory Board.
2. Maintains up-to-date membership records as received from the Association office and alerts the Association office of irregularities with membership lists.
3. Writes welcome communications to new members, inviting them to an upcoming Chapter or Association activities, and lists their names in the Chapter bulletin.
4. Supplies items for the bulletin encouraging recruitment of new members. These items should review the requirements for membership and inform members that applications may be obtained from and returned to the Association office for processing.
5. Acts as host to new members attending their first Annual Conference or arranges for Chapter officers to fulfill this duty.
6. Annually reminds members to renew membership by highlighting the value of membership.
7. Follows-up with delinquent members by encouraging reinstatement. Personal telephone calls or e-mails from other members or officers are particularly effective.
8. Plans recruitment activities or campaigns to attract new members to the Association, including distribution of brochures and registration forms to non-member attendees at Chapter meetings and to other potential members.
9. Plans and carries out membership drives in cooperation with the programs of the Association.
10. Prepares a report of activities for each Board meeting.
11. Advises other officers , bulletin editor (and mailing service if an external service is used), the directory editor and others who need the information to accomplish assigned responsibilities that current information may be obtained from the Association's Leadership Department. Labels/E-mails maybe requested using the [Label/Roster Request Form](#).
12. Compiles or updates the Chapter directory, as directed by the Chapter's board.

Membership applications for potential members can be obtained from the Chapter's membership chair, from the Association office, or online at <http://www.sla.org>. Contact the Association's Membership Department via e-mail at membership@sla.org for authoritative up-to-date information that will answer the questions asked by potential members about membership requirements, dues, benefits, etc.

The Association's Application for Membership is included in the printed membership brochure. This brochure is revised annually, therefore, each membership committee should request no more copies in any one year than it expects to distribute to potential members during that year.

To avoid distributing outdated information to potential new members, officers and membership committees are advised to take care that they use the most recent revision of the membership application and brochure when recruiting new members.

For more information, consult the [SLA web page for Membership Chairs](#).

I. Mentoring Committee

Typically, a mentoring relationship is developed between someone who is new to the profession and a more experienced person in the field. The Mentoring Committee works to facilitate the building of mentor/mentee relationships and assists with the Chair's duties.

Duties:

1. Committee Chair serves on the Advisory Board.
2. Institutes formal mentoring programs, including the development of applications for mentors/mentees, pairing of applicants and the creation of promotional materials for the program.
3. Works with the Webmaster, Program Planning Committee, Student Relations Committee, Career Guidance Committee, and Public Relations Committee to plan and advertise programs and services that foster the building of mentoring relationships among members of the Chapter.

For more information, consult the [Mentoring Handbook](#).

J. Nominating Committee

The Nominating Committee consists of three members appointed by the President with the approval of the Chapter's Executive Board. Committee members should be experienced in Chapter operation and well acquainted with the interests and capabilities of Chapter members. The Committee, and its Chair, must be appointed before February 1st.

Duties:

1. Committee Chair serves on the Advisory Board.
2. Meets as soon after appointment as possible to consider candidates and draw up a tentative slate.
3. Contacts each potential candidate by phone or other means of communications to determine his/her willingness to serve.
4. Issues follow-up communication to each candidate, confirming the Committee's invitation to become a candidate, requests a biographical profile and a recent photograph.
5. Presents the slate of nominees to the membership in the April-May Bulletins.
6. Places additional names in nomination if petitioned by 10 members within 15 days of the announcement and written consent of the candidates. This is probably unlikely to occur.

7. If the slate includes more than one candidate for each office, distributes a ballot to each member before April 15. (Electronic balloting is acceptable.) Tallies votes and notifies all candidates of results.
8. Reports election results to the membership. The report should be included with the notice of the annual meeting and be presented for approval at that meeting.
9. Presents new officers to the members at the annual business meeting for the turnover of responsibilities, which occurs just before the adjournment of the meeting.

K. Program Planning Committee

Chapter-wide programs are held at varying intervals depending on the size and location of the Chapter. Members often base their opinion of SLA in large part on the subject matter, timeliness and quality of these Chapter programs. It is essential, therefore, that programs be selected with great care, based on the needs and suggestions of the membership. It is important to focus on topics of current interest, provide a variety of subjects to interest all types of information professionals and their strategic partners and obtain excellent speakers who are both knowledgeable and entertaining. The President-Elect serves as Program Planning Committee Chair.

- Arrangements for meetings must be made with attention to every detail so that the program, schedule, food and facilities all contribute to fulfill members' expectations.
- Programs should be planned so that sponsorships and registration fees cover their costs. If possible, programs should provide a net gain to the Chapter's operating budget.
- Meeting locations should alternate among the various geographic areas of the Chapter, in order to encourage the participation of more Chapter members, if the Chapter is geographically dispersed.

The Program Planning Chair is responsible for appointing as many additional committee members as needed for successful programming, subject to the approval of the President. Members of the committee should assist in carrying out the responsibilities of the Chair.

Duties:

1. Committee Chair serves on the Advisory Board.
2. Works with the Executive Board and the Advisory Board to select programs and locations. Locations should be chosen so that every Chapter member will find at least one meeting a year in a convenient place. The first program of the year is traditionally a joint meeting with the Princeton-Trenton Chapter.
3. Supervises detailed plans for each program. Arranges for speakers, panelists, exhibitors, films, etc.
4. Makes an arrangement with local facilities (e.g., hotel, conference center, or library) to host the meeting. Ensures that the correct size room is available. Oversees breakfast, lunch or dinner arrangements.
5. Creates a budget for the program, in conjunction with the Treasurer, and works with the Vendor Relations Committee on soliciting sponsorships for the program.

The use of sponsorships should ensure that the registration fee is reasonable for Chapter members.

6. If hotel rooms may be needed for members who want to stay overnight, the Program Committee Chair tries to arrange for a special room rate at a local hotel and communicates this information to the membership when publicizing the meeting.
7. Works with the Bulletin Editor and Public Relations Chair to announce and publicize meetings.
8. Works with the Library School Liaisons to offer free passes or special rates for library school students.
9. Checks with Chapter President for special activities or announcements to be included in the program.
10. Arranges for registration forms to be distributed (sometimes included with Bulletin distribution) including directions to the meeting place, cost, schedule, speakers, and registration to be returned with payment.
11. Develops list of non-members to whom meeting notices and registration forms will be sent.
12. Acts as "master of ceremonies" for the day; introduces speakers, makes announcements, thanks those responsible for local arrangements, etc.
13. Writes thank-you notes to speakers.
14. Reports on each meeting to the Board and ensures that meeting highlights are written for the Bulletin. (Sometimes students who attend gratis are asked to write a meeting summary, thus allowing them to give back to the Chapter.)
15. Solicits input from Chapter members – formally or informally – on program topics, speakers, locations and times.
16. Summarizes evaluation forms and distributes to Board.
17. Works with incoming President-Elect/Program Committee Chair to inform that person about the duties of the job by passing along step-by-step written instructions on planning a program. The outgoing Chair may meet with the incoming Chair for an orientation session.
18. Works with Association staff in planning continuing education courses. For more information consult, the [Practice For Administration of CEUs](#) or for additional information, contact the [Professional Development Department](#).

For more ideas on program planning, consult the [Chapter Program Planning Guide](#) and the [Chapter Program Planner's Manual](#).

L. Public Policy Liaison

The key to the success of the SLA Public Policy Program has been the creation and expansion of the public policy network. Each Chapter president may appoint a member to serve as a public policy liaison. Each member of the network acts as a focal point for public policy activities in the Chapter. They serve as a vital link between the members at the grassroots level, the public policy staff at headquarters, and the Association's Public Policy Committee. They convey the concerns of their Chapter and Chapter members and keep their colleagues informed about issues that might require individual action on the

part of the Association, such as writing communications to elected officials or appropriate regulatory agencies. In addition, this individual:

- should have an interest in and knowledge of legislation and/or government policies which affect special librarians/information professionals at all levels of government;
- serves as the Chapter contact when an important piece of legislation is under consideration by alerting members at the grassroots level who, in turn, would convey their concerns to their elected representatives; and
- identifies "expert witnesses" in the Chapter who might be asked to prepare a statement or provide input to staff at headquarters on government policies or proposed regulations.

