



VASLA

Chapter Manual

Revised
2002

**Virginia Chapter
Special Libraries Association**

VASLA Chapter Manual Procedures and Responsibilities

Revised date: May 2002

Table of Contents

Forward	3
Introduction	4- 5
History, Objectives, Organization and Structure of VASLA	6-11
Archives, Publications, Reports and Website	12-14
Awards and Certificates	15

Officers

Chapter President	16-27
President-Elect	28-31
Past-President	32
Secretary	33-35
Treasurer	36-39
Directors	40

Committees and Chairs

Archives – Archivist	41-45
Awards/Nominations	46-54
Bulletin Advertising/Sponsorships	55-60
Bylaws	61-63
Internet/ListSers – Webmaster/ListSers Administrator	64-67
Membership	68-71
Professional Development/Consultation Services	72-75
Public/Government Relations	76-77
VASLA Bulletin - Bulletin Editor	78-80

Resources

SLA Forms Online	81
History of the VASLA Chapter (http://www.sla.org/chapter/cva/about.htm)	81

<u>Bylaws of the Virginia Chapter</u>	82-86
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Forward

The 2002 edition of the *VASLA Chapter Manual* for the Virginia Chapter of the Special Libraries Association is provided to the Officers of the Executive Board and Chairs of committees as a working document and for the purpose of providing a history of the Chapter, responsibilities of each officer and chairperson, and a guide for procedures and policies of the Chapter's business. The previous edition was issued in August 1995 and later posted on the VASLA website in pdf format. This 2002 edition in print and electronic format will replace the 1995 edition. Print copies are available to current officers and chairpersons.

The *VASLA Chapter Manual* generally follows the SLA Guidelines for chapter manuals. Sections of the SLA Guidelines are appended or may be added to the officers' and chairpersons' description of responsibilities in the *VASLA Chapter Manual*. The Chapter Manual defines official responsibilities within the Virginia chapter and is updated with any changes made by the Board. Additional SLA Chapter Guidelines and Handbooks are available on the SLA website under Chapter resources.

Each officer and chairperson should receive a printed copy of this manual upon election or appointment to the position. It should be read, used, and updated with changes made by the Board during the term of office and then given to the succeeding person. This will ensure a smooth transition to each office and facilitate the continued and efficient functioning of the Chapter.

Betsy Anthony, VASLA President
VASLA Executive Board Members
May 2002

Introduction

Organization and Objectives of SLA

The Special Libraries Association (SLA) is an international organization of approximately 15,000 professional librarians and information specialists who serve industry, business, research, educational and technical institutions, news media, law firms, museums, government, and all other public and private organizations requiring or providing specialized information. The Association's mission is to advance the leadership role of its members in putting knowledge to work for the benefit of decision-makers in corporations, government, the professions, and society as well as to shape the destiny of an information and knowledge-based society. The vision is to be known as the leading organization in the information industry – a catalyst in the development of the information economy, and a strategic partner in the emerging information society.

The Association was formed in Bretton Woods, New Hampshire, in 1909 in response to the need for an organization devoted to the unique problems and interests of librarians employed by expanding businesses and industries. Its membership grew in size during the next three decades; and with the advent of World War II, scientific and technical librarians and information specialists became increasingly numerous in its ranks. The Association was incorporated in Rhode Island in 1928 and in New York in 1959. From a group of forty charter members, SLA has grown to approximately 15,000 members. For additional historical information see <http://www.sla.org/content/SLA/History/highlights.cfm>.

Through its programs and publications, SLA constantly encourages its members and others to increase their professional capabilities and performance. Through the publication of the Association's official journal, *Information Outlook*, and its continuing education programs, members are kept informed of issues and technological advances which affect them as professionals.

SLA facilitates communications among its members through the Association's extensive network of chapters, divisions, and caucuses. The network has frequently been updated in response to members' needs. The Association and its members also cooperate with organizations that have similar or allied interests.

A Board of Directors elected by the members determines the policies and actions of the Association. The Board is assisted and advised of membership opinion by a Chapter Cabinet composed of all chapter presidents and presidents-elect and a Division Cabinet composed of all division chairpersons and chairs-elect. The Association's Executive Director is responsible for administering SLA policy.

The Association President appoints committees to recommend policy and to plan the development of the Association's internal and external activities. The committees are concerned with such matters as awards, education, publications, consultation, and standards. In addition, the President appoints representatives to other organizations for consideration of matters of mutual professional concern.

Chapter Relationships

The Association is organized geographically into chapters and provisional chapters in the major regions and states of the U.S., and in Canada, Europe, the Arabian Gulf, and the Hawaiian-Pacific region. Approximately 58 chapters and provisional chapters elect their own officers, publish newsletters, and hold meetings during the year. Participation in chapter activities is one of the most gratifying aspects of membership in SLA. The organization 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.

The formal relationship between the chapters and SLA is stated in Articles V and VIII of the Association's Bylaws. Article V pertains to the functions and role played by chapter presidents and presidents-elect in the Chapter Cabinet. Article VIII relates specifically to chapters and defines the establishment, membership eligibility, bylaws, establishment of groups within the chapter organization, annual reports, funds, dissolution, and provisional chapters. The Association Bylaws, Chapter Guidelines, and useful Handbooks are published and posted on the SLA website.

History, Objectives, Organization and Structure of VASLA

History

The Virginia Chapter of the Special Libraries Association (VASLA) was founded on April 23, 1966 as the 35th chapter of the Special Libraries Association. Bylaws of the Virginia Chapter were written and adopted by the membership on Sept. 24, 1966. The first Executive Board meeting was held at the Miller & Rhoads Tea Room, Richmond, Va. on Feb 26, 1966 to begin an organizational period of establishing bylaws, writing a chapter manual of procedures and officer responsibilities, and to begin the process of meeting SLA requirements for a new chapter. Ms. Ruth Eggleston served as the temporary chairman of the committee.

The meeting for installing the Virginia Chapter was held at Dobbs House Restaurant, Richmond, Va. on April 23, 1966. After a social hour and luncheon, the Virginia Chapter and its first officers were installed as the 35th Chapter. Ruth Eggleston served as the first President. Other officers and chairmen were 1st Vice President and President-Elect, Bess A. Whitworth; Treasurer, Frank B. Hoffer; Secretary, Jo E. Jordan; Bulletin Editor, Richard A. Miller; Consultation Officer, Mildred I. Mason; Employment Committee, Frank C. Shirk; Membership Committee, Lucy R. Greene; Public Relations Committee, John D. Sharp; Recruitment Committee, Frances C. Hummel; and Archivist, Clara M. Ray. Thirty two people and four guests were present for the installation. The four guests included Dr. Frank E. McKenna, President-Elect of SLA and Installing Officer for the Virginia Chapter; Lillian A. Hamrick, appointed by SLA as Advisor to the Virginia Chapter; Logan O. Cowgill, President of the Washington, D.C. Chapter and Mrs. Cowgill. After a few remarks, Dr. McKenna officially installed the Chapter by presenting President Ruth Eggleston with a gavel, significant of Chapterhood, and engraved with "Special Libraries Association – Virginia Chapter, Installed April 23, 1966".

On VASLA's website, "About VASLA-History" (<http://www.sla.org/chapter/cva/about.htm>), the full text of Dr. McKenna and President Ruth Eggleston's remarks and meeting proceedings are reproduced along with a list of VASLA Presidents to date and VASLA "Firsts". VASLA records and materials (1966-1995) are archived and housed at the Library of Virginia. After 1995, the archives are housed in the Virginia Historical Society.

Objectives

The objectives of the Virginia Chapter are those of the Special Libraries Association:

- 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 physical, biological, technical and social sciences and the humanities
- To promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations.

Organization and Structure

Membership

Members in all membership classes (members, associate members, retired members and student members) may affiliate with the Chapter nearest to their own preferred mailing address (either business or residence), at no charge. (per SLA web page-chapters <http://www.sla.org/content/chdiv/chapters/index.cfm>). The membership of the Virginia Chapter as stated in VASLA Bylaws 2.1 is comprised of SLA members who reside or work within the geographical boundaries of the Chapter, defined as the state of Virginia except the following: Alexandria City, Fairfax City and County, Falls Church City and Arlington County. These members may instead join the Washington D.C. chapter

Members, associate members, and retired members of the Chapter have the right to vote and hold any elective or appointed office. Student members have the right to vote and hold an appointed office only.

Bylaws

Bylaws of the Virginia Chapter were adopted on Sept. 24, 1966. Since then the Bylaws have been revised in April 1973, May 1981, and November 1985.

Chapter Bylaws may be amended by a two-thirds vote of the members present at any chapter meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least 14 days before the meeting at which it is to be considered. Amendments may be proposed by the Executive Board, Bylaws Committee, or 15 members of the Chapter.

Any revisions in or amendments to the Chapter Bylaws must be submitted to the SLA Bylaws Committee for review before presentation to the Chapter membership. The Chair of the Bylaws Committee keeps the Chapter Bylaws current with Board/membership approved amendments and revisions according to the Chapter's procedures.

Executive Board

The Executive Board has the power and authority to manage, regulate and govern the Chapter's affairs. The Board determines policies and changes within the limits of the Chapter and SLA Bylaws. The Executive Board consisting of seven members are the President, President-Elect/Programs Chair, Past-President, Secretary, Treasurer, and two Directors. The President-Elect, Secretary, Treasurer, and Directors are elected by the Virginia Chapter membership at large at the VASLA Annual Business Meeting, usually held in May or before the June SLA Annual Conference Meeting.

The President, President-Elect, and Past-President serve for a one year term; the Secretary, Treasurer, and two Directors serve for two year terms. The office of secretary or treasurer and one of the two directors are elected in alternate years.

The term of office begins at the adjournment of the SLA Annual Conference Meeting in June of each year. If a vacancy in the membership of the Board occurs, the office is filled, by majority vote of the remaining members of the Board, except for the office of president. This Board-elected member serves until the next election. If the president is unable to fulfill the term of office, the president-elect assumes all the duties and obligations of the presidency. If a succeeding president-elect is unable to fulfill a term or vacates the office of president-elect and therefore leaves a vacant president's position, a nomination is placed on the slate of officers at the next annual election for both a president-elect and president.

Electronic voting is allowed by Chapter Board members if immediate action on Chapter issues is needed before the next scheduled Board meeting. The President initiates a call on the issue, requires discussion via the Chapter Board listserv (sla-bd-cva@lists.sla.org) from both Board members and Chairs (if appropriate), and polls the Board members for a vote. Only Board members may vote on chapter business. The President notifies the Board and Chairs of the results and appends appropriate documentation on the discussions and result of the vote to the minutes of the next scheduled Board meeting.

Control of all publications of the Chapter for its members is the responsibility of the Executive Board. The Chapter is not responsible for statements or opinions advanced in its publications or at meetings of the Chapter, or for statements by any of its members, except those authorized by the Chapter Executive Board, or those reflecting duly established policies of the Chapter or the Association.

Any agreement or contract entered into by the Chapter must have advance approval of the Executive Board. If liability exceeds the Chapter's available or budgeted funds, prior notification is made to the Chapter Cabinet officers for the purpose of obtaining the required advance approval of the Association Board of Directors. All affiliate and contractual relationships shall be directed toward the best interest of the Chapter and the Association and shall protect its property and identity.

Purchase of property by the Chapter requires the written approval of the Executive Board. If the cost is over \$500.00, it must have the advance approval of the Chapter members. If it exceeds the Chapter's available or budgeted funds, or exceeds \$1,000.00, prior notification must be made to the SLA Chapter Cabinet officers for the purpose of obtaining the required advance approval of the Association Board of Directors.

Chairs and Committees

Standing and special committees are established by the Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Chapter. These committees shall be responsible to the Board. Chairs act in an advisory capacity to the Executive Board.

Upon advice and recommendations from the Board members, the President appoints Chairs and committee members for all active and special committees except the Awards/Nominations Committee. The Awards/Nominations Committee is appointed by the Board. The President and Chairs seek interest in committee appointments from the membership at large via posting committee openings in the VASLA Bulletin and on the website, recommendations from Board members and Chairs, and individual contacts. The current active committees are: Archives, Awards/Nominations, Bulletin Advertising/ Sponsorships, Bylaws, Internet/Listservs, Membership, Professional development/Consultation Services, and Public-Government relations, the *VASLA Bulletin*.

Committee appointments are for one year and may be re-appointed with a maximum 5 consecutive years unless designated otherwise by the Board. Committee members may also be appointed by the President to assist with the archives, the *VASLA Bulletin* and the Chapter website. The Archivist, Bulletin Editor and Webmaster serve as chair of their committee. Student members may be appointed to serve as a chair or on committees. The President is a member ex-officio on all committees except the nominations committee.

Committee Chairs may participate in meetings of the Executive Board but do not have the right to vote. At least one joint meeting a year of the Committee Chairs and Executive Board is called by the President.

At the end of each administrative year (in May), each committee submits to the Executive Board a written report of its yearly activities, together with any recommendations considered necessary or advisable. Additional reports may be submitted by a committee or requested by the Board or the President. Funds for committee expenses are authorized by the Executive Board.

Meetings

At least three meetings for the full membership are held each year between September and June. The meeting immediately prior to the SLA Annual Conference is the Chapter Annual Business Meeting. A quorum for the transaction of business is 10 Chapter members. Notices of meetings are sent in writing to each member, posted on the Chapter website and published in the *VASLA Bulletin* (if time allows) at least fourteen (14) days before the meeting. When not in conflict with Chapter Bylaws, Robert's Rules of Order Revised (latest edition) govern all meeting deliberations.

Special meetings may be held upon call of the Executive Board or on petition of 10 members of the Chapter. Notice of a special meeting will specify the business to be transacted, and no business other than that stated in the notice shall be considered.

The Executive Board holds at least two meetings annually and may hold joint meetings with the Chairs. Additional meetings may be called by the President or upon a written request from a Board member. Three members of the Board constitute a quorum. Committee chairs may participate in the Board meeting deliberations but may not vote.

Program meetings which may include professional development workshops and joint meetings with neighboring chapters or organizations, are held at least three times a year. Both members and non-members may attend the program meetings and professional development workshops. The President-Elect, who also serves as program chair, and the program committee are responsible for planning programs and carrying out the responsibilities associated with acquiring speaker/s and other program procedures. The fourth or last meeting is held in May as an annual business and program meeting. The purpose of the meeting is to elect officers, present annual reports from Officers and Committee Chairs, and conduct the Chapter's business affairs requiring a vote of the membership. A notice of the meeting is published in the *VASLA Bulletin* and posted on the Chapter's Events website. A quorum of 10 members is required for transaction of business.

Nomination of Officers and Elections

An Awards/Nominations Committee comprised of three non-Board members is appointed by the Board. A slate of officer nominees for President-Elect, Secretary or Treasurer, and one of two Directors is presented in a report and published in the *VASLA Bulletin* and on the *VASLA* website 30 days prior to the business meeting. The office of Secretary or Treasurer and one of the two Directors are elected in alternate years. The current President and President-Elect move to the positions of Past-President and President. If the office of President-Elect, Secretary, Treasurer, or Director is unfulfilled or vacated during the term of office, the Board appoints an interim officer by majority vote until elections are held at the next annual meeting. If a succeeding President-Elect is unable to fulfill or vacates the office of President-Elect and therefore leaves a vacant President's position, a nomination is placed on the slate of officers at the next annual election for both a President-Elect and President.

A Slate of Officer Nominees is presented to the members and elections are held at the *VASLA* Annual Business Meeting in May or prior to the SLA Annual Conference Meeting. Nominations may be taken from the floor. If nominations are submitted from the floor, a secret ballot is taken to elect a member for the office with two or more names nominated. The President announces the results of the election. The term of office begins at the adjournment of the SLA Annual Conference Meeting in June of each year.

Representation

The President and President-Elect (or designated officer or chair) represent the Virginia Chapter at the SLA Winter Meeting and Annual Conference Meeting and act as liaisons with voting rights to the SLA Chapters Cabinet Meeting.

Chapter representatives assigned to joint committees and meetings of other societies or Virginia state/governmental agencies which have objectives allied to those of the Chapter and the Association, are appointed by the President. These representatives submit at least one written report to the Executive Board during the year.

Bulletin Advertising/Sponsorships

Bulletin advertising and sponsorships of meetings and workshops provide an avenue for companies, organizations, and private vendors to present their services and products to the Chapter membership. The generosity afforded by these companies allows the Chapter to present high quality programs and speakers, workshops and other professional development activities, and increase awareness of current library and system products and services available to the librarian and information specialist.

Advertising space in the Chapter's bulletin is available in various sizes, rates and frequency. Current ad sizes and rates are available from the Bulletin Advertising/Sponsorships Chair.

Sponsorships may be given on two levels: Primary Sponsor and Auxiliary Sponsor. Products and services of these sponsors are displayed at the designated meeting/s, and acknowledgment of sponsors are publicized in the Chapter bulletin, on the VASLA website, and through announcements made at the sponsored meeting/s.

Funding, Expenses and Travel Stipends

Funds for Chapter expenses are derived from the Association as an allotted share of the annual dues paid by Chapter members. Eligibility for this allotment is based on the submission to the Chapter Cabinet officers a Chapter financial statement for the previous year and its acceptance by those officers. Requests for additional funds or loans may be submitted to the Chapter Cabinet officers for presentation to the Association Board of Directors for its consideration. All funds received by the Chapter are used for the fulfillment of the Chapter's objectives.

Fund-Raising is undertaken to raise money for Chapter projects, special events, or a community project. Before undertaking any fund-raising project, the purpose of the fundraiser should be stated and clarified to the membership, including an explanation of why the money is needed, then determine how much outside funding is required, and how soon it is needed. Not only should the membership support the project but it should be worth the investment of time and money. Further information and guidelines on identifying resources, recruiting volunteers, special events and projects, proposal writing, and tax and legal implications of fund-raising, may be found in the Fund-Raising Handbook, section IX, "Chapter Finances" and section X, "Legal Issues" (<http://www.sla.org/content/leadership/resource/chpdivgd/frhand.cfm>).

Reimbursement for out-of-pocket expenditures by officers is permitted to cover expenses such as Board and other required meeting expenses, supplies, photocopying and miscellaneous expenses. Expenditures exceeding \$50.00 require Board approval. Invoices/receipts are submitted to the Treasurer and a brief statement concerning the purpose of the expenditures. General program/workshop, and other meeting expenses are allocated through the Chapter budget and member/non-member registration fees. Funds for committee expenses are authorized by the Executive Board.

In 1983, the Executive Board approved an annual unspecified travel stipend for the President and President-Elect based on the availability of funds in the treasury. The purpose is to assist the two officers or their designated alternates with travel expenses to attend the SLA Winter Meeting (Jan) and the Annual Conference (June) as official representatives of the Chapter. At the 2000 annual business meeting, the membership approved a designated amount of \$500 per meeting for the President and President-Elect to attend the two meetings if their employer does not cover the expenses. Although the amount is budgeted into the Chapter Budget for the current year, the Executive Board reviews the status of the treasury at the first meeting of the

fiscal year and determines if the Chapter treasury has sufficient funds. Receipts are turned into the Treasurer within a month after the meeting for reimbursement.

VASLA Logo

The VASLA logo was designed and adopted in 1998. It provides a visual enhancement to the Chapter name using the colors of green and blue on a white background. The logo is used in Chapter business correspondence, on the website, cover design for the membership directory, and other appropriate uses requiring chapter identification and design enhancements.



Established April 23, 1966

Archives, Publications, Reports and Website

Archives

The Virginia Chapter Archives is an organized and permanent collection of important reports, papers, documents, photographs, publications, and other Chapter materials housed in the Library of Virginia (1966-1995) and the Virginia Historical Society (1995 to date). The purpose is to provide a history of the developments and activities of the Chapter. These records are properly preserved and stored by the Archivist. An index to these materials is maintained by the Archivist and a record of the collection appears in the online catalog of each housing institution. The archives housed in the Library of Virginia (1966-1995) have been given as a “gift” to the Library of Virginia (Richmond) and therefore cannot be removed or transferred. The collection (1996 to date) housed in the Virginia Historical Society is on a “permanent-loan” status.

The Archivist is appointed by the President for a two-year term and may be reappointed for an indefinite period. A committee may be appointed to assist the Archivist, if necessary.

Publications

The Chapter is not responsible for statements or opinions advanced in its publications or at meetings of the Chapter, or for statements by any of its members, except those authorized by the Chapter Executive Board, or those reflecting duly established policies of the Chapter or the Association.

Bulletin

The *VASLA Bulletin* is the official newsletter of the Chapter and is available in electronic format on the Chapter website. The purpose of the newsletter is to inform members of meetings, projects, publications, Chapter business issues and events, local news of interest, and SLA current discussion topics and events. In addition, the newsletter may include articles on topics and issues of interest to the membership.

