

IOWA LIBRARY ASSOCIATION

ORGANIZATION MANUAL

REVISION HISTORY

April 28, 2004
May 3, 2004
November 2004
December 2, 2004
February 1, 2006
October 26, 2006
March 16, 2007
May 26, 2007
October 25, 2007
November 7, 2007
May 7, 2008
September 10, 2008
December 31, 2008
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ACRONYMS

ILA - Iowa Library Association

ALA - American Library Association

BOMC - Bylaws and Organization Manual Committee

CPC - Conference Planning Committee

GAC - Governmental Affairs Committee

IFC - Intellectual Freedom Committee

PR - Public Relations Committee

CCLR - Community College Librarians Roundtable

GODORT - Government Documents Roundtable

IASL - Iowa Association of School Librarians

ILA/ACRL - Iowa Library Association Chapter of the Association of College and Research Libraries

ILFA - Iowa Library Friends Association

ILTA - Iowa Library Trustees Association

ISLA - Iowa Small Library Association

VRT - Iowa Video Roundtable

LLAMA - Library Leadership and Management Forum

PLF - Public Library Forum

RTSF - Resources & Technical Services Forum

YSS - Youth Services Subdivision

**AMENDED AND RESTATED
ARTICLES OF INCORPORATION
of the
IOWA LIBRARY ASSOCIATION**

We, the undersigned, members of the Executive Board of the Iowa Library Association, heretofore incorporated under the laws of the State of Iowa as a body corporate for other than pecuniary profit, do hereby adopt the following Articles of Incorporation for such corporation.

ARTICLE I - NAME

The name of this corporation shall be: Iowa Library Association (ILA).

ARTICLE II - OBJECT

The object of this corporation shall be to further library development and promote professional interests.

ARTICLE III - MEMBERSHIP

Any person, library or other organization interested in library service and information management may become a member upon payment of dues as provided in the Bylaws. Only personal members may vote or hold office.

ARTICLE IV - MEETINGS

Meetings shall be held as provided in the Bylaws.

ARTICLE V - OFFICERS

Section 1. The officers of this Association shall consist of a President, a Vice President/President-Elect, an immediate Past President, a Secretary and a Treasurer.

Section 2. The Vice President/President-Elect shall be elected and assume his/her duties as provided in the Bylaws.

Section 3. The Secretary and the Treasurer shall be appointed by the Executive Board to serve at the pleasure of the Board and both of said offices may be held by the same person.

Section 4. The officers shall perform all of the duties usually pertaining to their respective offices.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The business of this corporation shall be managed by the Executive Board. The Executive Board shall consist of the elected officers, together with the necessary number of elected ILA/American Library Association (ALA) council members, the immediate Past President of ILA and members elected at large as provided in the Bylaws.

Section 2. Meetings of the Executive Board may be called at such time and place as provided by the Bylaws.

Section 3. A majority of the Executive Board shall constitute a quorum.

Section 4. The Executive Board shall fill all vacancies occurring on the Board in intervals between meetings of the Corporation as provided in the Bylaws.

ARTICLE VII - DISTRICTS

To facilitate the work of this corporation, the State may be divided into districts by the Executive Board.

ARTICLE VIII - SUBDIVISIONS

To stimulate and provide for the interests of special groups, subdivisions may be created with the approval of the Executive Board in accordance with the Bylaws.

ARTICLE IX - COMMITTEES

All standing and special committees shall be appointed and approved as provided by the Bylaws.

ARTICLE X - DURATION

This Corporation shall have perpetual duration.

ARTICLE XI - NON-LIABILITY

The officers, members of the Executive Board, employees and members shall not be personally liable for the debts or obligations of this Corporation.

ARTICLE XII - DISSOLUTION

Section 1. Upon dissolution of the Association, the Executive Board shall, after paying or making provision for payment of all liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner as the Executive Board shall determine.

Section 2. Assets may be assigned to such organization or organizations as shall at the time qualify as an exempt organization or exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

Section 3. Any assets not so disposed of shall be disposed of by the District Court in which the principal office of the Association is then located, exclusively for such purposes and to such organization or organizations as the Court shall determine which are organized and operated exclusively for the benefit of the Iowa or the national library community.

ARTICLE XIII - AMENDMENT

These Articles of Incorporation may be amended by a two-thirds vote of the membership present at an annual meeting or by a two-thirds majority of the ballots cast in a mail ballot. The proposed changes shall have been submitted in writing to the membership at least one month before the vote.

ARTICLE XIV - INCORPORATORS

The name and address of each incorporator is:

NAME	ADDRESS
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ARTICLE XV - REGISTERED OFFICE AND AGENT

The registered office of this Corporation is:

3636 Westown Pkwy, Suite 202
West Des Moines, Iowa 50266
Polk County

and the name of the registered agent at such address is Laurie Hews.

The forgoing correctly set forth the provisions of the Articles of Incorporation as herein Amended and Restated and they have been duly adopted as required by law and they supersede the original Articles of Incorporation and all amendments thereto.

Dated Nov. 18, 1993

BY Dorothy Persson
Dorothy Persson, President

BYLAWS OF THE IOWA LIBRARY ASSOCIATION

ARTICLE I - NAME

The name of this Association will be the Iowa Library Association (ILA).

ARTICLE II - PURPOSE

The purpose of the Association will be to further library development and information management and to promote professional interests. The Association will take a leadership role in defining issues by providing channels for the free exchange of ideas concerning library issues and for developing consensus in the library community.

The Association will formulate and publish informational statements relative to library issues, lobby for legislative changes as needed, foster programs of continuing education and provide appropriate support in the implementation of projects.

The Association will have the power to carry out its purposes.

ARTICLE III - MEMBERSHIP

Section 1. Members. Any person, library or other organization interested in library service and information management may become a member upon payment of the dues provided for in Section 4 of this Article.

Section 2. Classification of Membership. Membership of the Association will consist of:

A. Personal Members:

1. Library employee: a person who is employed in a library or related agency.
2. Trustee: a person who has been appointed or elected to serve on the board of a library or library agency.
3. Friend: a person who is not officially employed by a library or related agency.
4. Student: a person who is enrolled full time in a library science program.
5. Lifetime: a retired person who has had twenty-five years of continuing membership in the Association.
6. Honorary: a person, not a member of the Association, recognized by the Association for a notable contribution to librarianship in Iowa.

B. Personal Sustaining Members

This status requires a specified donation in addition to personal membership dues. In addition to the benefits of personal membership, these sustaining members may receive additional benefits as determined by the Executive Board.

C. Library Institutional Membership

Libraries, which elect to pay specified dues, will receive a Catalyst subscription and other benefits as determined by the Executive Board. These members may not vote or receive member conference rates.

D. Corporate Members: Firms or other organizations which elect to pay the dues specified in Section 4 of this Article.

Section 3. Rights and Privileges. All members of the Association will receive the Association magazine. Only personal members (Article III, Sec. 2, A) will have the right to vote, hold office, and receive membership rates at conferences. All members will be eligible for membership in any subdivision (Article IX).

Section 4. Dues. There will be an established dues schedule. Changes in the schedule will be proposed by the Executive Board (Article V, Sec. 3, B 3) and presented to the membership for approval as provided in Article XI.

Section 5. Membership year. The membership year will be the calendar year. Members whose dues are unpaid on March 15 will be dropped from membership. Lapsed members may be reinstated upon payment of dues for the current year.

Section 6. Fiscal year. The fiscal year will be the calendar year. The fiscal year will govern all business activities of the Association except as otherwise provided in the Bylaws.

ARTICLE IV - OFFICERS

Section 1. Officers. The officers of this Association will consist of a President, a Vice President/President-Elect, an immediate Past President, a Secretary and a Treasurer.

Section 2. Nomination and election. The Vice President/President-Elect will be nominated as provided in Article VI and elected annually by the membership to serve one year each as Vice President, President and Past President successively. The Secretary and Treasurer will be appointed by the Executive Board to serve at the pleasure of the Board and both of said offices may be held by the same person.

Section 3. Terms of office. Terms of office will begin on January 1 following the election. No officer will be reelected to serve consecutively a second term.

Section 4. Duties.

A. President.

1. Preside over all meetings of the membership and of the Executive Board.

2. Prepare annual budget to be approved by the Executive Board (Article V, Sec. 3, B 2).

3. Approve expenditures in accordance with established Association financial policies.
4. Appoint representatives to other organizations and committee members and chairs for newly created committees or for vacancies occurring during his/her year as President. These appointments are subject to the approval of the Executive Board (Article V, Sec. 3, B 4 & 5).
5. Serve as general chair of the Annual Conference (Article VII, Sec. 1).
6. Serve as ex-officio non-voting member of Finance, Governmental Affairs, Membership, Personnel and Strategic Planning Committees.
7. Speak for the Association on matters concerning the functions and policies of the organization.
8. Perform such other duties as are customary functions of the office or as directed by the membership or Executive Board.

B. Vice President/President-Elect.

1. Act for the President in his/her absence.
2. Appoint committee chairs to serve during his/her term as President and appoint members to fill committee vacancies scheduled to occur at the start of his/her term as President. These appointments are subject to the approval of the Executive Board (Article V, Sec. 3, B 4 & 5).
3. Perform such other duties as are customary functions of the office or as directed by the membership, the President or the Executive Board.

C. Immediate Past President.

1. Jointly approve expenditures in accordance with established Association financial policies.
2. Serve as the chair of the Awards Committee.
3. Perform such other duties as assigned by the membership, the President or the Executive Board.

D. Secretary & Treasurer. Perform such duties as are customary to that office or as directed by the membership, the President or the Executive Board.

Section 5. Vacancies. A vacancy in the office of President will be filled for the unexpired term by automatic advance of the Vice President/President-Elect. The Vice President/President-Elect will complete the unexpired term of the President and then serve his/her own year as President. A vacancy in the office of Vice President/President-Elect will be filled as prescribed by Article V Section 6 of the Bylaws.

ARTICLE V - EXECUTIVE BOARD

Section 1. Composition and election. The Executive Board will consist of the elected Association officers (Article IV, Sec. 1) together with the necessary number of elected ILA/ALA

Councilors and six at large Board members.

A. Officers are elected as provided in Article IV, Section 2.

B. At large Board members are elected by the membership for three years. Their terms will expire in different years, two members being elected each year.

C. ILA/ALA Councilor(s) will be elected at the interval and under the conditions required by these Bylaws and those of the American Library Association.

Section 2. Terms of office. No elected member of the Executive Board may succeed to a consecutive term of office, or be elected to another position which will place that person on the Executive Board for more than six consecutive years. Executive Board members take office January 1 following their election.

Section 3. Powers and Duties.

A. Powers.

1. Determine the policies and programs of the Association.
2. Manage the affairs of the Association subject to its Bylaws and be vested with title to all property of the Association.
3. Have jurisdiction over all the affairs of the Association except when a Business Meeting is in session (Article VII, Sec. 2).
4. Employ staff as necessary for the efficient management of the Association. The Executive Board will determine the annual salary and benefits for such staff in accordance with established personnel policies of the Association.
5. Designate districts within the State to facilitate the work of the Association.

B. Duties.

1. Conduct the business of the Association and direct its business affairs.
2. Approve the Association budget, including the budgets for the Annual Conference and any other ILA sponsored events.
3. Recommend changes in annual dues.
4. Approve appointments of standing committee members and chairs and appointments to fill vacancies in these positions.
5. Authorize the appointment of ad hoc committees, approve appointment of members and chairs of these committees and appointments to fill vacancies in these positions.
6. Authorize Association representation to other organizations and approve members appointed to serve in this capacity.
7. Approve the minutes of the Annual Business Meeting.

8. Designate locations and dates for the Annual Conference and other ILA sponsored events.
9. Approve the establishment and bylaws of subdivisions.
10. Appoint a Secretary and a Treasurer (Article IV, Sec. 2).
11. Fill vacancies in elected positions between scheduled elections (Article V, Sec. 6; Article VI, Sec. 7).
12. Approve all non-serial publications of any committee or subdivision.
13. Approve legislative priorities and positions to be taken by the Association and present to the membership.
14. Have charge of elections and the counting and tabulating of all votes cast.
15. Approve all proposed awards to be established by the Association or its subdivisions.
16. Perform such other duties as are customary functions of the office or as directed by the membership.

Section 4. Meetings. The Executive Board will meet at least five times a year, at times and places the President deems advisable. The President or three members of the Executive Board may call a Board meeting with at least seven days notice to all Board members. Unless otherwise provided in the Articles of Incorporation, these Bylaws, or the Not-for-Profit Corporation Law of the State of Iowa, any action required or permitted to be taken by the Executive Board of the Iowa Library Association may be taken without a meeting. An affirmative vote of all of the voting members will be required to approve the action. The results of the vote will be confirmed promptly in writing or by electronic transmission. These results will be read into the minutes of the next board meeting and the transmissions will be filed with those minutes.

Section 5. Quorum. A majority of the Executive Board will constitute a quorum.

Section 6. Vacancies. The Executive Board will fill all vacancies on the Executive Board between elections except for the President (Article IV, Sec. 5) and unless they deem it necessary and desirable to hold a special election. The ALA Councilor and the Vice President/President-Elect may be appointed to serve only until an election can be held and for a maximum of one year. Such special elections will follow all normal procedures except that dates may be changed as necessary (Article VI, Sec. 5).

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The Vice President/President-Elect with the approval of the Executive Board will appoint a Nominating Committee (Article IV, Sec. 4, B 3). No members of this Committee will be members of the Executive Board. The Committee will nominate candidates for elective positions including the filling of vacancies when a special election is deemed necessary by the Executive Board.

Section 2. Elected Officers and At-Large Board Members.

- A, The Nominating Committee will nominate no fewer than two candidates for each position. In selecting nominees, care should be exercised to provide balanced representation of the various constituencies of the Association. No person may be nominated for or serve in an elected position Executive Board unless he or she is a personal member of the Association.
- B. ALA Councilor Nominations. Candidates for ALA Councilor will be nominated by the ILA Nominating Committee according to these bylaws, ILA policies and the directives of the American Library Association. Candidates may also be included on the ballot through nomination by petition (Article VI, Sec. 2D). All candidates must be current members of both ILA and ALA.
- C. Nominating Committee Report. The Nominating Committee will prepare a report of its nominations which will be filed with the Executive Board and distributed to the membership according to Association policies and with ample time for nomination by petition (Article VI, Sec. 4).
- D. Nomination by Petition. Any other nominations signed by not fewer than thirty members and filed with the Executive Director will be included in the official ballot sent to all members provided the written consent of the nominee has also been received. Write-ins will not be tallied. The entire contents of this section and the applicable Association policies will be published at the same time and in the same place as the report of the Nominating Committee.

Section 3. ILAF Representative. Association membership representative to the Iowa Library Association Foundation (ILAF) Board of Directors will be elected at the Annual Business Meeting by a majority of the voting members present provided there is a quorum. One or more candidates will be nominated by the Nominating Committee and other names may be nominated from the floor. Vacancies in these positions will be filled by appointment by the Executive Board (Article V, Sec. 3, B 11).

Section 4. Elections. Elections will be by mail ballot or in such manner as the Executive Board will determine. The Executive Board will have charge of the elections and the counting and tabulating of all votes cast. For each office the candidate receiving the largest number of votes will be elected and will be so reported to the Association by the Executive Board. In the case of a tie vote, the successful candidate will be determined by a vote of the Executive Board.

ARTICLE VII - MEETINGS

Section 1. Annual Conference. The Annual Conference of the Association will be held at such time and place as may be designated by the Executive Board (Article V, Sec. 3, B 8). The Annual Conference will be open to anyone upon payment of the registration fees as fixed by the Executive Board (Article V, Sec. 3, B 2).

Section 2. Annual Business Meeting. A business meeting of the Association membership will be held during the Annual Conference. Only personal members may vote in a business meeting (Article III, Sec. 2, A). No proxy votes allowed. The membership will have jurisdiction over all affairs of the Association while the Business Meeting is in session.

Section 3. Special Business Meetings. Special Business Meetings of the membership may be called by the Executive Board, and will be called by the President on request of not fewer

than five percent of the voting members of the Association provided that at least five days notice will be given each member of the time, place, and the purpose(s) for which each special business meeting is called. The business of each Special Meeting will be limited to that specified in the call, and to such other business as may properly come before the meeting. Only personal members (Article III, Sec. 2, A) may vote in a Special Business Meeting.

Section 4. Other Non-business Meetings. The Association may plan meetings, workshops or any type of service training for the membership. Association sponsored events will be held at such times and places as may be designated by the Executive Board (Article V, Sec. 3 B 8). The meetings will be open to anyone upon payment of the registration fees as fixed by the Executive Board (Article V, Sec. 3 B 2). Subdivisions may also hold meetings, workshops or any type of service training for their members.

Section 5. Cooperative Meetings. Cooperative meetings may be arranged by the Executive Board to include other state library organizations and such other organizations as may desire to join such a meeting.

Section 6. Votes by Mail.

A. The Executive Board may authorize votes by mail between Annual Business Meetings.

B. The membership may authorize a mail vote by petition of five percent or more of the voting members (Article VII, Sec. 7) of the Association. The vote will be limited to the issue specified in the petition. If the issue concerns decisions made by the officers or Executive Board the petition must be submitted within 90 days of the publication of the minutes reporting the decision.

C. A full explanation of the issue will be sent to voting members with the ballot. The Executive Board will set reasonable time limits for the ballots to be received.

D. Twenty-five percent of the voting membership (Article VII, Sec. 7) will constitute a quorum and a 2/3 majority of those voting will decide the issue. This information will be included with the ballot.

Section 7. Quorum and Membership Count. Five percent of the personal members will constitute a quorum at any Annual or Special Business Meeting. December 31 of the previous year will be used when a membership count is required.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees. Standing committees consider matters of the Association that require continuity of attention. Members and chairs of committees will be appointed by the President (Article IV, Sec. 4, A 3) or Vice President/President-Elect (Article IV, Sec. 4, B 3), subject to the approval of the Executive Board (Article V, Sec. 3, B 4). Members will serve three-year staggered terms, and chairs will serve one-year terms. Standing committees will include:

- Awards
- Bylaws and Organization Manual
- Conference Planning

Editorial
 Finance
 Governmental Affairs
 Intellectual Freedom
 Leadership Development
 Membership
 Nominating
 Public Relations
 Strategic Planning

- Section 2. Revision of Standing Committees. Addition or deletion of standing committees may be made only by a change in the Bylaws as provided for in Article XI.
- Section 3. Ad Hoc Committees. Ad hoc committees may be created by the Executive Board to carry out a specific charge (Article V, Sec. 3, B 5). Members and chairs will be appointed by the president (Article IV, Sec. 4, A 3) , subject to the approval of the Executive Board (Article V, Sec. 3, B 5). The terms of appointment end with the conclusion of the committee's assignment or at a specified time.
- Section 4. Committee Appointments. All persons appointed to committees, whether standing or ad hoc, are required to be personal members of the Association (Article III, Sec. 2, A).
- Section 5. A quorum of a committee will be a majority of its members. Ex-officio committee members will not be counted toward a quorum.

ARTICLE IX - SUBDIVISIONS

- Section 1. Creation. To stimulate and provide for the interests of special groups, subdivisions may be created with the approval of the Executive Board (Article V, Sec. 3, B 9).
- Section 2. Subdivisions. Subdivisions composed of members of the Association may be established for discussion and action upon professional development needs, interests and areas of concern (including library service and information management) distinct from existing units and fulfilling the goals and objectives of the Association. A Subdivision may make recommendations to the Executive Board but cannot establish policy or take any action in the name of the Association unless so directed by the Executive Board. The Executive Board will establish criteria which must be met by Subdivisions in order to be recognized and operate as official units of the Association, and will have final approval over the establishment of any Subdivision.
- Section 3. Dues and Expenditures. Subdivisions will be self-supporting. Members may assess dues if they so choose. Such dues will be collected, maintained and dispersed through the Association office.
- Expenditures will be approved by the Subdivision head and the President of the Association in accordance with established Association financial policies.
- Section 4. Dissolution. Upon dissolution of the Subdivision, and payment of all outstanding obligations, all assets will be transferred to the Iowa Library Association.

ARTICLE X - FINANCIAL AUDITS

An audit of the financial records of the Association will be done by an outside firm annually and at such times as there is a change in the individual responsible for the Association financial records.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended either by a 2/3 majority of the voting membership present at a Business Meeting or by a mail ballot as provided in Article VII, Section 6. The proposed changes will have been submitted in writing to the membership at least thirty days before the vote. Amendments will take effect immediately unless otherwise specified. Amendments will not conflict with the Association Articles of Incorporation.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules of order governing the Association will be those of the latest edition of ROBERT'S RULES OF ORDER NEWLY REVISED, in all cases when they are applicable and when they are not in conflict with the Bylaws of the Association.

DUES SCHEDULE

Personal Memberships

Library Employees

Annual Salary	Dues
\$ 0 - \$ 6,999	\$25
\$7,000 - \$10,999	\$35
\$11,000 - \$19,999	\$45
\$20,000 - \$29,999	\$55
\$30,000 - \$39,999	\$65
\$40,000 - \$49,999	\$75
\$50,000 - \$59,999	\$85
\$60,000 and above	\$95

Other Personal Memberships (those not in above categories)

++Trustees	\$25
*++Friends	\$15
Full time library student	NC
++Lifetime Members	NC
ILA Employees	NC

First time personal members joining after July 1 - half dues

Personal Sustaining Membership \$25
(this is in addition to personal membership dues)

Library Institutional Membership** \$100

Corporate Memberships**

Patron	\$1000
Supporting	\$500
Associate	\$275
Affiliate	\$125

Catalyst

Subscription Only	\$50
Subscription (out of country)	\$60

*any person who is not officially employed by a library or related agency or serving as a library trustee

**Does not give voting privileges or membership rates at ILA programs.

++Doesn't include any subdivision memberships

Subdivisions

Community College Librarians Roundtable	NC
Government Documents Roundtable	\$5
Health Sciences	\$5
Information Technology	\$5
Iowa Association of School Librarians	NC
Iowa Chapter ACRL	\$5
Iowa Library Friends Association	\$5
Iowa Library Trustees Association	\$5
Iowa Small Library Association	\$5
Library Administration & Management Association	\$5
Local History & Genealogy	\$2
Public Library Forum	\$5
Resources & Technical Services	\$1
Special Libraries	\$5
Storytellers	\$5
Support Personnel	\$2
Video Roundtable	\$5
Youth Services Subdivision	\$5

Library employee members who also wish to join the ILTA Forum may do so for \$5 additional dues.