Duties:

1. Committee Chair serves as a member of the Advisory Board.
2. Monitors state and federal legislation affecting librarianship or freedom of information.
3. Monitors state/provincial and federal regulatory activities.
4. Prepares reports for the membership and uses appropriate means to distribute them to the Chapter (e.g., the Chapter Bulletin).
5. May volunteer to work with the State Legislative Committee as an SLA representative.
6. Works with the Association Public Policy Committee.
7. Makes public policy information available to other area chapters, when appropriate.
8. Prepares report of activities for each Board meeting.

The need for a strong public policy network is clear. Each Chapter within SLA may appoint a liaison to the network to assist in the work being done by Association staff.

For more information, consult the SLA Web page for [Government Relations Chairs](#).

M. Public Relations Committee

A public relations chair and committee should be appointed by the Chapter President to develop and coordinate public relations activities at the local or Chapter level. Members of the committee should have an interest in public relations. The committee should draft a statement of purpose to develop goals for their public relations program.

Duties:

1. Committee Chair serves as a member of the Advisory Board.
2. Coordinates the development/revision of the Chapter Brochure to be used for recruitment and public relations.
3. Distributes news releases and publicity for activities of the Chapter, such as meetings, elections, special projects and awards.
4. Maintains a distribution list for press releases.

5. Writes and submits Press Releases to SLA's *Information Outlook*
6. Assists the other Committee chairs with projects, as requested.
7. Solicits the Board and membership for constructive suggestions and ideas for the public relations committee to pursue. Should also consider past activities, as well as activities undertaken by other units and SLA headquarters.
8. Prepares a public relations plan, and obtains input and approval by the Board.
9. Prepares a report for each Board meeting held.
10. Originates or arranges for publicity of special librarianship as a profession.
11. Cooperates with Association Public Relations Committee to further the public relations program of the Association.

For more information, consult the [SLA web page for Public Relations Chairs](#).

N. Strategic Planning Committee

The Strategic Planning Committee may be appointed by the President to develop a Strategic Plan for the Chapter. Once a plan is completed, the Committee will be dissolved. A new Committee can be formed as needed or when a previous plan requires extensive revision.

Duties:

1. Committee Chair serves as a member of the Advisory Board.
2. Develops and recommends a strategic plan to the Board.
3. Reviews the Strategic Plan periodically for revisions.
4. Facilitates discussion and selection of Chapter goals and priorities with input from the Chapter Boards.
5. Works in conjunction with the Executive and Advisory Boards to develop surveys and gather member input to help plan future meetings, program sessions, and continuing education courses.
6. Monitors progress under the current plan.
7. Prepares a report of activities for Board at each meeting held.

For more information, consult the [Strategic Planning Handbook](#).

O. Student Relations/Library School Liaisons

Coordinates Chapter contact with students in degree-granting programs for the purpose of providing information about scholarship opportunities and Chapter activities and to recruit them as new SLA members.

Duties:

1. Serves as a member of the Advisory Board.
2. Promotes, encourages and develops relations between the members of the Chapter and students and faculty members of graduate programs in library/information science.
3. Works in cooperation with Awards Chair for any student awards, if offered.

4. Contacts library schools to inform them of Chapter activities and scholarships and encourage students to attend Chapter meetings.
5. Works with President and Program Chair to arrange special student rates.
6. Works with Membership Chair to recruit new student members.
7. Submits announcements and articles concerning students, SLA Student Groups, and scholarships to the Chapter Bulletin.
8. At the request of the President, may coordinate interviews for SLA scholarships.
9. Prepares a report for each Board meeting held.

P. Vendor Relations Committee (Fundraising)

The Vendor Relations Committee Chair is responsible for all relations with vendors including soliciting sponsors for Chapter programs to help recover/reduce the cost of the programs; and for soliciting advertisers/sponsors for the Chapter bulletin and/or website.

Duties:

1. Committee Chair serves on Advisory Board.
2. Contacts library supply houses, book dealers, subscription agents, microfilm service companies, consultants, online vendors and other library-related vendors to make them aware of sponsorship opportunities and Bulletin advertising possibilities. Makes follow-up phone calls to sponsors to inquire if they will sponsor Chapter programs or advertising.
3. Obtains advertising copy from vendors and sees that it is included in the correct Bulletin issues and/or program, when appropriate. Sees that the vendor receives a copy of any issue in which their ad appears.
4. Sends confirmation communications to sponsors who have agreed to sponsor programs, outlining what recognition they will receive, how much money they have agreed to contribute and information on where to send the check. Ensures that program sponsor vendors are properly credited in program literature, the web site and the Bulletin.
5. Finalizes information of correct vendor name and spelling for preliminary program, final program, brochures, signs and obtains sponsor description if needed.
6. Invoices the vendors for the ads and sponsorship commitments. Invoices should be sent with the copy of the Bulletin soon after publication or twice a year if the vendor has committed to four issues.
7. Receives payment from vendor and forwards the payments to the Chapter Treasurer. If vendors do not pay promptly, follows up with reminders or past due invoices requesting payment. Adheres to [SLA Unit Fund Development Practice](#).
8. Maintains and updates the listing of sponsor names and contacts.

For more information, consult the SLA web page for [Fundraising Chairs](#).

Q. Webmaster

This Chair coordinates a Committee which is responsible for web site content and evaluates new web technology and its applicability to the webpage. The Committee brings issues to the Board for approval.

Duties:

1. Serves as a member of the Advisory Board.
2. Publicizes the Chapter's Website at peer-group meetings, SLA functions, and industry functions (the goal being to increase the Chapter's visibility via the Website).
3. Maintains existing pages.
4. Creates new pages from content provided by the Chapter Boards.
5. Designs page schemes, graphics, CGI scripts, etc. on an as-needed basis
6. Checks and updates links from the Website on a bimonthly basis.
7. Updates Website content on an as-needed basis.
8. Solicits new content from the Chapter Boards.
9. Communicates with the Association Webmaster to ensure that the site is accessible. Troubleshoots problems on an as-needed basis.
10. Publicizes the web site to the Chapter's membership using the Chapter's discussion lists, Communities of Practice and Bulletin.
11. Responds to e-mails directed to the Webmaster in a timely fashion.
12. Posts an electronic version of the Chapter Bulletin to the Chapter website. The Committee will also maintain an archive of electronic bulletins.
13. Works with Chapter President and Advisory Board to utilize the website for publicizing the Chapter's functions and meetings.
14. Makes recommendations regarding new web technologies to the Boards.
15. Reports on web page usage statistics to the Boards.

For more information, consult the [SLA web page for Unit Webmasters](#).

IV. CHAPTER STRUCTURE

A. Governing Document

A Governing Document consistent with the bylaws of the Association may be amended. [Model Chapter Governing Documents](#) and copies of other Chapters' governing documents can be requested from the Association office or from the Chapters themselves. Additionally, the Association bylaws are available on the Association website.

B. Procedures for Amending the Chapter's Governing Document

The following steps must be completed in the order with which they are presented in order to amend the Chapter's Governing Document:

1. At least six months prior to the Chapter business meeting, send the proposed Governing Document to the Chair of the Association Bylaws Committee for review, comment and approval.
2. Submit to the Chapter's executive board for approval. Amendments may be proposed by the executive board, governance committee or 15 members of the Chapter. Proposals originating in the executive board or in the Chapter committee concerned with governance shall be approved by a majority vote of the board before submission to the members. Proposals originating by membership petition shall be submitted in writing to the executive board and shall be presented to the members with the recommendations of the board.
3. Present Governing Document revisions to Chapter membership for approval in accordance with the current Chapter Governing Document. These governing documents may be amended by a two-thirds vote of the members present at any Chapter meeting
4. If significant amendments are proposed to the Governing Document after it has been reviewed by the Association Bylaws Committee, it is important to continue consultation with the Chair of the Committee in preparation for final approval.
5. After membership approval, Chapter President must sign and date two originals of the complete text of the newly approved Governing Document.
6. Send both copies of the signed complete text to the Chair of the Association Bylaws Committee with space for signature and date on the last page. One signed original will be returned to the Chapter.
7. Original signed copy retained in Chapter archives.
8. Copies showing both signatures are sent to: Association Leadership Department; Chapter Cabinet Chair and Chair-Elect.

C. Groups within Chapters

In a number of the larger Chapters and in Chapters having a more concentrated membership in a particular discipline, groups have been established. These groups bring together common interests and carry out projects much as the Association Divisions do, but within the Chapter's geographic confines. Groups are constituent parts of the Chapters. They may or may not bear direct relationship to the Association's Divisions. In a few instances, Chapter groups have been formed having no prototype in an Association Division.