The *VASLA Bulletin* is the responsibility of the Bulletin Editor (and co-editor, if appointed). The bulletin is issued approximately four times a year with a volume comprised of four issues (no.1-summer, no.2-fall, no.3-winter, and no.4-spring). Beginning with vol. 35, #2, Fall, 2002, the *VASLA Bulletin* is produced and distributed in electronic format only and posted on the VASLA website. An email message is sent via the VASLA Listserv to the membership announcing the posting of the current issue on the VASLA website. A printed copy is produced by the Editor for the Chapter Archives. The first issue of a volume (summer) contains the names, locations, and email addresses of the new Board members, Chairs and Committee members, profiles on new officers and chairs, SLA Conference reports, chapter annual reports, articles, and other information of interest to the membership. Back volumes of the printed bulletin are archived and housed with the Chapter archival materials in the Library of Virginia (1966-1995) and Virginia Historical Society (1996-). A few back volumes of the bulletin are posted and maintained in electronic format on the VASLA website.

Chapter Manual

The *VASLA Chapter Manual* is a guide for the Executive Board, Chairs, and Committees in conducting Chapter business and outlining the procedures and responsibilities of each office. It is issued as a working document that provides a history of the Chapter, responsibilities of each officer and chairperson, and adopted procedures and policies of the Chapter’s business. The previous edition was issued in August 1995 and posted on the VASLA website in pdf format with access available to all members. The 2002 edition produced in print for current officers and chairs and electronic format for all members replaces the 1995 edition on the VASLA website.

The *VASLA Chapter Manual* generally follows the SLA Guidelines for chapter manuals. The manual defines official responsibilities within the Virginia chapter and is maintained and updated by the Past-President with any approved changes made by the Board or the Association. Additional SLA Chapter Guidelines and Handbooks are available on the SLA website under Chapter resources.

Officers and Chairs each receive a printed copy of the manual upon election or appointment to the position. It should be read, used, and updated with changes made by the Board during the term of office and then given to the successor. This ensures a smooth transition to each office and facilitates the continued and efficient functioning of the Chapter.

Membership Directory

The *VASLA Membership Directory* is intended for use by the members as a communications tool. It is prepared annually (Fall) in print format by the Membership Chair and sent to all members of the Chapter. Any changes in directory information is corrected online via the SLA Members Only section of the SLA website or submitted by the member to the SLA Membership Records Dept. Chapter members may also use Who's Who Online located on the SLA website for the most current information.

The Membership Directory may not be sold to individuals for educational/individual research purposes or to commercial companies. Individuals with requests of this nature are referred to SLA Headquarters staff.

Reports and Records

Reports generated through the business of the Chapter and by members of the Board and Committees are maintained and later placed in the archives. Required reports are: an annual report by the President and forward to SLA, budget and financial reports prepared by the Treasurer, audit reports, annual reports from Committee Chairs presented to the Board and published in the summer issue of the *VASLA Bulletin*. Other records include minutes of meetings, directories of the membership, lists of Board members and Chairs, closed account records, and reports forwarded to SLA Headquarters.

Computer-generated reports such as membership information on the increase/decrease in numbers, roster of members and other information may be obtained from SLA Headquarters.

Website and ListSrvs

The Virginia Chapter website found at <http://www.sla.org/chapter/cva/index.html>, follows the *SLA Web Site Style Guide Index*. The Style Guide <http://www.sla.org/content/interactive/chdivsites/web-index/index.cfm> includes instructions for accessing the SLA Internet Server and other technical information as well as content and style guides.

The Virginia Chapter has two unmoderated listservs, one for use by its membership (sla-cva@lists.sla.org) and one for use by the Board (sla-bd-cva@lists.sla.org). The lists are used to announce upcoming Chapter events, foster an open dialogue among members, and discuss items of interest to the special library community. Guidelines for listserv moderators are provided by SLA at: <http://www.sla.org/content/interactive/lists/listhost.cfm>

The Chapter Internet Webmaster/ListServ administrator is responsible for maintaining a current up-to-date VASLA website and listservs according to the guidelines set forth from SLA. The Internet Committee assists with the Chapter's website design, evaluation of content, and makes recommendations for website changes to the Board. This committee is chaired by the Webmaster. The VASLA website and ListSrvs are mounted on the SLA internet server and problems with access are communicated to SLA staff by the Internet Webmaster/ListServ Administrator.

Included on the VASLA website is information about the Chapter membership, history of the Chapter; current Board members and Chairs including email and contact information; awards information, application form and previous recipients; events of upcoming meetings, workshops, registration forms; publications such as meeting minutes, current and back issues of the VASLA Bulletin, and reports; career services and job openings. Board members and Chairs confer with the Webmaster and submit information, determine deadlines, and provide materials for the website.

Awards and Certificates

Chapter Awards

Awards are announced and administered through the Awards/Nominations Committee. Two Chapter awards have been established: the VASLA Conference Award (1994-97) and later renamed the Susan Adkins Travel Award (1998), and the Clara M. Ray Photography Award (1971). The photography award is currently inactive. The Executive Board appoints three non-Board members to serve on the Awards/Nominations Committee for a one-year term. The committee members select a Chair from the three members. In the past, it has also been the duty of the Awards/Nominations Committee to nominate candidates for honors and awards such as the SLA Hall of Fame, SLA Professional Award, and Honorary members.

The purpose of the **Susan Adkins Travel Award** is to financially aid and support professional librarians/information specialists and student members of VASLA to attend the Special Libraries Association Annual Conference Meeting held in June of each year. A stipend of \$500 is given to the winner in each category.

Up to two travel awards of \$500.00 each will be issued each year. If both qualified professionals and students apply, one travel award will go to a professional and one to a student. If no qualified student applications are received, both awards may go to professional applicants. If no qualified professional applications are received, both awards may go to student applicants. The student must be currently enrolled in coursework leading to a library science or information science degree at a college or university. An application, a curriculum vitae or resume and a one-page essay justifying the need for this award is submitted to the Awards Committee for selection. The one-page essay may be written in terms of professional development, commitment to the profession or financial need. The Awards Committee Chair notifies the Board and then the recipient of the selection. The winners are announced at the VASLA Annual Business Meeting in May and a check is presented to each individual. Awardees are required to write an article to be published in the *VASLA Bulletin* describing their experiences at the SLA Annual Conference Meeting and the sessions attended. Complete information and samples of the Award information sheet and application form are found under the Awards Committee section of the Chapter Manual.

The purpose of the **Clara M. Ray Photography Award** which is currently inactive, was established April 24, 1971 to recognize a VASLA member for the best VASLA or library-related photograph/s taken during the year and contributing to the pictorial record of the VASLA Chapter activities and its members. These pictures provided a fresh and constant flow of pictures for use by the *VASLA Bulletin* editors and committee chairs when needed. The award is named in honor of Clara M. Ray, Archivist of the Virginia Chapter for her concern and diligence in building and maintaining a meaningful collection of the Chapter's historical records. A prize of \$20 was given to the first place winner and \$10 was given to the second place winner.

Certificates of Appreciation

Certificates of Appreciation are a means of recognizing leaders, speakers and sponsors. Blank preprinted, color certificates which can be personalized are available from the SLA Leadership Dept. or online at <http://www.sla.org/pdfs/certificate1.pdf>

President

Election

The office of Chapter President is the second year of a three-year commitment to the Chapter offices of President-Elect, President, and Past-President. The President-Elect who is elected by the membership moves into the office of President, therefore no election is held for the office of President. If a President is unable to fulfill the year of the presidency, the President-Elect assumes the responsibilities of the presidency. If a succeeding President-Elect is unable to fulfill the term of office as President-Elect and therefore leaves a vacant President's position, a nomination is placed on the slate of officers at the next election for both a President-Elect and President.

Qualifications

The office of President may be held by any VASLA member (except student member) in good standing having paid SLA dues. It is desirable for the individual to have held a Chapter Committee Chair appointment or served on a committee; have a knowledge of chapter history and activities; willing to accept a leadership role and develop leadership skills; and available to devote time to the responsibilities of the presidency.

Term

The President holds a one-year term of the presidency in the second year of a three-year commitment. The first year is filled as President-Elect, the second year as President, and the third year as Past-President.

Date Office Assumed

The incumbent President-Elect assumes the office of Chapter President upon adjournment of the SLA Conference and annual business meeting in June.

Duties and Responsibilities

General

The President is the chief executive officer of the Chapter and is responsible to the membership in the administration of the Chapter's business affairs under the Bylaws and with direction from the Executive Board. Guidance for the administration of the office of Chapter President is provided in the SLA Chapter Guidelines.

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 President and President-Elect represent the Chapter at meetings of the Association's Chapter Cabinet and joint meetings with Chapters and Divisions Cabinets at the SLA Winter Meeting and Annual Conference. Especially important is the attendance at the SLA Leadership Development Institute meetings held for chapter officers and moderated by the SLA Chapter Cabinet Chair and Chair-Elect. If neither the President nor the President-Elect is able to attend a meeting, the chapter President designates another officer or chair to represent the chapter.

The Chapter Bylaws, aims and objectives, strategies, long-term planning reports, minutes of the Board and business meetings for the previous year, including SLA Bylaws and documents should be read fully and studied in depth.

The President recommends to the Executive Board measures which are considered desirable to further the objectives and broaden the effectiveness of the Chapter. Decisions on chapter policy and interpretation of Chapter Bylaws are made by the President with advice from the Executive Board and the appropriate chapter officer.

The President presides over Executive Board meetings, joint Executive Board and Chairs meetings, program meetings, and the annual business meeting, and serves as a member ex officio without vote on all committees except the Nominating Committee. It is the responsibility of the President to prepare and distribute the agenda in advance for the Executive Board meetings, joint Board and Chairs meetings, and the Annual Business Meeting. The President normally does not vote on matters before the Executive Board; however in the event of a tied vote, the President may cast the deciding vote. In the event the President is unable to preside, the President-Elect is asked to conduct the meeting. The President and other officers are expected to attend all or as many program/group meetings as possible.

The President and Secretary sign all contracts and other legal documents representing Chapter business. Upon signing an accounting form at the beginning of the term of office, the President has the authority to sign checks drawn upon Chapter funds if the Treasurer is unable to issue a check. Co-signatures of the Treasurer and President on each check is currently not required as “determined by the Executive Board” (Bylaws 4.4).

The President is required to submit reports and other documents to the Association within a specified timeline. Any reports or official documents such as the Chapter audit report is reviewed by the President before being sent to the Association office by the Chapter Treasurer.

A pre-publication electronic copy of the VASLA Bulletin is sent to the President for review of content so that any changes, additions or last minute notices can be included.

Copies of all Chapter reports, publicity, documents, publications and correspondence are sent to the Archivist upon completion of the term of President. Copies of the VASLA Bulletin and Membership Directory are forwarded to the archives by the Bulletin Editor and Membership Chair.

The President copies the President-Elect on chapter and SLA correspondence, chapter business and other meeting information to keep the President-Elect informed of current business, issues for discussion, and ongoing projects. The President-Elect copies the President on Chapter and SLA program correspondence, costs, speakers, meeting locations, and other meeting information to keep the president informed of current business, program notes, and pre-planning schedules.

The President writes a thank you letter on behalf of the VASLA members to each advertiser and sponsor who participated in the program during the current year.

One of the responsibilities of the Chapter President is to take part in the interviewing process of the SLA Scholarship Program for applicants from the Virginia area. Personal interviews are preferred; however, depending on the location of the applicant, telephone interviews are acceptable. The task of interviewing may be delegated to other chapter members. Information will be sent from the SLA Headquarters office on the applicant, the information required and an interview completion deadline noted.

At the conclusion of term as Chapter President, the President reviews the responsibilities of the position of President and ongoing projects with the President-Elect, forwarding all current records and reports within 20 days of stepping down from office. The President also coordinates the forwarding of chapter manuals and other procedural information of officers and chairs to the succeeding Board members and Chairs.

The SLA office is informed if the chapter appoints a representative to any other professional society or government board.

Communications

The President may be asked to speak or act officially on matters which are within the areas of official responsibility and on which the President is 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 higher Association authorities 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.

There is an informal communications network that exists among all members of the Chapter Cabinet through the Leadership Listserv. Each Chapter President becomes part of this network while serving as Chapter President-Elect. It is an important responsibility for the Chapter President to see that the chapter's President-Elect is made a part 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 to send copies of all chapter and association-related correspondence, 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. Methods of communications may include email, telephone, fax, listservs, and printed documents.

The President should subscribe to the following three important listservs:

SLA Leadership (sla-leadership@lists.sla.org) (automatically updated by SLA staff when new officers names are submitted in June) ; VASLA Board (sla-bd-cva@lists.sla.org); VASLA Members (sla-cva@lists.sla.org) LEADERS COMMunicate <http://www.sla.org/content/leadership/resource/update/index.cfm> , a SLA online newsletter contains information for Chapter officers regarding new procedures, forms, deadlines, and other timely communiqués.

Appointment of Chairs, Representatives, and Others

Chairs act in an advisory capacity to the Executive Board. Committee Chair appointments should be made before the President-Elect assumes the President's office. Appointments are made for a specified period or term and written acceptance is obtained from each appointee. Student members may be appointed to serve as a chair or as a committee member. The President is a member ex-officio on all committees except the Awards/Nominations Committee.

Upon advice and recommendations from Executive Board members, the President appoints Chairs and Committee members for all active and special committees except the Awards/Nominations Committee. An Awards/Nominations Committee is appointed by the Executive Board. The list of Chairs is submitted to the Executive Board for approval, announced to the membership at the Chapter Annual Business Meeting, and submitted to the Webmaster to post on the Chapter website. The President and Committee Chairs will seek interest in committee appointments from the membership-at-large via an announcement at the annual business meeting, posting of committee openings in the VASLA Bulletin and on the VASLA website, recommendations from Board members and Chairs, and individual contacts.

Over the summer, the President, with assistance from each Chair prepares a list of selected committee members to present to the Executive Board at the first joint meeting of the Executive Board and Chairs. The current active committees are: Archives, Awards/Nominations, Bulletin Advertising/ Sponsorships, Bylaws, Internet/ListServs, Membership, Professional Development/Consultation, Public-Government Relations and the *VASLA Bulletin*.

Appointment to committees are for one year and may be re-appointed with a maximum 5 consecutive years unless designated otherwise by the Executive Board. Committee members may also be appointed by the President to assist with the archives, the *VASLA Bulletin* and the Chapter website. The Archivist, Bulletin Editor and Webmaster serve as chair of their committee.

The President appoints an auditor by the end of December to audit the financial statement prepared by the Treasurer. The audit covers the calendar year (Jan-Dec). The auditor cannot be a current or incoming Chapter officer or a current or incoming member of the SLA Board of Directors.

Chapter representatives to joint committees and meetings of other societies or organizations, having objectives allied to those of the Chapter and the Association, are appointed by the President. Such representatives submit at least one written report to the Executive Board during the year.

Executive Board

The Executive Board has the power and authority to manage, regulate and govern the Chapter's affairs. The Board determines policies and changes within the limits of the Chapter and SLA Bylaws. The Executive Board holds at least two meetings annually and may hold joint meetings with the Chairs. Additional meetings may be called by the President or upon a written request from a Board member. Three members of the Board constitute a quorum. The president is the chief executive officer of the Chapter and is responsible to the membership in the administration of the Chapter's business affairs under the Bylaws and with direction of the Executive Board.

The President presides over Executive Board meetings and joint Board and Chairs meetings. It is the responsibility of the President to issue a "call" for an Executive Board or joint Board/Chairs meeting, arranging for the meeting location, date and time of meeting. A preliminary agenda is prepared and distributed by the President in advance of the meeting. Appropriate agenda items include minutes of previous Board meeting to be submitted for approval, Chapter financial reports, Chapter issues, procedural and policy matters, recommendations prepared by the President for Board consideration, Committee reports, Old and New Chapter Business, Chapter projects, program reports, and current SLA information and action required on SLA matters. This provides time for Board members and Chairs to develop opinions and views on the topics to be discussed, reports to be presented, and business to be brought before the Board for action or informational purposes.

Committee Chairs may participate in the Board meeting deliberations but may not vote. The President normally does not vote on matters before the Executive Board; however in the event of a tied vote, the President may cast the deciding vote. In the event the President is unable to preside, the President-Elect is asked to conduct the meeting.

The President reviews the minutes of each Executive Board meeting prior to the next scheduled Board meeting to identify unfinished business and edit the minutes for corrections, omissions and clarifications.

The President ensures that the Secretary is present at each meeting of the Executive Board meeting and joint Board/Chairs meeting to act as recorder for that meeting. If the Secretary is unable to attend, the President makes prior arrangements with another Board member to take minutes.

Electronic voting is allowed by Board members if immediate action on Chapter issues is needed before the next scheduled Board meeting. The President issues a call on the issue, requires discussion via the Chapter Board listserv (SLA-BD-CVA@lists.sla.org) from both Board members and Chairs (if appropriate), and polls the Board members for a vote. Only Board members may vote on chapter business. The President notifies the Board and Chairs of the results and appends appropriate documentation on the discussions and result of the vote to the minutes of the next scheduled Board meeting.

The President calls for budget requests at the beginning of the fiscal year (July) from Officers and Chairs. Requests are presented for discussion and approval by the Board at the next scheduled Board meeting (usually in August).

The President selects Committee members with assistance from the Chairs during the summer and presents a list of the Committee members to the Board at the first joint Board and Chairs meeting (usually in August).

It is desirable for the outgoing President to call a final joint meeting of outgoing and incoming officers and chairs in late May or June to begin the transition of responsibilities; review the year's work; exchange

documents, manuals and project files with new officers and chairs; tentatively schedule Executive Board and joint Board/Chair meetings; and present ideas for programs during the coming year. New officers and chairs assume positions and appointments after the SLA Conference Meeting in June.

Meetings

Chapter

At least 3 meetings are held for the full membership each year between September and June. They may be program/workshop meetings, joint meetings with other chapters or organizations, and business meetings. The fourth or last meeting immediately prior to the annual SLA Conference is designated as the Chapter Annual Business Meeting. A quorum for the transaction of business is 10 Chapter members. Notice of meetings will be sent in writing to each member, posted on the Chapter website and printed in the *VASLA Bulletin* (if time allows) at least 14 days before the meeting. When not in conflict with Chapter Bylaws, Robert's Rules of Order Revised (latest edition) govern all meeting deliberations.

Special meetings may be held upon call of the Executive Board or on petition of 10 members of the Chapter. Notice of a special meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered. The President presides at special called meetings and ensures that the Secretary is present to record the minutes of the meeting.

The President prepares and distributes an agenda for the Chapter Annual Business Meeting. The meeting which is presided over by the President, follows the meeting agenda, including old and new business, the election of new officers, announcement of Chair appointments, and business from the floor raised by the membership. At the end of the meeting, the Chapter gavel is presented to the new President and the meeting is adjourned. The President ensures that the Secretary is present to record the minutes of the meeting and election results.

The President may arrange for a member to act as parliamentarian and well acquainted with Roberts Rules of Order (latest edition) to assist in meeting procedures for a specified meeting.

The President presides at all meetings of the Executive Board and joint Board/Chairs meetings, prepares and distributes the agenda, and ensures minutes are taken by the Secretary (or designated officer).

The President when possible, presides at all program and workshops meetings to welcome members, makes announcements and outlines the meeting schedule including breaks, lunch, location of restrooms, and then introduces the President-Elect/Program Chair. The President-Elect presents the program/workshop topic, introduces the speaker/s providing a brief bio of each and makes a few opening remarks about the program.

The President is member ex-officio of all committees except the Awards/Nominations Committee and may attend committee meetings when possible or if required.

Association and Chapter Cabinet

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 President and President-Elect represent the Chapter at meetings of SLA Chapter Cabinet and joint meetings with Chapters and Divisions Cabinets at the SLA Winter Meeting and annual Conference Meeting. Especially important is the attendance at the SLA Leadership Development Institute meetings held for chapter officers and moderated by the SLA Chapter Cabinet Chair and Chair-Elect. If neither the President nor the President-Elect is able to attend a meeting, the President designates another Chapter officer or chair to represent the Chapter. All Chapter officers and chairs are encouraged to attend the SLA Mid-Winters meeting and Leadership Institute.

Reports

The President must submit several specific reports that are due at pre-determined times during the Association's business year (July-June). 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 the report. (See Attachment - Calendar and Time-Line Chart of Activities)

The President submits the Unit Chapter Officers Form, a roster which includes both officers and appointed committee chairs. The Unit Officer Acknowledgment Form signed by each officer and chair also must be submitted. These forms are submitted to the SLA Leadership staff.

The President submits the Chapter Annual Report to the Chapter Cabinet Chair by May 1, or as advised. All units are required to complete a Chapter Annual Report to ensure compliance with the Internal Revenue Service and other regulatory bodies, and to enhance the operational efficiency of each unit's operations. May 1st is the deadline to submit a printed copy to SLA Headquarters Leadership Development staff. This report, in addition to the Mid-Year Financial Statement (due June 30) and Annual Financial Statement (due January 31) for chapters and divisions, is required to be completed and submitted within 3 months of the report's due date. Any unit that does not submit this report will forfeit the annual allotment and be subject to dissolution. The SLA website should always be checked for the most current form:

<http://www.sla.org/content/leadership/resource/anrpt.cfm>

Committee Chairs prepare a written annual report of their committee's activities, including a list of Committee Members and Chair. Annual reports from Committee Chairs are presented to the Executive Board and published in an issue of the *VASLA Bulletin* and posted on the VASLA website under "Publications-VASLA Chapter Reports". The information in committee reports also assists the President in preparing the Chapter Annual Report which is due May 1.