CURRENT RATES AND FEES

Reimbursement rates
(set by Executive Board)

Mileage

.27/mi

Lodging

\$50.00/night

Advertising rates

(recommended by Editorial Committee, approved by Executive Board)

Full page @ \$200

1/2 page @ \$110

1/4 page @ \$75

5% reduction for six issues paid in advance

Administration fee (for Subdivision meetings)
(set by Executive Board)

5%

IOWA LIBRARY ASSOCIATION STRATEGIC PLAN

Mission: The Iowa Library Association advocates for quality library services for all Iowans and provides leadership, education and support for members.

1. Advocate for all Iowa libraries and those who staff, support and use them
 - a. Work with state and nationally elected representatives and library advocates to improve legislation affecting libraries
 - b. Strengthen public relations efforts, promoting the benefits of libraries.
 - c. Support core values of lifelong learning, literacy, equal access and intellectual freedom.
 - d. Encourage innovation and partnerships.

2. Build membership and strengthen the Association through recruitment, education and active participation.
 - a. Actively recruit new members to ensure all constituent groups and all areas of the state are well represented.
 - b. Provide quality professional and educational development
 - c. Create opportunities for participation by all members.

3. Ensure an effective, flexible and efficient organization.
 - a. Build a flexible, responsive organization by improving policies, structure, and processes.
 - b. Enhance communication among and between members, subdivisions, and the Association.
 - c. Use technology effectively to assist in achieving goals.
 - d. Provide service-oriented office management.

Adopted by the membership on October 12, 2006

ARCHIVES POLICY

(Adopted 4-26-2002; Modified 6-21-2002; Modified 9-9-2005)

The University of Iowa Libraries became the archival depository for the Association by action of the Executive Board in January 1972. All records remain the property of the Association but deposited records over 10 years of age may be used only according to the regulations governing similar material organized and deposited at the University of Iowa Libraries. Authorization to examine deposited materials less than 10 years of age may be given only by the Executive Board or other persons designated by the Association or Board.

I. Archival Materials

Elected officers of the Association and officers of Subdivisions, and Committees shall deposit with the ILA Office all materials relating to that office at the end of the Association's year. Recognizing that new officers will need portions of the file for efficient transition into office, the ILA Office will work with the incoming officers to determine what materials need to be duplicated for that officer's use.

ILA records exist in any medium that carries information about ILA and are created (or gathered) by ILA's representatives, members or staff.

II. Deposit of Archives in University of Iowa Special Collections (UISC)

Association records shall be retained at the ILA Office for five years, at which time they shall be deposited at UISC. Deposits will be made each year. The ILA Office may photocopy, as necessary, any record scheduled for deposit that is needed for the efficient operation of the office.

Only materials generated by or materials about ILA shall be deposited in UISC. Specific materials may include:

A. Administrative Records

All correspondence of the ILA Board and the ILA Office related to activities or policies of the Association shall be retained for deposit. Routine Office correspondence may be destroyed at the discretion of the ILA Office (i.e., requests for ILA stationary, forms, etc.) All ILA Board agendas, minutes, reports, constitutions, bylaws, organization charts, resolutions, position papers, or other materials relating to activities or policies of the Association shall be retained for deposit.

B. Financial Reports

All monthly and annual reports of the Treasurer (or ILA Executive Director), budgets, audits, tax reports, and ledgers shall be retained for deposit. Correspondence related to financial activities or policies of the Association shall be retained for deposit. Invoices, monthly bank statements, journals, bills, expense forms, work orders, check stubs, cancelled checks, deposit and withdrawal slips shall not be deposited in the UISC.

C. Membership Records

The annual Membership Directory and the final computer printout update (prepared immediately

after Annual Conference) shall be retained for deposit. Applications for membership may be destroyed at the discretion of the ILA Office.

D. Subdivisions, Committees

All correspondence, reports, membership lists and other material relating to the activities or policies of these groups shall be retained for deposit. Routine correspondence may be destroyed at the discretion of the Subdivision or Committee chair.

E. Annual Conference

All correspondence relating to planning and executing the Conference shall be retained for deposit. Also to be deposited: a list of attendees, the official program, items to be distributed at the Conference, publicity materials, final financial report, etc. Bills, invoices, bank statements and other financial records shall not be deposited in UI Special Collection.

F. Awards

All materials relating to ILA and Subdivision award winners including nomination petitions, letters of support, speeches, and any biographical information available shall be retained for deposit.

G. Publications

All serial and non-serial publications of the Association shall be retained for deposit. (i.e. ILA newsletter, annual reports, handbooks, membership directories, etc.) Electronic copies will be made of the ILA and subdivision websites during the 1st and 3rd quarters of the ILA calendar year.

H. Other

Newspaper clippings and photographs relating to ILA activities shall be retained for deposit. Private donations of historical materials related to the Association's establishment and early growth will be considered. Each year up to 50 non-digital photographs of Association activities will be archived by the Executive Director in the ILA office. Photographs of Association activities will be archived by the Executive Director according to established procedures. The Executive Director and all committees and subdivisions should submit photos for review.

III. Authorization to Copy

UISC has been authorized to make copies of the Collection of ILA Archives for purchase by libraries at cost of reproduction.

CONFLICT OF INTEREST POLICY

(Adopted 11-9-82)

Members of the Executive Board, Committee members and subdivision officers will not use their ILA association or relationships for their personal gain or for the advancement of the library institution with which they are associated when their institution's interests are different from the interests of the Association. To ensure recognition of this responsibility, any Board member, Committee member or subdivision officer aware of a conflict of interest with a matter coming before the Board, Committee or subdivision will bring this to the attention of the Board, Committee or subdivision and will not vote on the subject or attempt to influence the vote of others and will not be counted in determining the quorum if that has not already been established for the meeting. These points will be recorded in the minutes of such meetings.

In public statements made by Executive Board members, Committee members and subdivision officers who may be in a position of conflict of interest, it should be made clear that the member is speaking for him/herself or his/her institution. In cases where it will be difficult to make this clear to the public, another person should be asked to present the position of the Association or of the institution involved.

When acting in an official ILA capacity an individual Board member, subdivision officer or committee member will not promote a position which is in conflict with the official position of the Iowa Library Association.

No purchase of goods and securities nor procurement of services, insurance or other intangibles will be made through firms, companies or agencies with which officers or Executive Board members are associated as partners, directors or in a managerial capacity except as such purchases relate to procurement of professional materials such as publications or as such purchases are from the sole source provider.

Violations of this policy will be reviewed by the Executive Board. The Executive Board may recommend appropriate action that may include removal from office. Executive Board action on the matter will conform to the written Bylaws of the Iowa Library Association.

Endorsements Policy

The Iowa Library Association including its committees and subdivisions observe the following guidelines in making official endorsements:

1. Neither the Association, nor its affiliated committees or subdivisions, endorse candidates for national, state, regional, or local offices, whether the office is filled by election or appointment.
2. The Association and its affiliated committees and subdivisions may publicly endorse or oppose particular legislative proposals, referenda, and the like, in those instances when the matter relates to libraries and library services in particular or is recognized to have a potential impact on national, state, regional, or local libraries, library services or library staff.

Committees and subdivisions must consult with the President and have the support of the Executive Board, and the Governmental Affairs Committee, before taking a public position on any legislative proposals, referenda and the like.

When the ILA President acting in consultation with the Executive Board takes a specific position on a legislative matter, no ILA committee or subdivision may take a contrary position.

3. The Association may endorse initiatives being undertaken or supported by other not-for-profit organizations with similar interests and purposes. The Association's primary objective in entering into such a relationship should be to support its mission, goals, and objectives. Any public expression of support or financial contribution must be endorsed by the ILA Executive Board. Joint actions with other organizations do not constitute an endorsement by ILA of their policies, products, or services.
4. The Association will not engage in, or support, any activity that may be considered an unreasonable restraint of trade.
5. The ILA President, acting in consultation with the Executive Board, will make the final decision regarding Association endorsements, and will rule, as necessary, on the appropriateness of endorsements by the Association's committees and subdivisions.

June 2006 – approved by the Executive Board

August 2006 Revision – approved by the Executive Board

GENERAL ASSOCIATION POLICIES

The following policies, approved by the Executive Board, provide guidelines which will be in force unless specifically waived by the Board.

The Executive Board will be the final arbiter of these policies. Their decision should be asked for and accepted prior to the event. In those instances when the event falls between Board meetings the President may decide the issue and authorize the Executive Director to take appropriate action.

1. CHARTER FLIGHTS

The Association is not to sponsor charter flights; however, companies requesting to promote such flights are to be given the opportunity to advertise in the *Catalyst*.

2. MEMBER AND NON-MEMBER RATES

Institutional membership does not include privilege of membership for persons who are in the employ of the institution.

3. MAILING LIST

The Association mailing list is not to be distributed without Executive Board approval. Each request for the list is to be considered on an individual basis.

4. MISCELLANEOUS PUBLICATIONS

Unsolicited publications received in the ILA office may be dispersed at the discretion of the ILA Executive Director.

5. PRESS RELEASES AND PUBLICATIONS POLICY

The responsibility for reviewing of press releases and publications issued in the name of ILA, its committees or subdivisions resides with the Executive Board or its designees(s). A copy of all other non-serial publications bearing the Association's name (with the exception of meeting related announcements and materials) will be submitted to the Executive Board for approval of content and style.

6. GRANTS

Any recognized unit or officer of the Association may apply for grants to facilitate the activities of the Association. The Association President will review and approve the application and be the official signatory. The Executive Board will approve the terms of each grant received. All established Association procedures for grant management must be followed.

7. CONTRACTS

The Association may enter into contract agreements with other individuals or organizations to facilitate its activities. All contracts will be reviewed by the Executive Board or their designee before approval. Committee, Subdivision officers may not contract with others without Executive Board approval. The Association President, or his/her designee with Executive Board approval, will sign all contracts.

8. SOLICITATION OF FUNDS

No one will solicit funds from vendors or individuals for activities of the Association without direction from the Executive Board. A record of all contributions will be kept in the ILA office.

GENERAL FINANCIAL POLICIES

INTRODUCTION

The *ILA Organization Manual* includes policies adopted by the ILA Executive Board. Statements no longer pertinent to the *ILA Organization Manual* will be retained in an historical file in the ILA office.

Policies relating to meetings of the Association are contained in the meeting section.

The ILA Financial Policies will be reviewed annually by the Finance Committee.

STATEMENT OF POWERS

The Executive Board has the power to establish financial policies under the provision of the Association's Articles of Incorporation and Bylaws (AOI-Art. VI, Sec. 1, Bylaws-Art. V, Sec. 3). Assistance will be provided by the Treasurer and Finance Committee as required by the Bylaws or as directed by the Executive Board.

FINANCIAL POLICIES RELATING TO MANAGEMENT OF ILA FUNDS

I. The fiscal year of the Association is the calendar year.

II. Within the Association's general fund an amount equal to twenty percent of the following fiscal year budget expenditures will be carried forward within Association cash accounts including the restricted funds as an operating balance to insure the Association does not have to borrow funds to meet general operating expenses and further insure a balanced operating budget. This guideline should be reviewed by the Finance Committee every three years.

III. General Funds - Receipts and disbursements other than those specifically designated as restricted funds.

A. Budget

1. Preparation

a. The President with the assistance of the Vice President/President-Elect and the Finance Committee prepares a balanced budget each year for Executive Board approval. (Bylaws-Art. IV, Sec. 4, A 2; Art. V, Sec. 3, B 2)

b. A motion can be made following approval of the budget to give the Treasurer approval to write checks for routine expenditures as long as the expenditure does not overspend the budget line.

2. Prescribed Expenditures

a. Executive Board and Officers: Normal and reasonable expenses for the President to attend the ILA and ALA Annual Conferences, and for the President or a designated representative of the Association to attend the National Legislative Day will be budgeted. Normal and reasonable expenses for the Vice President/President-elect to attend other ILA sponsored events may be budgeted.

b. ALA Councilor: Normal and reasonable expenses will be budgeted for attendance at the midwinter and annual conferences of the American Library Association. An estimate of the Councilor's expenses for the forthcoming year must be submitted to the Finance Committee at the Annual Planning Meeting.

c. Committees: Each year's budget includes funds for standing and ad hoc committees. Committees will submit a budget proposal to the Finance Committee at the Annual Planning Meeting.

The Executive Board will direct the Finance Committee to provide a budget for new ad hoc committees created after the budget has been reviewed and approved.

d. Non-committee appointees: Normal and reasonable expenses to fulfill their duties will be budgeted.

e. Lobbyist: It is the policy of the Iowa Library Association to hire a professional lobbyist to assist with its legislative efforts and to budget for the expense. The Government Affairs Committee submits salary, personnel and other contract recommendations to the Executive Board for approval prior to initiation or renewal of the contract.

f. Executive Director: The Personnel Committee will submit salary and staffing recommendations each year to the Executive Board in time for the Annual Planning Meeting. (Bylaws Art. V, Sec. 3, A 4)

Normal and reasonable expenses for the Executive Director to attend the annual and midwinter meetings of the American Library Association will be budgeted.

3. Amendments and changes to the budget

The Executive Board will authorize all amendments and changes to the budget.

4. Reports

a. Membership will be notified by the Treasurer by June 1st, through the *Catalyst* of the preceding year's financial report and the current budget approved by the Executive Board. Financial information will be available to any member upon request to the ILA office. The latest available balance sheet will be included in the conference packet to fulfill the requirement of state law for a report by the treasurer at the annual membership business meeting.

b. Executive Board will receive current budget information at each Executive Board meeting and will receive a report of concerns or issues from the Finance Committee.

c. Committees will be notified by the Finance Committee if a proposed budget is inconsistent with ILA policy. Committees will receive budget updates from the Executive Director in May and upon request.

B. Investment Reserve Funds

Investment reserve: The Association will maintain a minimum of fifty percent of the following fiscal year budget in investments. The Association will work to maximize its investments.

The following conditions are intended to guide the growth, investment, and use of reserve funds that are under the control of the ILA Executive Board.

1. Approval of the ILA Executive Board is required to expend any investment reserve funds.
2. Once the investment reserve funds have reached the targeted fund balance, excess funds should be used by the Executive Board to support the work of the Association.
3. Management and growth of the investment reserve fund is a responsibility delegated to the Finance

Committee.

4. Should the investment reserve balance be insufficient to cover a deficit in the operating budget, the ILA Executive Board may authorize the Treasurer to secure a loan. Any funds borrowed under these conditions must be accompanied by a written plan of repayment.
5. Any unrestricted gifts received by the Association will be used first to meet investment reserve goals. If reserve goals have been met, then funds may be used to support the work of the Association.
6. A written investment strategy, developed by the Finance Committee and approved by the Executive Board, will be used to build the reserve fund. This strategy will be reviewed annually by the Finance Committee. ILA investment strategy will be reviewed by the ILA Finance Committee once a year with recommendations forwarded to the Executive Board for approval. The Finance Committee may invite someone from a corporation or library world with financial expertise to review strategy.
7. The Association will maintain a minimum of fifty percent of the following fiscal year budget in investments. The Association will work to maximize its investment. If investments should reach 100% of the following fiscal year budget, additional funds should be spent to support the goals of the Association.

C. Disbursements

1. Bills will be paid by the Treasurer only upon completion of an Expenditure Authorization Form. All Expenditure Authorization Forms must have two authorized signatures and be accompanied by a copy of the invoice or receipt where applicable. Authorized signatures for committee or subdivision expenditures are the chair of the committee or subdivision and the President of the Association. (Bylaws-Art. IV, Sec. 4, A 3) Authorized signatures for general association expenditures are the immediate Past President (Bylaws-Art. IV, Sec. 4, C 1) and the President of the Association. Reimbursement may not be made if appropriate authorization was not obtained. Budgeted funds may not be encumbered by any officer, executive board member, committee or subdivision chair, staff member or general member without the advance approval of the appropriate authority.
2. All over-expenditures must be approved by the Executive Board before reimbursement may be made.
3. Any request for contributions from a library related agency or for a library related activity will be considered and approved or rejected on an individual basis by the Executive Board. Beyond that no contributions will be made.
4. Reimbursement will not be made for expenses reimbursed by an individual's institution. (See Financial Policies Related to Meetings, III, 4). Lodging and mileage rates will be set annually by the Executive Board.

a. Office staff

1. Reimbursement of expenses for travel will be according to these guidelines: Meals, housing, and mileage will be paid for required meetings. Mileage for local travel on Association business, other than travel to and from place of residence to Association office, will be paid. The Association will allocate money annually for the Executive Director to use to attend the annual and midwinter meetings of ALA.
2. The Association will reimburse for parking fees incurred while engaged in travel for the Association. When the Association is located in an area that would require the employee to pay a monthly or annual parking fee, the Association may pay the fee for the employee rather than reimburse the

employee.

3. The employee may participate in continuing education as appropriate to the duties of the position and as approved by the Executive Board. Expenses related to continuing education will be paid as approved by the Executive Board.

4. The Association may elect to issue a cash bonus. The time, occasion and purpose of such bonus will be decided by the Executive Board.

5. Annual dues for the Executive Director's membership in the American Library Association and the International Council of Library Association Executives will be paid by the Association.

b. Committees

1. Committee members attending committee meetings will be reimbursed for mileage. There is no compensation for meals. If paying for a meal is a real hardship, an individual may ask the Board, in writing, for reimbursement.

2. A portion of lodging expenses may be reimbursed to committee members if their travel time to a committee meeting, one way, exceeds three hours and the meeting has agenda items in both the forenoon and afternoon, except for the annual planning meeting, which is non-reimbursable.

c. Executive Board and officers

1. No honorarium is attached to any elective office.

2. Mileage is paid for attendance at official meetings of the Executive Board. A portion of lodging expenses will be reimbursed to Executive Board members if their travel time, one way, exceeds three hours and the meeting they are attending has agenda items in both the forenoon and afternoon.

3. Newly elected officers are to assume their duties January 1, however, they should be encouraged to attend Board meetings between their election and January 1 as non-voting members and be reimbursed for travel.

d. Exceptions to the above may be approved by the Executive Board. All such expenditures should receive advance authorization.

D. Receipts

1. Dues changes will be proposed by the Executive Board and presented to the membership for approval (Bylaws-Art. III, Sec. 4; Art. V, Sec. 3, B 3).

2. The Finance Committee will review and recommend advertising rates for the *Catalyst* to the Executive Board each year before the Annual Planning Meeting after receiving budget request from *Catalyst* editor.

3. The Executive Board will accept or reject gifts and determine how the gifts will be used.

4. ILA Foundation will reimburse the Association semi-annually for office services according to the contract. The Executive Board will negotiate the terms of the contract with the ILA Foundation and notify the Finance Committee of the agreement in time for the Annual Planning Meeting.

E. Grants

Any recognized unit or officer of the Association may apply for grants to facilitate the activities of the Association. The Association President will review and approve the application and be the official signatory. The Executive Board will approve the terms of each grant received. All established Association procedures for grant management must be followed.

F. Contracts

The Association may enter into contract agreements with other individuals or organizations to facilitate its activities. All contracts will be reviewed by the Executive Board or their designee before approval. Committee, Subdivision officers may not contract with others without Executive Board approval. The Association President, or his/her designee with Executive Board approval, will sign all contracts.

G. Solicitation of Funds

No one will solicit funds from vendors or individuals for activities of the Association without direction from the Executive Board. A record of all contributions will be kept in the ILA office.

H. Joint Ventures

The Association's financial responsibilities in any joint ventures with other organizations will be approved by the Executive Board on a case by case basis.

I. Conflict of Interest

No purchase of goods and securities nor procurement of services, insurance or other intangibles will be made through firms, companies or agencies with which officers or Executive Board members are associated as partners, directors or in a managerial capacity except as such purchases relate to procurement of professional materials such as publications or as such purchases are from the sole source provider.

IV. Subdivision Funds - Those funds held by the Association for subdivisions.

A. Operational practices

1. Subdivisions are governed by prevailing ILA fiscal policies and procedures.
2. Monies belonging to different restricted funds (subdivisions) may be co-mingled for investment purposes. Income from such co-mingled investments will be credited to the general ILA fund. The ILA Executive Board upon recommendation of the Finance Committee may direct and assign the specific investment of any and all monies entrusted to it to be managed by a qualified agent or broker of the Board's choosing.
3. Interest received on subdivision funds will be retained by the Association in lieu of a management fee.
4. Each subdivision should be self-supporting (Bylaws-Art. IX, Sec. 3).

B. Budget

1. Subdivision officers are to provide the Finance Committee at the Annual Planning Meeting a budget for

the next year's activities.

2. Subdivision officers will be notified by the Finance Committee if a proposed budget must be revised to make it consistent with ILA policies.

C. Reports

1. A financial report will be provided by the Executive Director upon request.

2. An annual financial report must be submitted by the Subdivision chair to the Finance Committee by January 31 according to prescribed procedure. Effective fiscal year 1996.