The formation of subject groups in local Chapters is a Chapter function and depends primarily on the size and interests of the proposed group. The local groups may be formed by authorization of the Chapter's executive committee when an appreciable number of members express active interest. If a Chapter prefers to operate as one unit rather than with subunits, it is improper for a Division to encourage the organization of a group within a Chapter.

Some groups meet at definite times in addition to Chapter meetings and are often responsible for one or more programs at the regular Chapter meeting. Occasionally, a portion of the regular program is allotted to the groups. Care should be taken that the group cooperates and does not compete with the Chapter. Groups should clear program dates with the Chapter program officer to avoid meeting date conflicts.

If the Chapter has sufficient funds, it is their responsibility to finance its groups. However, to assist in paying for group expenses (such as postage for meeting notices, etc.) it may be advisable to have some continued form of group membership assessment. Requests for special funds should be channeled through the Chapter to the Association.

Three categories of Chapter group relationships may be established within Chapters:

- Formal affiliation
- Unaffiliated
- Non-affiliated

A *formally affiliated* group is one composed only of SLA members and fully supported by the Chapter. Each formally affiliated group chair shall submit an annual report to the Chapter, including an annual financial statement.

An *unaffiliated* group is a group that works closely with the Chapter, but is supported by the Chapter only to the extent mutually agreed on by the two groups. SLA membership is not a requirement to participate as a part of the group. Unaffiliated groups should do the same depending on the established agreements and Chapter financial commitment.

A *non-affiliated* group has no direct relationship to the Chapter structure, but cooperation between the Chapter and the group is encouraged for mutual benefit of all parties.

If a group plans a project that the Chapter approves but cannot finance, the Chapter may ask for a loan from the Association through the Chapter Cabinet Chair. Group activity may also be supported by Association Divisions through grants to the Chapters if the activity will benefit the whole Division. However, the Division officers have neither the authority nor direct responsibility for group enterprises.

Chapter members considering formation of a group within a Chapter should give consideration to some of the potentially undesirable effects on the Chapter. For example, when the Chapter membership is largely concentrated in one group with only a scattering of group meetings attracting a larger number, the Chapter may thus give unequal service to its members. The size of the parent Chapter is an important factor in the formation and success of groups. A Chapter should take care to avoid creating a group that would segregate out some of the members. In the event of internal conflicts or disagreements within Chapters, the problem should be submitted for discussion and vote by the general membership of the Chapter. If this action does not resolve the problem, the problem should be brought to the Chapter Cabiner Chair for resolution.

D. Creation of New and Provisional Chapters

A new Chapter may be authorized by the Association's Board of Directors upon written petition of 25 or more voting members of the Association residing in the area to be served by the proposed Chapter.

A new Chapter may be authorized by the Association's Board of Directors upon written petition of fewer than 25, but at least 15, voting members of the Association residing in the area to be served by the proposed Chapter and receive Provisional status. Approval of a Provisional Chapter is limited to two years unless the Board approves a two-year extension. The Association Board may authorize provisional Chapters as full Chapters upon submission of a statement of the proposed Chapter's name and geographical boundaries together with confirmation from the Association office that the provisional Chapter has maintained a membership of 25 or more for a period of 12 months. The Association Board may dissolve a Provisional Chapter at any time.

Both new Chapters and new Provisional Chapters will receive an allotment equal to the minimum allotment for Chapters, prorated to the time remaining in the Association's fiscal year.

Provisional Chapters shall not be entitled to representation in the Chapter Cabinet. They are invited to attend Chapter Cabinet meetings but are not authorized to vote.

Origin of Petitions for New Chapters

Petitions for New Chapters may originate in one of the following ways:

1. By action of interested members in any region.
2. By action of the Chapter Cabinet Chair upon information from the Association office noting a concentration of unaffiliated members in an area not served directly by a Chapter. In this case, the Chapter Cabinet Chair shall appoint a representative to call an informal meeting and to act as president for purposes of organization.

[Comment: It is recommended, although not required, that an Association member who has previously served as president of a Chapter, or in another capacity at the Association level, be invited to be present at all organizational meeting(s) to act as informal advisor to the group. This person need not be a potential member of the proposed Chapter. Also, advice may be obtained from the Association office and/or the Chapter Cabinet officers.]

Form of the Petitions for New Chapters

The following language is suggested for use in the petition for organization of a new Chapter:

"We, the undersigned members of Special Libraries Association, do hereby petition for the organization of the [*insert name*] Chapter of Special Libraries Association. There are presently [*number*] Special Libraries Association members within the proposed area which is to include: [*geographical description; be specific about boundaries*]."

Temporary Chapter President

Association members may appoint a president at an information meeting, or they may call upon the Chapter Cabinet Chair to name a representative to act as president for the purpose of organization. The responsibilities of the temporary President are as follows:

1. To call and preside at an informal organizational meeting of Association members in the area.
2. To keep records of all meetings and transactions that will later become part of the new Chapter's archives.
3. To contact adjacent Chapter(s) for agreement and approval of proposed boundaries of the new Chapter. Any boundary disagreements that cannot be settled by negotiation between the Chapters concerned shall be submitted for arbitration by the Chapter Cabinet Chair prior to the proposed Chapter's approval by the Board of Directors.
4. To handle necessary correspondence with the association office and the Chapter Cabinet Chair.
5. To forward the required petition, governing document (to be approved by the Association Bylaws Committee), and slate of officers to the association office.
6. To carry out arrangements for the election of officers upon notification of acceptance of the petition by the Association's Board of Directors. This may be accomplished by mail/electronic ballot so that newly elected officers may be installed and preside at the first official Chapter meeting.

Presentation

The president of the petitioning group shall forward the petition with signatures, the proposed Governing Document, and the proposed slate of officers to the Association office. The Chapter Cabinet Chair will present the petition to the Board of Directors at its next meeting on behalf of the petitioning group. The president and/or other members of the proposed Chapter may attend the Board of Directors meeting if they wish.

In the case of a provisional Chapter, the petition must contain a statement of the proposed Chapter's name and geographical boundaries and confirmation from the Association office that the provisional Chapter has maintained a membership of 25 or more members for a 12-month period.

The Board of Directors meets four times a year:

- In late October;
- In late January at the Leadership Summit;
- In June, immediately before and immediately after the Annual Conference.

Deadlines for submitting items for Board consideration are usually about six weeks prior to the meeting dates.

Membership of the New Chapter

When a new Chapter is approved by the Board of Directors, the Association office will notify all Association members within the boundaries of the new Chapter that they will have membership in both their current Chapter and the new Chapter at no extra charge until their next membership renewal, at which time they may choose the Chapter(s) with which they prefer to continue affiliation.

Allotments

Upon approval by the Board of Directors, the new Chapter's allotment for that year will be sent from the association office (except for a former Provisional Chapter, which may have already received its allotment for the year). The allotment is based upon the number of Association members within the new Chapter's boundaries. The initial allotments of new and provisional Chapters that were approved at the June or October Board meetings are prorated on the basis of the number of months remaining in the calendar year.

Chapter Activities

Once the Chapter has been approved and its officers installed, regular Chapter activities such as bulletins, programs, committee work, etc., may begin. These activities should be conducted in accordance with the Chapter's Governing Documents and these Practices.

E. Merger of Chapters

The matter of merging Chapters is one which must be given careful consideration by the members and executive board of any Chapter considering such action and should be discussed with the Chapter Cabinet Chair.

After seeking the guidance of the Chapter Cabinet Chair, if the Chapter Executive Board still wishes to affiliate with another Chapter, the Chapter president shall immediately contact the Chapter Executive Board with which they wish to affiliate and negotiate the terms for merging the two Chapters.

When both Executive Boards are in agreement on the terms of the merger, they shall provide advance notice to their respective membership that the topic will be discussed at the next annual business meeting of each Chapter.

If the merger proposal is approved by a majority of the members present and voting at both of these meetings, both Chapters will send a ballot to all their members no later than 45 days after the business meeting.

If a two-thirds majority of each Chapter's members returning valid ballots approve the proposal to merge, the presidents of both Chapters will notify the Chapter Cabinet Chair in the form of a single petition, signed by both Chapter presidents. The petition will include the reason(s) for merging, the election results, the terms of the merger, the proposed effective date of the merger, the changes needed in the name, scope note, or governing document, and a plan of how the activities of both Chapters will be combined.