The President is always copied on the SLA correspondence sent to the Chapter Treasurer, President-Elect and other officers from SLA Headquarters staff requesting financial statements and other reports.

Records

At the end of the term of office, the President forwards to the President-Elect records of all unfinished business, a file containing the minutes of all Executive Board and joint Board/Chairs meetings for the preceding year, copies of annual reports and financial reports, an up-to-date Chapter Manual, a current VASLA Membership Directory and other materials which will be helpful to the new president.

The President forwards all materials of a permanent nature not currently required for the conduct of Chapter business by the new President to the Archivist.

Chapter Manual

The President maintains an up-to-date Chapter Manual and Notebook for the President's position. It is important to forward to the incoming President-Elect the "best practices" and "lessons learned" after a year of experience. Included in the President's Notebook are officers and chairs email addresses and phone numbers, listserv addresses, a current VASLA Directory, agendas and minutes of previous year and current Board and annual meetings, annual reports, SLA notices and memos, a list of programs held for the previous and current year, suggestions for future programs, forms, and other information useful to the President in carrying out responsibilities.

Website

The President confers with the Webmaster on a consistent and timely basis to provide current information, announcements, notices, deadlines, other issues of interest to the membership which are prepared and posted on the website.

Representative to Other Organizations

The President represents the Chapter on Virginia state boards or organization committees when special libraries representation is advisable or required. Chapter representatives may be appointed by the President to serve on joint committees and meetings of other societies or Virginia state/ governmental agencies which have objectives allied to those of the Chapter and the Association, are. Representatives submit at least one written report to the Executive Board during the year.

Funding and Expenses

Reimbursement for out-of-pocket expenditures by officers is permitted to cover expenses such as Board and other required meeting expenses, supplies, photocopying and miscellaneous expenses. Expenditures exceeding \$50.00 require Board approval. Invoices/receipts are submitted to the Treasurer with a brief statement concerning the purpose of the expenditures. An annual travel stipend in the designated amount of \$500 per meeting for the President and President-Elect is available for the officers to attend the two required meetings, SLA Winter Meeting (Jan) and the annual Conference Meeting (June), if their employer does not cover the expenses and funds are available in the Chapter treasury.

Fund-Raising is undertaken to raise money for Chapter projects, special events, or a community project. The President or other officers may recommend a fund-raising project to the Executive Board. Before undertaking any fund-raising project, the purpose of the fund-raiser should be stated and clarified to the Board and the membership, including an explanation of why the money is needed, how much outside funding is required, and how soon it is needed. Not only should the membership support the project but it should be worth the investment of time and money. Further information on identifying resources, recruiting volunteers, special events and projects, proposal writing, and tax and legal implications of fund-raising, may be found in the Fund-Raising Handbook, section IX. "Chapter Finances" and section X. "Legal Issues" of these Guidelines (<http://www.sla.org/content/leadership/resource/chpdivgd/frhand.cfm>).

Resources

SLA and Leadership Events Calendar (online only)

<http://www.sla.org/calendar/>

<http://www.sla.org/content/Events/leadercal.cfm>

LEADERS COMMunicate <http://www.sla.org/content/leadership/resource/update/index.cfm>

SLA online forms (see list at end of Chapter Manual under Resources)

Attachments

President – 1 Officers and Chairs Term of Office

President – 2 Calendar and Timeline of Chapter Activities and Reports (updated each year)

President
Attachment 1 – Officers and Chairs Term of Office

Officers and Chairs
Term of Office

Office	Elected/Appointed	Term of Office	Serves Consecutive Terms/Maximum Years
President	Moves from President-Elect	1 year	No - 1 year
President-Elect	Elected	1 year	No - 1 year
Past-President	Moves from President	1 year	No - 1 year
Secretary	Elected	2 years	yes
Treasurer	Elected	2 years	yes
Directors (2)	Elected Alternate year	2 years	yes
Chairs			
Archivist	Appointed	1 year	yes – 5 years or as determined by the Board
Awards/Nominations	Appointed by Board (Non-Board members)	1 year	as determined by the Board
Bulletin Advertising/ Sponsorships	Appointed	1 year	yes – 5 years or as determined by the Board
Bylaws	Secretary (Elected) Or Chair Appointed	1 year	yes – 5 years or as determined by the Board
Internet Webmaster/ ListServ	Appointed	1 year	yes – 5 years or as determined by the Board
Membership	Appointed	1 year	yes – 5 years or as determined by the Board
Professional Dev./ Consultation Srvs	Appointed	1 year	yes – 5 years or as determined by the Board
Public/Govt Relations	Appointed	1 year	yes – 5 years or as determined by the Board
VASLA Bulletin Editor	Appointed	1 year	yes - 5 years or as determined by the Board

President**Attachment 2 - Calendar and Timeline for Chapter Activities and Reports (updated each year)**

Calendar and Timeline for Chapter Activities and Reports (*Approximate time line for activities unless deadline specified)		
Date	Activity	Officer
June (SLA Annual Conference)	Attend SLA Annual Conference Chapter Cabinet meetings and Board Meeting	Incoming President & President-Elect
	Leadership Day workshops (for all incoming chapter officers and chairs attending SLA Conference)	All Officers & Chairs
June 15 or – ASAP after SLA Annual Conf. Meeting	See below:	
	Officially assumes office of President after conclusion of SLA Annual Conference Meeting	President
	Post Roster of Officers and Chairs including professional position, address, email and phone number on the Chapter Website	Webmaster
	Submit to Chapter Cabinet President a request for visit of Association President or President-Elect preceding or during Annual Conf., if desired as a Chapter meeting (2 copies of form)	President
	Completion of forwarded officer/committee files, manuals, and reports from outgoing to incoming officers and chairs	President, Officers and Chairs
	Begin preparing summer issue (no.1) of VASLA Bulletin (include minutes of Chapter annual meeting, new members, roster of new officers and chairs, announcements , SLA Conf. highlights, Award recipients report, etc)	Bulletin Editor/Co-Editor
	Write and submit copy to bulletin editor for “President’s Column” in VASLA Bulletin, no.1 Summer issue	President
30	Submit roster of Chapter Officers and Committee Chairs including names, business address, phone and fax numbers to SLA Leadership Associate. (use SLA form)	President
30	Submit Mid-Year Financial Report (unaudited) of the Chapter (2 copies)	Treasurer
July		
	Select committee members for each committee	President and Chairs
	Schedule August Board/Chairs joint meeting (location, date, time) Prepare and distribute agenda before meeting	President

	Call for Budget requests for FY (July-June) from Officers and Chairs	President Treasurer
	Review content of VASLA Bulletin (preview copy), Summer issue (no.1) for Bulletin Editor. (published July or Aug. - on website and in print). Make updates, changes, additions	President Bulletin Editor
August		
	Plan and preside over August Board/Chairs Joint Meeting – agenda, minutes of previous Board meeting, reports from officers and chairs for programming/workshop plans, financial and budget reports, budget requests, selected committee members and committee work, etc.	President
	Update program information on Chapter Events Website. Complete program plans. Prepare and send notice to member 3-4 weeks before meeting	Webmaster President-Elect
	Write and submit copy for “President’s Column” to Bulletin Editor for VASLA Bulletin, no.2, Fall issue	President
15	Deadline for submitting all Unit Office Acknowledgment Forms	President
30	Submit, if necessary, requests for action by SLA Board of Directors at Fall Meeting	President
September		
	Review Sept/Oct program plans with President-Elect Complete meeting plans. Send latest info to webmaster Post complete meeting info on website including directions,etc	President President-Elect Webmaster
	Review content of VASLA Bulletin, no.2, Fall issue (preview copy) for Bulletin Editor. Make any changes, additions, and updates of info.	President Bulletin Editor
October		
	Attend Sept/Oct meeting	President President-Elect Others
	Membership Directory compiled and mailed to membership	Membership Chair
November		
	Write and submit copy of “Presidents Column” to Bulletin Editor for VASLA Bulletin, no.3, Winter issue	President

December		
1	Appoint auditor for Jan. audit (if not previously appointed)	President
	Attend Nov/Dec meeting if planned	President
	Review content of VASLA Bulletin, no.3, Winter issue (preview copy) for Bulletin Editor. Make any changes, additions, and updates of info.	President Bulletin Editor
January		
	Attend SLA Winter and Chapter Cabinet meetings	President President-Elect (or designate)
	Schedule and plan for February Board Meeting (may or may not include Chairs). Prepare agenda and distribute prior to meeting	President
31	Audited Chapter Financial Report due to SLA Leadership Director (2 copies)	Auditor Treasurer
February		
	Final preparation for February Board Meeting	President
March		
	Write and submit copy of "President's Column" for VASLA Bulletin, no.4, Spring issue.	President
15	Participate in the SLA Scholarship Interviewing program if any applicants are from Virginia.	President
April		
	Review content of VASLA Bulletin, no.4, Spring issues (preview copy) for Bulletin Editor. Include committee annual reports, slate of officers, annual meeting agenda, etc. Make any changes, additions, and updated info.	President Bulletin Editor
	Issue a call for committee annual reports	President
	Begin preparing Chapter Annual Report	President
	Begin planning (schedule, location, agenda etc) and preparing for Chapter Annual Meeting	President
	Finalize program plans.	President-Elect
	Slate of officer nominations published in the VASLA Bulletin and on the VASLA website one month prior to the annual business meeting (minimum 14 days prior to the meeting)	Awards/Nom.Committee Webmaster Bulletin Editor

	If necessary, complete any revisions to the Chapter Manual in the individual notebooks of officers and chairs and submit a new pdf file for the website noting - rev. (date).	Past-President
May		
1	Prepare and submit the Chapter Annual Report to SLA Leadership Director (2 copies)	President
	After Chapter Annual Business Meeting, hold final Board meeting with outgoing and incoming officers and chairs to exchange manuals, files, records, reports, ongoing projects, etc.	President
	Chapter Archivist contacts each Board member and committee chair for relevant records, reports, and minutes to be stored in the Chapter archives.	Archivist
	Send a letter to each advertiser and sponsor on behalf of the VASLA members thanking each for their support	President

President-Elect

Election

The office of President-Elect is the first year of a three-year commitment to the Chapter offices of President-Elect, President, and Past-President. The President-Elect who is elected by the membership moves into the office of President; therefore, no election is held for the office of President. If a President is unable to fulfill the year of the presidency, the President-Elect assumes the responsibilities of the presidency. If a succeeding President-Elect is unable to fulfill a term or vacates the office of President-Elect, and therefore leaves a vacant President's position, a nomination is placed on the slate of officers at the next election for both a President-Elect and President.

Qualifications

The office of President-Elect may be held by any VASLA member (except student member) in good standing having paid SLA dues. It is desirable for the individual to have held a Chapter Committee Chair appointment or served on a committee; have a knowledge of chapter history and activities; willing to accept a leadership role and develop leadership skills; and available to devote time to the responsibilities of planning and organizing chapter programs with the assistance of the program committee.

Term

The President-Elect holds a one-year term of office in the first year of a three-year commitment. The first year is filled as President-Elect, the second year as President, and the third year as Past-President.

Date Office Assumed

The President-Elect assumes the office upon adjournment of the SLA Conference Meeting in June.

Duties and Responsibilities

General

The President-Elect assumes the duties and responsibilities of the Chapter President in the event of absence or vacancy of the position of President.

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 President and President-Elect represent the Chapter at meetings of SLA Chapter Cabinet and joint meetings with Chapters and Divisions Cabinets at the SLA Winter Meeting and Annual Conference. Especially important is the attendance at the SLA Leadership Development Institute meetings held for chapter officers and moderated by the SLA Chapter Cabinet Chair and Chair-Elect. If neither the President nor the President-elect is able to attend a meeting, the President designates another officer or chair to represent the chapter.

The President-Elect, as a voting member of the Chapter Executive Board, attends all Board and joint Board/Chairs meetings.

The Chapter Bylaws, aims and objectives, strategies, long-term planning reports, minutes of the Board and business meetings for the previous year, including SLA Bylaws and documents should be read fully and studied in depth.

Budget and expenditure plans for meetings and workshops are prepared and presented to the Board in August for approval including proposed expenditures not covered by registration fees. The President-Elect confers with the Sponsorship Chair on sponsorship funding of program meeting costs.

Program Chair

The primary responsibility of the President-Elect is to serve as Program Chair, planning and organizing the Chapter programs for the year with assistance from the Program Committee and Professional Development Chair.

With the assistance of the program committee members (if appointed), the President-Elect plans, organizes, and makes arrangements for all program meetings, including schedules, speakers, speaker fees (if any), meeting location and equipment, food, registration, program notices, program budget and any expenditures not covered by registration fees, and correspondence. A VASLA member who is willing to host the meeting assists the President-Elect by making local room/equipment and food arrangements, parking, tour/s and other local meeting requirements.

The Webmaster is given a preliminary list of chapter program events to post on the Chapter website. As specific information is arranged, details of meeting information is added to the website.

After program notes and a brief biography of the speaker are obtained, program notices are written, prepared and mailed out to the membership 3-4 weeks prior to the scheduled meeting. Pre-printed and pre-pasted labels can be ordered online at the SLA website:

<http://www.sla.org/content/leadership/resource/requests.cfm>

Email reminders are a good practice to follow.

Program information is sent to the Webmaster for updating the Chapter Events web page and includes information such as a registration form, program notice, directions to meeting, handicapped access, parking, lunch choices, and other logistics.

If a Certificate of Insurance is required by an organization, company, conference center or place where the meeting is scheduled to be held, a Certificate of Insurance Request Form is submitted to SLA Headquarters Office Services staff and a certificate will be issued. SLA's insurance covers these meetings for chapters and divisions. The form is available on the SLA website.

The President when possible, presides at all program and workshops meetings to welcome members, makes announcements and outlines the meeting schedule including breaks, lunch, location of restrooms, and then introduces the President-Elect/Program Chair. The President-Elect presents the program/workshop topic, introduces the speaker/s providing a brief bio of each and makes a few opening remarks about the program.

A policy regarding cancellation of registration for a VASLA program was approved at the May 2, 1997 VASLA Annual Business Meeting as follows:

Registration for programs is financially binding. If cancellation is made 72 hours in advance, an uncashed check shall be returned. Emergency cancellations made less than 72 hours in advance shall be considered on a case-by-case basis and may receive a credit voucher for a portion of the registration fee based on committed costs. No credit shall be made for no-shows who do not contact the program planner. No cash refunds shall be made under any circumstance.

Additional procedures regarding the policy may be found as Attachment 1 in this section.

Communications

The President-Elect copies the President on Chapter program correspondence, costs, speakers, meeting locations, and other meeting information to keep the President informed of current business, program notes, and pre-planning schedules. The President copies the President-Elect on Chapter and SLA correspondence,

Chapter business and other meeting information to keep the President-Elect informed of current business, issues for discussion, and ongoing projects.

The President-Elect should subscribe to the following three important listservs: SLA Leadership (sla-leadership@lists.sla.org) (automatically placed on listserv when new officer names are submitted to the SLA office in June); VASLA Board (sla-bd-cva@lists.sla.org); VASLA Members (sla-cva@lists.sla.org). LEADERS COMMunicate <http://www.sla.org/content/leadership/resource/update/index.cfm> , a SLA online newsletter contains information for Chapter officers regarding new procedures, forms, deadlines, and other timely communiqués. The SLA Events Calendar is also helping with planning and scheduling chapter events <http://www.sla.org/calendar/> .

Reports and Records

The President-Elect as Program Chair prepares a written annual report of the program activities, including a list of committee members. Annual reports from committee chairs are presented to the Executive Board and published in an issue of the *VASLA Bulletin* and posted on the website under “Publications-VASLA Chapter Reports”. The information in committee reports also assists the President in preparing the Chapter Annual Report which is due May 1.

Records on meeting topics, speakers, attendance names and totals (number of members, non-members, guests, and speaker/s), program budget and expenditures, mail and email announcements, flyers, and logistics information are maintained in the President-Elect’s Notebook with various figures and information submitted in the annual report. This information also assists the incoming President-Elect with details not found in the Chapter Manual.

Chapter Manual

The President-Elect maintains an up-to-date Chapter Manual for program procedures. It is important to forward to the incoming President-Elect the best practices and lessons learned after a year of experience. Included in the President-Elect Notebook as noted above are program procedures, examples of program notices and announcements, flyers, a list of programs held for the previous and current year, suggestions for future programs, forms, and other required information.

Website

The President-Elect confers with the Webmaster on a consistent and timely basis to provide current program information, speaker/s biography, program notes and announcements, deadlines, other information to the membership. This information is prepared electronically and submitted to the Webmaster for posting on the website.

Resources

- 1 – Program Planners Handbook
<http://www.sla.org/content/leadership/resource/chpdivgd/progplanman/index.cfm>
- 2 - SLA Events Calendar and Leadership Calendar - <http://www.sla.org/calendar/>
<http://www.sla.org/content/Events/leadercal.cfm>
- 3 – LEADERS.COMmunicate
<http://www.sla.org/content/leadership/resource/update/index.cfm>
- 4 – Pre-printed and pre-pasted Labels order request
<http://www.sla.org/content/leadership/resource/requests.cfm>

Attachment

- 1 – VASLA program policy and procedures– Cancellation of Registration

Pres-Elect/Program**Attachment – 1 VASLA program policy and procedures – Cancellation of Program Registration****VASLA REGISTRATION CANCELLATION POLICY**

At the May 2, 1997 VASLA Annual Business Meeting, a policy regarding cancellation of registration for a VASLA program was approved. It reads as follows:

Registration for programs is financially binding. If cancellation is made 72 hours in advance, an uncashed check shall be returned. Emergency cancellations made less than 72 hours in advance shall be considered on a case-by-case basis and may receive a credit voucher for a portion of the registration fee based on committed costs. No credit shall be made for no-shows who do not contact the program planner. No cash refunds shall be made under any circumstance.

The primary reason for the adoption of this policy is that last minute cancellations of program registration and no-shows who expect their money refunded put the program planner in a very awkward position. Financial commitments have been made for each person registered which VASLA has to honor. On the other hand, VASLA wants to be fair to people who encounter true emergencies and are unable to attend. Hence the above policy.

To further explain this policy, the following points should be made:

- a) The Chapter's bank account allows only a very limited number of checks to be written - this keeps the service charges low but prevents the Treasurer from writing refund checks. Thus, the "no cash refunds" clause.
- b) The Treasurer will hold checks in order to easily return them in the event of a timely cancellation. Notice of any cancellation should be made to the designated planner for the program, who will notify the Treasurer to return a check or issue a credit voucher. The program planner will determine the amount of a credit voucher.
- c) If you receive a credit voucher, **hold on to it**. It must be submitted in lieu of or in addition to payment for a future program. The Treasurer will not track credit vouchers after they have been issued. Lost credit vouchers will not be reissued.
- d) A credit voucher can be made out to an individual or institution, depending on who made the payment, and can be applied to any future program. There is no expiration date for credit vouchers.
- e) Sudden illness or catastrophic weather would probably be considered emergencies. A change in work schedule generally would not be treated as an emergency.
- f) As always, substitutions are acceptable and do not fall under the Cancellation Policy.

Past – President

Election

The office of Past-President is the third year of a three-year commitment to the Chapter offices of President-Elect, President, and Past-President. The President who is elected by the membership as President-Elect moves into the office of Past-President.

Qualifications

The office of Past-President is valuable to the Chapter for the experience and knowledge the person brings to the Executive Board.

Term

The Past-President holds a one-year term of office in the third year of a three-year commitment. The first year is filled as President-Elect, the second year as President, and the third year as Past-President.

Date Office Assumed

The Past-President assumes office upon adjournment of the SLA Conference and annual business meeting in June.

Duties and Responsibilities

The Past-President is a voting member of the Executive Board and is expected to attend all Board meetings and Chapter program meetings.

The Past-President is available for consultation concerning the management of Chapter business or special projects carried over at any time during the term of office.

The *VASLA Chapter Manual* is maintained and updated by the Past-President with any changes or additions approved by the Executive Board. The Chapter Manual is an ongoing working document and is a guide for the Executive Board, Chairs, and Committees in conducting Chapter business and outlining the procedures and responsibilities of each office. The Chapter Manual provides a history of the VASLA Chapter, responsibilities of each officer and chairperson, adopted procedures and policies of VASLA Chapter business, and resources available to officers and chairs.

An electronic copy of the Chapter Manual is given to the webmaster for posting on the VASLA website. A print and electronic copy of the VASLA Chapter Manual is provided to each elected officer and appointed chair. Each officer and chair is responsible for notifying the Past-President of changes, additions, and deletions in procedures for the individual position. Changes must be Board approved. The Past-President will collect all changes and additions, seek Board approval, and issue a printed replacement page/s and a revised manual (electronic format) at the end of the year. A dated revised copy will be submitted to the Webmaster to post on the VASLA website.

The Past-President assists the President in submitting current information to the Webmaster on a consistent and timely basis and assists the webmaster in proofreading information posted on the website.