D. Disbursements

1. Bills will be paid by the Association Treasurer only upon completion of an Expenditure Authorization Form. All Expenditure Authorization Forms must have two signatures and be accompanied by a copy of the invoice or receipt where applicable. Authorized signatures for a subdivision are the chair of the subdivision and President of the Association. Reimbursement may not be made if appropriate authorization was not obtained. (Bylaws-Art. IV, Sec. 4, A 3) Funds may not be encumbered without the advance approval of the appropriate authority.

2. A portion of lodging expenses may be reimbursed to executive body members if their travel time to a board meeting, one way, exceeds three hours and the meeting has agenda items in both the forenoon and afternoon, except for the annual planning meeting which is non-reimbursable. This expenditure must be approved by the executive body of the subdivision.

E. Receipts

1. Subdivisions have the right to assess dues. Such dues will be collected, maintained and dispersed through the Association office. (Bylaws-Art. IX, Sec. 3)

2. Costs and profits from meetings (See Financial Policies Related to Meetings)

3. Cost and profits from publications.

a. Subdivisions may develop publications, however, they must be reviewed by the Editorial Committee and the Executive Board before printing in accordance with ILA policy (General Association Policy # 5).

b. All costs for publishing and distribution of the publication must be paid by the subdivision. Any profit resulting will be deposited in the subdivision's account.

F. Conflict of Interest

No purchase of goods and securities nor procurement of services, insurance or other intangibles will be made through firms, companies or agencies with which subdivision officers are associated as partners, directors or in a managerial capacity except as such purchases relate to procurement of professional materials such as publications or as such purchases are from the sole source provider.

V. Annual Audit

Each year the Treasurer will submit the financial records of the Association for an annual professional audit (Bylaws-Art. X). The audit will be conducted in accordance with generally accepted auditing standards. These standards require that the auditor plans and performs the audit to obtain reasonable assurance about whether the statements of cash receipts and disbursements are free of material misstatement. The audit will include examining on a test basis, evidence supporting the amounts and disclosures in the statement of cash receipts and disbursements. The audit will also include assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the statement of cash receipts and disbursements.

The professional auditor will present a written report of annual audit to the Executive Board and Finance Committee.

VI. Accounting Policies

The accounting policies of the Iowa Library Association will conform to generally accepted accounting principles as applicable to nonprofit organizations. The following is a summary of the significant policies:

Basis of Accounting: The cash basis of accounting is used where revenue is recorded when cash is received and expenses are recorded when cash is disbursed.

Fixed Assets: Fixed assets purchased are recorded as expenses at the time of purchase. No depreciation is provided in the financial statements.

The Treasurer will advise the Finance Committee on accounting procedures to assure that records, receipts, etc. are in compliance with the auditor's instructions and IRS requirements.

VII. State and Federal Reports

The Treasurer will deposit monthly all FICA, withholding and Medicare payments. All required state, federal and workman's comp forms will be completed in a timely manner.

The Treasurer will maintain and provide necessary records for professional accountant to complete and submit state and federal tax returns by deadline. Any exceptions must be approved by the ILA Executive Board.

Any state or federal income tax report audits will be conducted under the supervision of the Treasurer. The ILA Executive Board will determine if and how an appeal to a state or federal income tax audit decision should be made.

VIII. Debit / Credit Cards

The Finance Committee may recommend to the Executive Board debit/credit card authorization and limits for ILA office staff and officers. Authorizations must be reviewed and renewed annually. Finance Committee will monitor usage during the year.

IX. Retention of Records

Financial records will be retained in accordance with the Association Archives Policy.

FINANCIAL POLICIES RELATED TO ASSOCIATION EVENTS

INTRODUCTION

1. All events held for members of the Iowa Library Association (including meetings, pre-conferences and workshops, etc.) or sponsored by the Association at large will be approved and sanctioned by the Executive Board of the Association.
2. ILA members will pay lower registration fees than non-members.
3. Subdivisions and committees will adhere to all Association Bylaws and policies in organizing and conducting their events.

I. GENERAL COSTS ASSOCIATED WITH MEETINGS

1. Site costs (meeting room, auditorium and exhibit hall rent, meals and lodging) will be judiciously negotiated and carefully monitored. Every effort to obtain the most reasonable accommodations will be made by those responsible.
2. Costs incurred by the office staff (meals, housing, travel and parking) in conjunction with the planning of and attendance at Association events will be reimbursed if budgeted and according to ILA policies.
3. Normal and reasonable expenses for the Executive Board and Officers (meals, housing, travel and parking) in conjunction with the planning of and required attendance at Association events will be reimbursed if budgeted and according to ILA policies.

II. REGISTRATION FEES AND ADMINISTRATION COSTS

1. All ILA committees planning Association sponsored events and Subdivisions wishing to sponsor separate events will submit a budget which includes registration fees and an agenda to the Executive Board liaison and the Executive Director. The information needs to be provided in time for approval at a scheduled Executive Board meeting preceding the event. Other than the dates the event may not be advertised prior to Executive Board approval.
2. Anticipated receipts for all subdivisions events will be included in the budget submitted to the Finance Committee at the Annual Planning Meeting.
3. Refunds of registration and meal fees will only be made when the request has been received in the ILA office by the published date for refunds. Approved refunds will be made only after the event.
4. Substitutions will be handled as follows: When a personal member has pre-registered but is unable to attend, that individual may be allowed to designate a substitute, for no additional fee, if the substitute is also a personal member of the Association. If the substitute is not a personal member she/he will be expected to pay the difference in registration.

5. When registrations for subdivision events are processed and/or organized by the ILA staff an administration fee will be assessed. The amount of this fee will be set each year by the Executive Board with the annual budget. (Refer to "current rates and fees" in the Organization Manual)
6. Subdivisions that earn a profit at their event will have these funds deposited in their account.
7. Subdivisions that show a negative balance following an event must request funds from the Executive Board to cover expenses. The amount advanced to the subdivision must be repaid to the Association from other subsequent revenue produced by the subdivision during the year or from dues revenue at the beginning of the following year.
8. The Iowa Library Association will provide resources necessary for subdivisions to conduct business meetings at the Annual Conference including room fees, audiovisual equipment, reproduction of handouts and other reasonable and customary accommodations.
9. The Iowa Library Association will extend member Conference rates to anyone who can show membership in any other state library association.

III. EXPENSES FOR SPEAKERS

1. Costs for speakers at ILA events are negotiable. However, general guidelines (see below) should be followed whenever possible. These guidelines insure fairness, consistency and careful and judicious expenditure of Association and subdivision funds.
2. To insure all costs are known and mutually agreed to, a valid speaker contract signed and dated by the speaker (or agent), an authorized representative of the Association or subdivision, and by the event coordinator must be returned to the ILA office at least 60 days prior to the event.
3. The Speaker Contract should include the following information if applicable.

- Honorarium
- Last date to submit handouts for duplicating
- Method of Reimbursement
- Needed A/V equipment
- Mode of travel (car or air coach) and estimated cost
- Special needs, accommodations, etc.
- Deadline for photo, publicity information
- Other associated costs (itemized)
- Receipts, authorization invoices required
- Examples of expenses not reimbursed
- Number of nights housing needed
- Number of Conference meals needed
- Signature of speaker
- Signature of ILA President/event coordinator

The Association will not be responsible for expenses not specified in the speaker's contract.

4. Request for payment of speaker expenses must be submitted in accordance with ILA Financial Policies
5. Guidelines for speaker expenses are based on where the speaker lives, whether they are a library employee or trustee, and if they are an ILA member. These guidelines apply to Annual Conference, Pre-conferences and other ILA approved events.

Speaker:	ILA Pays Travel/Hotel as needed	ILA pays meals	ILA pays honorarium
ILA personal member	No	One meal only	No
ILA corporate member	No (negotiable for full day pre-conference)	One meal only	No (negotiable for full day pre-conference)
Employee, Trustee or Friend at an Iowa Library	No	One meal only	No
Iowa resident other than above	Mileage	Yes	Negotiable. Up to \$200 from conference budget for concurrent session
Out of state speaker	Yes	Yes	Negotiable. Up to \$200 from conference budget for concurrent session
Out of state panelist	Mileage or airfare whichever is less	Yes	No
Speaker with a repeat/or continued session			Negotiable. If necessary up to an additional 50%

6. Annual and pre-conference airline travel will be reimbursed at the coach rate. Meal tickets will be provided as appropriate. Annual and pre-conference budgets will not pay for additional meals or room charges.
7. Subdivisions may subsidize annual conference speakers from their own budgets.
8. Pre-conference expenses are the responsibility of the sponsoring subdivision(s) and any income earned belongs to the subdivision(s). Five percent of pre-conference registration receipts will be assessed by the Association.
9. In-state speakers (both members and non-members) may attend other sessions on the same day they're speaking only if they pay the member registration fee.

IV. RETENTION OF FINANCIAL RECORDS

Financial records will be retained in accordance with the Association Archive Policy.

LEGISLATIVE POLICY

The following legislative policy was adopted by the Executive Board as a guideline for future legislative activities.

It will be the policy of the Iowa Library Association to hire a professional lobbyist to assist with its legislative efforts.

The lobbyist will be hired by the Executive Board but will work solely under the direction of the chairperson of the Governmental Affairs Committee or someone assigned by him or her.

The chairperson of the Governmental Affairs Committee will submit in writing to the Executive Board a list of legislative priorities and suggested positions to be taken by the Association. This list will be accepted or modified by the Executive Board and be presented to the membership at the Annual Business Meeting, and upon its formal adoption, will be the official position of the Iowa Library Association and will serve as a guide to the lobbyist. Other topics of interest to libraries may come up during the session that may require ILA attention. With approval of the President the chairperson of the Governmental Affairs Committee may instruct the lobbyist to work for or against items not found on the ILA priority list. However, such activities must be reported in writing to the Executive Board at its next meeting.

The Iowa Library Association may from time to time accept gifts from individuals or organizations to assist with its legislative efforts. It should be clearly understood by the donor, however, that any gift accepted by the Executive Board will be used at its discretion to best further the total legislative program of the Association. In no case will gifts be earmarked for lobbying for a particular group or a specific piece of legislation.

POLICIES FOR ELECTED OFFICERS & EXECUTIVE BOARD

No honorarium is attached to any elective office.

Mileage is paid for attendance at called meetings of the Executive Board. A portion of lodging expenses will be reimbursed to Executive Board members if their travel time, one way, exceeds three hours and the meeting they are attending has agenda items in both the forenoon and afternoon. The Executive Board will determine the maximum amount to be allowed for mileage and lodging for the coming year.

Newly elected officers are to assume their duties January 1, however, they are encouraged to attend Board meetings during the time after election and January 1 as a non-voting member and will be reimbursed for travel to those meetings.

Exceptions to the above may be approved by the Executive Board. All such expenditures should receive advance authorization.

EXECUTIVE BOARD ELECTRONIC VOTING POLICY

1. Only time-sensitive issues may be the subject of an electronic vote.
2. No fiduciary, personnel, or substantive measures are to be considered electronically.
3. Measures may not be amended, although points of clarification are allowed.
4. Any officer may call for an electronic vote.
5. Any Board member may bring the need for a vote to the attention of an officer.
6. No "second" is required to bring a matter to an electronic vote.
7. Board members may waive the right to vote, if they are unavailable to do so.
8. No alternatives to email are to be offered.
9. Each vote message is to state the voting period, as determined by the circumstances.
10. A majority of the Executive Board constitutes a quorum.
11. The result of a vote is not valid unless 100 percent of the votes cast are in agreement.
12. The President records the vote and reads it into the minutes at the next Board meeting.

EXECUTIVE BOARD

General information regarding the Executive Board as summarized below can be found in the Bylaws-Article V unless otherwise cited.

The Executive Board will consist of the elected ILA officers together with the necessary number of elected ILA/ALA Councilors and six at-large board members (Bylaws-Art V, sec.1). Election and terms of office are as provided in the Bylaws-Art.VI. Duties are assumed January 1 following their election. The Executive Board will meet at least 5 times a year. When issues must be decided between regularly scheduled meetings the Executive Board may vote electronically, but must confirm the vote at its next scheduled meeting. Per bylaws Article V, Sec. 4

GENERAL POWERS

The policies and programs of the Association will be determined by the Executive Board. The Board will manage the affairs of the Association subject to its Bylaws and will be vested with title to all property of the Association. The Executive Board will have jurisdiction over all the affairs of the Association except when a Business Meeting is in session. The Board may employ staff as necessary for the efficient management of the Association and determine the annual salary and benefits for such staff in accordance with established personnel policies of the Association and in compliance with state and federal laws. The Board may designate districts within the State to facilitate the work of the Association.

GENERAL DUTIES

1. Conduct the business of the Association and direct its business affairs (Bylaws-Art.V, Sec.3, B 1).
2. Approve the Association budget including those for meetings (Bylaws-Art.V, Sec.3, B 2).
3. Recommend changes in annual dues (Bylaws-Art.V, Sec.3, B 3).
4. Approve appointments of standing committee members and chairpersons and appointments to fill vacancies in these positions (Bylaws-Art.V, Sec.3, B 4).
5. Authorize the appointment of ad hoc committees, approve appointment of members and chairpersons of these committees and appointments to fill vacancies in these positions (Bylaws-Art.V, Sec.3, B 5) and direct the Finance Committee to provide budgets for these committees.
6. Authorize Association representation to other organizations and approve members

appointed to serve in this capacity (Bylaws-Art.V, Sec.3, B 6).

7. Approve the minutes of the Annual Business Meeting (Bylaws-Art.V, Sec.3, B 7).
8. Designate locations and dates for the Annual Conference and other ILA sponsored events (Bylaws-Art.V, Sec.3, B 8).
9. Approve the establishment and bylaws of subdivisions (Bylaws-Art.V, Sec.3, B 9).
10. Appoint a secretary and a treasurer (Bylaws-Art. IV, Sec. 2).
11. Fill vacancies in elected positions between scheduled elections (Bylaws-Art. V, Sec. 6; Art. VI, Sec. 4).
12. Approve the Association Strategic Plan and any revisions thereof.
13. Approve all non-serial publications of any committee or subdivision (Bylaws-Art.V, Sec.3, B 12).
14. Approve awards to be given by the Association (Awards Committee) or its subdivisions (Bylaws-Art.V, Sec.3, B 15).
15. Hire a lobbyist and approve legislative priorities and positions to be taken by the Association and present to membership (Bylaws-Art.V, Sec.3, B 13).
16. Designate who will oversee elections, count and tabulate all votes cast (Bylaws-Art.V, Sec.3, B 14; Art. VI, Sec. 5), and report the results to all candidates and the Executive Board in a timely manner and prior to releasing to the membership/public. Vote totals will be included in the minutes of the next Executive Board meeting.
17. Serve as an Executive Board liaison to Association committees and subdivisions (units). The President will make liaison assignments. For each of their assigned units the Board member will act as contact person; report to the Executive Board on unit activities; receive and review unit reports and meeting minutes; attend meetings of the unit as feasible or required; monitor compliance with Association policies and requirements; and, inform unit of all Board actions pertaining to them.
18. Perform such other duties as are customary functions of the office or as directed by the membership (Bylaws-Art.V, Sec.3, B 16).

PRESIDENT

The President will take office January 1, following his/her term as Vice President/President Elect.

DUTIES

1. Prepares agenda for and presides at all meetings of the Executive Board and at business meetings of the Annual Conference (Bylaws-Art. IV, Sec. 4, A 1).
2. Appoints all representatives to other organizations, committee members and chairs for newly created committees or for vacancies occurring during his/her year as President with the approval of the Executive Board. Contacts each tentative appointee and solicits acceptance of the responsibilities by that person (Bylaws-Art. IV, Sec. 4, A 4). Designates liaison assignments for Executive Board members.
3. Consults with and gives guidance to committees of the Association between meetings of the Executive Board.
4. Prepares the budget for the upcoming year with the assistance of the Vice President/President-Elect and the Finance Committee, to be approved by the Executive Board prior to January 1st (Bylaws-Art. IV, Sec. 4, A 2).
5. Signs all vouchers for expenditures for all expenses including those of committees and subdivisions (Bylaws-Art. IV, Sec. 4, A 3).
6. Communicates messages and reports to the membership as appropriate and advisable.
7. Serves as general chair of the Annual Conference and, with the approval of the Executive Board, selects Annual Conference theme, prepares Conference budget, and prepares Conference program for his/her year (Bylaws-Art. IV, Sec. 4, A 5) and appoints an Ad Hoc Credentials Committee. Also confers with Chair of Conference Planning Committee Local Arrangements Chairperson and Exhibitors' Chairperson. (See section on Annual Conference.)
8. Serves as ex-officio non-voting member of Finance, Governmental Affairs, Membership, Personnel and Strategic Planning Committees.
9. Speaks for the Iowa Library Association relative to matters concerning the function and policies of the organization (Bylaws-Art. IV, Sec. 4, A 7).

10. May give permission to chair of Governmental Affairs Committee to instruct lobbyist as to course of action on current agenda and /or to lobby for or against items not currently on ILA legislative agenda.
11. Represents the Association at the ALA Annual Conference and ALA Legislative Day.
12. Supervises daily activities of Association staff and advises Executive Director on actions to be taken between Executive Board meetings.
13. Notify candidates for office of election results immediately following tabulation of votes.
14. Represents or designates a representative to ALA Library Advocacy Now.
15. Is responsible for content on the Iowa Library Association website homepage.
16. Perform such other duties as are customary functions of the office or as directed by the membership or Executive Board.

EXPENSES

1. Normal and reasonable expenses incurred by the President for attendance at the ILA & ALA Annual Conferences may be paid if the President's library does not do so.
2. Normal and reasonable travel expenses for the President or a designated representative of the Association for attendance at the National Legislative Day will be reimbursed if the President's library does not do so.

VICE PRESIDENT/PRESIDENT-ELECT

The Vice President/President-elect will take office January 1 following the election, serving during the first year as Vice President/President-elect and each successive year as President and Past President.

DUTIES

1. Act for the President in his/her absence (Bylaws-Art. IV, Sec. 4, B 1).
2. Attends all meetings of the Executive Board.
3. Works with President and Finance Committee to prepare budget for upcoming year, to be approved by the Executive Board prior to January 1st.
4. Appoints committee chairs to serve during his/her term as President and appoint members to fill committee vacancies scheduled to occur at the start of his/her term as President, subject to the approval of the Executive Board (Bylaws-Art. IV, Sec. 4, B 2). Contacts each tentative appointee and solicits acceptance of the responsibilities by that person.
5. Nominates one member each year for a three year term on the State Library Standards Committee.
6. May be called on by the President to preside at a banquet, general session, or other function at the Annual Conference.
7. Plans and organizes the Annual Planning Meeting with the assistance of the Strategic Planning Committee. (See section on Annual Planning Meeting and Strategic Planning Committee.)
8. Serves as a member of the Iowa Library Association Foundation Board of Directors.
9. Performs related duties as required by the President, the Executive Board or the membership (Bylaws-Art. IV, Sec. 4, B 3).

PAST PRESIDENT

The Past President will take office January 1 following the year of his/her term as President. During the time between installation and assumption of duties, the outgoing President will work with the incoming President and the Executive Director to prepare the budget and make committee appointments.

DUTIES

1. Attends all meetings of the Executive Board.
2. Jointly approve expenditures in accordance with established Association financial policies (Bylaws-Art. IV, Sec. 4, C 1).
3. Serves on the Strategic Planning Committee.
4. Serves on the Finance Committee.
5. Serves as Chair of the Awards Committee (Bylaws-Art. IV, Sec. 4, C 2).
6. Perform such other duties as assigned by the membership, the President or the Executive Board (Bylaws-Art. IV, Sec. 4, C 3).

ALA COUNCILOR

The Iowa Library Association, a chapter of the American Library Association, elects an ALA Councilor to represent ILA membership at all meetings of the ALA Council. The ALA Councilor is elected for a three-year term in accordance with the Bylaws and policies of ILA and of the American Library Association.

NOMINATION AND ELECTION PROCEDURES

1. Candidates for ALA Councilor are selected by the Nominating Committee in the same manner as all ILA elected officers. Candidates will be required to provide a biography and statement of professional concerns to be published in the *Catalyst*.
2. Nominees must be current members of both ILA and ALA. (Bylaws-Art. VI, Sec. 2D)
3. The Nominating Committee will provide a slate of candidates. If only one candidate applies the Nominating Committee will solicit additional candidates. The Committee will notify the Executive Board of the results of their efforts no later than April 15.
4. The Executive Board will have charge of the election and the counting of all votes cast. Results will be published in the *Catalyst*.
5. The person elected will take office January 1 following their election (Bylaws-Art. V, Sec. 2)

DUTIES

1. Serves as a member of the ILA Executive Board, attends all meetings and reports on ALA issues (Bylaws-Art. V, Sec. 1).
2. Represents ILA at all meetings of the ALA Council, voting as instructed by the Executive Board on issues of particular importance to the Association, otherwise voting at own discretion.
3. Report any action that is of significance to the members of ILA in his/her annual report and/or in the pages of the *Catalyst*.

4. Monitor all news releases from the ALA Office, forwarding those appropriate to the ILA office for publication in the *Catalyst* and/or to ILA Committee chairs that are concerned with related issues.
5. Promotes participation in the American Library Association and serves as liaison to that Association whenever asked by ILA membership.

EXPENSES

Normal and reasonable expenses are paid for attendance at the Mid-Winter and Annual Conferences of the American Library Association if the Councilor's library does not do so. Travel, registration fees and other miscellaneous expenses incurred will be reimbursed with proper receipts or documentation in accordance with ILA financial policies. An estimate of the Councilor's expenses for the forthcoming year must be submitted to the Finance Committee at or before the Annual Planning Meeting.

SECRETARY

The Secretary of the Iowa Library Association is appointed by the Executive Board and serves at the pleasure of the Board (Bylaws-Art. IV, Sec. 2). This position is required by the incorporation laws of the State of Iowa.