The Chapter Cabinet Chair will present the petition to the Association's Board of Directors at its next regularly scheduled meeting. Upon approval by the Board, the Presidents of the petitioning Chapters will be notified by the Association office that the two Chapters are being merged, advising of the merger effective date. The Chapter presidents will then notify their respective members of the Board's approval. The general membership will be notified through a notice in the *Information Outlook*. Funds, properties, and financial responsibilities of the two Chapters will become the responsibility of the newly merged Chapter.

F. Return to Provisional Chapter Status

Chapter membership falling below 25 members for more than one Association year will be reported to the Chapter Cabinet Chair. The Chapter may be placed on provisional status until membership increases or there is a decision to dissolve the Chapter.

G. Dissolution of a Chapter

The dissolution of a Chapter is one, which must be given careful consideration by the members and executive board of a Chapter. The Chapter President, acting on behalf of the executive board, considering such action should discuss its concerns with the Chapter Cabinet Chair.

Once determined that the Chapter has ceased to fulfill a useful role and does not wish to affiliate or formally merge with another Chapter, the president shall bring forth the matter for discussion at the Chapter's annual business meeting. Advance notice must be given to the Chapter membership that the topic will be discussed.

If a majority of the voting members present approve the proposed dissolution, a ballot shall be sent to all Chapter members regarding the proposed dissolution no later than 45 days after the business meeting. A two-thirds majority of the members is required to approve the proposal to dissolve. The president shall notify the Chapter Cabinet Chair in the form of a petition for dissolution. The petition will contain the reason(s) for dissolution, the election results, the proposed effective date of the dissolution, and plans to complete current Chapter activities and business matters.

The Chapter Cabinet Chair will present the petition to the Association's Board of Directors at its next regularly scheduled meeting. Upon SLA Board approval, the members of the Chapter will be notified by the Association office that the Chapter is being dissolved with the effective date, and that its funds and properties will revert to the Association. Assistance in joining another Chapter will be provided to members by the Association office.

H. Chapter Representation and Affiliation

Chapter representatives to joint committees and meetings of other societies having objectives allied to those of the Chapter and of the Association shall be appointed by the President.

Upon approval by a majority of the Chapter members voting, the Chapter may affiliate or disaffiliate with a local common interest organization provided the objectives of the organization are consistent with those of the Chapter and of the Association and the activities of the organization are not in conflict with the Association bylaws.

The Association Board of Directors shall approve any other affiliation, including that with a national or international organization. Notices of affiliations and disaffiliations shall be reported to the Association.

V. NOMINATION OF OFFICERS

In the selection of nominees for Association offices, the Association Nominating Committee has priority over Division, Chapter or section nominating committees. However, the Association Nominating Committee usually starts its work before the Division, Chapter and section nominating committees; therefore, conflicts are rare. The Association slate of candidates is determined during the quarter of the year and presented to the Board of Directors no later than its first meeting during Annual Conference.

A Nominating Committee for each election of members to the executive board shall be appointed by the board no later than 120 days prior to the Chapter annual business meeting. This committee shall be composed of 3 members, no more than one of whom is a member of the current board but at least one of whom shall be a [former Chapter officer (such as past president, or member of the previous Nominating Committee)].

Duties of the Nominating Committee are outlined below:

Each year the Nominating Committee shall present at least one candidate for each officer whose term is expiring. The committee shall obtain the written acceptance of each nominee along with brief biographical information, prior to submission of its report.

The nominees for President-Elect should be aware that attendance at Chapter Cabinet meetings at the Association Leadership Summit and at the Annual Conference are part of the responsibilities of the elected candidate. An elected candidate should not simultaneously hold more than one office associated with membership in the Chapter and Division Cabinets.

The report of the Nominating Committee shall be published in the official Chapter bulletin or otherwise sent to Chapter members at least 45 days before the Chapter annual business meeting. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 10 Chapter members, and shall be filed with the Nominating Committee at least 30 days before the annual business meeting.

If the slate includes more than one candidate for any office, election shall be by secret ballot distributed to each Chapter member 45 days before the Chapter annual business meeting. (Electronic balloting is acceptable.) The candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, election shall be by majority vote of the members present at the annual business meeting.

In the case of a distributed ballot, send the biographical information to the person whose duty it is to prepare and distribute the ballots (e.g. Secretary, Nominating Committee

Chair or Bulletin Editor.) Full Members, Student Members, and Retired Members all have the privilege of voting. Mailing labels for envelopes and/or e-mails may be requested from the Association office. Please request these at least one week in advance of distribution.

VI. APPENDICES: OTHER IMPORTANT ASSOCIATION INFORMATION

APPENDIX A. CHAPTER FINANCES

The Association's Bylaws, Article X, Section 3 allows for funding of Chapters in the form of an annual allotment. Total allotment funds, based on membership dues, are determined annually by the Board of Directors at their third quarter or October Meeting. Allotments are calculated using the Chapter's membership count as of December 31. Allotment checks are mailed in February. The Association fiscal year is January 1-December 31.

No allotment shall be paid to a Chapter unless the Chapter has submitted accurate midyear and annual financial reports to Association headquarters, Director, Finance. The Chapter must also submit an annual activities report on time to the Leadership Department in order to receive an allotment.

The Board of Directors may grant funds or loans at its discretion. Requests for funds are, as a rule, considered only at the third quarter or October Board of Directors meeting. Each Chapter applying for additional monies must submit a detailed estimated budget to substantiate the request. This budget should then be submitted to the Chapter Cabinet Chair, who will make the presentation to the Board.

The Chapter and group treasurers shall maintain the financial records required for their units. A simplified single-entry system has been found sufficient for most cases. The treasurer shall prepare a report on the Chapter's or group's finances for each Chapter meeting.

The following reports and record-keeping procedures are mandatory:

1. The treasurer of each Chapter or provisional Chapter shall submit an annual financial statement to the Association office to the attention of the Finance Director by January 31 of each year. These must be submitted utilizing the Association provided financial software program. This deadline is most important and must be adhered to. A copy of the statement is to be retained for the Chapter's archives. This report is to be audited by a Chapter or group member who does not hold an elected office at the time of the audit or by any other qualified person available to the Chapter or group.
2. No allotment shall be paid to a Chapter unless an annual financial statement has been approved.
3. The treasurer of each Chapter or provisional Chapter shall submit an unaudited mid-year financial statement to the Association office to the attention of the Director, Finance by June 30 of each year. A copy of the statement is to be retained for the Chapter's archives.
4. A Chapter or group within a Chapter may have undesignated funds for general administration. These funds are derived from allotments and from income accruing as a result of normal activities, such as advertising in the Chapter

bulletin, dinner meetings, etc. Normal charges against such "regular funds" include bulletin expenses, postage, meeting notices, etc.

5. Normally a Chapter or group will administer its expected activities to utilize the greater part, if not all, of its allocated funds. However, a Chapter or group may elect to conserve its funds gradually in anticipation of specific undertakings where special project funds have not already been accumulated. Other Chapters or groups may, through lack of activity in one year, carry unspent allotments over to following years. Funds accumulated for either of these reasons and not expected to be spent during the year's usual activities, may be transferred to a project fund.

Money earned in special Chapter or group projects may be maintained in one or more project funds, general or designated. Examples of such projects are seminars or workshops for which a fee is charged, royalties paid by the Association for Chapter-originated publications, receipts from similar works published independently by the Chapter, and fund-raising activities conducted for a specific purpose. Expenses involved in such projects are to be charged against these funds. Project funds must be reported as part of the periodic and annual financial reports.

6. A Chapter must report property that falls within the definition given in the "Property Guidelines" on a special page accompanying the financial statement.

Upon dissolution of a Chapter, its funds and properties shall revert to the Association. On dissolution of a group within a Chapter, the group's remaining funds revert to the Chapter.

APPENDIX B. LEGAL ISSUES

Each Chapter President and President-Elect should be aware of these basic issues and restrictions. For additional information see the Tax and Legal Handbook.

The Special Libraries Association, Inc. is a not-for-profit corporation, incorporated pursuant to the Not-For-Profit Corporation Law of the State of New York. During its early years, SLA existed as an unincorporated Association. SLA was first incorporated in Rhode Island on April 13, 1928 and then reincorporated in New York on September 25, 1958.

The basic purposes of SLA as stated in its Certificate of Incorporation and Bylaws, are:

"1(a) To provide an Association of individuals and organizations having a professional, scientific, or technical interest in library and information science, especially as these are applied in the recording, retrieval and dissemination of knowledge and information in areas such as the physical, biological, technical and social sciences, and the humanities."