The Past-President carries out special projects and assignments as designated by the President or recommended by the Executive Board.

Secretary

Election

The Secretary is elected for a two-year term of office and may be re-elected to consecutive terms. If the Secretary is unable to fulfill a term or vacates the office, the office of Secretary is filled by majority vote of the remaining members of the Board. The Board-elected Secretary serves until the next annual election.

Qualifications

The office of Secretary may be held by any VASLA member (except student member) in good standing having paid SLA dues and able to attend all Board and Chapter business meetings to record the minutes and have them typed from notes and distributed prior to the next meeting. It is desirable for the individual to have held a Chapter Committee Chair appointment or served on a committee.

Term

The Secretary is elected to a two-year term of office and may be re-elected to consecutive terms.

Date Office Assumed

The incumbent Secretary assumes the office of Secretary upon adjournment of the SLA Conference and annual business meeting.

Duties and Responsibilities

General

The Secretary keeps a record of all meetings for the Chapter and Executive Board. With the President, the Secretary signs all contracts and other legal documents and performs other duties as the President may assign.

The Secretary is a voting member of the Executive Board and therefore should attend all board meetings and the annual business meeting. The Secretary should also attend Chapter program meetings.

At the beginning of each Chapter year (July-June) the Treasurer provides the Secretary with a letter of authorization addressed to the bank which holds the Chapter accounts notifying the bank of changes in the signatory privileges governing Chapter accounts. The letter identifies the active account numbers, transmits revised signature cares, and confirms the status of the financial accounts as current and active. The Secretary witnesses the signatures of the Chapter President and Treasurer and returns the letter to the Treasurer, who forwards it to the bank. The notice of authentication and signatory privilege must be completed annually, preferably before July 1. One copy of the authenticating letter is retained in the records of the Treasurer.

If the Secretary is unable to attend a meeting of the Executive Board or annual business meeting, the task of recorder may be delegated to another member of the Executive Board by the President.

The Secretary maintains an up-to-date Chapter Manual for the Secretary position and passes it to the successor at the end of the term.

The Secretary may also be appointed to serve as the Bylaws Committee Chair. If for any reason the Secretary cannot or does not want to serve as Chair, another person may be appointed Chair by the President.

Minutes of Meetings

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 Chapter Annual Business Meeting, but also for all Executive Board meetings.

The Secretary completes a roll of attendance at each of the Board meetings, records and prepares a draft of minutes for each Board meetings and submits to the President for review of facts and actions, and then distributes the minutes to members of the Executive Board for review prior to the next Board meeting and approval of the minutes.

The Secretary records and distributes a draft of the minutes of the Chapter annual business meeting. At the annual business meeting, the president may request permission from the members present at the meeting to authorize the Executive Board to approve the minutes. If this is done, the Secretary immediately prepares a draft for distribution to the Executive Board.

When the minutes have been approved, signed, and dated, the Secretary prepares three copies of the approved minutes of the current year's business meeting, and sends one copy to the SLA Chapter Cabinet Chair, one copy to the Chapter President, and one copy to the chapter archives.

If the Executive Board is not authorized to approve the minutes, the Secretary prepares a draft of the minutes of that meeting. The draft and the approved minutes of the previous year's annual meeting are then distributed to the Executive Board members and submitted to the Webmaster for posting on the website and to the Bulletin Editor for publishing in the *VASLA Bulletin*.

The first paragraph of the minutes should include the following information:

- Kind of meeting: Annual Business Meeting, Executive Board meeting, executive Board/Chairs meeting
- The name of the chapter
- The date, time and place of the meeting
- The name of the convening officer and the secretary or alternate taking minutes of the meeting. If it is for an executive board/chairs meeting, the name and office of those present are included
- Whether the minutes of the previous meeting were read and approved or corrected.

The body of the minutes should contain first the old business and then new business with each having a separate heading/paragraph for each subject discussed and should include:

- The wording of each motion
- The name of the person seconding 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.

Other parts:

- Depending on the nature of a committee report, it can be summarized by the secretary or included intact in the minutes.
- 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. The words "respectively submitted" are omitted.

Correspondence

The Secretary conducts official correspondence and maintains a file of current records. At the end of the Chapter year, archival material should be transferred to the chapter archivist. Some materials may be retained for a two-year period if needed for reference.

Records

The Secretary retains the minutes of the Executive Board and the annual business meetings for two years. At the end of the Chapter year, the third year of minutes is sent to the Archivist for the Chapter archives.

At the end of the term of office, the Secretary forwards to the incumbent Secretary records of all unfinished business, a file containing a copy of the minutes of all Executive Board, joint Board/Chairs meetings, and the annual business meetings for the preceding two year, the file of correspondence, an up-to-date Chapter Manual, a current Membership Directory and other materials which will be helpful to the new Secretary.

Website

The Secretary confers with the Webmaster on deadlines, and submits minutes of meetings and Bylaws amendment notices requiring notification to the membership, and other information of interest to the membership.

Treasurer

Election

The Treasurer is elected for a two-year term of office and may be re-elected to consecutive terms. If an unfulfilled term or vacancy occurs for the office of Treasurer, the office is filled by majority vote of the remaining members of the Board. The Board-elected Treasurer serves until the next annual election.

Qualifications

The office of Treasurer may be held by any VASLA member (except student member) in good standing having paid SLA dues; able to attend all Board and Chapter business meetings to distribute and present financial records if required, and Chapter program meetings for registration duties and collection of registration fees, and have a basic understanding of budgeting and financial record keeping. It is desirable for the individual to have held a Chapter Committee Chair appointment or served on a committee.

Term

The Treasurer is elected to a two-year term of office and may be re-elected to consecutive terms.

Date Office Assumed

The incumbent Treasurer assumes the office of Treasurer upon adjournment of the SLA Conference and annual business meeting in June.

Duties and Responsibilities

General

The Treasurer has custody of Chapter funds; signs all checks drawn upon Chapter funds and furnishes financial statements as may be required by the Executive Board, the President, and SLA Chapter Cabinet officer. Upon signing an accounting form at the beginning of the term of office, the President has the authority to sign checks drawn upon Chapter funds if the Treasurer is unable to issue a check. Co-signatures of the Treasurer and President on each check is currently not required as “determined by the Executive Board” (Bylaws 4.4).

The Treasurer is a voting member of the Executive Board and therefore attends all board meetings and the annual business meeting. The Treasurer attends Chapter program meetings to perform registration duties, collect late registration fees and provide receipts for payment, if requested, and to accept meeting expenses receipts and registration checks of individuals from the President-Elect/Program Chair.

It is the responsibility of the Chapter Treasurer to collect, bank, and expend the funds for the Chapter as authorized and required by the President and Executive Board.

The Treasurer maintains chapter financial records in a complete and accurate method. A simplified single entry bookkeeping system has proven sufficient. The Treasurer should balance the accounts each month and ensure that all documentation for income and disbursements is kept in order.

An annual Chapter financial statement is prepared, signed and submitted in duplicate to headquarters, reporting the fiscal status of the Chapter by 31 January each year, along with interim financial reports as required by headquarters (e.g., an un-audited mid-year statement due by 30 June) or as requested by the Executive Board.

The Treasurer, with advice from the President, President-Elect/Program Chair, other Executive Board members and Chairs on projected expenditures and projects, prepares the annual budget at the beginning of each fiscal year (July) and presents the budget to the Executive Board for review and approval not later than the Board meeting usually scheduled in August.

The Treasurer maintains a file of copied financial records and sends original financial reports and documents, bank statements and other financial papers to the archives after the two-year term of office is completed. When an incumbent treasurer begins a term of office as Treasurer, the Chapter Manual of procedures and responsibilities, the financial records and documents are reviewed and given to the incoming Treasurer.

Training for the Treasurer

Unit Officer Training for the Treasurer is available on the SLA website:

<http://www.sla.org/content/leadership/resource/treamanual/treasmdules/index.cfm>

Not all unit officers are able to attend the training offered in June at Annual Conference so Unit Office workshops are presented on the web. The first enhanced virtual training opportunity, developed by Finance Director, Scott Smiley, is an On-Line Training Center just for Treasurers. It contains Microsoft PowerPoint presentations that include voice over. The topics currently on the site are 1) Using Quicken's budgeting feature, 2) Using Quicken's bank reconciliation feature, and 3) the Treasurer's Workshop presentation from the Annual Conference. The Treasurer follows general guidelines outlined in the SLA Unit Treasurer Policy and Procedures Manual:

<http://www.sla.org/content/leadership/resource/treamanual/trespolman.cfm>

The Treasurer also uses *Quicken* software as required by SLA Headquarters staff to prepare financial reports for the Chapter's mid-year and annual financial statement. Other report forms are available and may be downloaded from the following SLA website:

<http://www.sla.org/content/leadership/resource/treamanual/index.cfm>

Sources of Funding

There are four sources of funding: the annual allotment sent to each Chapter unit, dispersed by SLA headquarters and based on number of chapter members at the end of the prior fiscal year (Dec.31) and a percentage of the SLA member dues paid; chapter registration fees charged for program meetings and workshops; proceeds from special projects such as sale of a publication, fundraising items, or other special events; and a Chapter's Request for Funding from SLA for a research or special Chapter project.

Records, Reports and Forms

Reporting forms are sent to the Treasurer by the SLA Headquarters staff and must be submitted by a deadline determined by the SLA office in order for Chapter funds to be dispersed to Chapter units. An audited annual financial statement is due by Jan.31 and the mid-year (un-audited) report due by June 30 of each year.

Financial records are opened for an audit prior to submission of the annual statement each year.

Each chapter's annual financial statement must be certified as to its accuracy by an auditor. The auditor is appointed by the President. The auditor must be a disinterested third party, i.e. not a member of the Chapter or SLA Board of Directors, and not an employee or supervisor of the Treasurer. The auditor should examine carefully all bank transactions, inspect bank statements, match cancelled checks to invoices, and check the accuracy of the addition and subtraction of the statements themselves. The money reported on hand on the opening day of each fiscal year, must agree exactly with the amount reported for the closing day of the previous year.

SLA's Director of Finance requires the Annual Financial Statement to be prepared using *Quicken* software. Separate instructions for *Quicken 2000* or later are available as there are changes in the way reports are produced in these versions. A request for the software is available from SLA Headquarters at no charge. In addition to the Year-End Financial Report, other reports not produced through *Quicken* are also required: Statement of Liabilities, Property Report (if any), and the Auditor and Treasurer Certification. These report forms are downloadable from the SLA website:

<http://www.sla.org/content/leadership/resource/treamanual/index.cfm>

A written report of the fiscal status of the Chapter is submitted to the President and Secretary prior to each Executive Board and Chapter annual business meeting, if requested by the President.

Purpose and Definition of Funds

There are three (3) funds available to the Chapter. These are (1) Current Operating Fund; (2) Reserve Fund; and (3) Project Fund. Chapter's monies are usually kept in the Current Operating Fund but some reserve funds may be placed in another account in order to obtain the best interest rate on the balance.

Current Operating Fund. The Current Operating Fund is the one to which the current allotment is assigned and from which the current operating expenses of the Chapter are paid. Proper expenses for this fund are Chapter programs and workshops, Executive Board and other meeting costs, mailings to the membership of notices and publications and publication costs of the *VASLA Bulletin* and *VASLA Membership Directory*, Chapter supplies and software needs, and other costs determined by the Executive Board.

Reserve Fund. Monies may be transferred interchangeably between various funds as program and project needs dictate. Although it is good practice to have a Reserve Fund in the amount of twice the Chapter's annual operating expenses, it is not mandatory.

Project Fund. Profit and revenue from a unit project can be assigned to a Project Fund. Projects may cover a one-time publication, a serial publication, a meeting, fundraiser, or any other activity which can result in revenue or which can contribute to the progressive development of the profession. There is no limit on the size of a Project Fund.

Other Information

The VASLA Chapter is **non tax-exempt**; therefore, the Chapter has to pay sales tax on food, materials or other purchases. If a TIN (Tax Identification Number) is required by a vendor, the number is 13-5404745.

SLA's federal employer I.D. number is 13-5404745

Bank accounts must have at least two signatories authorized to write and sign checks.

SLA is a not-for-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code.

Financial Forms are available on SLA website:

<http://www.sla.org/content/leadership/resource/treamanual/quickenres>

Fund-Raising

Fund-Raising is undertaken to raise money for Chapter projects, special events, or a community project. Before undertaking any fund-raising project, the purpose of the fundraiser should be stated and clarified to the membership, including an explanation of why the money is needed, then determine how much outside funding is required, and how soon it is needed. Not only should the membership support the project but also

it should be worth the investment of time and money. Further information on identifying resources, recruiting volunteers, special events and projects, proposal writing, and tax and legal implications of fund-raising, see the Fund-Raising Handbook, section IX. "Chapter Finances" and section X. "Legal Issues" of these Guidelines.

Chapter Manual

The Treasurer maintains an up-to-date Chapter Manual for financial procedures and forms. It is important to forward to the incoming Treasurer the “best practices” and “lessons learned” after two years of experience. Included in the Treasurer’s Chapter manual are financial procedures and forms required of the Treasurer, instructions for downloading *Quicken software* from SLA website, auditing and reporting instructions, deadlines for submission of financial reports to SLA headquarters, examples of correspondence and notices, and other required information.

Website

The Treasurer submits a current year’s budget and financial report to the Webmaster, if required for posting on the website.

Resources

- 1 – Example of correspondence from SLA Director of Finance regarding Chapter Financial Statement reports (in Treasurer’s notebook only).
- 2 – Unit Treasurer Information (in Treasurer’s notebook only)
- 3 – SLA Unit Treasurer Policy and Procedures Manual
<http://www.sla.org/content/leadership/resource/tremanual/trespolman.cfm>
- 4 – Treasurer and Financial Forms
<http://www.sla.org/content/leadership/resource/tremanual/index.cfm>
<http://www.sla.org/content/leadership/resource/tremanual/quickenres>
- 5 – Treasurers Online Training Center
<http://www.sla.org/content/leadership/resource/tremanual/treasmodules/index.cfm>
- 6 – Discussion Listserv: SLA Treasurer's List - SLA-TREASURE@lists.sla.org
Subscription Instructions & Address: lists@lists.sla.org

Attachment

- 1 – VASLA Retention Schedule and Policy for Treasurer’s Records (in Treasurer’s notebook only)

Directors

Election

Two Directors are elected to serve on the Executive Board. One Director is elected in alternate years. The Directors are elected for a two-year term of office and may be re-elected to consecutive terms. If a Director is unable to fulfill a term or vacates the office, the office of Director is filled by majority vote of the remaining members of the Board. The Board-elected Director serves until the next annual election.

Qualifications

The office of Director may be held by any VASLA member (except student member) in good standing having paid SLA dues and is able to attend all Board and Chapter business meetings. The Director indicates a willingness to direct and accomplish special projects as assigned by the Chapter President or the Executive Board. It is desirable for the individual to have held a Chapter Committee Chair appointment or served on a committee.

Term

The Director is elected to a two-year term of office and may be re-elected to consecutive terms.

Date Office Assumed

The most recently elected Director assumes the position of Director upon adjournment of the SLA Conference and annual business meeting in June.

Duties and Responsibilities

Directors are voting members of the Executive Board and are expected to attend all Executive Board and chapter meetings.

Directors serve the members-at-large by representing the interests of the general membership on the Executive Board.

Directors carry out special projects and assignments as requested by the President or recommended by the Executive Board.

Each Director maintains an up-to-date copy of the Chapter Manual and transfers the manual to the successor.

A Director may chair a committee if appointed by the President.

No written reports are required of the Directors.

Directors may submit current information to the Webmaster which is of interest to the membership on special projects undertaken by the Directors.

Archives

Archivist

Archives

Purpose

The Chapter maintains its archives for the purpose of documenting the history and activities of the Chapter. Since chapters are part of the Special Libraries Association, all archives are ultimately, the property of the Association.

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

The SLA Guidelines for Chapter Archives provides recommendations on the housing of archives, archivist, retention schedules, transfer of materials to archivist, organization of archives, filing of archives, and microfilming:

<http://www.sla.org/content/SLA/Policies/42-79.cfm>

Archive materials include all non-current documents, correspondence, publications, and photographs that reflect the development and history of the Chapter. Documents included are Chapter Bylaws, history, minutes of Executive Board and Annual Business Meetings, awards and certificates of appreciation, committee reports, yearly roster of officers and chairs with term of office indicated, address, email, and other pertinent information, special projects and reports, and financial materials. At least one copy of every publication issued by the Chapter including all issues of the *VASLA Bulletin* (a copy for binding issues into a volume), *VASLA Membership Directory* and the *VASLA Chapter Manual* is retained including the print and electronic format. Other materials include photographs of officers and chairs, Chapter events and points of interest. Any kind of Chapter media materials, posters and flyers, program materials, Chapter website and web-based information and electronic files are maintained for archival purposes.

Current access to the collection is provided in two places: The Library of Virginia retains the VASLA Archives for the years 1966-1995 as a gift-in-kind (may not be removed or transferred); and the Historical Society of Virginia houses the collection for the years 1996 to date on “permanent loan”.

Chair - Archivist

The Chapter Archivist is appointed by the President and approved by the Executive Board. The Archivist serves as Chair and appoints committee members to the Archives Committee if deemed necessary. The Archivist is a current member of SLA.

Term

The Archivist is appointed by the President for a term of at least two years and assumes the position upon approval of the Board and after the Chapter annual business meeting and SLA Conference Meeting and may serve indefinitely upon request. The Archivist may serve immediately after approval by the Board if a vacancy occurs during the term of office. The best qualified Archivist would undoubtedly be one with considerable experience in other offices of the Chapter. Willingness to accept a long term of service might well be a determining factor in making a selection, since continuity in the care of the Archives is desirable.

Date Position Assumed

The position of Archivist is assumed after approval by the Executive Board and upon adjournment of the SLA

Conference meeting and annual business meeting in June; or immediately if a vacancy occurs before the two-year term of office ends.

Duties and Responsibilities of the Archivist

General

The Archivist attends the joint Executive Board and Chairs meetings and Chapter meetings and reports to the President and Executive Board.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Archivist submits items and amounts required for the preservation of materials in the archives collection (e.g. supplies, binding of bulletin, etc).

The Archivist submits a written report at the end of the year on the activities of the Archivist and Archives Committee to the President and Board.

The Archivist maintains an up-to-date Chapter Manual on procedures and practices used for organizing and archiving materials and forwards required documents and other materials to the archives at the end of term. The Archivist's *VASLA Chapter Manual* is transferred to the successor.

The Archivist makes available archived materials such as photographs, history and other documents if needed by the webmaster.

Archives

The Chapter Archivist is responsible for the collecting, selection, preservation and maintenance of a permanent file of non-current Chapter records as directed by the Executive Board and according to established policies and procedures for the archives.

The Archivist makes recommendations to the Executive Board on changes and/or additions to the procedures of retaining records in both electronic and print format and web-based information.

At Chapter meetings and other events, the Archivist (or designated person) takes digital photographs of individuals, speakers, presentations or other points of interest for the website and archives as requested by the President-Elect/Program Chair.

An Archives Committee of member/s may be selected by the Archivist to assist with collecting and maintaining the archives.

The Archivist maintains and makes accessible in print and on the VASLA website an organizational outline and contents of materials collected and housed in the archives and used for reference by Board members and chairs.

The Archivist maintains the archives in accordance with the established filing system to which there is an index and a record of holdings in the resident online catalog. Preservation practices are used as established for materials of special collections.

The Archivist should refer to the SLA Guidelines for Chapter Archives which provides information on the housing of archives, archivist, retention schedules, transfer of materials to archivist, organization of archives, filing of archives, and microfilming: <http://www.sla.org/content/SLA/Policies/42-79.cfm>

The Archivist arranges for the binding of the *VASLA Bulletin* and *VASLA Membership Directory* every five years or when an appropriate size volume is attained. The Archivist arranges for a permanent housing of the collection with approval by the Board.

The archives should be accessible to VASLA officers, chairs and members and SLA officers who may need records or a history and development of the chapter activities.

The Archivist maintains all archival materials until they can be transferred to permanent preservation.

The Archivist contacts all Board members and chairs at the end of the administrative year (in May) to submit records and materials for review and transfer to the archives.

Resources

SLA Guidelines for Chapter Archives <http://www.sla.org/content/SLA/Policies/42-79.cfm>

SLA Discussion List for Archivists SLA-ARCHIVIST@lists.sla.org

Subscription Instructions & Address: lists@lists.sla.org

Attachments

Archives – 1 Library of Virginia Catalog Entry for VASLA Archives and holdings (1954-1995).

Archives – 2 An Organizational Outline of Materials Collected and Housed in the Archives at the Virginia Historical Society (1996 to date)

Archives – 3 VASLA Archives Outline and Contents (1996-date) (in Archivist's notebook only)

Archives – 4 VASLA Record Retention Schedule and Policy (in Archivist's notebook only)

Archives – 5 Sample Agreement for storage of SLA Chapter Archives at an institution (in Archivist's notebook only)

Archives – 6 VASLA Quick Reference File (in Archivist's notebook only)

Archives

Attachment 1 – Library of Virginia Catalog Entry for VASLA Archives and holdings (1954-1995).