DUTIES

1. Attend Business and Executive Board meetings of the Association.
2. Record the minutes of Business and Executive Board meetings of the Association.
3. Provide these minutes for publication in the Association magazine and send copies to the appropriate committee/subdivision chairs when their activities may be affected.
4. Perform such other duties as are customary functions of the office or as directed by the membership, the President or the Executive Board (Bylaws-Art. IV, Sec. 4 D).

Jill Miller appointed to this position by the Executive Board 11/18/93; to take office 1/1/94. Resigned effective 12/31/96.

Marilyn Murphy, Cedar Rapids, appointed to this position by the Executive Board 10/9/96; to take office 1/1/97.

TREASURER

The Treasurer of the Iowa Library Association is appointed by the Executive Board and serves at the pleasure of the Board (Bylaws-Art. IV, Sec. 2). This position is required by the incorporation laws of the State of Iowa. The Treasurer will be bonded.

DUTIES

1. Serve as a member of the Finance Committee.
2. Receive and deposit all monies due the Association and its subdivisions.
3. Pay all expenses incurred in conducting business for the Association and its subdivisions upon proper authority.
4. Prepare monthly written reports of the Association finances showing all income and all expenses and provide these to the Finance Committee. Present current information at Executive Board meetings.
5. Keep accurate records of all financial transactions appropriate for audit purposes.
6. Submit the financial records of the Association for annual professional audit.
7. Advise the Finance Committee on accounting procedures to assure that records, receipts, etc. are in compliance with the auditor's instructions and IRS requirements.
8. Deposit monthly all FICA, withholding and Medicare payments and prepare all required federal forms.
9. Work with the Conference Planning Committee to prepare a budget. Prepare a financial report following the event for the Committee, the Executive Board and the Finance Committee.
10. Work with the Finance Committee and President to prepare the annual budget.
11. Publish an annual financial report and the current budget in the Association magazine by June 1.
12. Perform such other duties as are customary functions of the office or as directed by the membership, the President or the Executive Board (Bylaws-Art. IV, Sec. 4, D).

SOCIAL MEDIA & NETWORKING POLICY

Social networking sites (i.e. Facebook, Wikis, blogs and other) maintained by committees or subdivisions or other affiliates must include the following wording:

The official positions of ILA, its committees and subdivisions are available at the ILA website: www.iowalibraryassociation.org. This is the unofficial page for members of the _____ committee/subdivision/or other affiliate of the Iowa Library Association. The views expressed are those of the posters.

Your use of, and reliance on, any advice or information obtained from or through this website via links to websites operated by third parties is at your own risk.

REPRESENTATIVES TO OTHER ORGANIZATIONS

Iowa Library Association (ILA) representatives to other organizations serve at the will of the Board or until the appointee requests a change, unless other terms are specified. Appointees are selected by the President (Bylaws, Art. IV, Sec.4, A, 3) and approved by the Executive Board (Bylaws, Art. V, Sec. 3, B, 6). Representatives to other organizations should be personal members of the Association.

DUTIES

1. Represent the Iowa Library Association at scheduled meetings of the designated group, committee or organization and participate when appropriate.
2. Contact the Iowa Library Association President for direction if asked to take action on an issue.
3. Notify the President or the Executive Director of meetings in advance.
4. Provide a full written report to the Executive Board at least annually by the final Executive Board meeting of the calendar year.
5. Arrange for a substitute if unable to attend a meeting.
6. Prepare a budget of estimated expenses and submit to the ILA Finance Committee before the Annual Planning Meeting.
7. Follow all established ILA General and Financial Policies.

REPRESENTATIVES

ILA LIAISON TO THE IOWA COMMISSION OF LIBRARIES

Attend Commission meetings and take notes of items of interest to the membership for publication in the *Catalyst*.

IOWA COOPERATIVE PRESERVATION CONSORTIUM REPRESENTATIVE

Attend and participate in meetings of the Consortium.

IOWA FREEDOM OF INFORMATION COUNCIL REPRESENTATIVE

The ILA representative participates in Council meetings, activities, committees, etc. [The ILA Executive Board budgets money for "First Amendment Membership" in the Council each year so that ILA can send a representative.]

IOWA LIBRARY ASSOCIATION FOUNDATION (ILAF) BOARD MEMBERS

Attend and participate in meetings and activities of the ILAF Board. [Three of the ILAF Board members are subject to nomination and election by the ILA Executive Board. Three of the ILAF Board members are subject to election by the ILA membership at the annual business meeting from nominations received from the Nominating Committee or from the floor. Three of the ILAF Board members are subject to nomination and election by the Iowa Library Trustee Association. The above ILAF Board members serve three year terms. One ILAF Board member is the Vice President of ILA.]

ALA LIBRARY ADVOCACY NOW (LAN)

Attend and participate in meetings and activities at ALA Mid-winter and ALA Annual conferences. [ALA allows at least one representative and one alternate to be appointed. The ILA President and the GAC chair, or their designees, will be listed as the official representatives.]

ILA LIAISON TO THE IOWA CENTER FOR THE BOOK

Attend Center for the Book meetings and take note of items of interest to the membership for publication in the Catalyst. Advise ILA Executive Board on issues regarding the Center for the Book.

ANNUAL PLANNING MEETING

1. The purpose of the Annual Planning Meeting is for committee members and subdivision officers to plan and budget for the next year's activities.
2. The Annual Planning Meeting should take place after the Annual Conference, but before the last Executive Board meeting for any given year.
3. Members of standing committees, officers of subdivisions and the Executive Board will be invited to the meeting.
4. The Vice President/President-Elect is responsible for planning and organizing the meeting with the assistance of the Strategic Planning Committee. Site costs will be judiciously negotiated and carefully monitored. Every effort to obtain the most reasonable accommodations will be made.
5. Individual members pay their own way. The Association covers only those costs as may be included in the budget approved by the Executive Board. In hardship cases the President may approve reimbursement.

COMMITTEES

GENERAL

General information regarding committees as summarized below can be found in the Bylaws Article VIII, Committees.

1. Standing committees consider matters of the Association that require continuity of attention. Members and chairs of committees are appointed by the President (Art. IV, Sec. 4, A 4) or Vice President/President-Elect (Bylaws-Art. IV, Sec. 4, B 2), subject to the approval of the Executive Board (Bylaws-Art. V, Sec. 3, B 4). Members generally serve three-year staggered terms, and chairs serve one year terms.

Standing committees include (Bylaws-Art. VIII, Sec.1):

- Awards
- Bylaws and Organization Manual
- Conference Planning
- Editorial
- Finance
- Governmental Affairs
- Intellectual Freedom
- Membership
- Nominating
- Public Relations
- Strategic Planning

2. Addition or deletion of standing committees may be made only by a change in the Bylaws as provided for in Article XI.
3. Ad hoc committees may be created by the Executive Board to carry out a specific charge (Bylaws-Art. V, Sec. 3, B 5). Members and chairs are appointed by the President (Bylaws-Art. IV, Sec. 4, A 4), subject to the approval of the Executive Board (Bylaws-Art. V, Sec. 3, B 5). The terms of appointment end with the conclusion of the committee's assignment or at a specified time.
4. All persons appointed to committees are required to be personal members of the Association and have paid dues by March 15th of the calendar year or be dropped from their position. Where applicable, committees should include broad representation of the membership, i.e. by type and size of library and geographic area. New appointments should be preferred over re-appointments.

ELECTRONIC VOTING

1. Only time-sensitive issues may be the subject of an electronic vote.
2. No fiduciary, personnel, or substantive measures are to be considered electronically.
3. Measures may not be amended, although points of clarification are allowed.
4. The chair may call for an electronic vote.
5. No "second" is required to bring a matter to an electronic vote.
6. Members may waive the right to vote, if they are unavailable to do so.
7. No alternatives to email are to be offered.
8. Each vote message is to state the voting period, as determined by the circumstances.
9. A majority of the Committee constitutes quorum.
10. The result of a vote is not valid unless 100 percent of the votes cast are in agreement.
11. The Chair records the vote and reads it into the minutes at the next meeting.

POLICIES/PROCEDURES

1. Each year's budget may allocate funds for each standing or ad hoc committee, the amount to be determined by these committees' anticipated activity. Committees will submit a budget proposal to the Finance Committee prior to or at the Annual Planning Meeting. Committees will be notified by the Finance Committee if a proposed budget is inconsistent with ILA policy. Committees will receive budget updates from the Executive Director in May and upon request. (See ILA Financial Policies.)
2. Committees meet as necessary to accomplish the work assigned to them. Attendance of all committee members at the Annual Planning Meeting is encouraged. Notice of all meetings should be given in advance to the Executive Director or the President. Minutes of committee meetings should be forwarded within 30 days to the President or the Executive Director. Expenses are reimbursed according to ILA Financial Policies. Mileage only is normally reimbursed for attendance at these meetings. Exception to this may be granted at the discretion of the Executive Board. A portion of lodging expenses may be reimbursed to committee members if their travel time to a committee meeting, one way, exceeds three hours and the meeting has agenda items in both the forenoon and afternoon, except for the annual planning meeting, which is non-reimbursable.
3. Committee chairpersons should collect, sign, and forward to the President, all Expenditure Authorization Forms.
4. Each committee chairperson must prepare and submit an annual report to the ILA office and their Executive Board liaison in time to be distributed to the membership at the Annual Conference. This report should reflect the Strategic Plan and include

activities pursued, goals achieved and future plans. Reports may also be requested at other times depending upon the nature of the committee's assignment.

5. To provide continuity, all relevant notes and correspondence should be promptly transferred from the retiring to the incoming chairperson of each committee. Lines of communication should be open between these two persons until the new appointee is comfortably familiar with the responsibilities involved.
6. Awards proposed by a committee will include a description and criteria. They must be approved by the ILA Awards Committee and the Executive Board. Criteria/procedures for these awards will be included in the appropriate committee's section of the *ILA Organization Manual*, after review by the Bylaws and Organization Manual Committee.
7. Standing and ad hoc committees must follow all established ILA policies and procedures.

AWARDS COMMITTEE

The Awards Committee, created in 1960 as the Honorary Awards Committee, consists of the three preceding Past Presidents.

DUTIES

1. Determine the recipients of all honorary memberships and awards given by the Association with the exception of the Johnson Brigham Plaque and awards presented by subdivisions.
2. Present awards and/or Honorary Memberships at each Annual Conference or at such other time approved by the Executive Board. Announcement of these awards may be in written or oral form and will constitute a verbal report of the Committee. Presentations/announcements will be made by the chair of the Committee or other designated person.
3. Publish notice of awards availability and deadlines set by the Awards Committee in the March *Catalyst* and on appropriate email distribution lists.
4. Review and report to Executive Board for approval all proposed awards to be established by the Association or its committees and subdivisions.
5. Arrange for the appropriate resolutions to be presented at the Annual Business Meeting.
6. Award selection is completed without the approval of the Executive Board unless otherwise specified.
7. Follow all established ILA policies and procedures that relate to committees.

JOHNSON BRIGHAM PLAQUE AWARD COMMITTEE

Created in 1934

Incorporated into Awards Committee 10/82

Revised July 2003

The Johnson Brigham Plaque Award Committee is composed of 3 members appointed for a term of three years by the Vice President with approval of the Executive Board. Committee members remain on the Committee for three years. The plaque, honoring Johnson Brigham, long-time State Librarian, is presented at the end of the third year, provided some Iowa author has produced work that is worthy of recognition during those three years. All Committee members retire in the year that the plaque is presented, but reappointment of at least one member is recommended for continuity.

DUTIES

1. In consultation with the President and Awards Committee Chair seek out and evaluate any work by an Iowa author deemed worthy of consideration and published during the three years following the last presentation of the plaque.
2. Determine the winner from authors who qualify, if any.
3. Make arrangements if possible for the winner to be present at the banquet or other meal event at the Annual Conference.
4. Follow all established ILA policies and procedures that relate to committees.

ILA AWARDS

Lifetime Membership: An award of "Lifetime Membership" will be extended to retired persons who have been members of the Iowa Library Association at least 25 years. "Lifetime Members" enjoy all the benefits of membership in ILA, including receipt of the *Catalyst*, without payment of annual dues.

Honorary Member: The title of "Honorary Member" may be conferred for life upon a person not a member of ILA, whom the Association desires to recognize for meritorious achievement (in an endeavor(s) related to the advancement of librarianship.) The title of "Honorary Member" will entitle the holder to all the privileges of membership except those of making motions, voting and holding office.

Ernest Hertzberg Award: Retired 12/06 by vote of ILA Executive Board

ILA Presidential Award: Candidates for the ILA Presidential Award will be limited to individuals who have completed at least nine months as President of the Iowa Library Association. This award, created in 1981, is given in recognition of the unique demands, responsibilities, and commitment that the Association asks of a member once he/she assumes its Presidency. This award is to be bestowed upon the qualified candidate at the Annual Conference during her/his term in office.

Member of the Year Award: This award, established by the Executive Board August 18, 1988, is conferred upon a librarian, trustee, friend or institutional member of the Association (9/06 Executive Board). The award will be based upon such activities or accomplishments as the following:

- Outstanding service to the Iowa Library Association
- Community library betterment through broadened scope and quality of service
- Contribution to any area of services benefiting library users
- Distinguished service to libraries: outstanding participation in activities of professional library association; notable publications and productions; creative work in interpreting the library to the community

- Leadership in education and in-service training for librarians or trustees
- Extension of library services through cooperation
- Improvement in library techniques or management
- Development of library facilities

Citation of Merit: This award, established by the Executive Board August 18, 1988, is conferred upon individuals who have made outstanding contributions to quality library services or who have advanced the principles of quality library service to the community. This award may be given to a group of people or an individual. The recipient(s) will have influence and reputation beyond the local community. Either the nominee or person making the nomination must be a member of the Iowa Library Association.

Ted Anderson Library Advocacy Award: This award, established by the Executive Board April 20, 2001, is conferred upon a member of the Iowa General Assembly who demonstrates outstanding leadership in support of Iowa libraries. The recipient is a legislator who has made an outstanding contribution to quality library services or who has advanced the principles of quality library services in the Iowa Legislature. This is not an annual award but is conferred when a person is deemed deserving of this award.

Special Awards: The Executive Board may create special awards for individuals, organizations or institutions (i.e. businesses, libraries, foundations, etc.) who deserve to be honored by the Association, but who do not meet the requirements set for existing awards.

COMMITTEE AWARDS

SUBDIVISION AWARDS

Awards proposed by a subdivision will include a description and criteria. They must be approved by the Awards Committee and the Executive Board. The description will be included with other Association awards and the criteria will be included in the appropriate subdivision's section of the *Organization Manual*, after review by the Bylaws and Organization Manual Committee.

One-time awards that do not award money can be given at the discretion of the subdivision; one-time awards of money need to be included in subdivision budget proposals sent to the Finance Committee; ongoing awards must go through the Awards Committee.

Outstanding Trustee Award: This award is given by the Iowa Library Trustee Association in recognition of a library trustee who is an active member of ILA and who, as a trustee, has given outstanding service or has had long-standing involvement as a trustee.

IASL Children's Choice Award

IASL High School Book Award

IASL Distinguished Advocate Award

IASL Teen Award

IASL Vision Award

ILA/ACRL Annual Conference Scholarship Award

ILA/ACRL Public Relations and Marketing Grant

ILA/ACRL Research Award

ILA/ACRL Special Awards

ILA/ACRL Spring Conference Scholarship Award

Iowa Small Library Association ILA Annual Conference Scholarship

Iowa Small Library Association Summer Reading Program Award

Support Personnel Fall Conference Attendance Scholarship

YSS Conference Grant for National Event or Conference

YSS Mr. Anderson' Company Attendance Award

YSS Quality Time Award

BYLAWS AND ORGANIZATION MANUAL COMMITTEE

Established as an Ad Hoc Committee February 8, 1982
Became a Standing Committee October 6, 1983

This Committee is composed of four persons. Three members serve three-year terms. One member is a member of the Executive Board and serves a one-year term. The Executive Board member is responsible for conveying Executive Board actions to the Committee, and Committee actions to the Executive Board. One additional person may serve at the pleasure of the Executive Board as advisor to the Committee. Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board.

DUTIES

1. Review proposed changes in the Articles of Incorporation and Bylaws of the Association and submit to the Executive Board the exact form of any recommended changes, for Board consideration. Amendments will be adopted in accordance with Article XI of the Bylaws.
2. Approve all subdivision Bylaws. This may involve reviewing several drafts if necessary. Once approved the Committee then forwards them to the Executive Board for approval. Following Executive Board approval the bylaws may be voted upon by the subdivision membership.
3. Act as a consulting body for any Bylaws matters.
4. Revise/update the *ILA Organization Manual* per decisions made by the membership, Executive Board or other units of the Association.
5. Make non-substantive changes to these documents (i.e., format, spelling or grammar) without further approval.
6. Follow all established ILA policies and procedures that relate to committees.

CONFERENCE PLANNING COMMITTEE
Established as an Ad Hoc Committee in 1980.
Became a Standing Committee October 1992.

The Committee is composed of the Association President, who will be the chair, a Conference Coordinator, a Local Arrangements Coordinator, an Exhibits Coordinator, and up to six additional members. Qualifications, terms, and duties of the coordinators are specified in the Conference Manual. The additional members serve three year staggered terms. Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board. The exhibitors elect exhibitor representative in October. The Vice President recommends representative to the Executive Board for approval.

DUTIES

1. Establish conference theme.
2. Recommend budget, registration and exhibitor fees and provide to Finance Committee at the Annual Planning Meeting.
3. Work with committees and subdivisions for program ideas, content, general session speakers and business meeting needs. Each unit planning a program will be assigned a contact person by the Chair.
4. Handle speaker arrangements according to established guidelines.
5. Oversee the application for continuing education credit as appropriate.
6. Organize all the details for the conference including, but not limited to: exhibits, vendor support, program schedule details, unaffiliated group meetings, and advertising.
7. Work with Executive Director to maintain the conference manual and follow all established conference policies.
8. Follow all established ILA policies and procedures that relate to committees.

EDITORIAL COMMITTEE

This Committee was first appointed in fiscal year 1971 as a Board. Composed of three members, this Board worked with the newly-appointed Executive Assistant (now Executive Director) and ILA President in determining editorial policy for the Association's official publication and on the preparation of procedural guidelines for the editor. In the fall of 1972 this Board was reconstructed as an ILA standing committee with members appointed to three year staggered terms to provide continuity. Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board. The guidelines for the Committee and for publications bearing the Association's name will be reviewed annually and included in the *ILA Organization Manual*.

DUTIES

1. Work with the editor of the *Catalyst* as a consulting body to produce the publication.
2. Monitor *Catalyst* publication cycle to see that it appears according to schedule and within budget.
3. Solicit contributions to the *Catalyst* as appropriate.
4. Review "Guidelines for ILA Publications" and "ILA Website Policies" annually and forward recommended changes to the Executive Board for approval and to the Bylaws and Organization Manual Committee for inclusion in the *Organization Manual*.
5. Work with the editor of the *Catalyst* as a review board for materials of questionable nature. Editorial Committee has final decision.
6. Provide coverage of significant library-related activities throughout the state for inclusion in the *Catalyst*.
7. Fulfill all duties specified in "ILA Website Policies".
8. Review non-serial publications bearing the Association's name (with the exception of announcements and materials published for meetings of the Association and its subdivisions) for spelling, grammar, punctuation and syntax. Any substantial changes suggested by the Committee will be clearly marked on the copy and returned to the Executive Board for final approval and publication. (See Guidelines for ILA Publications for details.)
9. The Chair of the Committee will sign all expenditure blanks received from the mailing agent and send them on to the ILA President in accordance with ILA policies.
10. Follow all established ILA policies and procedures that relate to committees.

GUIDELINES FOR ILA PUBLICATIONS

CATALYST

Statement of Purpose:

The purpose of the *Catalyst*, as the official publication of the Iowa Library Association, is to further the objectives of the Association:

1. To inform members of the business, financial status, policies and actions of the Association, its subdivisions and committees by publishing
 - Minutes/reports of annual business meetings, meetings of Executive Board, etc.
 - Proposed amendments in Bylaws or changes to procedural manuals
 - Conference programming/registration information and announcements,
 - Background information on candidates for office, conference/workshop speakers etc.
 - Forms for nominating candidates for Association offices/awards
 - Enclosures, such as surveys, at the direction of the President and/or the Executive Board

2. To address library service issues while
 - Serving the needs of diverse groups within the Association
 - Serving as a flexible communication channel for the entire Association
 - Optimizing limited publication resources (frequency and space)

3. To provide the entire membership with news and information about libraries, staff, trustees, and friends, including
 - Current and continuing issues of concern to Iowa's libraries
 - Statewide and Association committee, subdivision, task force, and individual library programs and projects achievements as appropriate
 - Retirements, obituaries, newly-filled positions, and related professional achievements as appropriate

Contents:

Contributions shall be selected according to (1) their relative news value; priority given to stories that are timely (future events and programs), events that occur in Iowa, and to programs that have impact on the largest number of Association members; (2) available space in a given issue; (3) appropriateness to purpose as stated above. Articles should be no longer than 400 words and may be edited to a shorter length depending upon the space available in any particular issue. Articles should be typed or legibly written, mailed, faxed or E-mailed, and will include contributor's name, institution or organization, subdivision, city and phone.

Advertising:

The *Catalyst* will accept for publication advertising that may be deemed appropriate, including;

- Positions available in Iowa only
- Positions/materials equipment wanted or for sale
- Commercial advertising from firms whose products or services are directly related to the purpose of the Association

Upon recommendation from the Finance Committee the Executive Board will set the advertising rates. Refer to current rates and fees in front of *Organization Manual*.