"1(b) To promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations. No part of the property, assets, profits or net income shall inure to the benefit of any director, officer, or member or be of benefit to any private shareholder or individual within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 as amended."

Members, Chapters and Divisions

Membership eligibility is governed by the membership provisions of Article IV of the SLA Bylaws and policies established by the Board of Directors. Membership in the Association shall consist of: Full Members, Student Members, Retired Members, Organizational Members, Virtual Members, and Honorary Members. Eligibility for and privileges of each class shall be as stated herein.

Full Member status shall be granted to an applicant who has an interest in the objectives of the Association. A Member shall have the right to vote, to hold any Association or unit elective office or appointive position, and to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.

Student member status shall be granted to an applicant enrolled in a curriculum of library or information science at least part time (two or more courses). This category of membership shall be available to those joining the Association for the first time. This category of membership shall also be available to current members renewing their membership after enrolling in an appropriate academic program. Student membership

may be maintained only while actively a student, but for no more than three years. Appropriate verification of student status is required. A Student Member shall have the right to vote, to hold any Association or unit elective or appointive position, to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.

Retired member status shall be granted, upon request, to a Member who has retired. In this connection, "retirement" shall be defined by the Board. A Retired Member shall have the right to vote, to hold any Association or unit elective office or appointive position, to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge. A Member who has 45 years of uninterrupted Association membership shall be designated Forty-five Year Honoree status. Basic membership dues will be waived for members holding this distinction. Forty-five Year honorees have the same membership rights as other Retired Members.

Organizational member status shall be granted to a firm, organization, or individual desiring to support the objectives and programs of the Association. Organizational Members shall have the right to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge. Other benefits of this membership category shall be determined by the Board.

An Honorary member shall be an individual elected to this honor by the Association members. Current members may not be considered for honorary membership. Nominations shall be presented in writing to the Board and may be proposed by one or more Association members. Upon endorsement by a two-thirds vote of the Board, the nomination shall be submitted by the Board to the members for election at an Annual Business Meeting. The total number of Honorary Members and the number who may be elected in any one year shall be determined by the Board. An Honorary Member shall have the right to affiliate with one Chapter and one Division, and to receive the official journal free.

A Virtual member shall be an individual who wishes access to publications but does not wish to affiliate with a Chapter or Division. This membership is limited to members outside the United States and Canada and to members in developing countries. A virtual member will have online access only to publications. A virtual member shall not have the right to vote, to hold any Association or unit elective office or appointive position, or to affiliate with a Chapter or Division. Association publications will be accessible to virtual members virtually

SLA Chapters and Divisions exist only as a part of the single corporate entity, Special Libraries Association, Inc. and are organized pursuant to Articles X and XI of the Bylaws. There is no separate incorporation of SLA Chapters and Divisions and both are funded by allotments from the SLA annual dues. SLA, its members, Chapters and Divisions can be roughly analogized to a for-profit corporation, its shareholders and

branch offices. Numerous not-for-profit corporations are organized in this way, including other major library Associations.

Association Meetings

SLA meetings, including Chapter, Division and Association meetings, may be attended by any interested party regardless of membership standing. This open attendance policy does not, however, require members to subsidize attendance by non-members. Chapters and Divisions may charge a reasonable registration fee to help defray the costs of the meeting. Non-members are permitted to attend Association meetings of SLA. The registration fee charged such nonmembers is higher than that charged members. SLA's open attendance policy does not mean that non-members can participate in SLA in the same manner as members. Obvious examples include the fact that non-members may not vote and may not hold Association office.

The SLA Board of Directors and Chapter and Division Cabinets are not required to open their sessions to non-members although, in their discretion, they may do so.

All meetings, whether open to interested parties or restricted in attendance, should have a written agenda. Chapter and Division officers should ensure that summary minutes are prepared of all meetings and that such minutes are accurate.

Joint and Regional Meetings

Chapters often participate in joint or regional meetings. Regional, sectional and joint meetings require particular attention to organization and cooperation. The responsible person must be selected on the basis of experience and ability. Where program and arrangements require them, committees should be appointed as soon as possible. If an Association officer is to be invited, arrangements should be coordinated as early as possible. When other professional Associations are involved, it should be made clear that their members are welcome at any separate SLA program.

Initial planning of joint professional meetings normally is undertaken by the officials of the respective groups. Detailed programming is then worked out by specified representatives. Decisions, such as date, place, publicity, accommodations, registration, financing, etc., must be cleared through each group. Frequently, publication of papers is also considered with distribution and cost taken into account.

Any plan involving a unit of the Special Libraries Association must conform to the [SLA practice on non-discrimination](#), which reads:

"It is the practice of Special Libraries Association that membership and participation in the Association and its units are not limited in any respect by race, creed, color, national origin, age, sex, or physical disability. In particular, all meetings are conducted so as to assure compliance with this practice. The Association participates in joint meetings only with other

organizations that have the same practice. The Association is an Equal Opportunity Employer." (Approved June 1975)

Tax Status - Federal

In 1972, the United States Internal Revenue Service ruled that SLA is an organization meeting the requirements of Section 501(c)(3) of the Internal Revenue Code.

As a Section 501(c)(3) organization, SLA must:

1. Be organized exclusively for charitable, scientific or educational purposes.
2. Be operated exclusively for those purposes.
3. Have no part of the net earnings inure to the benefit of any private individual.
4. Refrain from any substantial lobbying activities.
5. Refrain from participating in political campaign activities.

Corporate gifts and life time gifts by individuals to a Section 501(c)(3) organization are, with certain limitations, deductible to the donor for purposes of the U.S. federal income tax. Testamentary bequests are, again with certain limitations, deductible for purposes of the U.S. federal estate tax. There are other advantages. A Section 501(c)(3) organization may qualify for privileged postal rates for mailings relating to the organization's own affairs. In some states, a Section 501(c)(3) organization is exempt from sales tax.

As a general rule, the income of SLA which is related to its tax-exempt purposes is tax exempt. For example, members' dues, interest earned by bank accounts, and income resulting from the sale of SLA publications is tax exempt.

Income from a trade or business which is not substantially related to SLA's tax-exempt purposes is taxed. For example, income generated from the sale or rental of mailing lists (except for exchanging with or renting to another organization exempt under Sections 501(c)(3) or (c)(2)) and advertising income is taxed.

Although most of SLA's income is tax exempt, SLA normally does have unrelated income which is taxable. As a result, SLA annually files two returns with the Internal Revenue Service: Form 990 related to non-taxable income and Form 990T relating to taxable income.

To enable SLA to properly prepare these returns, each Chapter and Division must annually furnish certain information including all income generated during the year and expenses incurred in producing the income. New or major changes in programs and services provided by SLA must be reported in Form 990. Accordingly, any Chapter or Division which engages in a previously unreported activity must so inform the Director, Finance at the Association office.

SLA considers being recognized as a Section 501(c)(3) organization a valuable privilege. It is the policy of SLA to follow the provisions of the Internal Revenue Code and Regulations regarding the operation of a Section 501(c)(3) organization and not to engage

in activities which might jeopardize that status. All questions regarding the Association's tax-exempt status should be referred to the executive director.

Tax Status - State and Provincial

Each of the fifty states and Canadian provinces has its own tax law and regulations and, accordingly, any question concerning state and provincial taxation must be addressed to the law of the state or province involved.

As a general rule, an organization which is exempt from U.S. federal income tax under Section 501(c)(3) is also exempt from state income taxes. In addition, in some states, local sales and use tax exemptions are available to Section 501(c)(3) organizations. Since SLA is not incorporated in Canada, it cannot apply for tax-exemption from Canadian provinces.

Because it is SLA, and not the individual Chapters and Divisions, which is responsible for compliance with state tax laws, responsibility for dealing with state tax authorities is that of the Director, Finance. Individual members or Chapter or Division officers are not allowed to deal with state tax authorities. Any question concerning state taxation of SLA units should be directed to the Director, Finance.

Over the years, the Director, Finance working with legal counsel, has conducted extensive research and made numerous inquiries regarding the availability of sales and use tax exemptions for SLA units. As indicated above, the rules vary from state to state. Some states grant no exemption to any organization; some states grant exemptions only to particular types of charitable organizations such as religious organizations; and, in a few states, an exemption is available to an organization such as SLA. A consideration to be kept in mind is that the paper work costs associated with obtaining and maintaining a sales tax exemption may equal or exceed the limited savings which may be realized by a sales tax exemption. Again, if there is any question as to whether a sales tax exemption is available in a particular state, inquiries should be directed to the Director, Finance.