The Library of Virginia

Archives & Manuscripts: CATALOG CARD

Accession No	35337
Author	Special Libraries Association. Virginia Chapter
Title	Records, 1954-1995
Record Ser.	Organization records collection; 35337
Quantity	5.75 cu. Ft.
Format	In part, photocopies and microfiche
Background	The Virginia Chapter is one of 56 regional chapters of the Special Libraries Association (as of 1997). VASLA held its first meeting on Apr. 26, 1966, in Richmond. One of its goals is to provide networking opportunities among members, including librarians and information professionals from law, business, newspaper, museum, military, and other kinds of special libraries.
Summary	Files that document the chapter's administration and history, including annual reports, awards, brochures, bylaws, correspondence, journal articles, maps, minutes of meetings, newsletters, newspaper clippings, rosters of members, a large collection of photographs (including some negatives) of members, officers and special events and a large photograph scrapbook (1965-1992). Also included is documentation on workshops and special projects undertaken by different committees, publications, and numerous treasurer's files containing income and expense reports, accounts and receipts.
Summary	Of particular interest is a file documenting the chapter's early involvement with networking development in Virginia (box no. 2, series III: Networking Committee). Box no. 5 contains the chapter's VASLA bulletin, vols. 1-15 (1966-1981, bound) and vols. 16-28 (1981-1995). Box no. 6 contains a card index, as well as a binder index to the collection, the manual and bylaws of the chapter, and a gavel and rubber stamp.
Order	Organized in nine series: I. General. II. Officers. III. Committees. IV. Photographs. V. SLA (Special Libraries Association) activities. VI. Special projects. VII. Publications (Chapter and other). VIII. Miscellaneous. IX. Associations and groups (allied). Box No. 6 contains binders, a card index and artifacts; Arranged alphabetically within each series, with the latest date forward in each folder.
Cite As	Special Libraries Association. Virginia Chapter. Accession 35337, Organization records collection, The Library of Virginia, Richmond, Va. 23219.
Subject	Special Libraries Association. Virginia Chapter
Subject	Libraries—Virginia—Societies, etc
Subject	Library cooperation—Virginia
Subject	Library information networks—Virginia
Subject	Special libraries—Virginia
Form	Accounts
Form	Administrative records
Form	Annual reports
Form	Brochures
Form	Bylaws
Form	Newsletters
Form	Clippings
Form	Financial records
Form	Gavels
Form	Journals (periodicals)
Form	Letters (correspondence)
Form	Manuals
Form	Maps
Form	Minutes
Form	Organization records—Virginia
Form	Photographs
Form	Publications
Form	Receipts
Form	Rosters
Form	Rubber stamps
Form	Scrapbooks

Archives

Attachment – 2 An Organizational Outline of Materials Collected and Housed in the Archives at the Virginia Historical Society (1996 to date)

VASLA Archives Outline

General -- (materials pertaining to the chapter as a whole)

- Awards; chapter awards and recipients
- Chapter Bylaws, including all revisions and amendments
- Chapter Manual Procedures (additional procedures not included in Chapter Manual)
- History: materials pertaining to establishment and early growth of the chapter
- Minutes of Business Meetings
- Obituaries
- Photographs
- Publicity: clippings, pictures, etc., about the chapter or its members

Officers

- Roster of officers and committee members
- Executive Board - Minutes and Reports.
- President - Annual Report and other materials of permanent importance, including correspondence not found elsewhere.
- President-Elect/Program Chair – Materials on programs, speakers, attendance, location and announcements/flyers, and other information of interest
- Past-President – (Chapter Manual is filed with Publications)
- Secretary - Materials of permanent importance, including correspondence not found elsewhere. (Minutes are filed elsewhere.)
- Treasurer - Budgets, Financial Reports and other materials of permanent importance. A general retention schedule is followed.
- Directors – Project reports and materials filed under Projects

Committees -- arranged alphabetically by committee title

Chapter Groups -- arranged the same way as the entire chapter's archives

Projects -- Include joint conferences, workshops, association-wide meetings, etc.

Publications -- Contains one copy of the actual publication. Correspondence pertaining to a publication is filed in the folder of the committee or position responsible for the publication.

- Bulletin
- Chapter Manual
- Membership Directory
- Web-based documents
- Others (by name), e.g. Library Directories, Union Lists, etc.

VASLA Website

- Electronic format
- Printed pages

Associated Organizations - Reports, correspondence from liaisons with other organizations, e.g. ALA, CLA, ASIS&T, state or provincial library associations

Multi-Media – All types of general media (audio, video, slides, CDs, etc) used for presentations, training, SLA workshops, etc.

Awards and Nominations

Purpose

Awards

The Chapter Awards and Certificate of Appreciation program is provided as a means to assist VASLA members with travel to the SLA Annual Conference Meeting and to recognize outstanding contributions made by the Chapter's membership. It is also the duty of the Awards/Nominations Committee to nominate candidates for honors and awards such as the SLA Hall of Fame, SLA Professional Award, and Honorary members. Awards and certificates are announced and administered through the Awards/ Nominations Committee.

Two Chapter awards have been established: the VASLA Annual Conference Award (1994) and later renamed the Susan Adkins Travel Award (1998), and the Clara M. Ray Photography Award (1971). The photography award is currently inactive.

Susan Adkins Travel Award

The purpose of the Susan Adkins Travel Award is to financially aid and support professional librarians/ information professionals and student members of VASLA to attend the Special Libraries Association Annual Meeting held in June of each year. A stipend of \$500 is given to each of the two winners. An application, a curriculum vitae or resume and a one-page essay justifying the need for this award is submitted to the Awards/Nominations Committee. The one-page essay may be written in terms of professional development, commitment to the profession, or financial need.

Clara M. Ray Photography Award (inactive)

The purpose of the photography award is to recognize a VASLA member for the best VASLA or library-related photograph/s taken during the year and contributing to the pictorial record of the VASLA Chapter activities and its members. These pictures would provide a fresh and constant flow of pictures for use by the VASLA Bulletin editor, webmaster, and committee chairs when needed. The award was named in honor of Clara M. Ray, Archivist of the Virginia Chapter 1966-1974 for her concern and diligence in building and maintaining a meaningful collection of the Chapter's historical records. A prize of \$20 is given to the first place winner and \$10 is given to the second place winner.

Nominations

The committee prepares a slate of officer nominations for President-Elect, Secretary or Treasurer, and one of two Directors. The nominations are presented in a report to the Board and the slate of nominees published in the VASLA Bulletin and on the VASLA website 30 days prior to the business meeting. The office of Secretary or Treasurer and one of the two Directors are elected in alternate years. The current President and President-Elect move to the positions of Past-President and President. If the President-Elect, Secretary, Treasurer, or Director is unable to fulfill the position or vacates the position during the term of office, the Board appoints an interim officer by majority vote until elections are held at the next annual meeting. If a succeeding President-Elect is unable to fulfill the position of President-Elect and therefore leaves a vacant President's position, a nomination is placed on the slate of officers at the next annual election for both a President-Elect and President.

Elections are held at the VASLA Annual Business Meeting in May and prior to the mid-June SLA Conference Meeting. The Slate of Officers is presented to the members for election. Nominations may be made from the floor. If nominations are submitted from the floor, a secret ballot is taken to elect a member for the office with two or more names nominated. The President immediately announces the results after the

counting of the ballots by the members of the Awards/Nominations committee. The term of office for the elected officers begin upon adjournment of the SLA Annual Conference Meeting in June of each year.

Chair and Committee Members

An Awards/Nominations Committee, comprised of three non-Board members is appointed by the Executive Board. The Committee members designate a Chair from among the three members.

Term

Chair and Committee members serve for a one-year term.

Date Position Assumed

The position for Chair of the Awards/Nominations Committee is assumed after approval by the Executive Board and upon adjournment of the SLA Conference and annual business meeting in June; or immediately if a vacancy occurs before the one-year term of office ends.

Duties and Responsibilities

General

The Chair attends the joint Executive Board and Chairs meetings and Chapter meetings and reports to the Executive Board.

During the summer, the President issues a call for budget requests from Board members and Chairs of committees. The Chair submits items and amounts required for the awards program and nominations committee work (e.g. supplies, estimated postage, award amounts, etc)

The Chair submits reports and required information to the Board by the deadlines specified.

The Chair maintains an up-to-date Chapter Manual and forwards required documents and other materials to the archives at the end of term. The *VASLA Chapter Manual* of the Awards/Nominations Chair is transferred to the successor.

The Chair submits to the Webmaster, information on the Awards to be given for the current year, Award application notices, eligibility requirements, list of award recipients, notice of deadlines, application form, and recipients' written reports. Nomination notices and deadlines, slate of office nominees, election results, and other required information posted for the membership are also submitted.

Awards

Susan Adkins Travel Award

In July or August, the President issues a request for budget items and amounts from Board members and Chairs of Committees. The Chair submits the Susan Adkins Travel Award budget item in the amount of \$1,000 (\$500 for the VASLA professional member and \$500 for the student member)

The Chair prepares a notice for the VASLA Bulletin and the VASLA website for applicants to apply for the Susan Adkins Travel Award. The Award description, eligibility requirements, application form, and deadline are provided to the webmaster for posting. A list of award recipients and recipients' written reports are also posted at the appropriate time on the website.

Applicants send their application packet to the Chair and the committee reviews each applicant's application form, resume/curriculum vitae and essay for content, presentation style of information, stated reason for applying, and qualifications. A one-page essay is written justifying their need for this award. It may be

written in terms of professional development, commitment to the profession, or financial need. Other application requirements are:

- 1) Application packets may be submitted by mail or if permitted, as attachments in Word online
- 2) Application packet is postmarked or submitted online, if permitted by the stated deadline
- 3) All required application elements are included in the packet

Awardees are required to submit a written article describing their experiences at the Annual Meeting and the sessions attended which will be published in the *VASLA Bulletin*.

The Chair will decide if applications may be submitted in electronic format. If application packets are submitted in electronic format by email, the Chair forwards copies to each committee member for review. Paper application packets are photocopied (or scanned) and forwarded to each committee member.

The Chair notifies the Board in a written statement of the award selections and reason/s for each selection of the winners. The Chair then notifies the winners by a letter with copy to the President. The Chair announces the winners and presents a check to each individual at the VASLA Annual Business Meeting in May.

A stipend of \$500 is given to each winner to use for expenses to attend the upcoming SLA Annual Meeting. If for any reason the award cannot be used for the SLA annual meeting of the award year, the check must be returned to the VASLA Treasurer.

The applications are retained until after the SLA Annual Conference in case the first recipient is unable to accept the award and an alternate selection is necessary. Applications are destroyed after the conference meeting in June. These applications are not retained for Archives.

Clara M. Ray Photography Award (currently inactive)

The Board may activate the photography award and will notify the Chair of its decision.

Photographs in print or digital form may be submitted.

The Chair may solicit judges (photographers or others) to assist in the selection of the winning photographs.

The Chair notifies each winner of first and second place via email. Winners are announced at the VASLA Annual Business Meeting in May and the Chair presents a check to each individual. Photographs are displayed at the VASLA annual business meeting.

The photograph/s become the property of the Chapter archives and are not returned to owner.

Nominations

The Chair and Committee members review the nominations procedures and election requirements in the Chapter Manual and Bylaws.

The Chair issues a call to the membership through an email, VASLA Bulletin or VASLA website notice asking for members' interest in serving as a Chapter officer to be elected for the upcoming year. A deadline for receipt of recommendations is specified. VASLA Members may recommend their self or other members.

The list of offices to be filled for the upcoming year and the deadline for submitting nominations is obtained from the President. The elected positions are the President-Elect, Secretary, Treasurer, and two Directors. The Secretary or Treasurer and one of the two Directors are elected in alternate years. The Secretary, Treasurer, and Directors may be re-nominated for a consecutive term.

If the office of President-Elect, Secretary, Treasurer, or Director is unfulfilled or vacated during the term of office, the Board appoints an interim officer by majority vote until elections are held at the next annual meeting. If a succeeding President-Elect is unable to fulfill a term or vacates the office of President-Elect and therefore leaves a vacant President's position, a nomination is placed on the slate of officer nominees at the next annual election for both a President-Elect and President.

The Chair and committee members review recommendations from the members-at-large. The Committee also identifies and reviews its own Committee recommendations. The Committee nominates only one candidate for each position. Nominations may be made from the floor.

The Chair informs prospective candidates of the duties of the office for which they are being nominated. It is recommended that each candidate review the Chapter Manual on the VASLA website for required responsibilities and procedures.

The Chair sends a letter or email notice of the candidate's nomination for the stated officer position to each nominee and requests a written acceptance from each.

The Chair presents the nominations in a written report to the Board and the slate of nominees is published in the VASLA Bulletin, on the VASLA website, and/or through a mailed notice 30 days prior to the business meeting.

The Chair prepares and submits electronically to the Webmaster nomination notices and deadlines such as a call for member's interest in vacant officer and chair positions, slate of office nominees, election results, and other required information posted for the membership.

At the VASLA Annual Business Meeting in May, the President presents the Slate of Officer Nominees to the members and elections are held. Officers must be elected prior to the SLA Annual Conference Meeting. Nominations may be made from the floor. If nominations are submitted from the floor, a secret ballot is taken to elect a member for the office with two or more names nominated. The President immediately announces the results after the counting of the ballots by the members of the Awards/Nominations committee. The Nominations Committee members assist with voting procedures at the election.

Attachments

- Awards – 1 Susan Adkins Travel Award Information and Requirements Sheet (post on VASLA website and In bulletin)
 - Awards – 2 Susan Adkins Travel Award Application Form (post on VASLA website and in bulletin)
 - Awards – 3 List of VASLA Travel Award Recipients 1994-date (posted on VASLA website-update)
 - Awards – 4 Clara M. Ray Photography Award Information and Requirements Sheet (if activated, post on VASLA Website and in bulletin)
- Nominations – 1 Sample Nomination Letter/Email to Candidate

Awards

Attachment 1 – Susan Adkins Travel Award Information and Requirements Sheet (with electronic submission permitted)

Susan Adkins Travel Award

Purpose: To financially aid and support professional librarians/information professionals and student members of VASLA to attend the Special Libraries Association Annual Conference Meeting held in June of each year.

Award: A stipend of \$500 is given to each winner to use for expenses to attend the upcoming SLA Annual Meeting. If for any reason the award cannot be used for the SLA Annual Conference Meeting of the award year, the check must be returned to the VASLA Treasurer.

Up to two travel awards of \$500.00 each will be issued each year. If both qualified professionals and students apply, one travel award will go to a professional and one to a student. If no qualified student applications are received both awards may go to professional applicants. If no qualified professional applications are received both awards may go to student applicants.

Eligibility: The professional member must be a current member of SLA and VASLA in good standing having paid dues for the award year. The student member must be a current student member of SLA and VASLA in good standing having paid dues for the awarded year. The student should be currently enrolled in coursework leading to a library science or information science degree at a college or university.

Requirements: Submit an application, a copy of your curriculum vitae or resume and a one-page essay justifying your need for this award. You may write in terms of professional development, commitment to the profession, or financial need.

The application form with accompanying resume/curriculum vitae and one-page essay are due and must be postmarked by **March 31st**. If submitted online, the application form, resume/curriculum vitae and essay must accompany an email message as attachments in Word and transmitted by the stated deadline.

Winners will be notified by **April 30th** and awards will be issued and presented at the VASLA Annual Business Meeting in May.

Awardees are required to write an article for the *VASLA Bulletin* describing their experiences at the SLA Annual Meeting and the sessions attended.

Deadline: Postmarked by **March 31**.

Submission: Submit application materials to the VASLA Awards Chair:

(Name)

VASLA Susan Adkins Travel Award

(Address)

(City, State, zip code)

(Email:)

* * * * *

About Susan Adkins

Susan L. Adkins, Information Specialist at NASA Langley Technical Library, died in a plane crash on March 1, 1998 in Hampton, Virginia. Over the years, she was active in developing strategies for delivering scientific and technical information to the aerospace researcher's desktop. This was particularly true with regard to the full text of old NASA reports. In addition to her work at Langley, Susan served as Director and chaired several committees for the Virginia Chapter of Special Libraries Association. She was also a member of AIAA. While her professional publications concentrated on CD-ROM information, her other non-fiction writings covered topics ranging from family to flying to the mechanics of bubbles. Besides being a librarian, a writer, and a pilot, she also loved to travel and take pictures. (VASLA Bulletin, Spring 1998)

Awards**Attachment 2 – Susan Adkins Travel Award Application Form**

(available in pdf format and as a Word document on the website)

Susan Adkins Travel Award Application Form

Applying as:

- Professional Librarian/Information Specialist
 Student Member

Name _____ Date _____

Address _____

City _____ State _____ Zip code _____

Place of Employment _____

Position _____

College or University (Student) _____

Expected Degree Completion: Year _____ Degree _____

Telephone (Work) _____ (Home) _____ Email _____

Are you a current member of SLA and VASLA? Yes _____ No _____

Attachments:

- Curriculum Vitae
 One-page Essay

Submit application and required attachments to:

(Name _____), Chair

VASLA Awards Committee

(Address)

(City, State, Zip)

(Email: _____)

* * * * *

About Susan Adkins

Susan L. Adkins, Information Specialist at NASA Langley Technical Library, died in a plane crash on March 1, 1998 in Hampton, Virginia. Over the years, she was active in developing strategies for delivering scientific and technical information to the aerospace researcher's desktop. This was particularly true with regard to the full text of old NASA reports. In addition to her work at Langley, Susan served as Director and chaired several committees for the Virginia Chapter of Special Libraries Association. She was also a member of AIAA. While her professional publications concentrated on CD-ROM information, her other non-fiction writings covered topics ranging from family to flying to the mechanics of bubbles. Besides being a librarian, a writer, and a pilot, she also loved to travel and take pictures. (VASLA Bulletin, Spring 1998)

Awards

Attachment 3 – List of Recipients for the VASLA Conference Award and Susan Adkins Travel Award



VASLA Conference Award For travel to SLA Annual Conference Meeting 1994-1997 Professional and Student Awards

1994 – Atlanta, GA

Professional Award (no applicants)
Student Award – Nancy Rinker (Univ. of N.C.)

1995 – Montreal, Canada

Professional Award– Beth Hanson, Virginia Tech
Student Award – Margaret Adams

1996 – Boston, Mass.

Professional Award –
Student Award -

1997 – Seattle, WA

Professional Award – Bruce Obenhaus
Student Award -

Susan Adkins Travel Award For Travel to the SLA Annual Conference Meeting 1998 – Professional and Student Awards

1998 – Indianapolis, IN

Professional Award – Ginger Young, Virginia Tech
Student Award (no award)

1999 – Minneapolis, MN

Professional Award – Patricia Murphy, Virginia Tech
Student Award (no award)

2000 – Philadelphia, PA

Professional Award – Cheryl K. Zebrowski, LARC, NASA
Student Award – Sarah Gildea, Catholic University

2001 – San Antonio, TX

Professional Award – Karen Robinson, Regent University
Student Award (no award)

2002 – Los Angeles, CA.

Professional Award (no award)
Student Award (no award)

2003 – New York, NY

Professional Award
Student Award

(For the current list, see the VASLA Website under “About VASLA-Awards” <http://www.sla.org/chapter/cva/about.htm>)

Awards

Attachment 4 – Clara M. Ray Photography Award Information and Requirements Sheet

Clara M. Ray Photography Award (inactive)

Purpose: To recognize a VASLA member for the best VASLA or library-related photograph/s taken during the year and contributing to the pictorial record of the VASLA Chapter activities and its members. These pictures will provide a fresh and constant flow of pictures for use by the VASLA Bulletin editors and committee chairs when needed.

Award: An award of \$20.00 will be given to the first place winner and \$10.00 to the 2nd place winner. Awards will be presented at the VASLA Annual Business Meeting in June

Eligibility: VASLA members in good standing who have paid SLA dues for the current year.

Requirements: Black and white, color print photographs or digital photographs may be submitted. Sizes may vary. Minimum size is a standard snap shot; maximum size is 7” wide x 5” long.

Categories: Formal – pictures of buildings and library settings. Emphasis should be photographs of a posed or staged variety rather than spontaneous. Informal – candid shots of librarians and VASLA related activities. Emphasis should be on people.

There will be no limit to the number of pictures that any one member can submit. All entries become the property of the VASLA Archives.

Photographs may be submitted to the Archivist between June 15 and April 1 of each VASLA year.

Deadline: Must be postmarked by **April 15th**.

Submission: Entries must be clearly identified with entrant’s name, category for which submitted, and a brief description of the photograph. Submit entries to the VASLA Archivist:

Name
 VASLA Archivist
 Address
 City, State, Zip

About Clara M. Ray

Clara M. Ray Photography Award was named in honor of Clara M. Ray, Archivist of the Virginia Chapter for her concern and diligence in building and maintaining a meaningful collection of the Chapter’s historical records. Clara Ray was archivist from 1966 to 1974. The archives of the Virginia Chapter from 1966- 1995 are housed in the Library of Virginia, Richmond, Va. From 1995 to date, the VASLA archives reside at the Virginia Historical Society, Richmond, Va.