Use of Graphics: Original, computer-produced, or non-copyrighted graphics and illustrations permitted,

also black and white or color photographs as appropriate.

Catalyst Editors duties

- Pay annual bulk postal fee and deposits as necessary
- Plan contents and set dates of publication
- Solicit and edit articles and news releases
- Have all materials proof read
- Prepare layout and camera-ready copy
- Negotiate with printers to produce each issue
- Manage mailing lists and distribution of copies
- Edit reports of activities of Executive Board, committees, subdivisions
- Meet with Editorial Committee as needed
- Solicit advertising from appropriate vendors/businesses
- Prepare an annual budget for the *Catalyst* and recommend an advertising rate schedule to the Finance Committee
- Prepare and send invoices for advertising purchased in each issue.
- Send current President an advance copy
- Maintain a file of back issues
- Have back issues bound periodically

Publication Cycle - 6 issues annually of 1800 copies per issue

Subdivisions and committees are encouraged to submit articles and to place notices of interest to the general membership in the *Catalyst*, however, no material will be accepted for publication if it reaches the ILA office after the deadlines unless the Editorial Committee meets and agrees to the exception.

Deadline for contributions - Seven days before the first of each publishing month, which is January, March, May, July, September and November.

NEWSLETTERS

Individual subdivision or committee newsletters should be designed to be of interest only to their membership; the *Catalyst* is designed to be of interest to the general membership.

The ILA office, President of ILA, chairs of subdivisions, and Editorial Committee members must be included on all mailings for these publications. The ILA office has a set of addresses.

PRESS RELEASES

Press releases (other than those pertaining to meetings) must be approved by the ILA Executive Board or its designee(s).

OTHER PUBLICATIONS

The responsibility for reviewing publications ILA is asked to endorse stays with the Executive Board. A copy of all other non-serial publications bearing the Association's name (with the exception of announcements and materials published for meetings of the Association and its subdivisions) will be submitted to the Executive Board for approval of content and style. Once the Executive Board has given this approval, a copy of the document will be submitted to the editor-designate of the Editorial Committee for approval of its spelling, grammar, punctuation and syntax. Any substantial changes suggested by the Committee will be clearly marked on the copy and returned to the Executive Board for final approval and

publication.

ILA WEBSITE POLICIES

Purpose:

1. To disseminate information about the Iowa Library Association and its subdivisions and the Iowa Library Association Foundation to its members and other interested parties.
2. To facilitate communication among the Association's members.
3. Provide information on topics of interest to the members.

Administration and Content:

1. The Executive Director serves as the Webmaster.
2. The Webmaster may appoint one or more assistants as needed, subject to approval by the Executive Board. Any assistants serve at the pleasure of the Webmaster.
3. The Webmaster performs the customary functions of the position or as directed by the Executive Board or the Editorial Committee.
4. The Webmaster will work with the Editorial Committee to ensure that the website follows Association policies and principles of effective communication, and creates a positive image of the Association.
5. Website content is considered a publication of the Association and therefore must conform to the Association publication policies.
6. The Webmaster will only accept content submissions in electronic form. All materials will be reviewed with the Editorial Committee and the Executive Board as needed.
7. Online availability of member information through the main ILA site (as, for example, in a membership directory) will be limited to the membership.
8. The Executive Board may authorize advertising on the website. Upon such authorization, ILA staff will seek advertising in accordance with existing policies and following presentation guidelines developed by the Editorial Committee and the Webmaster and approved by the Board.

9. All material on the website will be reviewed on a regular basis by the Editorial Committee and the Webmaster for accuracy and currency. The Webmaster will make necessary changes.
10. The Webmaster will remove material from the website that is out of date or upon request of the Editorial Committee, the Executive Board or authorized group.
11. All hypertext links will be checked quarterly by Editorial Committee. Links no longer working and out-of-date content will be either fixed by the Webmaster, or deleted by the Webmaster in consultation with the Editorial Committee.
12. All pages on the website will include the date of latest revision.
13. The website will be archived according to the Association's Archives Policy.
14. Committees, subdivisions, and ILAF may appoint webmasters for their pages; the webmaster must be an ILA member, but need not be a member of the committee or subdivision.

Subdivisions:

1. Any subdivision of the Association may choose to maintain a website separately from that of the Association. These sites will be linked to and from the ILA website.
2. If subdivisions maintain protected "members only" areas in their websites, the ILA Webmaster and the Executive board will be provided member access.
3. The Association reserves the right to publish information about its subdivisions on the ILA website, including subdivisions that have their own websites.

Approved 8-20-1999
revised 6-9-2006
revised 2-22-2008
revised 4-18-2008

Iowa Library Association Electronic Mailing List Guidelines & Procedures

The purpose of the Iowa Library Association (ILA) Members electronic mailing list is to provide a forum to facilitate discussion of interest to the members of the association, such as ILA conference news, committee information or award announcements.

1. Benefit to Iowa Library Association Members

The Iowa Library Association electronic mailing list is a service of the ILA for members only. Subscription to the list is maintained by ILA as a cost-free privilege to members of the Association. Healthy discussion and posts related to all topics of interest to ILA are welcome. So as not to duplicate other electronic mailing lists that address general library topics, please keep queries or announcements specifically related to ILA matters or larger issues of concern to libraries such as recruitment to the profession.

2. Guidelines for Use

- a. ILA does not accept responsibility for messages sent via the electronic list but provides an open forum in which opinions and/or conversations may occur.
- b. Use common etiquette when posting messages.
- c. Do not post any defamatory, abusive, profane, threatening, offensive or illegal materials. Individuals posting to the mailing lists should familiarize themselves with developing legal opinion with regard to slander or libel.
- d. Please do not post information or other material that is protected by copyright without permission of the copyright owner.
- e. Care should be given by each list member to ensure that their local computer system continues to operate without causing detrimental impact to the list. These include proper use of "out of the office" replies, e-mail forwarding, etc.
- f. ILA reserves the right to discontinue access to any user who does not abide by these guidelines.

3. Responsibilities of the ILA electronic mailing list

ILA will provide the electronic mailing list service to all ILA members and will maintain the hardware and software necessary to operate the ILA mailing list.

4. Where to report problems

Should you encounter errors while using the electronic mailing list, report problems to the list moderator by sending an email to lhews@mcleodusa.net

5. Instructions for participating in the ILA electronic mailing list:

To subscribe:

ILA members are automatically subscribed to the mailing list.

To unsubscribe:

- Send an email to: lhews@mcleodusa.net
- Use “Unsubscribe ILA mailing list” as the subject line

To post a message:

Messages can be posted to members@iowalibraryassociation.org

FINANCE COMMITTEE

The Finance Committee was created as an ad hoc committee by the Executive Board in March 1993 and approved as a standing committee at the 1994 Annual Business Meeting. The Past President, Treasurer, and one Executive Board member will be members of the Committee. The President will be a non-voting ex-officio member. Two other members will be appointed for three-year terms. Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board.

DUTIES

1. Assist the Executive Board in development of financial strategies and policies, monitor the fiscal issues facing the Executive Board, and serve as financial advisor to the Board.
2. Assist the Vice President/President-Elect with the preparation of a budget for submission to the Executive Board. Receive all budget requests from individuals, committees and subdivisions and notify them if they are inconsistent with ILA policy. [Per ILA Financial Policies.]
3. Recommend to the Executive Board revisions or amendments to the budget when appropriate and incorporate approved adjustments into the budget and reports.
4. Recommend to the Executive Board investment strategies and financial management practices in keeping with ILA's General Investment Directives.
5. Manage and build the reserve funds.
6. Monitor Association finances for sufficient and balanced revenue sources and a healthy relationship between receipts and expenditures.
7. Monitor ILA financial transactions to insure:
 - a. activities do not endanger IRS tax-free status
 - b. activities are consistent with both the Articles of Incorporation and Bylaws
 - c. funds are handled consistent with ILA financial policies and any restrictions placed on specific funds or income by the ILA Executive Board
 - d. correlation continues between the annual budget and the long range financial goals.

8. Examine the monthly and annual financial reports of the Association and its subdivisions and the annual audit and report at each Executive Board meeting any discrepancies, problems, or concerns.
9. Assist the Treasurer in formatting financial reports to provide clear, concise, informative and understandable results.
10. Review ILA financial policies and:
 - a. recommend any needed changes in the financial policies at the last Executive Board meeting of each fiscal year
 - b. report the same to the Executive Board if it appears no changes are needed
 - c. submit a written report at the last Executive Board meeting of each fiscal year.
11. Review the ILA investment strategy once a year with recommendations forwarded (or reaffirmed) to the Executive Board for approval. The Committee may invite someone with financial expertise to review the strategy.
12. Review and recommend conference sites to the Executive Board after reviewing the information provided by an Ad Hoc Site Selection Committee.
13. Follow all established ILA policies and procedures that relate to Committees.

GOVERNMENTAL AFFAIRS COMMITTEE

The Governmental Affairs Committee (GAC) is made up of seven members. One member will be the Federal Relations Coordinator. One additional person serves at the pleasure of the Board as advisor to the Committee. The President will be a non-voting ex-officio member. Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board. The Committee will abide by the ILA Legislative Policies.

DUTIES

1. Develop and recommend annually a plan of legislative action which will be submitted for approval to the Executive Board prior to the Annual Conference and to the membership at the Annual Business Meeting.
2. Implement the approved plan of legislative action by such means as instructing the lobbyist of the plan, drafting proposed legislation, insuring the introduction of such legislation, coordinating member ship support and seeking the cooperation of other organizations.
3. Study and evaluate the laws and legislative or governmental issues affecting Iowa libraries and/or library employees and recommend appropriate action that will foster improved library services to the citizens of Iowa.
4. Assist the Intellectual Freedom Committee in protecting and promoting the principles of intellectual freedom where they are affected by governmental action.
5. Plan and sponsor an annual promotional event, which provides an opportunity for members of the Association to discuss legislative issues pertaining to libraries with members of the Iowa General Assembly.
6. Follow the *Policies and Procedures for the Evaluation and Selection of the ILA Lobbyist*.
7. Conduct an RFP or similar process to identify and recommend an ILA lobbyist at least every five years (beginning in 2009), unless waived by the Executive Board. (Include this information in language of RFP/contract)
8. Revise legislative policies as needed.
9. Assist the representative(s) appointed to ALA Library Advocacy Now (LAN).
10. Follow all established ILA policies and procedures that relate to committees.

FEDERAL RELATIONS COORDINATOR

Appointed by the Vice President/President-Elect with the approval of the Executive Board for one year, this person acts as liaison between the ALA Washington Office and the Iowa Library Association in matters of national library legislation. Upon appointment, the Washington Office is informed and requested to send this person copies of the official *Washington Newsletter*. Information thus received may be relayed to the ILA membership through the pages of the *Catalyst* as a regular feature or by other means when time is of the essence.

The Federal Relations Coordinator is a member of the Governmental Affairs Committee and maintains a close working relationship with the Intellectual Freedom Committee.

Policies and Procedures for the Evaluation and Selection of the ILA Lobbyist

1. Review performance annually per existing contract (GAC)
 - a. Review periodically and then for final report at end of Governor's veto period. This date varies. May/June
 - b. Evaluate effectiveness per contract terms and legislative successes (GAC)
2. Report to Executive Board at first board meeting following receipt of lobbyist's final report.
3. Consider need to revise agreement or seek new lobbyist. (Executive Board)
4. If agreement revision is in order:
 - a. Review current contract with changes in mind. (GAC)
 - b. Submit suggested changes in personnel, salary and other contract recommendations to the Executive Board for approval. (GAC)
 - c. Use revised contract in negotiation with lobbyist. (GAC in consultation with the Executive Board, as necessary)
 - d. Submit final contract for approval by Executive Board.
5. If lobbyist search process is in order:
 - a. Notify current lobbyist, if applicable, of changes sought and decision to post a new RFP (Executive Board)
 - b. Review existing contract and change if necessary (GAC with Executive Board)
 - c. Use new contract as basis for RFP (GAC)
 - d. Identify possible lobbyists through www.legis.state.ia.us/Lobbyist.html listings. (GAC)
 - e. Identify desired lobbyists (GAC) by considering:
 - i. Compatible clients
 - ii. Success record
 - iii. Ability to fulfill ILA contract

- iv. Desire to sign ILA contract
- v. Costs
- f. Submit list of potential lobbyists to Executive Board for approval (GAC)
- g. Send RFP to potential lobbyists approved by Executive Board (Exec. Dir)
- h. Review responses (GAC)
- i. Interview top candidates (GAC with Executive Board Representatives)
- j. Recommend candidate to Executive Board (GAC)
- k. Select lobbyist (Executive Board)
- l. Contract with lobbyist (Executive Board)
- 6. Move into new annual cycle with lobbyist. (GAC)

See existing contract as general RFP basic document.

Remember The Iowa Legislature General Assembly Lobbyist Information page has extensive information on lobbyists.

INTELLECTUAL FREEDOM COMMITTEE

The Intellectual Freedom Committee is composed of nine members. Additional members may be appointed on request of the Committee and/or at the discretion of the Executive Board.

AUTHORITY

The Iowa Library Association hereby empowers the Intellectual Freedom Committee to act on its behalf in matters of Intellectual Freedom until this Statement of Policy is amended or revoked. Intellectual freedom encompasses free access to ideas, freedom of thought, and freedom of self-expression.

DUTIES

1. Be alert to library related intellectual freedom incidents or issues occurring in the state, and inform the Association President.
2. Be aware of intellectual freedom issues at the national and international level.
3. Uphold the Library Bill of Rights as adopted by the American Library Association.
4. Monitor, in cooperation with the Governmental Affairs Committee, proposed state, local and school district legislation which might impact upon libraries or an individual's intellectual freedom, and report such legislation to the Association President.
5. When a controversy arises within the state the Committee will:
 - a. determine the facts by contacting the persons involved.
 - b. develop a statement of the Committee's position and offer support to the persons involved as deemed appropriate by the Committee, including referral to ALA for possible support.
 - c. inform the Executive Board of the Committee's position.
 - d. disseminate this formal position to all interested parties, including the press when, in the judgment of the Committee, this seems wise or necessary.
6. Establish working relationships with groups such as the, Iowa Civil Liberties Union, Iowa State Education Association, and the American Association of University Professors; request relevant support from them, and offer the Association's support for their activities in this area.

7. Carry out recommendations of the ALA Intellectual Freedom Committee that are applicable to furthering intellectual freedom in Iowa.
8. Review annually and update as needed a procedure manual for the guidance of all librarians in Iowa for insuring the principle of the Freedom to Read statement.
9. Provide information regarding sample statements of policies related to intellectual freedom; provide access to model statements of selection and Internet use policies; and encourage all librarians to develop such statements.
10. Plan and sponsor educational events, which provide opportunities for members of the Association to discuss or learn about intellectual freedom issues pertaining to libraries.
11. Follow all established ILA policies and procedures that relate to committees.

LEADERSHIP DEVELOPMENT COMMITTEE

Established as an Ad Hoc Taskforce October, 2002

Established as a standing committee 10-11-2007

The Committee is composed of ten members: eight serving four year staggered terms, one serving a one year term from the Executive Board, and one Local Arrangements coordinator, all appointed by the ILA President. The Executive Director and State Librarian or her/his designee shall be ex-officio non-voting members of the Committee. Appointees should represent the diversity of Iowa's libraries and alumni of the ILA Leadership Institute. A chair will be appointed for a two-year term by the ILA President.

The purpose of the Committee is to develop leaders that will effect positive change in their libraries and within the Iowa library community, and in addition, to prepare leaders to further the work of the Iowa Library Association.

DUTIES:

1. Plan and carry out a Leadership Institute open to ILA members to be held every two years or on a timetable designated by the Executive Board.
2. Recommend a budget for the Leadership Institute to the ILA Finance Committee.
3. Identify and secure a leadership professional to facilitate the Institute.
4. Establish selection criteria for participation in the ILA Leadership Institute.
5. Promote the Institute, recruit and select participants based on selection criteria.
6. Provide leadership programming at ILA activities as appropriate.
7. Recommend other leadership development activities to the Executive Board.
8. Follow all established ILA policies and procedures that relate to committees.

MEMBERSHIP COMMITTEE

The Membership Committee is made up of six members representing various types of libraries and one member must be a trustee. The President will be a non-voting ex-officio member. Additional members may be appointed on request of the Committee and/or at the discretion of the Executive Board.

DUTIES

1. Develop and carry out a membership campaign to be on-going throughout the year. The Chairperson may call upon the Executive Director and subdivision chairpersons to aid in the promotion of this campaign.
2. Design promotional membership mailing for the year and authorize initial mailing to all paid-up members of the previous and current years. It is recommended that this mailing be made as soon as possible after the December Executive Board meeting with a follow-up by June 1.
3. Work through the ILA office and the State Library to identify and contact potential members of the Iowa Library Association.
4. Work with the Public Relations Committee to publicize ILA activities to new and continuing members, as well as non-members throughout the year.
5. Work with the Conference Planning Committee to schedule, organize, and present an orientation session for new members and first-time conference attendees at each annual conference. The purpose of this session shall be to acquaint new ILA members and first-times attendees with the format of the conference and with the organization of the Association.
6. Work with Executive Director to identify individuals who have been members for twenty years. Work with President to schedule recognition of these members at Annual Conference.
7. Identify and investigate tangible benefits for the Association's members. Committee findings on benefits will be submitted to the Executive Board in the form of written recommendations. The Executive Board is responsible for any final decisions on accepting or rejecting tangible benefit plans for ILA members.
8. Follow all established ILA policies and procedures that relate to committees.

NOMINATING COMMITTEE

The Nominating Committee is made up of four members of ILA representing a variety of types of libraries. Additional members may be appointed on the request of the Committee and/or at the discretion of the Executive Board. Deliberations of the Committee are confidential. The meetings are closed.

DUTIES

1. Select a slate of no fewer than two candidates for each elected office and at-large Executive Board member to present to the membership in the current year's election. Selection of nominees should be made with a view to achieving balanced representation on the Executive Board of geographic areas and kinds of libraries. Commitment to the Association and to librarianship in general should outweigh all other considerations. A nominee must be a personal member in good standing of the Association. Association members may also appear on the official ballot by petition (Article VI, Sec. 2, D).
2. Select a slate of no fewer than two candidates for ALA Councilor to present to the membership for election every third year using same guidelines as for all other annual elected offices as detailed above. The candidates must also be current members of both ILA and ALA. (Bylaws, Article VI, Sec. 3).
3. Contact [call, and confirm in writing] each nominee to determine his or her willingness to serve if elected, explaining the duties and responsibilities involved in the office. The nominee should accept the nomination in writing and submit a short biography and statement of professional concern, to be published in the *Catalyst*.
4. Report to the Executive Board the names of the nominees for general election of officers and Executive Board and the nominees for ALA Councilor no later than April 15. Dates for reporting names of nominees for special elections will be set by the Executive Board for each such election.
5. In the event a nominee withdraws prior to the election, the Nominating Committee will select another candidate. Information about the new candidate will be included with the ballot if it is too late for publication in the *Catalyst*.
6. Assist the Vice President/President-Elect in selecting candidates for ILA committee appointments.
7. In conjunction with the President, be responsible for organizing a candidates' forum during the Annual Conference. This will be an opportunity for members to meet the candidates before ballots have to be returned.
8. Solicit one or more candidates for the ILAF Board and present the slate to the membership at the Annual meeting.

9. Follow all established ILA policies and procedures that relate to committees.

PERSONNEL COMMITTEE

The Personnel Committee is made up of three members of the Executive Board. Members are appointed by the President. The President will be a non-voting ex-officio member. Additional members may be appointed on the request of the Committee and/or at the discretion of the Executive Board. The term of office is one year with reappointment as an option. When possible one new person will be appointed and one person re-appointed to the Committee to ensure both turnover and continuity. The Committee reports to the Executive Board.

DUTIES

1. Serve as the liaison between the staff and the Executive Board to facilitate communication regarding job description, salary, duties, goals, and other employment matters.
2. Submit salary recommendations to the Finance Committee each year prior to budget discussions.
3. Submit recommendations each year prior to the Finance Committee meeting (usually held in mid-November) to finalize the annual budget recommendation concerning staffing for the next year.
4. Submit recommendations each year to the Executive Board concerning staffing for the following year, prior to the December board meeting.
5. Conduct staff performance reviews annually, with input from the ILA President.
6. Review contract from the Iowa Library Association Foundation for ILA office services when initiated by ILAF and make recommendations to the ILA Executive Board.
7. Follow all established ILA policies and procedures that relate to committees where appropriate. Notwithstanding the provisions of 2004 Acts of Iowa Section 504.826, the Personnel Committee may meet on an "as needed" basis with consensual agreement among all the committee members as to date, time and place being adequate to fulfill the notice requirements of this committee.

PUBLIC RELATIONS COMMITTEE

Established as an Ad Hoc Committee August 5, 1981
Became a Standing Committee October 6, 1983

The Committee is composed of seven persons appointed by the Executive Board for three-year terms. Additional members may be appointed on request of the Committee and at the discretion of the Executive Board.

OBJECTIVES

1. Assist in making ILA visible and synonymous with libraries and the profession of librarianship to library users and potential users.
2. Assist librarians in the state to market libraries and library services to users and potential users.

DUTIES

1. Develop on-going public relations activities to be carried out throughout the year.
2. Provide programming on public relations topics at ILA sponsored activities as appropriate.
3. Provide additional public relations as needed.
4. Follow all established ILA policies and procedures that relate to committees.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee was created as an ad hoc committee by the Executive Board in December 1992 and approved as a standing committee at the 1994 Annual Business Meeting. Where applicable the Vice President/President-Elect will be responsible for contacting the groups represented on the committee and asking for the name of their representative to the committee. The Committee is composed of eight members including the following:

- The president or a designated representative of the ILA Foundation
- The ILTA will have one representative
- The Executive Board will have one representative
- The Executive Director
- Four representatives from the ILA membership.
- The President will be a non-voting ex-officio member.

Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board.

TERMS

The terms of the members of the committee will be as follows:

The chairperson of the committee will serve for one year and may be re-appointed for not more than three years.

The Foundation representative will serve as long as he/she is President, or, if a designated representative, for as many as three years.

The ILTA representative may serve for as many as three years.

The Executive Board representative will be selected each year. The same individual may serve for as many as three years.

The Executive Director will serve on this committee for as long as she/he serves in her/his position.

Those appointed from the membership will each serve for one three year term.

DUTIES

1. Assist the Vice President/President-Elect with the planning and organization of the Annual Planning Meeting.
2. Solicit plans for implementation of the Strategic Plan from committees and subdivisions of the Association at the Annual Planning Meeting or other appropriate time(s).
3. Compile Action Plan for the following year from Annual Planning Meeting documentation.
4. Review the ILA Strategic Plan annually and report to the ILA Executive Board in August of each year.
 - Progress made toward achieving elements of the Action Plan
 - Recommendations for change in and additions to the Action Plan
5. Revise the planning documents at least every three years. This process will include input from the members of the Association and the results of the revision (or new plan) will be made known to the membership by publishing the plan in the *Catalyst*.
6. Follow all established ILA policies and procedures that relate to committees.

IOWA LIBRARY ASSOCIATION SUBDIVISIONS

GENERAL

Iowa Library Association Bylaws allow that subdivisions may be created with the approval of the Executive Board "to stimulate and provide for the interests of special groups" (Bylaws, Art. IX, Sec. 1).

ESTABLISHMENT

Subdivisions composed of members of the Association may be established for discussion and action upon professional development needs, interests and areas of concern distinct from existing units and fulfilling the goals and objectives of the Association.

Subdivisions may make recommendations to the Executive Board but cannot establish policy or take any action in the name of the Association unless so directed by the Executive Board. The Executive Board will establish criteria to be met by subdivisions in order to be recognized and operate as official units of the Association, and will have final approval over the establishment of any subdivision (Bylaws, Art. IX, Sec. 2, 3).

Members wishing to establish a new unit must sign an application requesting subdivision status and submit it to the Executive Board. At least 15 members must sign the application for subdivision status. If the proposed subdivision satisfies the definition in the ILA Bylaws and the applicants agree to meet the criteria and observe the procedures listed below, the Board will approve the establishment of the subdivision and notify the subdivision's designated chair. If the Board does not approve subdivision status, a written notice to that effect and an explanation will be sent to the chair identified on the application.

REQUIREMENTS

The minimum membership is 15. Any subdivision with membership which falls below the minimum will have a three month period, May 1 through July 31, to increase its membership. The Executive Board will dissolve the subdivision if, after the three month period, the requisite minimum number of members is not reached.

A subdivision is to be self-supporting. A subdivision may assess dues according to their bylaws or in the absence of bylaws by majority vote of their membership. Such dues are to be collected, maintained and dispersed through the Association office. Expenditures of subdivisions must be approved by the subdivision head and the President of ILA in accordance with established Association financial policies (Bylaws, Art. IX, Sec. 3).

Subdivisions may have bylaws written, submitted to the Bylaws and Organization Manual Committee for review and approval. They will then be forwarded by the Committee to the Executive Board for their approval and may then be voted upon by the subdivision's membership. Revised versions of bylaws will be sent to the ILA Office following approval by the membership of the subdivision. Amendments will follow the same procedure, and neither the initial bylaws nor later amendments will be in conflict with the Association's Bylaws.

A subdivision must follow all applicable ILA policies.

PROCEDURES

The Executive Director will provide each subdivision chair a list of the subdivision's members by May 1 of each year.

The chair of each subdivision will submit a written report containing activities pursued, goals achieved and a financial statement for the previous year. Recommendation for future subdivision activities, goals and objectives must also be included. All aspects of this report will reflect the Strategic Plan. The report will be submitted to the ILA office and the subdivision's Executive Board liaison by December 1st each year. The ILA staff will forward the report to the Executive Board and the Strategic Planning Committee.

The Executive Board will make a written response to the subdivision chair if there is any Board discussion or action relating to the report.

Specific concerns or action needing to be addressed by the Executive Board or the Association as a whole and relating to a subdivision's purpose may be referred by the subdivision to the Executive Board for review and appropriate action. The Board will make a written response delineating its action to the chair of the subdivision.

FINANCIAL

Subdivisions are governed by prevailing ILA financial policies and procedures. Interest received on restricted funds will be retained by the Association in lieu of a management fee.

Subdivision officers are to provide the Finance Committee at the annual planning meeting a budget for the next year's activities. Subdivision officers will be notified by the Finance Committee if a proposed budget must be revised to make it consistent with ILA policies.

A financial report will be provided by the Association treasurer upon request. An annual financial report must be submitted by the subdivision chair to the Finance Committee by January 31 according to prescribed procedure.

Subdivisions may develop publications, however, they must be reviewed by the Editorial Committee and the Executive Board before printing in accordance with ILA policy (see General Association Policies). All costs for publishing and distribution of the publication must be paid by the subdivision. Any profit resulting will be deposited in the subdivision's account.

Bills will be paid by the Association treasurer only upon completion of an Expenditure Authorization Form. All Expenditure Authorization Forms must have two signatures and be accompanied by a copy of the invoice or receipt where applicable. Authorized signatures for a subdivision are the chair of the subdivision and President of the Association. Funds may not be encumbered without the advance approval of the appropriate authority. Reimbursement may not be made if appropriate authorization was not obtained (Bylaws, Art. IV, Sec. 4, A, 3).

No purchase of goods and securities nor procurement of services, insurance or other intangibles will be made through firms, companies or agencies with which subdivision officers are associated as partners, directors or in a managerial capacity except as such purchases relate to procurement of professional materials such as publications.

A portion of lodging expenses may be reimbursed to executive body members if their travel time to a board meeting, one way, exceeds three hours and the meeting has agenda items in both the forenoon and afternoon, except for the annual planning meeting which is non-reimbursable. This expenditure must be approved by the executive body of the subdivision.

MEETINGS

Each subdivision must hold a business meeting at the Association's Annual Conference. Subdivisions may conduct program(s) at the Association's Annual Conference, but such program(s) must be planned in cooperation with and approved by the Conference Planning Committee.

Minutes of all subdivision business meetings must be sent to the ILA Office as soon as available (i.e., before approval at next meeting. Send to Bylaws Committee if bylaws were discussed. Subdivision officers are encouraged to provide copies of their executive board/executive committee meeting minutes to their ILA Executive Board liaison.

AWARDS APPROVAL, ETC.

Awards proposed by a Subdivision will include a description and criteria. They must be

approved by the ILA Awards Committee and the Executive Board. Criteria/procedures for these awards will be included in the appropriate Subdivision's section of the ILA *Organization Manual*, after review by the Bylaws and Organization Manual Committee.

One-time awards that do not award money can be given at the discretion of the subdivision; one-time awards of money need to be included in subdivision budget proposals sent to the Finance Committee; ongoing awards must go through the Awards Committee.

DISSOLUTION

A subdivision may be dissolved by its membership according to provisions set forth in its bylaws or by a majority vote of its membership if no bylaws provision for dissolution exists.

Unless an acceptable cause for not fulfilling these requirements and procedures is provided, a subdivision will be dissolved by the Executive Board automatically on December 31 of any year when the procedural requirements have not been met on or before December 31, except for a drop in membership which is specified above.

Upon dissolution of the subdivision and payment of all outstanding obligations all assets will be transferred to the Iowa Library Association.

ELECTRONIC VOTING

Subdivisions, their officers or executive bodies may vote and conduct elections electronically as long as provision has been made in their bylaws. Guidelines and procedures are to be established in accordance to ILA electronic voting policies, subject to review by the Bylaws and Organization Manual Committee, and must comply with the laws of the State of Iowa.

A. Votes of Executive body

1. Bylaws must allow the executive body to vote electronically.
2. Electronic voting is permitted for issues that do not require the polling of all subdivision members.
3. Any officer may request an electronic vote for an issue that needs to be approved by the officers only.
4. Each vote message is to state the voting periods as determined by the circumstances.
5. Quorum will be as set in the Bylaws of the subdivision.
6. The result of a vote is not valid unless 100 percent of the votes cast are in agreement.
7. The President/Chair records the vote and reads it into the minutes of the next

meeting.

B. Electronic elections and votes of subdivision as a whole

1. Bylaws must allow for electronic votes/ballots to be cast. In an election of subdivision officers, the bylaws should include provisions relating to how nominations from the floor and write-in votes will be handled.
2. Quorum will be as set in the Bylaws of the subdivision and must be identical or greater than that required at a regular meeting.
3. Percentage of approvals required for election/passage will be as set in the Bylaws of the subdivision and must be identical or greater than that required at a regular meeting.
4. The subdivision email list is updated prior to sending out the notice that the ballots has been posted to the website. [This can be accomplished by sending out an email to all members and monitoring the bounces. Email lists are available from the ILA office upon request.]
5. Paper notices are sent to members without email addresses. Ballots are posted on a website capable of handling elections (i.e. with privacy protection, etc.) Paper ballots must be mailed to voter upon request.
6. Each ballot message is to state the voting period, the number of responses required for a quorum, the percentage of approvals required for election/passage and information about how the winners/results will be announced.

WEBSITES / SOCIAL MEDIA

Subdivisions will adhere to ILA policies pertaining to websites and social media sites.

COMMUNITY COLLEGE LIBRARIANS ROUNDTABLE

Established: December 7, 2001

COMMUNITY COLLEGE LIBRARIANS ROUNDTABLE BYLAWS

ARTICLE I - NAME

The name of this subdivision will be COMMUNITY COLLEGE LIBRARIANS ROUNDTABLE (CCLR) OF THE IOWA LIBRARY ASSOCIATION.

ARTICLE II - PURPOSE

The purpose of the Roundtable is to provide an avenue for the exchange of ideas among individuals interested in community college libraries.

ARTICLE III - MEMBERSHIP

Section 1. Membership will be open to all personal members of the Iowa Library Association interested in community college library issues.

Section 2. Each personal member will have one vote.

Section 3. Dues, if they are to be collected, will be set by a majority vote of members present at the Annual Business Meeting provided a quorum is present and there has been 30 days notice, and will be payable with ILA dues.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the Roundtable will consist of the Chair, Vice Chair, and Secretary/Treasurer.

Section 2. The Executive Committee will meet at the Annual Conference of ILA and at other times at the discretion of the Chair. Between meetings the Executive Committee will conduct the business of the Roundtable through the most appropriate method of communication.

Section 3. The Executive Committee may call meetings of the membership (with 30 days notice) in addition to the Annual Business Meeting.

Section 4. The Executive Committee has the power to act on behalf of the membership of the Roundtable between meetings of the Roundtable.

ARTICLE V - OFFICERS

Section 1. The officers consist of the Chair, Vice Chair (who will be Chair Elect), and Secretary/Treasurer.

Section 2. Officers are nominated by a Nominating Committee consisting of the Vice Chair (who will be Committee chair), and two other members selected by the Vice Chair. Nominations are also accepted from the floor at the Annual Meeting. Election will take place at the close of nominations during the Annual Business Meeting.

Section 3. The Vice-Chair/Chair-elect is a two year term (one year as Chair elect and one as Chair). The Secretary/Treasurer will serve for two years. Terms will begin the January 1 following the election. Officers will not serve more than two consecutive terms.

Section 4. Qualifications for office include paid membership in ILA and membership in the Roundtable, and willingness to serve.

Section 5. Mid-term vacancies will be filled by the Executive Committee, with first consideration given to any runners-up in the last election. Such appointees will complete only the term for which they were appointed. The Chair will be replaced by the Chair Elect in case of a mid-term vacancy.

Section 6. Duties of Officers

Part 1. Chair

- A. Presides at all meetings of the Roundtable and the Executive Committee.
- B. Prepares agendas for meetings.
- C. Calls meetings of the Executive Committee.
- D. Executes the wishes of the membership as expressed in the motions and resolutions at the Annual Business Meeting.
- E. Liaison for the Roundtable with the ILA Executive Board.
- F. Coordinates work of officers.
- G. Appoints and directs the work of committees, as recommended by the membership or the Executive Committee.
- H. Acts, in consultation with the Executive Committee, upon all issues requiring action between scheduled business meetings of the Roundtable.
- I. Makes reports to the ILA Executive Board as required.
- J. Approves expense vouchers in accordance with ILA financial policies.

Part 2. Vice Chair

- A. Presides at meetings in the absence of the Chair.
- B. Plans programs at the Annual ILA Conference and other meetings.
- C. Attends all Roundtable and Executive Committee meetings.
- D. Serves as Nominating Committee chair.
- E. Prepares annual budget in consultation with Secretary/Treasurer.
- F. Assumes the office of Chair at the conclusion of a term as Vice Chair, or whenever that office becomes vacant.
- G. Acts as Parliamentarian.
- H. Performs related duties as requested by the Chair or membership.

Part 3. Secretary/Treasurer

- A. Attends all Roundtable and Executive Committee meetings, and keeps minutes.
- B. Handles correspondence and maintains Roundtable archives.
- C. Prepares the annual budget in consultation with Vice Chair.
- D. Keeps track of the financial status of the Roundtable.
- E. Edits newsletter, if one is prepared.
- F. Performs related duties as requested by the Chair or membership.

ARTICLE VI - MEETINGS

Section 1. There will be an Annual Business Meeting of the Roundtable during the Annual Conference of the ILA. Other meetings may be called by the Executive Committee as deemed necessary to conduct the business or the programs of the Roundtable with 30 days notice.

Section 2. A quorum will equal the number of members attending the Annual Business Meeting. A simple majority decides an issue.

Section 3. Voting for election of officers or other business may take place at the Annual Business Meeting, at special meetings, or by mail when the Executive Committee determines a mail ballot is necessary. If a vote by mail is deemed necessary a full explanation of the issue will be sent to voting members with the ballot. The Executive Committee will set reasonable limits for the ballots to be received.

Section 4. The Roundtable may conduct programs at the ILA Conference, planned in cooperation with and approved by the ILA President.

ARTICLE VII - COMMITTEES

Section 1. The Nominating Committee consists of the Vice Chair (who serves as chair) and two other members appointed by the Vice Chair. The Committee will solicit nominations and prepare a slate of candidates to be presented to the membership.

Section 2. Ad hoc committees will be appointed by the Chair as recommended by the members or Executive Committee.

ARTICLE VIII- DISSOLUTION

Section 1. The Roundtable may be dissolved by membership vote at an Annual Business Meeting.

Section 2. The Roundtable will be dissolved by the ILA Executive Board if Association requirements are not met. Upon dissolution of the Roundtable, the Executive Committee will, after paying or making provision for the payment of all liabilities of the Roundtable, transfer all assets of the Roundtable to the ILA.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

The Bylaws may be amended by a two-thirds vote of the members attending any Annual Business Meeting. Proposed changes will have been submitted in writing to the membership at least 30 days prior to the vote.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules of order governing the Roundtable will be *Robert's Rules of Order* (latest edition), in all cases where they are applicable and when not in conflict with the Bylaws of the Roundtable or the Bylaws of ILA.

GOVERNMENT DOCUMENTS ROUNDTABLE

Promote documents library service by providing an avenue for discussion of problems and concerns and an exchange of ideas among librarians working with government publications in all types of libraries.

Established: November 7, 1983

GOVERNMENT DOCUMENTS ROUNDTABLE

BYLAWS

ARTICLE I - NAME

The name of this Roundtable will be GOVERNMENT DOCUMENTS ROUNDTABLE OF THE IOWA LIBRARY ASSOCIATION.

ARTICLE II - PURPOSE

The purpose of the Roundtable is the promotion of documents library service by providing an avenue for discussion of problems and concerns and for exchange of ideas among librarians working with government publications in all types of libraries.

ARTICLE III - MEMBERSHIP

Section 1. Membership will be open to all members of the Iowa Library Association interested in government document service.

Section 2. Each personal member will have one vote.

Section 3. Dues will be set by a majority vote of members present at the Annual Business Meeting and will be payable with ILA dues.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the Roundtable will consist of the Chair, Vice Chair, and Secretary/Treasurer.

Section 2. The Executive Committee will meet at the Annual Conference of ILA and at other times at the discretion of the Chair. Between meetings the Executive Committee will conduct the business of the Roundtable through alternative methods of communication.

Section 3. The Executive Committee may call meetings of the membership in addition to the Annual Business Meeting.

Section 4. The Executive Committee has the power to act on behalf of the membership of the Roundtable between meetings of the Roundtable.

Section 5. Members will be made aware of Executive Committee activities as required by ILA.

ARTICLE V - OFFICERS

Section 1. The officers consist of the Chair, Vice Chair (who will be Chair Elect), and Secretary/Treasurer.

Section 2. Officers are nominated by a Nominating Committee consisting of the Vice Chair (who will be Committee chair), the Chair, and one other member. Nominations are also accepted from the floor at the Annual Meeting. Election takes place at the close of nominations during the Annual Business Meeting.

Section 3. Officers serve for a one-year term beginning January 1 following the Annual Business Meeting at which they are elected. They will not serve more than 2 consecutive elective terms.

Section 4. Qualifications for office consist of paid membership in ILA and membership in the Roundtable, and willingness to serve.

Section 5. Mid-term vacancies will be filled by the Executive Committee, with first consideration given to any runners-up in the last election. Such appointees will complete only the term for which they were appointed. The Chair will be replaced by the Chair Elect.

Section 6. Duties of Officers

Pt.1. Chair

- A. Presides at all meetings of the Roundtable.
- B. Prepares agendas for meetings.
- C. Calls meetings of the Executive Committee.
- D. Executes the wishes of the membership as expressed in the motions and resolutions at the last Annual Business Meeting.
- E. Liaison for the Roundtable with the ILA Executive Board.
- F. Coordinates work of officers.
- G. Appoints and directs the work of committees, as recommended by the membership.
- H. Acts, in consultation with the Executive Committee, upon all issues requiring action between scheduled business meetings of the Roundtable.
- I. Files reports as required by ILA.
- J. Approves expense vouchers.
- K. Serves on Nominating Committee.

Pt.2. Vice Chair

- A. Presides at meetings in the absence of the Chair.
- B. Plans programs at the Annual ILA Conference and other meetings.
- C. Attends all Roundtable and Executive Committee meetings.
- D. Serves as Nominating Committee chair.
- E. Prepares annual budget in consultation with Secretary/Treasurer.
- F. Assumes the office of Chair at the conclusion of a term as Vice Chair, or whenever that office becomes vacant.
- G. Acts as Parliamentarian.
- H. Performs related duties as requested by the Chair.

Pt.3. Secretary/Treasurer

- A. Attends all Roundtable and Executive Board meetings, and keeps minutes.
- B. Serves as liaison to ALA GODORT, ensuring continual affiliation with GODORT, and forwarding of minutes and reports.
- C. Handles correspondence where possible, and maintains Roundtable archives.
- D. Prepares the annual budget in consultation with Vice Chair.
- E. Keeps track of the financial status of the Roundtable.
- F. Edits newsletter.
- G. Performs related duties as required by the Chair.

ARTICLE VI - MEETINGS

Section 1. There will be an Annual Business Meeting of the Roundtable during the Annual Conference of the ILA. Other meetings may be called by the Executive Committee as deemed necessary to conduct the business or the programs of the Roundtable. Members will be notified of planned meetings as required by ILA.

Section 2. A quorum will equal the number of members attending the Annual Business Meeting. A simple majority decides an issue.

Section 3. Voting for election of officers will take place at the Annual Business Meeting. Voting for other business may take place at the Annual Business Meeting, at special meetings, or by mail when the Executive Committee determines a mail ballot is necessary.

Section 4. The Roundtable may conduct programs at the ILA Conference, planned in cooperation with and approved by the ILA President.

ARTICLE VII - COMMITTEES

Section 1. The Nominating Committee consists of the Vice Chair (who serves as chair), the Chair, and one other member appointed by the Chair.

Section 2. The Awards Committee:

- Consists of the immediate past president (who serves as chair), the Secretary/Treasurer, and one additional member appointed by the Roundtable Chair
- Will consult with the ILA GODORT Executive Committee to designate and publicize awards, which will not exceed the amount specified in the Roundtable budget in accordance with ILA policies.

Section 3. Other committees will be appointed by the Chair as recommended by the members or Executive Committee.

ARTICLE VIII - AFFILIATION

The Government Documents Roundtable is affiliated with the Government Documents Roundtable of the American Library Association.

ARTICLE IX - DISSOLUTION

Section 1. The Roundtable may be dissolved by membership vote at an Annual Business Meeting.

Section 2. The Roundtable will be dissolved by the ILA Executive Board if the roundtable fails to comply with ILA requirements.

ARTICLE X - AMENDMENTS TO THE BYLAWS

The Bylaws may be amended by a two-thirds majority vote of the members attending any Annual Business Meeting. Proposed changes will have been submitted in writing at least 30 days prior to the vote.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules of order governing the Roundtable will be *Robert's Rules of Order Newly Revised*, in all cases where they are applicable and when not in conflict with the Bylaws of the Roundtable.

(Bylaws approved by Executive Board December 5, 1984)

(Bylaws approved by Executive Board December 5, 1984)
Revised 2007

INFORMATION TECHNOLOGY FORUM

Promote the use of computers in all libraries.

Explore new computer technology.

Investigate computer resource sharing.

Educate librarians and patrons in the uses of computers.

Serve as a clearinghouse for the exchange of computer information.

Established as Computer Forum: November 7, 1983

Renamed: October 11, 2001

INFORMATION TECHNOLOGY FORUM BYLAWS

ARTICLE I - NAME

The name of this Subdivision will be the Information Technology Forum of the Iowa Library Association.