Political and Legislative Action

SLA, as a 501(c)(3) educational institution, is restricted in the amount of **lobbying** it can do. Although IRS rules in this area are not as restrictive as they have been in the past, they are always open to interpretation. It is therefore critical that all *legislative* endeavors be channeled centrally through the president or executive director, both of whom, under SLA policy, are the only individuals who can officially speak on behalf of the Association. In essence, if the Board of Directors has not taken a position on a particular issue, it is imperative that either the president or executive director be consulted. However, if comments or statements are based on Board-approved issues, discuss them with the public policy staff for clarification. This also enables headquarters staff to be aware of Chapter/Division activities.

A Section 501(c)(3) organization may not participate directly or indirectly, in any campaign for any public office - federal, state or local. Thus, SLA may not endorse any candidate, make any contribution to a candidate or have its members work in any

candidate's campaign. This requirement also prevents SLA from having a Political Action Committee (PAC).

A Section 501(c)(3) organization may, to a limited extent, attempt to influence legislation. The specific language of the statute is that "no substantial part of the activities" of the organization may consist of "carrying on propaganda, or otherwise attempting to influence legislation." Examples of attempts to influence legislation include attempts to influence the general public to vote in a particular way, often called "grassroots" lobbying, and direct lobbying by communicating with a member or employee of a legislative body. Also included would be any effort by SLA to encourage its members to lobby.

The following would ordinarily not be considered activities endeavoring to influence legislation: making available the results of nonpartisan analysis or research; appearances before a legislative committee at the request of that committee; and communications between SLA and its members regarding legislation of interest to members as long as the communication does not encourage the members to endeavor to influence the same. As is indicated above, a Section 501(c)(3) organization is not absolutely prohibited from endeavoring to influence legislation - the requirement is that such activities may not become a "substantial part" of the Association's activities. The U.S. Internal Revenue Code does not define what is meant by "substantial." The policy of SLA is that no more than 5% of its aggregate activities (not its income or expenditures) may be of such character.

Because SLA is so large and so geographically diverse, it is not feasible for each member, Chapter and Division to independently determine when efforts to influence legislation are to be undertaken. In January 1980, the Board of Directors approved a government relations practice statement and instructed the Executive Director to establish and conduct a government information program to carry out the statement .

Obviously, none of the foregoing affects the right of any member, acting as an individual and not as a member of SLA, to engage in whatever political or legislative activity he or she may consider appropriate.

Member Liability

One of the characteristics of a corporation is limited liability; that is, the members of the corporations are not personally liable for the debts, liabilities or obligations of the corporation. SLA is a corporation with its principal place of business in Virginia. Since it is incorporated in New York, it is covered by that state's liability law.

New York Not-For-Profit Corporation Law Section 517(a) specifically states that "the members of a corporation shall not be personally liable for the debts, liabilities or obligations of the corporations".

As a general rule, directors and officers of SLA will incur no personal liability as a result of their carrying out their duties as long as they do so in good faith and with ordinary diligence, care and skill.

Section 717(a) of the New York Not-For-Profit Corporation law states, in part:

"(a) Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men would exercise under similar circumstances in like positions."

Under certain circumstances, a director or officer can incur personal liability. For example, a director or officer can be personally liable for gross negligence or for defrauding the Association.

Under Section 719 of the New York Not-For-Profit Corporation Law, a director who votes for certain actions can be personally liable - for example, voting to distribute the Association's properties to members other than as permitted by law; and, voting to make a loan to a director or officer. The law permits an action to be brought against a director or officer to compel an accounting for the mismanagement, loss or waste of corporate assets.

Association Liability

SLA is legally responsible for its contracts and can sue or be sued in the same manner as any corporation, whether for-profit or not-for-profit.

A normal business contract made by the SLA President or Executive Director will be binding on SLA. Because SLA is a single corporate entity, obligations of the Chapters and Divisions are obligations of SLA. Accordingly, a normal business contract made by a Chapter or Division chairperson will also be binding on SLA and not just on the individual Chapter or Division.

Most contracts made by Chapter presidents and Division chairs involve routine matters such as meeting arrangements and the amounts involved are relatively small. There have been occasions in the past, however, when Chapters and Divisions, with more enthusiasm than prudence, have entered into contracts involving significant sums of money. The "Extra-Association Relations Policy" which was adopted by the Board of Directors on June 9, 1973 addresses this problem. It states:

"An agreement, contract, or obligation entered into by an Association unit requires advance approval by the Association Board of Directors if liability exceeds the unit's available or budgeted funds."

In addition to the foregoing, it is the policy of the Association that all unit contracts in excess of \$5,000, must be reviewed and signed by the executive director.

Any questions regarding contracts and their execution should be referred to the executive director. (See, also, Sections titled "Members, Chapters and Divisions" and "Contracts.") SLA may be liable for the negligent or fraudulent acts of its authorized representatives. Therefore, officers, directors, committee chairpersons, and representatives must exercise "ordinary diligence and care" in performing their responsibilities.

In addition, SLA could be responsible for an obligation incurred by any member who had "apparent authority" to act for SLA even though such individual acted without authority and in violation of SLA's policies and Guidelines. In Hydro level Corp. v. American Society of Mechanical Engineers, 635 F. 2d 118 (2nd Cir. 1980), cert. den., 456 U.S. 989 (1981) the American Society of Mechanical Engineers was held liable for the act of two of its members. These members, while acting as volunteer ASME workers, defrauded a third party by deliberately misinterpreting the requirements of one of the ASME codes. The court found ASME liable for the acts of these members because the injured party had no reason to believe the volunteer members' code interpretation was not "regular" and because the volunteers appeared to be acting within the authority given to them by this Society.

Any Chapter president or Division chair who intends to give authority to a member to act for SLA, should keep the foregoing in mind.

Inspection of Records

New York State law requires SLA to keep correct and complete books and records of account and minutes of the proceedings of its members, Board and Executive Committee, and a list of member names, addresses, and their class or classes of membership.

Although the law permits SLA to impose restrictions on the availability of such information, it is SLA policy to make the same generally available to members. Thus, SLA publishes the names and addresses of all members in the membership directory. Meeting minutes of the Board of Directors, the Executive Committee, and the Annual Business Meeting are available for inspection by members with certain exceptions that are determined by the Board of Directors. An example is executive session minutes.

Antitrust Laws

In recent years, the U.S. antitrust laws have been the basis for actions against certain trade and professional Associations whose activities allegedly restrained competition. The decisions of the United States Supreme Court which struck down ethical codes of Bar Associations which prohibited advertising are well-known examples. The American Dental Association was subject to a similar suit by the Federal Trade Commission. The American Medical Association has been subjected to an investigation to determine whether it controls the supply of physicians in the United States through accreditation of medical schools and other practices.

The trade and professional Associations which have been subject to these actions are typically Associations of competitors. Because the members of SLA do not compete with each other, it is unlikely that SLA will be subject to an antitrust action such as is described above.

It is worth noting that SLA is essentially an open organization. That is, Association membership is open to any person "who has a serious interest in the objectives of the Association" and there are no restrictions on the general public attending SLA meetings. The antitrust actions described above have been based in part on the fact that the

particular Association imposed restrictions on membership, and thereby restrained competition. Obviously, SLA is not subject to such an attack.

Notwithstanding the foregoing, it is conceivable that a particular Chapter or Division may engage in some activity which might be considered to be anticompetitive, thereby violating antitrust laws. Any member who believes that any such activity is taking place should contact the executive director. We must add that to the best of our knowledge, no governmental or private entity has ever claimed that SLA has to any extent violated the U.S. antitrust laws.

Bartering

For purposes of the U.S. Internal Revenue Code, a barter transaction is in substance the same as a sales transaction. For example, the exchange of a mailing list for advertising space is the essential equivalent of selling the mailing list for the value of the advertising space. The value of the advertising space is considered to be income to SLA. The comments made in the Tax Status section concerning SLA's tax liability for related business income and unrelated business income will equally apply to value received on bartering transaction. An example of barter which would generate related income would be an exchange of SLA publications for something of value. An example involving unrelated income would be the one just given, namely, the exchange of a mailing list for something of value, except when this exchange is with another organization exempt under Section 501(c)(3) or (c)(2). The sporadic and occasional bartering transaction of whatever character arguably does not constitute business income of any kind. In all events, every barter exchange transaction by any Chapter or Division should be reported, in writing, to the Director, Finance at the Association office.