Nominations**Attachment 1 – Sample Letter /Email to Nominee**

**Virginia Chapter
Special Libraries Association**

Dear _____:

The Nominating Committee of the Virginia Chapter of the Special Libraries Association has selected you as the candidate for President-Elect of the Virginia Chapter 20__ - 20__. This is a (three-) year commitment since you will assume the presidency for (year)20__-20__ and then serve on the Executive Board as immediate past-president for 20__ - 20__.

As President-Elect and President, you will be expected to attend the Chapter cabinet meetings at both the midwinter and annual conferences. These meetings are scheduled as follows:

Jan __	(20__)	(City)	Midwinter
Jun __ - __	(20__)	(City)	Annual
Jan __ - __	(20__)	(City)	Midwinter
Jun __ - __	(20__)	(City)	Annual

As President-Elect you will be responsible for planning the programs of the Chapter, and you will also be expected to attend the Executive Board and Chapter meetings.

As President you will preside over Chapter meetings, appoint committee chairmen, and represent the Chapter as required.

VASLA Bylaws require that you formally accept this nomination by sending a letter or email message to the Chair of the Awards/Nominations Committee. I look forward to hearing from you soon.

Sincerely,

Chair, Awards/Nominations Committee
Virginia Chapter, Special Libraries Association

Bulletin Advertising and Sponsorships

Purpose

The solicitation and collection of advertising for the Chapter's *VASLABulletin* and sponsorships of Chapter events such as luncheon meetings and workshops are necessary to help fund publication production and meeting expenses. This results in obtaining good speakers, workshop leaders, food and other meeting expenses while providing vendor publicity. Funding of the Chapter events and publications permits the Chapter to offer lower member registration fees for meetings and to increase interest in the activities of the Chapter and member networking.

Bulletin Advertising

The *VASLA Bulletin* is published four times a year in electronic format on the VASLA website. Access to the *VASLA Bulletin* (current and back issues) is available to all via the VASLA website:

<http://www.sla.org/chapter/cva/bulletinissues.cfm>

Current advertising rates for the *VASLA Bulletin* are:

<i>VASLA Bulletin</i> Ad Sizes and Rates *	
Business Card: 3 ½" w x 2" h (horizontal)	\$35
¼ Page: 3 ¾" w x 5" h (vertical)	\$75
½ Page: 7 ¾" w x 5" h (horizontal)	\$125
Full Page: 7 ¾" w x 10 ⅜" h (vertical)	\$200

A special discount rate of 10% is offered when advertising in all four issues (Summer, Fall, Winter, and Spring)

Sponsorships

Three to four Chapter meetings are held each year. Meetings are designed to promote networking opportunities for both members and sponsors. The Primary Sponsors prominently display product literature, are recognized during the meeting and on the VASLA web site, and receive a complimentary lunch. Sponsor notices may be displayed on each table. Auxiliary Sponsors are recognized during the meetings, listed on sponsor notices and on the VASLA website, and receive a complimentary lunch.

Meeting/Workshop Sponsorship Rates/Meeting	
Primary	\$500
Auxiliary	\$250

Special discount rates and combination packages are also available:

Discount Rates and Combination Packages	
Advertising in all four issues of the <i>VASLA Bulletin</i> (Summer, Fall, Winter, Spring)	10% discount
Primary or Auxiliary Sponsorship – all four meetings (Fall, Winter, Spring, May/Ann.Bus.Mtg)	15% discount
Three ¼ page <i>VASLA Bulletin</i> ads plus one Auxiliary Sponsorship	\$400
Three ½ page <i>VASLA Bulletin</i> ads plus one Primary Sponsorship	\$800
One full page <i>VASLA Bulletin</i> ad plus two Primary Sponsorship	\$1,100

Chair and Committee Members

The Chair is appointed by the President and approved by the Executive Board. The Chair may appoint committee members to assist with the program. The Chair and Committee are charged with the responsibility to solicit funds and manage the advertising and sponsorships program. Selection of a Chair and committee members should be done with the realization that this is a position where past experience is most useful. It is desirable to have someone who is interested in more than a one-year term either as Chair or as a committee member.

Term

The Chair and committee members are appointed to serve for a one-year term but may be re-appointed for consecutive terms.

Date Position Assumed

The position of Bulletin Advertising/Sponsorships Chair is assumed after approval by the Executive Board and upon adjournment of the SLA Conference and annual business meeting in June; or immediately if a vacancy occurs before the one-year term ends.

Duties and Responsibilities

General

The Chair attends the joint Executive Board and Chairs meetings and Chapter meetings.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Chair submits items and amounts required for advertising and sponsorship procedures (e.g. supplies, estimated postage, etc)

The Chair submits reports and required information to the President and Board by the deadlines specified.

The Chair confers with the webmaster on deadlines and submits required notices and a **Thank You, Vendors** list in May for posting.

The Chair maintains an up-to-date Chapter Manual containing current procedures and rates, lists of contacts and other required files of information. The Chair's copy of the *VASLA Chapter Manual* is forwarded to the successor upon completion of term.

Advertising and Sponsorships

The Chair should confer with the Bulletin Editor on deadlines and with the President-Elect on programs planned and type of sponsors needed.

The Chair and Committee review current advertising rates and sponsorship levels to determine if the Board should consider changes to the current rates. If so, the Chair presents the recommendations to the Executive Board.

The Chair should maintain a file on each advertiser and sponsor. These files should contain the company name and address, contact person, phone number, and an email/website address. Information on current and previous activity, dates, the type and size of advertising, amount purchased, and placement in selected publication and designated issues should also be included. A file for sponsorships should contain the company name and address, contact person, phone number, an email and website address, and the type of sponsorship and event which was supported. Included also should be the benefits received for each level of

sponsorship such as displaying of products and product materials, sponsorship thank you notices in bulletin and/or website, and other pertinent information.

The Committee should identify prospective vendors and companies from the VASLA Membership Directory and seek input on suggestions of other companies from Board members and chairs.

Payments from advertisers and sponsors should be checks made payable to VASLA. These should be deposited immediately with the Treasurer and type of service requested (advertising or level of sponsorship) indicated.

After compiling a current list of new and previous companies, the Chair prepares a letter to each prospective contact and includes current advertising rates and levels of sponsorships. The letter should also include a list of the programs planned for the year, if known, bulletin dates and deadlines, and a copy of the Advertising/Sponsorship Request form. A copy of the company's latest ad or business card should be attached to the Advertising/Sponsorship Request form.

On behalf of the VASLA members, a letter should be sent to each advertiser and sponsor at the end of the administrative year (in May) by the President thanking each company for their support. The **Thank You, Vendors** list is also posted on the website in May.

An annual report should be submitted to the President which includes the number of ads, number of advertisers and sponsors, number of new advertisers and sponsors, total amount collected in each category, and the types of activities provided through sponsorships.

Records and files not needed for current activity should be forwarded to the archives.

Attachments:

Bulletin Ad/Sponsorships – 1 Sample letter to prospective companies
Bulletin Ad/Sponsorships – 2 Advertising/Sponsorship Request Form

Bulletin Ad/Sponsorships
Attachment 1 – Sample letter to prospective companies



Special Libraries Association, Virginia Chapter
2003-2004 Bulletin Advertisements/Sponsorships

(Date)

Dear Prospective Advertiser:

The Special Libraries Association is a national non-profit organization representing information professionals. The Virginia Chapter (VASLA) is a volunteer organization with approximately 150 members. Our membership represents academic and corporate librarians, information specialists, information brokers, and vendors. The VASLA Chapter includes representatives of many companies.

The Virginia Chapter of the Special Libraries Association offers you the opportunity to bring your company's name and services to the attention of 150 or more information professionals. By placing your ad in the *VASLA Bulletin* or by sponsoring a Chapter luncheon meeting, you will reach managers and purchasers from local and regional corporate, university, and special libraries and research centers.

Advertisers will be notified of the bulletin posting date on the VASLA website in which their ad appears, and meeting sponsors will receive a complimentary lunch at the sponsored meeting as well as an invitation to display company products and notices.

The accompanying pages detail a variety of advertising options. Complete and return the Advertising/Sponsorship Request form along with payment as soon as you have made your preferences. If you have questions, please contact Jannie Davis by telephone (757) 864-1047 or email (j.davis@larc.nasa.gov). Thank you for your support!

ADVERTISING/SPONSORSHIPS

BULLETIN

The *VASLA Bulletin* is published four times a year in electronic format on the VASLA website. Access to the *VASLA Bulletin* (current and back issues) is available to all via the VASLA website:

<http://www.sla.org/chapter/cva/bulletinissues.cfm>

Issue	Deadline
Summer Issue	June 15
Fall Issue	Oct. 15
Winter Issue	Jan. 15
Spring Issued	Mar. 15

<i>VASLA Bulletin</i> Ad Sizes and Rates	
Business Card: 3 ½" w x 2" h (horizontal)	\$35
¼ Page: 3 ¾" w x 5" h (vertical)	\$75
½ Page: 7 ¾" w x 5" h (horizontal)	\$125
Full Page: 7 ¾" w x 10 ⅜" h (vertical)	\$200

Important: Have you provided us with a copy of your most recent ad? Also, please remember to include your e-mail and Web site URL on your advertisements.

SPONSORSHIPS

VASLA Chapter meetings are held four times a year. Because we offer programs of interest and concern to our members, meetings are well attended. Meetings are designed to promote networking opportunities for our members and sponsors. Our Primary Sponsors prominently display product literature, are recognized during the meeting and on our web site, and receive a complimentary lunch. Sponsor notices may be displayed on each table. Auxiliary Sponsors are recognized during the meetings, listed on sponsor notices and on our web site, and receive a complimentary lunch.

Meeting/Workshop Sponsorship Rates/Meeting	
Primary	\$500
Auxiliary	\$250

Special discount rates and combination packages are also available:

Discount Rates and Combination Packages	
Advertising in all four issues of the <i>VASLA Bulletin</i> (Summer, Fall, Winter, Spring)	10% discount
Primary or Auxiliary Sponsorship – all four meetings (Fall, Winter, Spring, May/Ann.Bus.Mtg)	15% discount
Three ¼ page <i>VASLA Bulletin</i> ads plus one Auxiliary Sponsorship	\$400
Three ½ page <i>VASLA Bulletin</i> ads plus one Primary Sponsorship	\$800
One full page <i>VASLA Bulletin</i> ad plus two Primary Sponsorship	\$1,100

Dates and programs for this year's meetings have not been finalized. For an update regarding meeting dates, times, and places, contact Jannie Davis, Bulletin Advertising/ Sponsorships Chair. Thank you sponsors for your support!

Please direct any mailings and/or questions to:

Jannie Davis
 VASLA Bulletin Advertising/ Sponsorships Chair
NASA Langley Research Center
 2 West Durand Street, MS 185
 Hampton VA 23681
 (757) 864-1047
 Fax: (757) 864-2375
j.davis@larc.nasa.gov

Bulletin Ad/Sponsorships
Attachment 2 – Advertising/Sponsorship Request Form

SPECIAL LIBRARIES ASSOCIATION, VIRGINIA CHAPTER
2003-2004 ADVERTISING/SPONSORSHIP REQUEST

Name: _____ Phone: _____ Fax: _____

Company/Organization: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Advertising

___ Business Card (\$35/issue)--3½" w x 2" h (horizontal)

___ ¼ Page (\$75/issue)--3 ¾" w x 5" h (vertical)

___ ½ Page (\$125/issue)—7¾" w x 5" h (horizontal)

___ Full Page (\$200/issue)—7¾" w x 10½" h (vertical)

_____ Summer 2003 _____ Fall 2003 _____ Winter 2004 _____ Spring 2004

_____ all four issues (10% discount)

Sponsorships

_____ **Primary** (\$500/mtg)—Primary Sponsors prominently display product literature, are recognized during the meeting, listed on the meeting notice and VASLA events web site, and receive a complimentary lunch. Sponsor notices may be displayed on each table.

_____ Fall * _____ Winter * _____ Spring * _____ May (Annual Business Meeting and Program)*
 (All four meetings – 15% discount)

_____ **Auxiliary** (\$250/mtg)—Auxiliary Sponsors are recognized during the meetings, listed on the meeting notice and VASLA events web site, and receive a complimentary lunch..

_____ Fall * _____ Winter * _____ Spring * _____ May (Annual Business Meeting and Program)*
 (All four Meetings - 15% discount)

* Meeting dates, times, and topics TBA

Combination Packages _____ I. Three ¼-page *VASLA Bulletin* ads plus one Auxiliary Sponsorship--\$400

_____ II. Three ½-page *VASLA Bulletin* ads plus one Primary Sponsorship--\$800

_____ III. One Full page *VASLA Bulletin* ad plus two Primary Sponsorships--\$1,100

Please return this form with your check made payable to VASLA and send to the following address:

Jannie Davis
VASLA Bulletin Advertising/Sponsorships
NASA Langley Research Center
2 West Durand Street
Hampton, VA 23666

(757) 864-1047
j.davis@larc.nasa.gov

Bylaws of the VASLA Chapter

Purpose

Each chapter writes its own bylaws consistent with the Bylaws of the Association and with Association policies as established by the SLA Board of Directors. The Chapter must revise or amend its own bylaws according to any Association bylaws revisions or amendments.

Chapter Bylaws may be amended by a two-thirds vote of the members present at any Chapter meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least fourteen (14) days before the meeting at which it is to be considered.

Amendments may be proposed by the Executive Board, the Bylaws Committee, or fifteen members of the Chapter. Proposals originating in the Executive Board or in the Bylaws Committee are approved by a two-thirds vote of the Board before submission to the members. Proposals originating by petition are submitted in writing to the Executive Board and presented to the members with the recommendation of the Board.

Any revisions in or amendments to the Chapter Bylaws are submitted to the Association Bylaws Committee for review before presentation to the Chapter membership.

Chair and Committee Members

The Chair is appointed by the President and approved by the Executive Board. If Committee members are needed to assist the Chair, the Chair may select committee members. Currently, the Secretary is serving as Chair for the bylaws function. Another Chair may be appointed if the Secretary does not want to serve as Chair.

Term

The Chair and Committee members are appointed for a one-year term and may be re-appointed for consecutive terms.

Date Position Assumed

The position of Bylaws Chair is assumed after approval by the Executive Board and upon adjournment of the SLA Conference and annual business meeting in June; or immediately if a vacancy occurs before the one-year term ends.

Duties and Responsibilities

General

The Chair attends Executive Board meetings and Chapter meetings and reports to the President and Executive Board, if the Chair is the Secretary. Otherwise, the Chair attends only the joint Executive Board and Chairs meetings and Chapter meetings.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Chair submits items and amounts required for Bylaws committee work.

The Chair submits a written report at the end of the year on the activities of the Bylaws Committee to the President and Board.

The Chair confers with the webmaster on deadlines and then prepares and submits for posting on the website, a notice of Bylaws revisions and amendments as required at least 14 days prior to voting by the membership. Results may be posted as an announcement.

The Chair maintains an up-to-date Chapter Manual on procedures and practices and forwards required documents and other materials to the archives at the end of term. A current copy of the Chapter bylaws is maintained on the VASLA website under publications. The *VASLA Chapter Manual* is forwarded to the Chair's successor.

Bylaws

It is the responsibility of the Bylaws Chair to assure that Chapter Bylaws are kept up-to-date according to Chapter-approved changes and SLA requirements.

The Chapter Bylaws and any subsequent revisions or amendments to the Chapter Bylaws must be approved by the Association's Bylaws Committee before final adoption by the chapter membership. It is essential that the Chair submit them to the Association Committee at least six months prior to the chapter's next business meeting.

Original documents, correspondence and other records are forwarded to the archives for permanent retention and an electronic version is maintained on the VASLA website.

Procedures

In January 1997, the SLA Bylaws Committee amended the 1983 procedures for amending the Bylaws of Association Units. The following procedures must be followed in the order listed before any revisions or amendments to the Chapter Bylaws can be considered official:

The Executive Board, the Bylaws Committee, or fifteen members of the Chapter membership may request revisions to the Chapter Bylaws.

Proposals originating in the Executive Board or in the Bylaws Committee are approved by a two-thirds vote of the Board before submission to the members. Proposals originating by petition are submitted in writing to the Executive Board and is presented to the members with the recommendation of the Board.

The proposed revised Bylaws must be approved by the Executive Board first. A comparison is made between the Association Bylaws and the proposed Chapter Bylaws to be sure there are no conflicts in bylaws.

The proposed Bylaws amendments are sent to Association Bylaws Committee Chair for review and approval to prevent conflict with Association Bylaws. It is helpful to include a letter of explanation regarding the changes, e.g. old and new wording. It is essential to submit a copy to the Association Committee at least six months prior to the chapter's next business meeting.

If approved by the Association Bylaws Committee, the revised Chapter Bylaws are presented to the members for approval according to Chapter Bylaws.

Chapter Bylaws may be amended by a two-thirds vote of the members present at any Chapter meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least fourteen (14) days before the meeting at which it is to be considered.

After membership approval, the President signs two originals of the complete text of the new edition of the Bylaws. The approval date is inserted under the heading of the first page.

Space for the signature of the Chapter President and the Chair of the Association Bylaws Committee should be provided for on the last page:

These Bylaws were:

Approved by the Bylaws Committee, Special Libraries Association

_____, Chairman _____ (Date)

Approved by the Chapter membership

_____, President _____ (Date)

Both copies of the complete text with signature of the Chapter President are sent to the Association Bylaws Committee Chair with space for signature and date of the Association Bylaws Committee Chair on the last page. One signed original will be returned to the Chapter President.

The original signed copy is retained in the chapter archives.

Copies showing both signatures should be sent by the Chapter President to:

- a. SLA Headquarters office
- b. Chapter Cabinet Chair
- c. Chapter Archives

Internet/ListServs

Webmaster and ListServ Administrator

Purpose

The Chapter website serves as an important connection to the Chapter membership by providing current information on Chapter activities, Board and Committee work, program and workshop notes, and member information. The website reflects the Chapter and its members and should be well designed, functional, easily accessible by various computer platforms and printable. By creating an interesting and accessible website, members will visit it often knowing that the most current information is available on the website, and program information will enhance interest and attendance. The VASLA ListServs provide a means of communicating easily on SLA issues, Chapter interests and general networking by the VASLA membership, Board members and Chairs.

Chairs and Committee Members

The Chair of the website committee is the Webmaster/ListServ administrator. The Webmaster is appointed by the President and approved by the Executive Board. If Committee members are needed to assist the Webmaster, the Webmaster may appoint these members to support and help with design issues, content, usability, and other components of the website. It is desirable to appoint a webmaster who has web design experience, technical expertise, and a willingness to take responsibility for the design, content, evaluation and maintenance of the website on a consistent basis for more than one year. It is an excellent way for a member to be involved by having an interactive means of communication with members.

Term

The Webmaster is appointed to serve a one year term and may be re-appointed for consecutive terms. It is desirable to have someone who is willing to commit to this for several years for continuity and consistency.

Date Office Assumed

The Webmaster assumes office after approval by the Executive Board and upon adjournment of the SLA Annual Conference or immediately, if a vacancy occurs before the term ends.

Duties and Responsibilities

General

The Chair (Webmaster/ListServ Administrator) attends the joint Executive Board and Chairs meetings and Chapter meetings and reports to the President and the Executive Board.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Chair submits items and amounts required for the maintenance of the VASLA website and ListServ (e.g. supplies, software, etc)

The Chair submits reports and required information to the President and the Board by the deadlines specified.

The Chair maintains an up-to-date VASLA website and communicates regularly with 1) VASLA Officers and Chairs on content and 2) the SLA webmaster for current procedures, forms, and instructions.

The Chair submits to the Board for review and approval any major changes in design or elements to the VASLA website.

The Chair maintains an up-to-date *VASLA Chapter Manual* and forwards required documents and other materials to the archives at the end of term. The Webmaster's copy of the *VASLA Chapter Manual* which includes website procedures and documentation, listserv information and contact names is forwarded to the successor.

Guidelines for retention of electronic website information for the archives will be considered at future VASLA Board meetings.

VASLA Website

The Webmaster should confer with Board members and Chairs on information and deadlines. The Officers and Chairs are required to submit the following on a timely basis:

President: Current information and announcements

President-Elect: Current program information and notes, meeting notices and directions, plans for workshops, and other content description

Secretary: Minutes and Notices for the Membership requiring member notification

Treasurer: Treasurer Financial reports

Directors: Announcements and reports on special projects

Advertising and Sponsorship Chair: "Thank You, Vendors" list for posting in May

Archivist: Information on location, contents, and indexing of archival materials

Awards/Nominations Chair: Notice of Awards, deadlines and recipients, call for nominations and listing of positions open for election and appointment, election results

Bulletin Editor/s: Bulletin deadlines, submission guidelines, submitting electronic copy of current and back issues

Membership Chair: Information on new members, and current directory

Professional Development/Consultation Services Chair: Information on workshop/s planned and current consultation services available

Public/Government Relations Chair: Current information on government issues and amendments to the laws affecting librarians and information specialists.