ARTICLE II - PURPOSE

The purpose of this Subdivision is:

- To explore new forms of information technology
- To educate librarians and library staff in the uses of information technology
- To promote information resource sharing

ARTICLE III - MEMBERSHIP

The membership of this Subdivision will be open to all personal members of the Iowa Library Association interested in computers. All ILA members who indicate interest on the membership form will be members of the Subdivision upon payment of ILA and Subdivision dues.

Dues will be set by a majority vote of the membership and are payable with the ILA dues.

ARTICLE IV - EXECUTIVE COMMITTEE

The Executive Committee will be composed of the officers of this Subdivision. The Executive Committee may meet at any time as it finds necessary and will have the power to transact any business for the Subdivision between regular meetings of the membership.

ARTICLE V - OFFICERS

The officers of this Subdivision will be a Facilitator, a Support Facilitator (who will be Facilitator Elect), and who will also serve as Secretary- Treasurer. Officers are to be elected for one-year terms by a majority of members attending the Annual Subdivision Business Meeting. The officers will begin their terms of office January 1 following the Annual Business Meeting at which they are elected. Prior to the Annual Business Meeting the Nominating Committee will secure at least one nominee for each office to be elected, secure the consent of the nominee in writing in advance, and report its nomination for officers at the Meeting. Nominations may also be made from the floor with the consent of the nominee. In the event of a vacancy the Executive Committee will appoint a member to serve until the next Annual Subdivision Business Meeting.

All officers must be members of the Subdivision. Duties of the officers will be the normal duties of such offices.

ARTICLE VI - MEETINGS

There will be an Annual Business Meeting of this organization which will coincide as to time and place with the Annual Meeting of the Iowa Library Association. In addition there may be other membership meetings as called by the Executive Committee. Thirty days notice will be given to the members before a special meeting of the Subdivision. A quorum will be five percent of personal voting members at any regular or special membership meeting. Votes by mail may be authorized by the Executive Committee between meetings. Twenty-five percent of voting membership will constitute a quorum. A simple majority of those voting will decide the issue superseding the previous action. The Executive Committee will have authority to set the time limit during which votes will be recorded.

ARTICLE VII - COMMITTEES

The Facilitator will appoint a Nominating Committee of two members, and in addition, the immediate past Facilitator may serve as chairperson of the Nominating Committee. In addition to the standing Nominating Committee, the Executive Committee may appoint such ad hoc committees as necessary. The chair of such committees will be designated by the Executive Committee. The terms of office will be specified at the time of the formation of the committee. A majority of committee members will be a quorum.

ARTICLE VIII - DISSOLUTION

This Subdivision may be dissolved by a vote of the membership. All funds and/or property will revert to the Iowa Library Association.

ARTICLE IX - AMENDMENTS

Any of these Bylaws may be altered, amended or repealed at any meeting of the Subdivision by a two-thirds vote of the members present, provided that written or published notice of the time and place of the meeting and the proposed changes has been given to the members at least thirty days prior to the meeting. Such notice may be given through publication in the *CATALYST* or through mail notice to members.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules of order governing this organization will be those of *Robert's Rules of Order Newly Revised*, in all cases where they are applicable and when they are not in conflict with the Bylaws of this Subdivision.

IOWA ASSOCIATION OF SCHOOL LIBRARIANS

Established October 14, 2003

IOWA ASSOCIATION OF SCHOOL LIBRARIANS

BYLAWS Adopted February 2004

ARTICLE I Name and Affiliation

- Section 1.** *Name:* The name of this organization will be the Iowa Association of School Librarians (IASL).
- Section 2.** *Affiliation:* The Iowa Association of School Librarians will be a subdivision of the Iowa Library Association (ILA) and an affiliate of the American Association of School Librarians (AASL), a division of the American Library Association.

ARTICLE II Mission and Purpose

- Section 1.** The mission of the Iowa Association of School Librarians is to promote life-long learning and literacy in all its forms through active advocacy for school librarians and media specialists, media and technology professionals and library educators. Specifically the Iowa Association of School Librarians will:

Articulate a vision for school library media programs in Iowa.
Support the professional development of its members.
Advocate for the school library/media program within the educational community, with governmental bodies and the public, emphasizing the connection between quality school library programs and student achievement.
Work to promote reading and information literacy in our schools.
Promote the effective use of media and technology in the schools.
Support state and national guidelines for school library media programs.
Consult with the Department of Education and the State Library regarding certification of school library media personnel, and standards for staffing, facilities and collections.

ARTICLE III Membership

- Section 1.** *Qualifications.* Any person who is a personal member of ILA is eligible for membership. Any personal member of ILA who designates Iowa Association of School Librarians as a subdivision and pays dues as described below is a member of Iowa Association of School Librarians.
- Section 2.** *Dues.* ILA levies dues on all members. Dues for the Iowa Association of School Librarians will be determined annually by the Board of Directors and changes presented to the membership for its approval at the Annual Membership Meeting. They may be adopted by a majority vote of the members present or through a mail ballot and take effect the following calendar year. The membership will be given at least 30 days written notice of the proposed change in the dues structure.
- Section 3.** *Prerequisite to Participation.* Participation as an officer, committee member or voting member of the Iowa Association of School Librarians will be contingent upon valid membership.
- Section 4.** *Membership Year.* The membership year will run from January 1 to December 31.

ARTICLE IV Meetings

- Section 1.** *Occurrence.* There will be an annual membership meeting each year held during the ILA Annual Conference. Other meetings may be held as necessary at the request of the President. The membership will be given at least 30 days notice of any additional meetings specifying time, place and purpose.
- Section 2.** *Quorum.* Membership meetings will be convened upon the presence of a quorum of five percent of the membership.
- Section 3.** *Parliamentary Procedure.* Membership meetings will be conducted according to the latest edition of Robert's Rules of Order.

ARTICLE V Officers

Section 1. Officers. There will be four officers of the Association: a President, a Vice-President/President Elect, a Secretary/Treasurer and the immediate Past President.

Section 2 Duties of the Officers

A. The President will:

1. Preside at all meetings of the Iowa Association of School Librarians.
2. Execute the wishes of the membership and Board as expressed in motions and resolutions passed at membership or Board meetings.
3. Prepare the Iowa Association of School Librarians budget, subject to Board approval.
4. Recommend to the ILA Vice-President an Iowa Association of School Librarians liaison to the ILA Governmental Affairs Committee. The Governmental Affairs liaison will serve as a voting member of the Iowa Association of School Librarians Board.
5. Recommend to the ILA Vice-President representatives to the ILA Public Relations, Intellectual Freedom and Conference Planning Committees.
6. Appoint chairs of standing committees (except the Nominations and Elections Committee) and chairs and members of *Ad Hoc* Committees.
7. Attend the annual planning session of the Iowa Library Association.
8. Submit reports as required by ILA policies and guidelines.
9. Authorize payment of all Iowa Association of School Librarians funds up to the amount specified in the annual Iowa Association of School Librarians budget in accordance with ILA policies. Unbudgeted expenditures will be subject to Board approval.
10. Maintain an archival copy of documents for which the President is responsible (See Article IX).
11. Secure approval by the Board of Directors for all nominations and appointments.

B. The Vice President/President Elect will:

1. Preside at meetings in the absence of the president.
2. Assume the position of President upon the conclusion of the term of office of the President.
3. Attend the annual planning session of ILA and preside over the Iowa Association of School Librarians portion of the meeting to plan for the following year's activities.
4. Serve as a member of the Professional Growth Committee with special responsibility for conference planning.
5. Maintain an archival copy of documents for which the Vice President is responsible (See Article IX).
6. Perform other duties, which may be assigned by the President, Board, or membership

C. The Secretary/Treasurer will:

1. Record the minutes of all membership and Board meetings.
2. Maintain financial records for the Iowa Association of School Librarians and its committees.
3. Report at the Annual Membership Meeting and at Board of Directors' meetings on the financial status and membership of the Association.
4. Maintain an archival copy of documents for which the Secretary/Treasurer is responsible (See Article IX).
5. Collect all archival documents and submit to the ILA Executive Director for deposit in the archives (See Article IX).
6. Perform other duties, which may be assigned by the President, Board, or membership.

D. The Past President will

1. Chair the Nominations and Elections Committee.
2. Serve as Parliamentarian for meetings of the Board and membership.

ARTICLE VI Board of Directors

Section 1. Membership. The Board of Directors (Board) will consist of the Officers of the Iowa Association of School Librarians (See Article V Section 1), the chairs of the standing committees, the AASL Affiliate Assembly Representative, the liaison to the ILA Governmental Affairs Committee and two at-large members.

Section 2. Election. The Vice President/President Elect will be elected annually. The Secretary/Treasurer will be elected every third year for a three-year term. The two at-large members of the Board of Directors will be elected for three-year terms. Terms will expire every third year on a rotating basis. The AASL Affiliate Assembly Delegate will be

elected for a three-year term in the year that no at-large Board member is elected.

Section 3. Duties.

- A. Determine the policies and programs of the Iowa Association of School Librarians and manage the affairs of the Association.
- B. Approve the appointments of standing committee chairs and nominated representatives to ILA committees
- C. Propose dues for the chapter annually and present proposed dues changes to the membership 30 days in advance for its approval at the Annual Membership Meeting or by mail ballot (See Article III Section 2).
- D. Approve the Association budget and unbudgeted expenditures.
- E. Approve the appointment of committee chairs and approve committee action plans and budgets.
- F. Determine the successful candidate by majority vote in case of a tie vote in elections.

Section 4. Affiliate Assembly Delegate. The Affiliate Assembly Delegate will:

- A. Be the official representative of the Iowa Association of School Librarians to the American Association of School Librarians Affiliate Assembly and Region 3 meetings in accordance with the AASL Affiliate Assembly Policies and Procedures. If the delegate is unable to attend, the President may designate a representative.
- B. Report regularly to the Board and membership about AASL initiatives.
- C. Be provided by IASL with financial support to attend the required AASL meetings.

Section 5. Vacancies.

- A. A vacancy in the office of President will be filled for the unexpired term by automatic advancement of the Vice-President/President Elect. The Vice President/President elect will complete the unexpired term of the President and then serve his or her own year as president.
- B. A vacancy in the office of Vice President/President Elect will be filled by a special election (See Article VII Section 5).
- C. Vacancies in the position of Secretary/Treasurer, At-Large Member of the Board of Directors or the AASL Affiliate Assembly Delegate will be filled at the next election if the vacancy occurs during the first two years of office. If the vacancy occurs during the third year of office, the position will not be filled

Section 6. Meetings. The Board of Directors will meet at least three times per year at a time and place determined by the President. The President or three members of the Board of Directors may call additional Board meetings. Notice of meetings and a printed agenda should be provided to all Board members at least five days prior to meetings.

Section 7. Quorum. A majority will constitute a quorum of the Board of Directors.

Section 8. Parliamentary Procedure. Board meetings will be conducted according to the latest edition of Robert's Rules of Order.

ARTICLE VII Nominations and Elections

Section 1. Chairperson. The immediate Past President of the Iowa Association of School Librarians will serve as chair of the Nominations and Elections Committee and will recruit a representative committee of three members to select nominees for officers and the Board of Directors. The chair and committee will serve for one year.

Section 2. Nominations. The Nominations and Elections Committee will nominate at least one candidate for each elected position.

Section 3. Elections. Elections will be by submitted to the membership in October of each year. For each position, the person receiving the largest number of votes will be elected. Twenty-five percent of the membership will constitute a quorum for elections. In case of a tie vote, the successful candidate will be determined by a majority vote of the Board of Directors. Write-in ballots will be counted and reported.

Section 4. Nominations and Elections Committee Reports. The Nominations and Elections committee will submit a written report of its nominations to the Board for approval prior to ballots being distributed, and will submit election results to the Board and publish them for the membership. Newly elected officers and Board members will take office January 1 following the election.

Section 5. Special Elections. A special election may be called to fill a vacancy in the office of Vice-President/President Elect. The special election will be conducted by mail ballot and be subject to the procedures for nomination and election outlined above. The newly elected Vice-President/President Elect will take office immediately.

ARTICLE VIII

Committees

Section 1. Standing Committees. There will be five standing committees:

Nomination and Elections, Professional Growth, Advocacy, Awards and Publications. Except for Nominations and Elections, committee members and chairs will be appointed for three-year terms and may serve additional terms if re-appointed. Chairs will recruit their own committee members with size dependent upon the specific tasks of the committee.

A. Nominations and Elections. This committee will be chaired by the immediate Past President and will conduct the Election of Officers and Directors as set forth in the Bylaws. Terms will be one year.

B. Professional Growth. This committee will promote the professional development of the membership. The chair of the Professional Growth Committee will be appointed by the President (see Article V Section 2. 8) and serve as a voting member of the Board. Responsibilities include:

1. Plan and publicize the spring conference.
2. Recommend to the President at least one member of the Professional Growth Committee to be nominated for the ILA Conference Planning Committee.
3. Communicate with Area Education Agencies and others on professional development needs of the membership.
4. Contribute articles and reviews of professional interest to ILA and Iowa Association of School Librarians' publications.

C. Advocacy. This committee will promote the professional interests of the membership. The chair of the Advocacy Committee will be appointed by the President (see Article V Section 2. 8) and serve as a voting member of the Board. Responsibilities include:

1. Communicate with the State Library, Department of Education and Area Education Agencies to upgrade and promote certification requirements and professional standards.
2. Develop an advocacy program for Iowa Association of School Librarians.
3. Coordinate with Governmental Affairs Representative to bring issues to ILA.

D. Awards. This committee will support, monitor and advocate for the awards programs of the Iowa Association of School Librarians in accordance with ILA policies. The chair of the Awards Committee will be appointed by the President and serve as a voting member of the Board. There will be four subcommittees of the Awards Committee:

1. Iowa Children's Choice Award – This subcommittee will plan and conduct activities for the annual Iowa Children's Choice Award program.
2. Iowa Teen Award – This subcommittee will plan and conduct activities for the annual Iowa Teen Award program.
3. Iowa High School Book Award – This subcommittee will plan and conduct activities for the annual Iowa High School Book Award.
4. Annual Recognition Awards – This subcommittee will designate those persons to be honored by the Iowa Association of School Librarians as directed in the policies of the Board.

Other awards may be developed by the committee subject to approval by the Iowa Association of School Librarians Board of Directors and the ILA Board.

E. Publications. This committee will be responsible for the official publications of the Iowa Association of School Librarians including the web site, electronic list and/or electronic newsletter, subject to ILA guidelines and policy. It will solicit and submit articles of interest to the membership to the ILA newsletter. The chair of the Publications Committee will be appointed by the President and serve as a member of the Board.

Section 2. Special or Ad Hoc Committees. *Ad Hoc* committees may be created by the Board to complete specific tasks of a temporary nature. The President will name the chair and members of *Ad Hoc* committees and designate tasks and budget subject to approval by the Board. *Ad Hoc* committees can exist for a period of up to two years.

ARTICLE IX Archives

Section 1. The University of Iowa is the archival depository for the Iowa Library Association and its subdivisions. The Secretary/Treasurer will forward official documents annually to the ILA Executive Director for deposit in the archives.

**ARTICLE X
Amendments**

Section 1. These bylaws may be amended by a two-thirds vote of the membership present at any membership meeting of Iowa Association of School Librarians provided that a quorum is present, or by a majority vote on a mailed ballot (five percent of members voting) and in accordance with ILA policies. Proposed changes will be posted on the web page and other publications at least 30 days before the vote. Amendments will take effect immediately unless otherwise specified.

**ARTICLE XI
Dissolution**

Section 1. Should Iowa Association of School Librarians dissolve for whatever reason, assets will be transferred to the Iowa Library Association.

Revised – December 1, 2008

IOWA HEALTH SCIENCES LIBRARY ASSOCIATION

Promote health sciences library services.

Provide a forum for exchange of ideas.

Monitor and make recommendations regarding legislation affecting Iowa health sciences libraries.

Develop and strengthen relationships with cooperative and network activities within Iowa and the nation.

Be an effective part of the National Network of Libraries of Medicine Greater Midwest Region.

Established: December 20, 1983

IOWA HEALTH SCIENCES LIBRARY ASSOCIATION BYLAWS

Article I - Name

The name of this Association will be the Iowa Health Sciences Library Association (hereinafter referred to as the Association), a subdivision of the Iowa Library Association (hereinafter referred to as ILA).

Article II - Purpose

The purposes of this Association will be to promote health sciences library services; to provide a forum for exchange of ideas; to monitor and make recommendations regarding legislation affecting Iowa health sciences libraries; to develop and strengthen relationships with cooperative and network activities within Iowa and the nation; and to be an effective part of the National Network of Libraries of Medicine, Greater Midwest Region (NN/LM GMR).

Article III – Membership and Dues

Section 1. Membership will be available to personal members of the ILA who are interested in health sciences librarianship. All ILA members who indicate interest on the ILA membership form will be members of the Association upon payment of dues.

Section 2. Each Association member will have one vote.

Section 3. Dues will be determined annually by the Executive Committee. Changes to the dues will be approved by a majority vote of the Association members present at the Annual Business Meeting, and will be payable with ILA dues.

Article IV – Officers

Section 1. The officers will consist of the Chair, Vice Chair (who will be Chair-Elect), and Secretary/Treasurer.

Section 2. Officers will be nominated by the Nominating Committee (see also Article VII). Nominations will also be accepted from the floor at the Annual Business Meeting. Consent of the nominee must be obtained prior to nomination. Election will take place at the close of nominations during the Annual Business Meeting.

Section 3. Officers will serve a one-year term beginning January 1 following the meeting at which they were elected. The Chair and Vice Chair will serve one elective term; however the Secretary Treasurer may serve two consecutive elective terms.

Section 4. Qualifications for office consist of paid membership in ILA, membership in the Association, and willingness to serve.

Section 5. In the case of a vacancy, the Chair will be replaced by the Vice Chair. Other mid-term vacancies will be filled by appointment of the Executive Committee (see also Article V). Such appointees will complete only the term for which they were appointed.

Section 6. Duties of the officers will be those normally pertaining to their respective offices.

Article V – Executive Committee

Section 1. The Executive Committee of the Association will consist of:

- A.** Chair.
- B.** Vice Chair.
- C.** Secretary/Treasurer.
- D.** Representative to the NN/LM GMR, appointed by the Chair.
- E.** Two Resource Library Representatives, appointed by the directors of the NN/LM GMR Resource Libraries.
- F.** State Medical Library Representative, appointed by the State Librarian of Iowa.
- G.** Hospital Library Representative, appointed by the Vice Chair.

All members of the Executive Committee should be paid members of ILA and hold membership in the Association and will serve a one year term beginning January 1.

Section 2. The Executive Committee will meet at the ILA Annual Conference prior to the Annual Business Meeting and at other times at the discretion of the Chair.

Section 3. A quorum will equal the number of members attending the Executive Committee Meeting. A 2/3 majority will decide an issue. The Chair will participate in discussions and will vote on all issues.

Section 4. The Executive Committee may call meetings of the membership in addition to the Annual Business Meeting.

Section 5. The Executive Committee will have the power to act on behalf of the membership of the Association between meetings of the Association. Business may be conducted by e-mail and voting by electronic ballot.

Section 6. The Executive Committee will be responsible for programs, awards and Bylaws revisions.

- A.** The Chair-Elect will appoint three members to the Program Sub-Committee immediately following the Annual Business Meeting. The members will serve a one-year term to begin January 1 following the Association Annual Business Meeting. The Program Sub-Committee will develop and organize the educational programs and activities for the ILA Annual Conference and the Association Annual Spring Meeting. The Program Sub-Committee will report to the Executive Committee.
- B.** The Chair-Elect will appoint two members to the Awards Sub-Committee immediately following the Annual Business Meeting. The Awards Committee will identify and reward professional achievement of Association members. Awards proposed will include a description and criteria for review and approval by the ILA Awards Committee. The Awards Sub-Committee will report to the Executive Committee.
- C.** The Chair-Elect will appoint two members to review the Association Bylaws bi-annually and recommend revisions to the Executive Committee. The Executive Committee will forward these revisions to the Bylaws and Organization Manual Committee and ILA Executive Board for their approval. All revisions to the Bylaws will be approved by the Association membership at the Annual Business Meeting.

Article VI - Meetings

Section 1. There will be an Annual Business Meeting during the ILA Annual Conference. Special meetings may be called by the Executive Committee provided that notification is sent to the Association membership at least thirty days prior to the meeting as deemed necessary to conduct the business or the programs of the Association.

Section 2. A quorum will equal the number of members attending the Annual Business Meeting or special meeting. A 2/3 majority will decide an issue.

Section 3. Voting for the election of officers, changes to dues and bylaws revisions will take place at the Annual Business Meeting. Other business may be conducted at special meetings, by postal mail, or by email and electronic ballot at the discretion of the Executive Committee.

Section 4. The Association may conduct programs at the ILA Annual Conference, planned in cooperation with and approved by the ILA President.

Article VII - Committees

Section 1. The Nominating Committee will consist of the Chair, Vice Chair, and a Member at Large appointed by the Vice Chair. This committee will serve a one-year term. The Vice Chair will serve as the committee chair.

Section 2. Other Association committees may be appointed by the Chair as recommended by the membership or the Executive Committee.

Article VIII – Dissolution

Section 1. The Association may be dissolved by membership vote at the Annual Business Meeting.

Section 2. The Association will be dissolved by the Iowa Library Association Executive Board if it fails to comply with ILA subdivision requirements.

Article IX – Amendments to the Bylaws

The Bylaws may be amended by 2/3 majority vote of the members attending the Annual Business Meeting. Proposed changes must be submitted to the membership in writing at least 30 days prior to the vote.