Association Reserve Funds

Every Association needs the economic security of a reserve fund. Unforeseen demands or loss of income may necessitate the use of funds which are not currently available in the budget. The purpose of a reserve is financial stability - to support the Association through an emergency situation. Accordingly, the reserves maintained by SLA and by its Chapters and Divisions should not be used to finance day-to-day operations or activities. An ideal reserve fund would be equal to the regular budget for one year. On June 5-6, 1992 the Board of Directors approved a recommendation regarding Chapter and Division investment policy that permits funds to be deposited only in principal-protected and insured investment instruments (e.g. checking accounts, passbook savings accounts, CD's and T-bills) or in the Association Pooled Money Market Account.

There is no tax on accumulated earnings of a Section 501(c)(3) Organization and accordingly, such reserves and any income generated by the same are tax exempt.

APPENDIX C. LEADERSHIP TOOLS

Association Policies And Practices

The Special Libraries Association has established [Policies and Practices](#) for various topics related to the Association and its operations. Some of the Policies and Practices were established for various program areas in the Association. These Policies and Practices are to serve as informational purposes for SLA Staff, SLA Board of Directors and SLA Association Units. The Policies and Practices are reviewed periodically to ensure that they are still current. If at anytime you have questions or comments, please do not hesitate to contact Stephanie A. Russell at stephanie@sla.org or 1-202-234-4700 Extension 632.

Available Forms

[Annual Report Form](#)
[Awards Nomination Form](#)
[Call for Annual Conference CE Courses Form](#)
[Chapter Visit Request Form](#)
[Consultation Report Form](#)
[Discussion List Request Form](#)
[Label Roster Request Form](#)
[Leadership Code of Responsibility Form](#)
[Leadership Knowledge Center Input Form](#)
[Quicken Software Request Form for Unit Treasurers](#)
[Pooled Fund Application Request](#)
[Pooled Fund Withdrawl Request Form](#)
[Property Report and Auditor's Certification Form](#)
[Statement of Liabilities Form](#)

Available Handbooks

The following handbooks are available by contacting the Association's Leadership Department or online.

[Affirmative Action Handbook](#)
[Bulletin Editors Handbook](#)
[Fundraising Handbook](#)
[Government Relations Handbook](#)
[Chapter Program Planners Handbook](#)
[Program Planners Handbook¹](#)
[Strategic Planning Handbook](#)
[Mentorship Handbook](#)

[Public Relations Handbook](#)
[Tax and Legal Handbook](#)
[Unit Treasurer Policy & Procedure Manual](#)

¹NOTE: The Annual Conference Program Planners Handbook is distributed to Program Planners at the Winter Meeting eighteen months for planning programs at the Annual Conference. For a more information about the Program Planners Handbook contact SLA.

LEADERS.COMmunique

View current and past monthly issues of the e-newsletter for SLA Leaders, *LEADERS.COMmunique* (formerly Leadership Update) at <http://www.sla.org/content/resources/leadcenter/leadresour/update/index.cfm>

Leadership Knowledge Center

In addition to the Practices outlined in the document, another useful resources is the Leadership Knowledge Center. [SLA's Leadership Knowledge Center](#) is a database of SLA Unit Best Practices. The goal of the Leadership Knowledge Center is to provide a resource to help SLA unit leaders in administering a successful and efficient unit. The database can be searched by topic by Chapter, Division or Caucus. Best Practices can be added to the Leadership Knowledge Center using the [input form](#).

Robert's Rules of Order

In 1876 General Henry M. Robert set out to bring the rules of the American Congress to members of ordinary societies with the publication of *Pocket Manual of Rules of Order*. It sold half a million copies before this revision of 1915 and made Robert's name synonymous with the orderly rule of reason in deliberative societies. SLA meetings are commonly run utilizing Robert's Rules. For full-text of this Manual see: <http://www.bartleby.com/176>

SLA Unit Surveys

A listing of surveys and assessments carried out by SLA Chapters, Divisions and Caucuses (SLA Units) in the last few years can be found at <http://www.sla.org/content/resources/research/unitssurveys.cfm>
Links have been added to online versions where available.

SurveyMonkey

The Association's Leadership Department offers an online survey tool to make your job easier and at no cost to you. We've set up an account for you to use an online survey tool at <http://www.SurveyMonkey.com>.

Your sign-in e-mail is: leadership@sla.org; and password: slaunits.

You can request a current listing of your unit's e-mails by completing the label/roster request form at: www.sla.org/content/leadership/resource/requests.cfm or send the survey link to your discussion list.

Tips for developing a survey can be found at:
<http://www.sla.org/content/resources/leadcenter/leadresour/update/August.cfm#survey>

APPENDIX D. NEW JERSEY CHAPTER AWARDS

Alice Rankin Distinguished Lecturer

The Alice Rankin Distinguished Lecturer is scheduled each year to present a noteworthy speaker in librarianship or information science. The speaker is awarded a plaque and a \$500 honorarium. The Lecture is scheduled for the last dinner meeting in coordination with the President-Elect/Program Committee Chair. The lecture series was established in 1977 in honor of C. Alice Rankin, a librarian at Diamond Shamrock Chemical Company, NopCo Chemical Division, from 1948-1975. Alice was an active member of the New Jersey Chapter and President of NJ SLA in 1961-1962. She died in 1976. She held a BALS degree from Douglass College and a MSLS from Columbia University. A list of Alice Rankin Distinguished Lecturers is available on the Chapter web site at <http://www.sla.org/chapter/cnj/highlights.html>.

President's Award

Each year the President of the Chapter selects a member to be recognized for their contributions to the Chapter. The President's Award consists of a plaque and/or gift, and is given at the Business Meeting.

Member of the Year Award

Each year the Board nominates a Chapter member to be recognized for their contributions to the Chapter. The Member of the Year Award consists of a plaque and/or gift, and is given at the Business Meeting.

Student Award

Each year the Board may choose an outstanding student to be awarded a scholarship of \$500. Interested students should submit an essay on why they have chosen to enter the field of special librarianship, and what they intend to do with their award. Students should be currently enrolled in an accredited program, and should be in good academic standing. The scholarship will be awarded at the Business Meeting.

APPENDIX E. NEW JERSEY CHAPTER PROGRAM PLANNING CHECKLIST

2004-2005 NJSLA Program Checklist as of 9/24/04

Program: _____

Date: _____

Location: _____

Program Committee Members:

Speaker:

Subject:

Sponsors :

Joint Meeting Group (if applicable):

Contact:

Additional Information/Notes: _____

Checklist:

- 1) Contact Speaker 3 - 4 months before preferred date. Equipment preferences?
- 2) ___ At same time, check with meeting location for availability and equipment options and prices.
 Ask if we could have a coat rack.
 ___ Send Speaker confirmation letter (Phone calls/e-mail may be necessary)
 3 - 4 months before preferred date.
- 3) ___ Location confirmation received.
- 4) ___ Request information from speaker for creating announcement on flyer – at least 3 months before.
- 5) ___ Obtain menu choices for dinner – make selection with meeting location contact 3-4 weeks before meeting. Include vegetarian options.
- 6) ___ Create Flyer and distribute it to the following members at least two months before date of meeting.
 Checks must accompany RSVPs. Flyer must have a phone or email of a contact person!
 Email flyer to webmaster

- Email flyer to NJ SLA list owner
 - Announcement posted on Chapters' discussion list as well as others that include but are not limited to: Rutgers, Infolink, Princeton-Trenton,
 - Email flyer to Bulletin Co-Editor(s)
- 8) ___ Speaker reconfirmed. Verify any AV needs and then confirm with meeting location.
 - 9) ___ Reservations received by committee member.
 - 10) ___ Obtain existing name tags from coordinator of previous month's meeting (Program Committee member) to create name tags, if needed.
 - 11) ___ Create an evaluation form or use the NJ.SLA form.
 - 12) ___ Send Registration list to Membership Chair
 - 13) ___ Send Registration list to Professional Guidance Chair to recognize students at the meeting.
 - 13.5 ___ About two weeks prior to the meeting provide the Bulletin Editors a list of attendees so the Editor can ask someone to write an article about the meeting. See more under FAQs.
 - 14) ___ Confirm number of attendees and meal choices with meeting location (1-2 days before meeting).
 - * Have water for the speaker *
 - 15) ___ Business Manager handles "*Sponsor Table Tent*" for the meeting. S/he also knows if there is a sponsor for this meeting which gives you more budget \$\$.
If a sponsor representative attends the meeting, they are there at no cost or dinner is FREE.
 - 16) ___ Make copies of the Program Evaluations and make a handout that directs attendees to get back to 78/287/GSP for their return trip home.
 - 17) ___ Bring name tags to the meeting. Afterwards, give them to the programming committee members assigned to the next meeting.
 - 18) ___ Distribute and collect Program Evaluation forms at the meeting
 - 19) ___ Verify attendance on invoice, send checks and cash received to the Treasurer
 - 20) ___ Paying the venue - with advance notice, the Treasurer could send a check made out to the venue to the president's attention so that payment may be made the night of the meeting. The president can then notify the treasurer the following day what the exact amount of the check was for the ledger. Or the Treasurer can make out the check at the event. Coordinate with the Treasurer.
 - 20) ___ Send "Thank you" note to speaker(s).
 - 21) ___ Analyze evaluations and send them as well as the results to the President-Elect