ListSrvs/Discussion Lists

ListSrvs and discussion lists are important to officers and chairs of the chapters and divisions in order to keep up-to-date on information, useful tips, current practices and instructions for their area of responsibility. SLA-hosted discussion lists provide this via the Lyris Web interface.

Two Chapter listservs are currently administered and maintained by the VASLA webmaster:

ListServ for all VASLA members: SLA-CVA@lists.sla.org

ListServ for VASLA Board members: SLA-BD-CVA@lists.sla.org

A list of all SLA Discussion Lists offered to officers and chairs may be found at:

<http://www.sla.org/content/leadership/resource/discusslist.cfm>

Examples of SLA discussion lists which may be useful to specific chapter officers and chairs are:

SLA Archivists - SLA-ARCHIVIST@lists.sla.org

SLA Bulletin Editors - SLA-EDIT@lists.sla.org

SLA List Owner's List - SLA-LIST@lists.sla.org

SLA Membership Chair's List - SLA-MEMBERCHAIR@lists.sla.org

SLA Web Managers - SLAWEB@lists.sla.org

Chapter/Division President, President-Elect, Past-President (SLA Leadership) –

SLA-LEADERSHIP@lists.sla.org

SLA Leadership - SLA-LEADERSHIP@lists.sla.org

Additional online SLA handbooks, guides and forms which are of interest to the webmaster/listserv administrator are:

SLA Logo Style Guide

<http://www.sla.org/content/memberservice/marketing/logoguide/index.cfm>

Web Hosting Instructions

<http://www.sla.org/content/interactive/chdivsites/hostinst.cfm>

Web Page Hosting Request Form

<http://www.sla.org/content/interactive/chdivsites/web-index/request.cfm>

Web Site Style Guide

<http://www.sla.org/content/interactive/chdivsites/web-index/index.cfm>

SLA Webmaster's Page

<http://www.sla.org/content/interactive/Webmaster/index.cfm>

Web Site Statistics and Information

<http://www.sla.org/content/interactive/Webmaster/webstats.cfm>

Web Site Statistics for VASLA web site

<http://www.sla.org/stats/cva/>

Integrated Event Calendar

<http://www.sla.org/content/interactive/Webmaster/calendar.cfm>

Search Function on Web Site

<http://www.sla.org/content/interactive/Webmaster/searchcfm.cfm>

Members Only Access to Sections on Chapter Web sites (i.e. Member Directories, etc)

<http://www.sla.org/content/interactive/Webmaster/unitmemonly/index.cfm>

Virtual Help Desk Tracking System

<http://www.sla.org/helpdesk>

Lyris Discussion List Manual for List Owners

<http://www.sla.org/content/interactive/lists/listhost.cfm>

SLA Discussion List Request Form

<http://www.sla.org/content/interactive/lists/listrequest.cfm>

Instructions for subscribing/unsubscribing to Lists are:

SLA Discussion List Subscription Instructions

<http://www.sla.org/content/interactive/lists/instruction/listproc.cfm>

Listserv Subscription Instructions

<http://www.sla.org/content/interactive/lists/instruction/listserv.cfm>

Majordomo Subscription Instructions

<http://www.sla.org/content/interactive/lists/instruction/majordomo.cfm>

Smartlist Subscription Instructions

<http://www.sla.org/content/interactive/lists/instruction/smartlist.cfm>

It is equally important to provide instructions for members to subscribe/unsubscribe to lists and that the directions be clearly stated and placed on the VASLA website. It is often confusing to members as to which lists are available to them.

Resources

- 1 – Color printout of current website pages, all levels (In Webmaster’s Notebook only)
- 2 – List of VASLA website files and images (In Webmaster’s Notebook only)
- 3 – Procedure for transferring website and listserv authority to new webmaster/listserv administrator (In Webmaster’s Notebook only)
- 4 – Other website/listserv procedures

Attachment

Web – 1 Guidelines for archival retention of chapter website information and files. (forthcoming)

Membership

Purpose

The *VASLA Membership Directory* is intended for use by the members as a communications tool. It is prepared annually (Fall) in print format by the Membership Chair and sent to all members of the Chapter. Any changes in the directory information is corrected online via the SLA Members Only section of the SLA website. Chapter members may also use Who's Who Online located on the SLA website for changes and the most current information.

The Membership Directory may not be sold to individuals for educational/individual research purposes or to commercial companies. Individuals with requests of this nature are referred to the SLA Headquarters staff.

Chair and Committee Members

The Chair is appointed by the President and approved by the Executive Board. If Committee members are needed to assist in membership activities, the Chair may assist the President in selecting committee members.

Term

The Chair is appointed to serve a one-year term and may be re-appointed for consecutive terms. It is desirable to have someone who is willing to commit to this for several years for continuity and consistency.

Date Position Assumed

The Chair assumes office after approval by the Executive Board and upon adjournment of the SLA Conference and annual business meeting in June; or immediately if a vacancy occurs before the term ends.

Duties and Responsibilities

General

The Chair attends joint Executive Board and Chairs meetings and Chapter meetings and reports to the President and Executive Board.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Chair submits items and amounts required for Membership Chair and committee work such as printing and postage costs, software or other supplies needed to produce the directory.

The Chair submits a written report at the end of the year on the statistics of VASLA membership e.g. the number of new members, geographic areas of new members, current total membership as of May 31 and other information of interest to the Board.

The Chair confers with the Webmaster on deadlines and materials to be submitted for posting on the website, e.g. the VASLA Directory (password protected) if implemented, new members, membership renewal/changes online, Who's Who Online and membership statistics.

The Chair maintains an up-to-date Chapter Manual on procedures and practices used for organizing and publishing in print and on the website, the VASLA Membership Directory. Other information includes required software, printer information, costs, and archiving current and former directories. The Chair's *VASLA Chapter Manual* is forwarded to the successor upon completion of term. A copy of the VASLA Membership Directory with addendums is given to the archives at the end of each year in June.

Membership

The Chair has responsibility for maintaining records of Chapter membership, recruiting new members, and welcoming new members to VASLA. Membership status is not considered official until notification has been received from headquarters.

Using computer printouts supplied by SLA's Membership staff, the Chair maintains a file of Chapter membership. During the early fall, the Chair prepares the annual VASLA Membership Directory in a print version and schedules printing and distribution in the fall of each year. The timing follows the SLA Conference Meeting and renewal of memberships in July and provides a current directory for program planning and meeting notices.

Members may now renew their membership online:

(<http://www.sla.org/content/memberservice/membrenew.cfm>) The Chair should advertise this on the VASLA website.

SLA Membership Development staff sends the Chair a list of new VASLA members and any updates as new members are added. The Chair sends a welcome letter and packet of information to each new member. The President may also want to send a welcome letter supporting the Chapter activities.

The Chair plans opportunities to introduce new members to the Chapter at meetings, through the *VASLA Bulletin*, and the VASLA website. The President-Elect/Program Chair may wish to consider a new member reception, a buddy system at meetings, or the like.

Chapter members should be encouraged to solicit new members from their own libraries and among their friends. Part-time employees may also be encouraged to enter the profession and to join the Association. Students attending library school should also be encouraged to join as a student member.

The Membership Chair and Public Relations Chair work together to advertise librarianship as a career. School guidance counselors may be interested in having members of the Chapter participate in career days at local high schools. It is also a good idea to remind prospective librarians that SLA has a Scholarship program (<http://www.sla.org/content/memberservice/scholarship/sch-index/hpschol/index.cfm#scholar>) awarding scholarships to qualified students.

The Chair maintains a supply of membership information and provides a copy to the prospective members at Chapter meetings. The information is also provided to the VASLA Bulletin editor, and the Webmaster for publicity and information. The Association's information and Application for Membership is included online (<http://www.sla.org/content/memberservice/joinsla/index.cfm>). The application may be mailed, faxed, or emailed. The SLA membership 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.

Membership Records

A current alphabetical printout of chapter members with addresses, phone number/s and email address is sent from the SLA Membership office to the Chair at the beginning of August. This is the official roster. All old rosters should be discarded immediately to avoid error.

Revisions to the roster will be sent regularly from the SLA office indicating changes in name, address, division and chapter membership, and other statistical information.

Codes for membership category, chapter affiliation and division and section affiliation appear on the printout and a key to the division, section, and chapter code numbers is sent with the roster.

When there is a name or address change, the Notification Report shows the item as corrected. If it is a change in name, the earlier name will also be indicated. When there is a transfer from one division, section, or chapter to another, the new code will be given and the old code also noted. When there is a change in class of membership, the letter code will so indicate and the previous code will be noted. SLA's Membership Development staff sends a list of non-renewing members to each membership chair bi-annually (April and October) for follow-up.

VASLA Membership Directory

The VASLA Membership Directory is compiled annually (fall) using a wordprocessing software such as Word and consists of member names in four groupings: 1) alphabetical, 2) city index, 3) division and caucus affiliation index, and 4) employer index.

The print Directory is mailed to each member using membership labels (peel-off, stick on) acquired from the SLA Headquarters. Labels may be requested online. Allow approximately two weeks to receive labels.

<http://www.sla.org/content/leadership/resource/requests.cfm>

The Directory is taken to a printer such as a University printing service, Kinko's or other printing company. Compare and obtain the best price for printing and collating the Directory.

A mailing label is attached to each back cover and the directory is mailed first class.

Invoices and/or receipts for printing and mailing are forwarded to the Treasurer for reimbursement.

As new members are added from the last printing of the Directory, an addendum may be posted on the VASLA website and in the VASLA Bulletin.

Membership Reports

Membership Chairs routinely receive several membership reports to assist in their recruitment and retention activities. These are:

Standard Roster - Alphabetized by last name and provides the business and home address for each member, if available, specifying the preferred address. Rosters are mailed to membership chairs annually in August and are available throughout the year upon request.

Notification Reports - A customized report indicating changes to member records, as well as indicating new and reinstated members. This monthly report advises of address and name changes, and notifies of chapters, divisions, caucuses membership additions and deletions. Notification Reports list current SLA members transferring into a chapter or division.

New Member Reports - New member reports with corresponding labels, sent bimonthly to membership chairs, list individuals new to SLA and that unit. The first report lists activity occurring between the 1st and 15th of the month, and the second report lists activity occurring between the 16th and the last day of the month. These reports duplicate the new member information contained in the notification report, however are sent more frequently to provide chapters and divisions with immediate access to the new members. It should be noted that New Member Reports list only those persons new to both SLA and the Chapter.

Inactive Member Reports - Structured similarly to a roster, this report lists individuals who have not renewed their SLA membership. This report is sent biannually, each April and October.

Membership Analyses - These analyses are membership statistics within your specified unit, broken down by member class. These reports are sent to membership chairs on a quarterly basis.

Membership Chair Update – the Membership Chair receives a Membership Chair update twice a month from the SLA membership staff. It contains membership reports/rosters/labels, sometimes a handout or article on membership, or other important useful information for membership chairs.

Membership Chair’s Discussion List - SLA-MEMBERCHAIR@lists.sla.org This listserv provides a means for discussion among membership chairs on membership issues.

Resources

- 1 – Membership Brochure: **SLA: Putting Knowledge to Work**
http://www.sla.org/PDFs/sla_membership.pdf
- 2 – Membership Labels Online Request
<http://www.sla.org/content/leadership/resource/requests.cfm>
- 3 – SLA Scholarship Program
<http://www.sla.org/content/memberservice/scholarship/sch-index/hpschol/index.cfm#scholar>
- 4 – SLA Membership Renewal online
<http://www.sla.org/content/memberservice/membrenew.cfm>
- 5 – SLA Membership Information and Application
<http://www.sla.org/content/memberservice/joinsla/index.cfm>
- 6 – LEADERS COMMunicate
<http://www.sla.org/content/leadership/resource/update/index.cfm>
- 7 – SLA COMMunicate
<http://www.sla.org/content/memberonly/slacommunicate/index.cfm>
- 8 – SLA Calendar of Events
<http://www.sla.org/calendar/>
- 9 – SLA Discussion List - SLA Membership Chair's List
SLA-MEMBERCHAIR@lists.sla.org

Attachments

Membership 1 – Procedure for compiling the VASLA Membership Directory (In Membership Chair’s notebook only)

Membership 2 – Sample Welcome letter and contents of Welcome packet (In Membership Chair’s Notebook only)

Professional Development and Consultation Services

Purpose

The purpose of professional development is to provide programs of current interest designed to advance members' knowledge, skills and professional expertise. The programs may be workshops, seminars, co-sponsored continuing education course at SLA meetings.

In 1985 SLA officially changed the Education Committee to the Professional Development Committee. The purpose of the Education Committee was to promote interest in the field of special librarianship and encourage qualified persons to enter the profession and gain additional education. The current committee stresses the continuing education of current SLA members. SLA has determined that continuing education is the top priority of the membership.

The Special Libraries Association offers a Consultation Service through its chapters to provide assistance to management for the solution of information problems in industry, government, educational institutions, and other organizations. The Consultation Service often includes working with existing information centers or libraries to evaluate services now performed or new services. Such help may include recommendations for the handling and transferring of information and for the planning and selection of information services. The Consultation Service also includes working with organizations that are in the initial stages of establishing library or information services. The Association's Consultation Service Committee coordinates the Consultation Service activities of the chapters. The committee keeps the procedures up-to-date and issues directives as needed on the Consultation Service. The Chair is appointed as Chapter Consultation Officer (CCO)

Chair and Committee Members

The Chair is appointed by the President and approved by the Executive Board. If Committee members are needed to assist in committee activities, the Chair may select committee members.

Term

The Chair is appointed to serve a one-year term and may be re-appointed for consecutive terms. It is desirable to have someone who is willing to commit to this for several years for continuity and consistency.

Date Position Assumed

The Chair assumes office after approval by the Executive Board and upon adjournment of the SLA Conference and annual business meeting in June; or immediately if a vacancy occurs before the term ends.

Duties and Responsibilities

General

The Chair attends joint Executive Board and Chairs meetings and Chapter meetings and reports to the President and Executive Board.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Chair submits a request to fund any professional workshop/s or seminar.

The Chair plans and implements professional development programs of current interest designed to advance members knowledge, skills and professional expertise. These events are coordinated and in consultation with the President-Elect/Program Chair who is responsible for planning and scheduling all Chapter meetings and workshops.

The Chair confers with the Webmaster to post information on VASLA and SLA workshops and continuing education courses, publicize the SLA Scholarship, Grants, and Awards Program, and establish deadlines and materials to be submitted for the VASLA website.

The Chair submits a written report at the end of the year to the President and the Executive Board on the activities of the committee.

The Chair maintains an up-to-date Chapter Manual and includes previous workshops and seminars including speakers, session leaders and topics. The Chapter Manual is forwarded to the successor upon end of term.

Professional Development and Continuing Education

The Chair functions as a liaison with the Association's Professional Development Committee, plans and implements continuing education (CE) programs for the Chapter, works with the Professional Development Specialist at headquarters to help determine the focus and implementation of SLA's CE program, provides needed feedback, and helps in coordinating Regional CE programs sponsored by SLA in Virginia's geographic area.

A Chapter meeting may be designated as a professional development workshop and topics of current interest to advance members knowledge, skills, and the profession are worthy of the time in planning and funding.

For Chapter co-sponsored continuing education courses, the SLA staff assists chapters and divisions in planning continuing education courses. Courses are available in the areas of budgeting and finance, computers and technology, marketing, library and information management skills, personnel and human resources, and general management.

To co-sponsor a course, the Chair contacts the Professional Development staff for more details and a copy of "Guidelines for Co-sponsorship." After the chapter contracts for a co-sponsored course, SLA will send the chapter a copy of the booklet "Co-sponsoring Continuing Education Courses: A Checklist and Timeline for Organizers," with step-by-step guidance through the planning and arrangements.

Continuing Education Units (CEUs). SLA is accredited by the International Association for Continuing Education and Training, a nationally recognized nonprofit federation of noncredit continuing education providers devoted to increasing the quality of education, training, and development. The association approves providers of continuing education who meet an approved set of guidelines for program administration, design, and evaluation. SLA awards continuing education units (CEUs) to program participants. CEUs are awarded according to the number of instructional contact hours included in an organized educational experience. The recording of CEUs by the Association provides CE participants with a permanent, standardized record of their continuing education achievements. For a copy of SLA's CEU Guidelines, or for additional information, the Chair should contact the Professional Development staff.

SLA Scholarships, Grants and Awards

Each year, SLA awards more than \$30,000 in scholarships for professional development and graduate study at accredited schools of library and information science. Each scholarship is awarded through criteria based on applications, transcripts, and personal interviews with SLA members. For the latest information, see: <http://www.sla.org/content/memberservice/scholarship/sch-index/hpschol/index.cfm> Online application forms are found at <http://www.sla.org/content/memberservice/scholarship/sch-index/hpschol/hpschlin.cfm>

Available scholarships include:

The SLA Scholarship is granted only for graduate study in librarianship leading to a master's degree at a recognized school of library or information science. Up to three \$6,000 SLA Scholarships are available each year. Applicants must possess, or be preparing to receive, a bachelor's degree with an interest in special librarianship.

Mary Adeline Conner Professional Development Scholarship is granted for post-M.L.S. certificate or degree programs in any subject area, technological skill, or managerial expertise relevant to the applicant's career needs and goals in special librarianship. One \$6,000 scholarship is available each year. Applicants must be members of SLA; must possess a Master's Degree in Library Science; and must have five years of working experience in special libraries.

SLA Affirmative Action Scholarship is granted only for graduate study in librarianship leading to a master's degree at a recognized school of library or information science. One \$6,000 Affirmative Action Scholarship is available each year. Applicants must be a member of a minority group, defined by the U.S. Government as Black, Hispanic, Asian, or Pacific Islander, and American Indian or Alaskan Native.

Institute for Scientific Information (ISI) Scholarship is granted for beginning graduate study leading to a doctoral degree from a recognized program in library science, information science or related fields of study. One \$1,000 ISI Scholarship is available each year. Applicants must be members of SLA and have five years of working experience in special libraries.

Plenum Scholarship is granted for graduate study leading to a doctoral degree from a recognized program in library science, information science or related fields of study. One \$1,000 Plenum Scholarship is available each year. Applicants must be members of SLA and have working experience in a special library.

SLA Career Services Online

SLA Career Services Online <http://sla.jobcontrolcenter.com/> is available for members to search leading-edge job opportunities and have access to invaluable career development resources that will give the member an edge in the highly competitive New Economy! SLA Career Connection (formerly Employment Clearinghouse) combines the power of the Web with the power of the face-to-face meeting! By participating online in SLA Career Connection, job seekers and employers alike are able to "connect" with the hottest job opportunities. Additional information helpful to the job seeker is the Job Seeker's FAQ <http://www.sla.org/content/jobs/connection/ccjobseek.cfm> New jobs are posted regularly on the SLA website and may be searched at <http://sla.jobcontrolcenter.com/search.cfm>

Consultation Services

The Special Libraries Association offers a Consultation Service through its chapters to provide assistance to management for the solution of information problems in industry, government, educational institutions, and other organizations. The Consultation Service often includes working with existing information centers or libraries to evaluate services now performed or new services. Such help may include recommendations for the handling and transferring of information and for the planning and selection of information services. The Consultation Service also includes working with organizations that are in the initial stages of establishing library or information services.

The Association's Consultation Service Committee coordinates the Consultation Service activities of the chapters. The committee keeps the procedures up-to-date and issues directives as needed on the Consultation Service.

The CCO may call upon any capable VASLA member who is knowledgeable in the subject field of the consulting assignment to assist with a chapter consultation.

The CCO should be fully aware of all the functions of the Association's Consultation Service. All referrals or requests for chapter consultation service should be directed to the CCO. An inquiry may be handled by the CCO, or the CCO may select a competent member to follow-up, making sure the inquiring organization received the assistance it requested. A follow-up letter is recommended.

The CCO is the Chapter's liaison with the Association's Consultation Service Committee and should attend the Consultation Service meeting held at the Annual Conference or appoint a representative to attend.

Prior to the Annual Conference, each CCO shall report on the chapter's consultation activities as requested by the Association's Consultation Service Committee. The report should include the number and nature of contacts and the services rendered. A copy of the same report should be given to the chapter president.

Due to the confidential nature of the client-consultant relationship, such CCO reports should not be generally distributed or published in the VASLA Bulletin. The CCO reports are for the statistical use by the President and the SLA's Consultation Service Committee chair.