NJ.SLA Tax Exempt Number
EO-135-404-745/000

HOW TO POST TO THE SLA LISTSERV

Any member of the list in good standing (who has not been "served out" for sending "bad" messages), can post to the list. To post a message simply send it to: SLA-NJ@HSLC.ORG

Non-members cannot send messages to the list. The system screens all messages for posting, and blocks all of those with suspicious attachments. It is always best to put your message in the BODY of the email if possible, and NOT send attachments.

Additional FAQs

Each event should cover its costs. Estimate 35-45 attendees.

Dinner should be < \$35 for SLA members. Students and retirees pay less.

EX. NJSLA Member \$15 Student/Retiree \$12 Non-Member \$17
Payment in advance, and flyer must have phone or email of a contact person for questions.

*** As soon as you have date/time/speaker/place ask if there is sponsor money ***

The programming committee Chair or Co-chair sends the bulletin committee the list of meeting attendees before the date of the actual meeting. The bulletin committee could then approach one of the attendees and ask them if they would like to write an article about that particular meeting for the next bulletin.

The Program Committee decided to institute a policy of not issuing refunds unless they are requested one week prior to the meeting. We have to give the venue a final count a week before, and are committed to paying for those meals. If you are not able to attend at the last minute, and can find a substitute that would be an alternative

Additional places to send a copy of the flyer:

Connie Paul connie@cjrlc.org (Director of the Central Jersey Regional Library Consortium, and member of PT SLA)

Karen Hyman hyman@sjrlc.org (same, only South Jersey.... but not member of PT SLA)

Pat Whitehead pwhitehead@co.monmouth.nj.us

Susan Kaplan skaplan@njstatelib.org

Philadelphia Chapter list SLA-PHIL@hslc.org

New York Chapter list SLA-CNY@hslc.org

Princeton-Trenton SLA-PT@hslc.org

APPENDIX F. NEW JERSEY CHAPTER GOVERNING DOCUMENT

January 21, 2004

NAME AND MISSION

The name of this unit is the New Jersey Chapter, Special Libraries Association.

The mission of this Chapter shall be that of the Special Libraries Association

MEMBERSHIP

The membership of the Chapter shall be those members of the Association who reside or work within the geographic boundaries of the Chapter, defined within the geographical boundaries of the Chapter, defined as the state of New Jersey, the counties of Atlantic, Bergen, Cape May, Cumberland, Essex, Gloucester, Hudson, Morris, Passaic, Salem, Sussex, Union, Warren; and in Burlington County, the Towns of Bass River, Cinnaminson, Delran, Evesham, Maple Shade, Medford, Medford Lakes, Moorestown, Mount Laurel, Palmyra, Pemberton Borough, Pemberton Township, Riverside, Riverton, Shamong, Tabernacle, Washington, Woodland; and in Ocean County, the Towns of Barnegat Light, Bay Head, Beach Haven, Beachwood, Berkeley, Brick, Dover, Egelswood, Harvey Cedars, Island Beach, Island Heights, Lacey, Lakewood, Lavallette, Little Egg Harbor, Long Beach, Mantoloking, Ocean, Ocean Gate, Pine Beach, Point Pleasant, Point Pleasant Beach, Seaside Heights, Seaside Park, Ship Bottom, South Toms River, Stafford, Surf City, Tuckerton, Union; and in Monmouth County, the Towns of Allenhurst, Asbury Park, Atlantic Highlands, Avon-by-the-Sea, Belmar, Bradley Beach, Brielle, Colts Neck, Deal, Eatontown, Fair Haven, Farmingdale, Highlands, Holmdel, Howell, Interlaken, Keansburg, Keyport, Little Silver, Loch Arbor, Long Branch, Mansquan, Marlboro, Matawan Borough (Aberdeen), Matawan Township, Middletown, Monmouth Beach, Neptune, Neptune City, New Shrewsbury, Ocean, Oceanport, Port Monmouth, Raritan, Red Bank, Rumson, Sea Bright, Sea Girt, Shrewsbury Borough, Shrewsbury Township, South Belmar, Spring Lake, Spring Lake Heights, Union Beach, Wall Township, West Long Branch; and in Highland Park, Madison (Old Bridge) Metuchen, Middlesex, Perth Amboy, Piscataway, Sayerville, South Amboy, South Plainfield, Woodbridge; and in Somerset County, the Towns of Bedminster, Bernards, Bernardsville, Bound Brook, Bridgewater, Far Hills, Green Brook, North Plainfield, Peapack-Gladstone, South Bound Brook, Warren, Watchung; and in Hunterdon County, the Towns of Alexandria, Bethlehem, Bloomsbury, Califon, Clinton Township, Clinton Town, Glen Gardner, Hampton, High Bridge, Holland, Lebanon Borough, Lebanon Township, Milford, Tewksbury and Union; or who elect to affiliate with the Chapter.

The Association's Board of Directors shall define the classes of members.

Chapter membership falling below 25 members for more than one Association year will be reported to the Chapter Cabinet Chair.

EXECUTIVE BOARD

The executive board (“board”) with a minimum of four members shall have the authority and responsibility to manage the Chapter’s property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms.

Should the office of president become vacant, the president-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of president-elect, occurring before the conclusion of a departing member’s term will be filled by majority vote of the remaining members of the board.

OFFICERS

The president, subject to the executive board, shall have general supervision and control over Chapter affairs.

The president-elect shall have duties as specified by Chapter Recommended Practices and the needs of the Chapter.

The secretary shall keep an approved record of all meetings of the Chapter and board and sign legal documents jointly with the president.

The treasurer shall have custody of the Chapter funds.

The Chapter may elect additional officers as specified by the Chapter Recommended Practices, and the needs of the Chapter.

MEETINGS

The Chapter annual business meeting shall be held prior to the Association annual conference. At least one business meeting shall be held during the term of office of each elected board. Adequate notice of meetings shall be provided to the membership.

COMMITTEES

The board may establish committees, which shall be responsible to the board.

The board may authorize funds for committee expenses.

No Chapter member may serve on any one committee for more than six consecutive years.

SUBUNITS

Subunits may be established and disbanded by the Chapter, according to Chapter Recommended Practices.

FUNDS, CONTRACTS AND PROPERTY

Funds for Chapter expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Chapter members.

Any agreement, contract, or obligation entered into by the Chapter, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Chapter Recommended Practices.

NOMINATIONS AND ELECTIONS

A Nominating Committee for each election of members to the board shall be appointed by the board. Nomination of candidates for each office and the election of candidates shall be determined by Chapter Recommended Practices.

DISSOLUTION AND MERGER

The Chapter may petition the Association Board of Directors for dissolution, or for merger with another Chapter, by vote of its membership in accordance with Chapter Recommended Practices.

COMMUNICATIONS

Chapters shall institute suitable mechanisms to facilitate communications with and between its members regarding Chapter activities, affairs, issues, and other matters.

CHAPTER REPRESENTATION AND AFFILIATION

Chapter representatives to joint committees and meetings of other societies having objectives allied to those of the Chapter and of the Association may be appointed by the President.

AMENDMENTS

This governing document may be amended by an affirmative vote of two thirds of the members present at any Chapter meeting. Revisions in, or amendments to, the Chapter governing document shall be reviewed by the Association Bylaws Committee, prior to presentation to the Chapter membership.

Approved by Chapter Cabinet: June 10, 2003

Approved by Board of Directors: January 21, 2004

Effective Date:

February 1, 2004