Resources

- 1 – SLA Professional Development and Learning Program
<http://www.sla.org/content/learn/index.cfm>
- 2 – SLA Career Services Online
<http://sla.jobcontrolcenter.com/>
- 3 – SLA Competencies for Special Librarians
<http://www.sla.org/content/sla/professional/meaning/comp.cfm>
- 4 – SLA Scholarship, Grants, and Awards Program
Scholarships- <http://www.sla.org/content/memberservice/scholarship/sch-index/hpschol/index.cfm>
Grants - <http://www.sla.org/content/memberservice/scholarship/grants/index.cfm>
Other Scholarship and Awards –
<http://www.sla.org/content/memberservice/scholarship/grants/index.cfm>
- 5 – SLA Awards and Honors Program
<http://www.sla.org/content/memberservice/communication/pr/awdindex/index.cfm>
- 6 – Mentorship Handbook
<http://www.sla.org/pdfs/mentorsh.pdf>
- 7 – SLA's InfoStore
<http://www.sla.org/content/memberservice/infostore/index.cfm>
- 8 – SLA Events, Conferences, and Exhibits
<http://www.sla.org/content/Events/index.cfm>
- 9 – SLA Consultation Service
<http://www.sla.org/content/involved/shareknowledge/irc3.cfm>
- 10 – SLA LEADERS.COMmunicate
<http://www.sla.org/content/leadership/resource/update/index.cfm>
- 11 – SLA Board of Directors List
<http://www.sla.org/content/SLA/Structure/200203BoardofDir.cfm>

Public/Government Relations

Purpose

The purpose of public relations is to develop and coordinate publicity at the Chapter level for all meetings, activities, and other joint organization events. SLA has established three objectives: 1) to promote an understanding and recognition of the work and contributions of information professionals, the importance of information management and the concept of information as a valuable resource; 2) to enhance the image of the special librarian and to highlight the role of the profession in today's information society; 3) to enhance the prestige of SLA and its members. Communication is the key to a Chapter's successful public relations program. A copy of the SLA Public Relations Handbook is available online at: <http://www.sla.org/pdfs/prhand.pdf>

The purpose of Government Relations is to establish a network at the Chapter level to assist the SLA Executive Director and staff with the SLA legislative program. It is also important to collect information at the state and local levels relative to legislation that will impact the profession.

Chair and Committee Members

The Chair is appointed by the President and approved by the Executive Board. If Committee members are needed to assist in membership activities, the Chair may select committee members. The Chair should have an interest in publicity and knowledge of legislation and/or government policies which affect special librarians/information professionals at all levels of government;

Term

The Chair is appointed to serve a one-year term and may be re-appointed for consecutive terms. It is desirable to have someone who is willing to commit to this for several years for continuity and consistency.

Date Position Assumed

The Chair assumes office after approval by the Executive Board and upon adjournment of the SLA Conference and annual business meeting in June; or immediately if a vacancy occurs before the term ends.

Duties and Responsibilities

General

The Chair attends joint Executive Board and Chairs meetings and Chapter meetings and reports to the President and Executive Board. As liaison to SLA, the Chair attends SLA meetings for the Government Relations network members.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Chair submits a request to fund any publicity, brochures or other informational materials.

The Chair confers with the Webmaster to post information on the workshop/s and establish deadlines and materials to be submitted for the website.

The Chair submits a written report at the end of the year to the President and the Executive Board on the activities of the committee.

The Chair maintains an up-to-date Chapter Manual and includes previous publicity and samples of press releases. The Chapter Manual is forwarded to the successor upon end of term.

The Chair should consult the SLA Public Relations Handbook before commenting or making statements on issues and legislation: <http://www.sla.org/pdfs/prhand.pdf>

Public Relations (Publicity)

The Chair is responsible for seeking all opportunities to obtain publicity for Chapter meetings and activities.

The Chair and committee should draft a statement of purpose to develop goals for its public relations program, and solicit the Board and membership for constructive suggestions and ideas for the public relations committee to pursue. The committee should also consider past activities, as well as activities undertaken by other units and SLA headquarters.

The Chair works closely with other committee chairs to develop brochures, news releases, and feature articles for journals, newspapers, or newsletters. Submit an announcement for each upcoming meeting to the local (state) press. This requires a press release format rather than merely a copy of the flyer. Submit a summary of each meeting to the local (state) press, again in a press release format.

Government Relations

The Chair serves as a government relations liaison to SLA. Each member of the network acts as a focal point for government relations activities in the Chapter. It is a vital link between the members at the grassroots level, the government relations staff at headquarters, and the government relations committee. The Chair expresses concerns of the Chapter and keeps the membership informed about issues that might require action on the part of SLA, such as writing letters to elected officials or appropriate regulatory agencies.

Resources

- 1 – SLA Public Relations Handbook
<http://www.sla.org/pdfs/prhand.pdf>
- 2 – SLA Media Relations Policy
<http://www.sla.org/content/leadership/resource/chpdivgd/media.cfm>
- 3 – SLA Public Relations Discussion List
SLA-PR@lists.sla.org

VASLA Bulletin

Bulletin Editor

Purpose

The purpose of the newsletter is to inform the members of VASLA meetings and events, current Chapter information and announcements, projects, publications, and local news of interest. The position of Bulletin Editor or Co-Editors is responsible for the solicitation, collection, and editing of copy for the *VASLA Bulletin*. Beginning with v.35, 2002, the VASLA Bulletin including back issues is published in electronic format only and posted on the VASLA website under “Publications”.

Chair – Bulletin Editor or Co-Editors

The Bulletin Editor or Co-Editors are appointed by the President and approved by the Executive Board. The Bulletin Editor serves as Chair and appoints committee members to assist in the production of the VASLA Bulletin if the editor/s deem it necessary. This is a position where experience and skills with desktop publishing are desirable.

Term

The Chair is appointed to serve a two-year term and may be re-appointed for consecutive terms. It is desirable to have someone who is willing to commit to this for several years for continuity and consistency.

Date Position Assumed

The position of Editor is assumed after approval by the Executive Board and upon adjournment of the SLA Conference meeting and annual business meeting in June; or immediately if a vacancy occurs before the two-year term of office ends.

Duties and Responsibilities

General

The Bulletin Editor attends the joint Executive Board and Chairs meetings and Chapter meetings and reports to the President and Executive Board.

During the summer, the President issues a call for budget requests from Board members and Chairs of Committees. The Editor submits items and amounts required for the production of the VASLA Bulletin based on the previous year’s costs including production costs, supplies, desktop software required, and other materials.

The Editor confers with the Webmaster on bulletin deadlines, electronic copy, and submission guidelines to be posted on the website.

The Editor should consult the [Bulletin Editors Handbook](http://www.sla.org/content/leadership/resource/chpdivgd/behand.cfm) as a reference to commonly asked questions about chapter bulletins: <http://www.sla.org/content/leadership/resource/chpdivgd/behand.cfm> It is also useful for the Editor to subscribe to SLA Bulletin Editors listserv and discussion group and refer to the Bulletin Editors Resource Center (<http://www.sla.org/content/leadership/resource/BulletinEditorsx.cfm>) for current SLA announcements and information which may be used in the newsletter.

The Editor submits a written report at the end of the year to the President and Board on the number of issues published, the number of copies of each issue distributed, a summary of all production and distribution costs, a list of accomplishments, any innovations or problems with the bulletin, and recommendations for future issues and names of members serving on the committee.

The Editor prepares a listing of listservs/addresses to which the current issue (electronic version) of the VASLA Bulletin is announced as published on the VASLA website. This list should include the VASLA membership, SLA Chapter Cabinet Chair, and other selected members. A printout of the electronic version is placed in the Editor's files and forwarded to the Archivist as the end of the year as a print copy.

The Editor maintains an up-to-date Chapter Manual on procedures and practices used for producing the bulletin and transfers required copies of the VASLA Bulletin to the archives at the end of term. The Editor's copy of the *VASLA Chapter Manual* is forwarded to the successor.

The Editor communicates with the Bulletin Advertising/Sponsorships Chair on a regular basis to obtain bulletin ads which have been submitted and paid for by vendors. An electronic version of an ad is preferred.

Procedures

Publish copy deadlines in the first issue of the year and on the website. A minimum of four (4) issues (Summer, Fall, Winter, Spring) should be published each year, with the final issue (Spring) being the "annual report" issue.

The annual report issue should contain minutes of the VASLA Board and Annual Business meetings, new Officer election results, new Chairs, Treasurer's report and other Committee Chair reports, Susan Adkins Travel Awards, VASLA and SLA announcements, deadlines for the bulletin issues, "Thank You, Vendors" List, and other items submitted by VASLA officers and chairs, or the President. In addition, a complete roster of the new VASLA Board members and Chairs, including telephone numbers and email addresses of members, should appear in the summer issue and each succeeding issue for the year.

Basic components of each issue is:

- Title and VASLA Logo
- Volume and issue numbering, month, and year
- Publication information including schedule, deadlines, etc.
- Board members and Chairs addresses and email
- President's Column
- Other established columns
- Articles
- Announcements
- Vendor ads (if any)
- Disclaimer

An announcement of the current issue is sent to the membership of the Virginia Chapter and to the SLA Chapter Cabinet Chair. A copy may also be sent to the President of each Chapter, but this is not required.

It has been recommended that issues of the *VASLA Bulletin* that contain material of more than an ephemeral nature be sent to H. W. Wilson Company for indexing in Library Literature.

Retain all receipts and send expense reports with receipts attached to the Treasurer for reimbursement.

In each issue of the *VASLA Bulletin* include the following disclaimer, according to SLA policy:

“Special Libraries Association assumes no responsibility for the statements and opinions advanced by the contributors to the Association's publications. Editorial views do not necessarily represent the official position of Special Libraries Association. Acceptance of an advertisement does not imply endorsement of the product by Special Libraries Association.”

The Editor should ask to be added to the Bulletin Editors electronic mailing list, by sending an e-mail to Leslie@sla.org. Email is used to notify editors of all monthly updates, press releases, and calendar events. See SLA web page <http://www.sla.org/content/leadership/resource/chpdivgd/behand.cfm> for additional information. The SLA Bulletin Editor’s discussion list may also be helpful: SLA-EDIT@lists.sla.org

Resources

- 1 – Bulletin Editors Handbook
<http://www.sla.org/content/leadership/resource/chpdivgd/behand.cfm>
- 2 – Bulletin Editors Electronic Resource Center
<http://www.sla.org/content/leadership/resource/BulletinEditorsx.cfm>
- 3 – SLA Bulletin Editor’s Discussion List
SLA-EDIT@lists.sla.org

Attachment

Bulletin – 1 Procedures for producing the VASLA Bulletin (In Editor’s notebook only)

Resources

The following online resources are available from the SLA website and may be used by officers and chairs of the chapter. Consult the website for the most current form or information:

1 – SLA Forms Online

Chapter Annual Report Form (<http://www.sla.org/content/leadership/resource/anrpt.cfm>)

Label/Roster/VIP Report Request Form

(<http://www.sla.org/content/leadership/resource/requests.cfm>)

SLA Chapter Visit Request Form

(<http://www.sla.org/content/leadership/resource/Chvisitrequest.cfm>)

Roster of New Unit Officers and Chairs Form

(<http://www.sla.org/content/leadership/resource/update/index.cfm>)

Unit Officer Acknowledgment Form

(<http://www.sla.org/content/leadership/resource/tremanual/unitackform.cfm>)

Certificate of Insurance Request Form

(<http://www.sla.org/content/leadership/resource/Insurancecert.cfm>)

Certificate of Appreciation (<http://www.sla.org/pdfs/certificate1.pdf>)

SLA Awards Brochure (<http://www.sla.org/PDFs/a&hfinal.pdf>)

The history of the VASLA Chapter is available on the VASLA website. Items of interest may be added as time permits.

2 – History of the VASLA Chapter (<http://www.sla.org/chapter/cva/about.htm>)

Photograph of VASLA's first President

Minutes of the first VASLA Meeting, April 23, 1966

First VASLA Annual Report of the President, 1966-67

List of VASLA Presidents, 1966-date

List of VASLA Firsts, 1966-date

List of Recipients for the VASLA Conference Award (1994-97) and the Susan Adkins Travel Award (1998-date)

BYLAWS
VIRGINIA CHAPTER
SPECIAL LIBRARIES ASSOCIATION

Adopted September 1966
Amended
Revised April 1973
Revised May 1981
Revised November 1985

ARTICLE I: NAME AND OBJECTIVES

Section 1. The name of this organization shall be Virginia Chapter, Special Libraries Association.

Section 2. The objectives of this Chapter shall be those of the Special Libraries Association: 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; and to promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations.

ARTICLE II: MEMBERSHIP

Section 1. The membership of the Chapter shall be those members of the Association who reside or work within the geographical boundaries of the Chapter, defined as Virginia, State of, except the following: Alexandria City, Fairfax City and County, Falls Church City and Arlington County.

Section 2. Members, Associate Members, and Retired Members of the Association who are members of the Chapter shall have the right to vote and to hold any elective or appointive office in the Chapter.

Section 3. Student Members of the Association who are members of the Chapter shall have the right to vote and to hold any appointive, but not elective, office in the Chapter.

Section 4. The rights and benefits of Sustaining members and Honorary Members shall be determined by the Association Board of Directors.

ARTICLE III: EXECUTIVE BOARD

Section 1. There shall be an Executive Board that shall have the power and authority to manage the Chapter's property and to regulate and govern its affairs. The Board shall determine policies and changes therein within the limits of the Bylaws of the Association and of the Chapter and shall take such actions as it considers necessary to carry out the objectives of the Chapter, and shall perform such other functions as the membership may direct.

Section 2. The Board shall consist of seven (7) members elected by the membership: the president, the president-elect, the immediate past president, the secretary, the treasurer and two (2) directors. The president and president-elect shall be Members, Associate Members or Retired Members of Special Libraries Association.

Section 3. The Board shall hold at least two (2) meetings annually and may hold additional meetings upon call of the president or upon written request of any member of the Board. Three (3) members of the Board shall constitute a quorum.

Section 4. A vacancy in the membership of the Executive Board, except in the office of president, shall be filled by majority vote of the remaining members of the Board, this Board-elected member to serve until the next annual election.

Section 5. The term of office of president, president-elect, and immediate past president shall be one (1) year. The term of office of secretary, treasurer and two (2) directors shall be two (2) years. All members of the Executive Board shall serve until their successors are elected and assume their duties. The term of office shall commence at the adjournment of the Association Annual Business Meeting, or, if there is no Annual Business Meeting, on July 1 following the election.

ARTICLE IV; OFFICERS

Section 1. The president shall be the chief executive officer of the Chapter and, subject to the Executive Board, shall have general supervision and control over its affairs; shall preside at all business meetings of the Chapter and of the Executive Board; shall recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Chapter; with the secretary, shall sign all contracts and other legal documents; shall sign all checks drawn upon Chapter funds as co-signatory with the treasurer, unless determined otherwise by the Executive Board; shall be a member ex-officio of all committees except the Nominating Committee; with the president-elect, shall represent the Chapter at meetings of the Chapter Cabinet during the Association Year in which the office is held, or, if either is unable to attend, shall designate a Member, Associate Member, or Retired Member of the Chapter to serve as alternate representative; shall prepare such reports as may be required by the Chapter Cabinet officers; and shall be responsible for supervising the preparation of such reports as may be required of other Chapter officers by the Chapter Cabinet officers.

Section 2. The president-elect shall assist the president in the performance of the duties of the presidency; with the president, shall represent the Chapter at meetings of the Chapter Cabinet during the Association Year in which the office is held; and in the event of absence or withdrawal of the president, shall assume all the duties and obligations of the presidency.

Section 3. The secretary shall keep a record of all meetings of the Chapter and of the Executive Board; with the president, shall sign all contracts and other legal documents; and shall perform such other duties as the president may assign.

Section 4. The treasurer shall have custody of the Chapter funds; shall sign all checks drawn upon Chapter funds as co-signatory with the president, unless determined otherwise by the Executive Board; and shall furnish such financial statements as may be required by the Executive Board, the president, and the Association Chapter Cabinet officer.

Section 5. The immediate past president and the directors shall be members of the Executive Board and shall carry out such duties as the president and/or the Board may assign.

ARTICLE V: MEETINGS

Section 1. At least three (3) meetings shall be held each year between September and June. The meeting immediately prior to the Association Annual Conference shall be the Chapter annual business meeting.

Section 2. Special meetings may be held upon call of the Executive Board or on petition of ten (10) members of the Chapter. Notice of a special meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered.

Section 3. Notice of meetings in writing or printed in the Chapter official bulletin shall be sent to each member at least fourteen (14) days before the meeting.

Section 4. A quorum for the transaction of business shall be ten (10) Chapter members.

Section 5. When not in conflict with these Bylaws, Robert's Rules of Order Revised (latest edition) shall govern all deliberations.

ARTICLE VI: COMMITTEES

Section 1. Standing and special committees shall be established by the Executive Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Chapter. These committees shall be responsible to the Board.

Section 2. The president shall appoint the members and designate the chairmen of all committees except the Nominating Committee. Appointment to standing committees shall be for one (1) year, unless determined otherwise by the Executive Board. No member may serve continuously on any one committee in excess of five (5) years.

Section 3. Committee chairmen may participate in meetings of the Executive Board but shall not have the right to vote. At least one (1) joint meeting a year of the committee chairmen and Executive Board shall be called by the president.

Section 4. Each committee shall submit to the Executive Board a written report of its activities throughout the year, together with any recommendations considered necessary or advisable. Additional reports may be submitted by a committee or requested by the Board of the president.

Section 5. Funds for committee expenses shall be authorized by the Executive Board.

ARTICLE VII: GROUPS

Section 1. Groups within a Chapter may be established by the Chapter. Groups shall receive needed operating funds from the Chapter and shall submit to the Chapter an annual report including a

financial statement. Should dissolution of a Group occur, its assets shall revert to The Chapter. Formation or dissolution of a Group shall be reported to the Chapter Cabinet officers.

ARTICLE VIII: FUNDS, CONTRACTS AND PROPERTY

Section 1. Funds for Chapter expenses shall be derived from the Association as an allotted share of the annual dues paid by Chapter members. Eligibility for this allotment is based on the submission to the Chapter Cabinet officers of the Chapter financial statement for the previous year and on its acceptance by those officers. Requests for additional funds or loans may be submitted to the Chapter Cabinet officers for presentation to the Association Board of Directors for its consideration. All funds received by the Chapter shall be used for purposes incident to the fulfillment of the Chapter's objectives. Should dissolution of the Chapter become necessary, its assets shall revert to the Association.

Section 2. Any agreement or contract entered into by the Chapter shall have advance approval of the Executive Board. If liability exceeds the Chapter's available or budgeted funds, prior notification shall be made to the Chapter Cabinet officers for the purpose of obtaining the required advance approval of the Association Board of Directors. All affiliate and contractual relationships shall be directed toward the best interest of the chapter and the Association and shall protect its property and identity.

Section 3. Purchase of property by the Chapter shall have the written approval of the Executive Board. If the cost is over \$500.00, it shall have the advance approval of the Chapter members. If it exceeds the Chapter's available or budgeted funds, or exceeds \$1,000.00, prior notification shall be made to the Chapter Cabinet officers for the purpose of obtaining the required advance approval of the Association Board of Directors.

ARTICLE IX: NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee for each election of members to the Executive Board shall be appointed by the Board no later than three (3) months prior to the Chapter annual business meeting. This committee shall be composed of three (3) members, no one of whom shall be a member of the Board, but one of whom shall be a former officer, or member of the previous Nominating Committee.

Section 2. Each year the Nominating Committee shall present at least one (1) candidate for president-elect, either secretary or treasurer, the latter two offices to be filled in alternate years, and one (1) director. The Committee shall obtain the written acceptance of each nominee prior to submission of its report.

Section 3. The report of the Nominating Committee shall be published in the Chapter bulletin and distributed to all members at least thirty (30) days prior to the Chapter annual business meeting. It shall be presented for approval by the membership at the Chapter annual business meeting.

ARTICLE X: PUBLICATIONS

Section 1. Control of all publications of the Chapter for its members shall be vested in the Executive Board.

Section 2. The Chapter shall not be responsible for statements or opinions advanced in its publications or at meetings of the Chapter, or for statements by any of its members, except those authorized by the Chapter Executive Board, or those reflecting duly established policies of the Chapter or the Association.

ARTICLE XI: CHAPTER REPRESENTATION AND AFFILIATION

Section 1. 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. Such representatives shall submit at least one written report to the Executive Board during the year.

Section 2. Upon approval by a majority of the Chapter members voting, the Chapter may affiliate or disaffiliate with a local common interest organization provided that:

- 1) The objectives of such organization are consistent with those of the Chapter and of the Association, and
- 2) The activities of such organization are not in conflict with Article I: Sections 3, 4, and 5 of the Association Bylaws.

Any other affiliation, including that with a national or international organization, shall be approved by the Association Board of Directors. Notices of affiliations and disaffiliations shall be reported to the Chapter Cabinet officers and to the administrator of the Association Office.

ARTICLE XII: AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at any Chapter meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least fourteen (14) days before the meeting at which it is to be considered.

Section 2. Amendments may be proposed by the Executive Board, the Bylaws Committee or fifteen (15) members of the Chapter. Proposals originating in the Executive Board or in the Bylaws Committee shall be approved by a two-thirds vote of the Board before submission to the members. Proposals originating by petition shall be submitted in writing to the Executive Board and shall be presented to the members with the recommendation of the Board.

Section 3. Any revisions in or amendments to the Chapter Bylaws shall be submitted to the Association Bylaws Committee for review before presentation to the Chapter membership.

These Bylaws were:

Approved by the Bylaws Committee, Special Libraries Association

_____, Chairman _____ (Date)

Approved by the Chapter membership

_____, President _____ (Date)