Article X – Parliamentary Authority

The rules of order governing the Association will be Roberts Rules of Order Newly Revised, in all cases where they are applicable and when not in conflict with the Bylaws of the Association or the Iowa Library Association.

Adopted October 1985

Revised, October 1993

Amended, October 1994

Revised, May 2002

Revised October 2008

**IOWA LIBRARY ASSOCIATION CHAPTER
OF THE
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
ILA/ACRL**

Represent the common interests of libraries and library staff in higher education and independent research facilities.

Enhance library service, user education, and staff development in college and research libraries.

Established: October 7, 1983

IOWA LIBRARY ASSOCIATION CHAPTER OF THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

BYLAWS

ARTICLE I -NAME

The name of this organization will be the Iowa Library Association Chapter of the Association of College and Research Libraries (hereinafter referred to as the Chapter), an affiliate of the national Association of College and Research Libraries (hereinafter referred to as ACRL), and a Subdivision of the Iowa Library Association (hereinafter referred to as ILA). The Chapter's acronym for all official purposes will be ILA/ACRL.

ARTICLE II – PURPOSE

The purpose of the Chapter is to represent the common interests of the libraries and library staff in higher education and independent research libraries. The Chapter seeks to enhance library service, user education, and staff development in these libraries.

ARTICLE III – MEMBERSHIP

Section 1. Qualifications

Any person who is a personal member of ILA is eligible for membership. Any personal member of ILA who designates the Chapter as a Subdivision membership and pays dues is a member of the Chapter. Each paid member will have one vote.

Section 2. Dues

Dues are levied by ILA on all members. Dues for the Chapter will be determined annually by the Executive Board and changes presented to the membership for its approval at the Annual Business Meeting. They may be adopted by a majority vote of the members present or through a mail ballot and take effect the following calendar year. The membership will be given at least 30 days written notice of the proposed change in the Chapter dues structure.

ARTICLE IV - MEETINGS

Section 1. Frequency

There will be an Annual Business Meeting each year held during ILA's annual conference. The Chapter may hold other meetings as necessary at the request of the President. The membership will be given at least 30 days written notice of any additional meetings specifying time, place, and purpose.

Section 2. Quorum

These meetings will be convened upon the presence of a quorum of ten percent of the members.

ARTICLE V - OFFICERS

Section 1. Officers

There will be three officers of the Chapter: a President, a Vice-President/President-Elect, and a Secretary/Treasurer. Officers must be members of both the Chapter and ACRL.

Section 2. Duties

A. The President will:

- i. Preside at all meetings of the Chapter;
- ii. Serve as Chapter liaison to ACRL;
- iii. Subject to Executive Board approval, appoint a delegate to the ACRL Chapters Council who will serve as a non-voting ex officio member of the Executive Board;

- iv. Subject to Executive Board approval, appoint an ACRL chapter Government Relations Representative who will serve as a non-voting ex officio member of the Executive Board
- v. Subject to Executive Board approval, appoint officers to fill temporarily any vacancy which occurs between elections, (See Article VI, Section 2, vi);
- vi. Subject to Executive Board approval. appoint members to fill vacancies on committees as necessary,
- vii. Submit an annual budget request each year to ACRL in accordance with ACRL guidelines;
- viii. Attend the Annual Planning Session of ILA to plan for the following year's activities in accordance with ILA policies;
- ix. Submit an annual report at the end of the term of office to the Executive Officers of ACRL in accordance with ACRL policies;
- x. Submit reports as required by ILA policies and bylaws;
- xi. Maintain an archival copy of Chapter documents for which this position is responsible. (See Article IX);
- xii. Execute the wishes of the membership or Executive Board as expressed in the motions and resolutions passed at any business or Executive Board meeting;
- xiii. In consultation with the Executive Board of the Chapter, act upon all issues requiring action prior to the next regularly scheduled business meeting;
- xiv. Authorize payment of all Chapter funds up to the amount specified in the Chapter budget in accordance with ILA policies. Unbudgeted expenditures will be subject to Executive Board approval. (See Article VI, Section 2, iv).

B. The Vice-President/President-Elect will:

- i. Preside at meetings in the absence of the President;
- ii. Assume the position of President upon the conclusion of the term of office of the President;
- iii. Serve as chair of Nominating Committee and appoint Nominating Committee members for the coming year, as prescribed in Article VIII, Section 1, B, i and ii;
- iv. Appoint chairs of standing committees (except the Nominating Committee) for the coming year in consultation with the Nominating Committee and subject to the approval of the Executive Board. (See Article VI, Section 2, iii);
- v. Attend the Annual Planning Session of ILA and preside over the Chapter portion of the meeting to plan for the following year's activities in accordance with ILA policies;
- vi. Prepare the Chapter budget, subject to approval of the Executive Board. (See Article VI, Section 2, iv);
- vii. Maintain an archival copy of chapter documents for which this position is responsible. (See Article IX);
- viii. Act as Parliamentarian of the Chapter at all meetings when questions of form or order arise;
- ix. Perform such other duties as may be assigned to the office by the President, membership, Executive Board or Iowa Library Association.

C. The Secretary/Treasurer will:

- i. Record the minutes of all business and Executive Board meetings, and produce them for review at the next meeting;
- ii. Report at the Annual Business Meeting and at Executive Board meetings on the financial status of the Chapter;
- iii. Maintain an archival copy of all Chapter documents for which this position is responsible. (See Article IX);
- iv. Collect all archival documents from officers and committee chairs and deposit these in the archival depository before leaving office in accordance with Article IX;
- v. Deposit a copy of all Chapter reports, program and meeting notices, and other records of Chapter activities with the Executive Officers of ILA and ACRL in accordance with the policies of each organization;
- vi. Perform such other duties as may be assigned to the office by the President, membership, or Executive Board.

Section 3. Vacancies

A vacancy in the office of President will be filled for the unexpired term by automatic advance of the Vice-President/President-Elect. The Vice-President/President-Elect will complete the unexpired term of the President and then serve his or her own year as President. A vacancy in the office of Vice-President/President-Elect or Secretary/Treasurer will be filled as prescribed in Article V, Section 2, A, v. A vacancy in the office of Past President will not be filled.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Membership

The Executive Board will consist of the officers of the Chapter, the immediate Past President, the chairs of the standing committees, and two at-large members. The ACRL Chapter Government Relations Representative and ACRL Chapters Council Representative will serve as non-voting ex officio members of the Executive Board.

Section 2. Duties

- i. The policies and programs of the Chapter will be determined by the Executive Board, in accordance with all ILA general, financial, and meeting policies. The Board will manage the affairs of the Chapter, subject to its Bylaws, except when a Business Meeting is in session;
- ii. Propose dues for the Chapter annually and present proposed dues changes to the membership 30 days in advance for its approval at the Annual Business Meeting or by mail ballot (See Article III, Section 2);
- iii. Approve appointments of standing committee chairs made by the Vice-President/President-Elect as chair of the Nominating Committee (See Article V, Section 2, B, iv);
- iv. Approve the Chapter budget and unbudgeted expenditures. (See Article V, Section 2, A, xiv and Article V, Section 2, B, vi);
- v. Authorize the creation of ad hoc committees and determine their charge and budget. (See Article VIII, Section 2);
- vi. Approve temporary appointments of officers to fill any vacancy which occurs between elections. (See Article V, Section 2, A, v);
- vii. In the case of a tie vote in elections, determine the successful candidate by majority vote. (See Article VII, Section 6);
- viii. Direct the dissolution of the Chapter if needed (See Article X);
- ix. Approve all appointments made by President. (See Article V, Section 2,A, iii-vi).

Section 3. Term

The officers and the two at-large members of the Executive Board take office January 1 following their election. (See Article VII, Section 1 and Article VII, Section 2).

Section 4. Meetings

The Executive Board will meet at least once a year at a time and place determined by the President. The President or three members of the Executive Board may call additional Board meetings. At least five days' notice of meetings should be given to all Board members.

Section 5. Quorum

A majority will constitute a quorum of the Executive Board.

Section 6. Vacancies

Vacancies in a position of at-large member of the Executive Board will be filled at the next election if the vacancy occurs during the first year of office. If a vacancy occurs during the second year of office, the position will not be filled.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. Officers

The Vice-President/President-Elect and Secretary/Treasurer will be elected annually. Officers cannot serve consecutive terms.

Section 2. Executive Board

The two at-large Executive Board members will be elected for two-year terms. Terms will expire in alternate years, with one member being elected each year for a two-year term. Elected Executive Board members cannot serve successive terms.

Section 3. Nominations

The Nominating Committee will nominate at least one candidate for each elected position. No person will serve as an officer of the Chapter unless he or she is a member of the Chapter and ACRL. No person will serve as a member of the Executive Board unless he or she is a member of the Chapter. If a member of the Nominating Committee becomes a candidate for election, he or she must resign from that committee. The Nominating Committee will verify the qualifications of all candidates for office.

Section 4. Nominating Committee Report

The Nominating Committee will issue a written report of its nominations to the Chapter membership at least 30 days prior to the Annual Business Meeting.

Section 5. Nomination by Petition

Any other nominations signed by not fewer than five percent of the total Chapter membership and presented during the Annual Business Meeting will be included in the official election ballot. Nominations must be accompanied by written consent of the nominee and must meet the qualifications specified in Article VII, Section 3. Write-in votes will not be tallied.

Section 6. Elections

Notice of the elections and instructions for casting ballots will be sent to the Chapter membership one-week following the Annual Business Meeting of the Chapter. The Nominating Committee will have charge of the election and will ensure that the member list is updated. Each ballot message is to state the voting period, the number of responses required for a quorum, the percentage of approvals required for election/passage and information about how the winners' results will be announced.

For each position, the candidate receiving the largest number of votes will be elected. Thirty-five percent of the membership will constitute a quorum for elections. In the case of a tie vote, the successful candidate will be determined by majority vote of the executive board (see Article vi, Section 2, vii). Results will be communicated to the Chapter Executive Board immediately after they have been tabulated and to the membership in the next issue of the Chapter newsletter.

Chapter elections will be held electronically and in compliance with ILA subdivision policies as outlined in the *ILA Organization Manual*. Paper notices will be sent to members without email addresses. Paper ballots must be mailed to voter upon request.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees

There will be at least eight standing committees: the Spring Conference Program Committee, the Nominating Committee, the Awards Committee, the Membership Committee, the Directory Committee, the Newsletter Committee, the Fall Program Committee, and the Electronic Communications Committee. Committee members must be members of the Chapter.

Members will be appointed by the Nominating Committee (except those on the Nominating Committee) and the Chapter notified of the appointments. Members will be appointed for a period of two years, for terms January 1-December 31. Committee chairs are appointed by the Vice-President/President-Elect (except the Nominating Committee) in consultation with the Nominating Committee, subject to the approval of the Executive Board. (See Article V, Section 2, B, iv and Article VI, Section 2, iii).

Committee vacancies are filled by the President. (See Article V, Section 2, A, v). The President may appoint additional committee members for a one-year term if circumstances demand. Committee terms will be rotated as described below. Committee chairs may serve successive terms as Chair of the same committee with the approval of the Executive Board. In the case of a tie vote, the vote of the President will prevail.

A. The Spring Conference Program Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least six members, including the Chair, appointed by the Nominating Committee. Three members will continue from previous year, if possible;
- iii. Plan and publicize the Chapter's Spring Conferences, including invitation and selection of contributed paper sessions.

B. The Nominating Committee will:

- i. Be chaired by the Vice-President/President-Elect;
- ii. Consist of at least five members, including the chair. New members, are appointed by the Vice-President/President-Elect. Two members will continue from previous year, if possible. Members will serve no more than two years in succession;
- iii. Publicize committee vacancies, seek out people in the Chapter to serve on committees every year, and appoint members to committees;
- iv. Notify the Chapter membership of appointments to committees;
- v. Fulfill responsibilities for nomination and election of officers as outlined in Article VII Section 3.

C. The Awards Committee will:

- i. Be chaired by the immediate Past President;
- ii. Consist of at least four members, in addition to the chair, appointed by the Nominating Committee. Two members will continue from previous year, if possible;
- iii. Designate and publicize awards every year, the nature of which to be determined by the committee, in consultation with the President and/or Executive Board. The amount of the awards should not exceed the amount specified in the Chapter budget;
- iv. Consult with the President and/or Executive Board to determine the number of awards to be offered.
- v. Notify award winners of their responsibility to report to the Newsletter Committee Chair.

D. The Membership Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least eight members including the chair, appointed by the Nominating Committee. Four members will continue from previous year, if possible;
- iii. Consist of representatives from various regions of the state and types of institutions;
- iv. Identify potential new Chapter members in the state;
- v. Provide membership information as necessary;
- vi. Encourage Chapter membership and activity.

E. The Directory Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least eight members including the chair, appointed by the Nominating Committee. Four members will continue from previous year, if possible;
- iii. Prepare a staff directory of all academic and research libraries in the state every other year;
- iv. In cooperation with the Electronic Communications Committee distribute the directory to all Chapter members and others as directed by the President.

F. The Newsletter Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least eight members including the chair, appointed by the Nominating Committee. Four members will continue from previous year, if possible;
- iii. Prepare a Chapter newsletter for periodic distribution;
- iv. In cooperation with the Electronic Communications Committee distribute the newsletter to all Chapter members and others as directed by the President.

G. The Fall Program Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least four members, including the chair, appointed by the Nominating Committee. Two members will continue from previous year, if possible;
- iii. Plan and publicize the Chapter's program(s) and discussion forum at the ILA Annual Conference, including invitation and selection of speakers and papers, in cooperation with the ILA Conference Planning Committee.

H. The Electronic Communications Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least four members, including the chair, appointed by the Nominating Committee. The IA-ACRL listserv owner will serve as a non-voting ex officio member. Two members will continue from previous year, if possible;
- iii. Develop and maintain the electronic products of the Chapter and post them to the ILA/ACRL web page;
- iv. In cooperation with the Newsletter and Directory Committees develop editorial guidelines for the content of electronic information products;
- v. Distribute Chapter information electronically as directed by the President and Executive Board.

Section 2. Ad Hoc Committees

From time-to-time, there may be created by the Executive Board, its members appointed by the President, an ad hoc committee to fill a temporary need. The Executive Board will determine the charge and budget of the ad hoc committee. (See Article VI, Section 2, v). Such a committee may exist for a period of up to two years but no longer. If the work of the committee has not been completed in that length of time, it will be disbanded, and a new committee may be appointed by the President, subject to the approval of the Executive Board. (See Article VI, Section 2, v).

ARTICLE IX - ARCHIVES

The University of Iowa Libraries is the archival depository for both the ILA and the Chapter. Chapter documents will be deposited annually in the University of Iowa Libraries Special Collections Department. The Secretary/Treasurer of the Chapter is responsible for this action. Before Chapter documents are submitted to the Secretary/Treasurer for archival deposit, working copies will be made as needed and given to new officers and committee chairs for the following year.

ARTICLE X - DISSOLUTION

Upon dissolution of the Chapter, the ILA/ACRL Executive Board will, after paying or making provision for the payment of all liabilities of the Chapter, transfer all assets of the Chapter to the ILA. (See Article VI, Section 2, viii).

ARTICLE XI - AMENDMENTS

These bylaws may be amended by a two-thirds vote of the membership present at any business meeting of the Chapter, a quorum being present, or by electronic ballot. For an electronic ballot, 35 percent of the voting membership will constitute a quorum and a two-thirds majority of those voting will decide the issue. The Chapter email list will be available from the ILA Office prior to the vote. Paper ballots will be sent to members without email addresses or upon request.

The proposed changes will have been posted on the ILA/ACRL web page or submitted in writing to the membership by the Secretary/Treasurer at least 30 days before the vote. Once posted, the amendment may not be modified. The listserv and newsletter will serve as the vehicles by which members are alerted to bylaw changes. Amendments will take effect immediately unless otherwise noted.

If by electronic ballot, each amendment notice message is to state the voting period, the number of responses

required for a quorum, the percentage of approvals required for election/passage and information about how the results will be announced.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The parliamentary authority to be used in conducting the meetings and all other business of the Chapter will be the latest revised edition of Henry M. Robert's Rules of Order, insofar as it is not contrary to these bylaws or to the bylaws of ILA and ACRL.

Revised 2007

IOWA LIBRARY FRIENDS ASSOCIATION

Established December 6, 2002

IOWA LIBRARY FRIENDS ASSOCIATION BYLAWS

ARTICLE I - NAME

The name of this organization, the Friends subdivision of the Iowa Library Association, will be the IOWA LIBRARY FRIENDS ASSOCIATION (ILFA).

ARTICLE II - PURPOSE

The purposes of this organization will be:

- A. To promote the growth and development of volunteer library Friends groups in Iowa;
- B. To provide library Friends members and library staff the opportunity to work together and share information about issues important to libraries in Iowa;
- C. To promote the enhancement of library services through support from library Friends groups;
- D. To provide continuing education, ideas, and information relevant to Friends members at the Iowa Library Association Annual Conference, through publications, and at special meetings held especially for Friends members;
- E. To support the programs of the Iowa Library Association, the State Library of Iowa and the Library Service Areas to provide quality library service to the citizens of Iowa;
- F. To actively support and work for the Iowa Library Association's legislative agenda.

ARTICLE III - MEMBERSHIP

The following tenets will guide the establishment of a viable Iowa Library Friends Association membership.

- A. A personal member of the Iowa Library Association who is interested in the purposes of ILFA may be a member of this organization.
- B. The Iowa Library Friends Association annual membership dues will be \$5.00 for each member in addition to the Iowa Library Association dues.
- C. The membership year and the fiscal year will be the calendar year, January 01 to December 31

ARTICLE IV - DUTIES OF EXECUTIVE COMMITTEE

A. The officers of the Iowa Library Friends Association will be President, Vice President/President-Elect, Secretary/Treasurer and immediate Past President and will constitute the Executive Committee. The Executive Committee will meet a minimum of one time per year and any three members of the Executive Committee will constitute a quorum. Additional meetings may be scheduled as deemed appropriate.

B. Duties of the Executive Committee will include, but not be limited to, the following:

- 1. Transact Iowa Library Friends Association business in consultation with the ILFA Executive Board.
- 2. Initiate policy.
- 3. Fill vacancies as prescribed below. (See Article IV, C,1,c and d.)

C. Duties and responsibilities of the Executive Committee officers will be as follows:

1. President

The President will

- a. Preside over all meetings of the membership, the Executive Committee and the Executive Board.
- b. Approve expenditures.
- c. Fill, by appointment, any vacancy in the Executive Board or the Executive Committee which may occur except the President, which will be filled by the Vice President/President-Elect. Such appointees will complete only the terms for which they were appointed and will be approved by the Executive Committee.
- d. Appoint all committee members and members to fill all committee vacancies with the approval of the Executive Committee.
- e. Serve on Program Committee.
- f. Be an ex officio member of all committees except the nominating committee.
- g. Execute the wishes of the membership or ILFA Executive Board as expressed in the motions and resolutions passed at any business or Executive Board meeting.
- h. In consultation with the ILFA Executive Board, act upon all issues requiring action prior to the next regularly scheduled business meeting.
- i. Submit reports to the Executive Board of ILA in accordance with ILA policies.

2. Vice President/President-Elect

The Vice President/President-Elect will

- a. Act for the President in his/her absence.
- b. Serve as chairperson of the Program Committee.
- c. Perform such other duties as are customary functions of the office.

3. Secretary/Treasurer

The Secretary/Treasurer will

- a. Provide minutes of meetings to the membership in a timely fashion.
- b. Prepare an annual budget to be approved by the Executive Board.
- c. Prepare report on the number of members and dues collected for the membership.
- d. Perform such other duties as are customary functions of the office.

4. Immediate Past President

The Immediate Past President will

- a. Serve on the Executive Board.
- b. Serve on Program Committee
- c. Perform such other duties as are customary functions of the office.

ARTICLE V - EXECUTIVE BOARD

A. The elected officers along with the Immediate Past President and six Members at Large will constitute the voting members of the ILFA Executive Board. The Executive Board will meet a minimum of one time per year.

B. Responsibilities of the Executive Board will include, but not be limited to, the following:

1. Approve policies.
2. Initiate and approve projects.

3. Establish ad hoc committees.
4. Approve the budget.

C. The officers will be elected at the annual meeting in each even-numbered year. The term of office of the President, Vice President/President Elect, and the Secretary/Treasurer will be two years. The term of office for Members at Large will be two years. No elected officer will serve in the same office position more than two consecutive terms. The officers and Members at Large will be elected at the annual business meeting. Officers will begin their terms of office January 1 following the annual meeting at which they are elected.

D. By the year 2010, at least nine of the Iowa Library Friends Association Executive Board Members will be associated with a local Friends of Library volunteer organization in the state of Iowa. From 2010 forward no more than one member of the ILFA Executive Board will be a Trustee of a public library and no more than one Executive Board member will be a paid library staff member.

ARTICLE VI - MEETINGS

A. The Annual Meeting of Iowa Library Friends Association will be held at the time, date and location of the Annual Meeting of the Iowa Library Association.

B. Special meetings may be held at any time on call of the President with 30 days notice to the subdivision membership.

ARTICLE VII - NOMINATIONS AND ELECTIONS

The President, with the approval of the Executive Committee, will appoint a Nominating Committee of an odd number of members, a minimum of three. At least one of the appointed members of the Nominating Committee will be a member of the Executive Board. The Nominating Committee will secure the consent of each nominee for each office in advance of reporting its recommended slate to the Executive Board. Said slate will attempt to represent various geographic areas and communities of various sizes and will be submitted to the members of the Executive Board at least one month prior to the Annual Meeting in even numbered years. Nominations are also accepted from the floor with the consent of the nominee. Election will take place at the close of nominations at the annual business meeting.

ARTICLE VIII - COMMITTEES

A. The standing committees will be a Nominating Committee and a Program Committee. Committee terms will be two years. Committee members will be appointed by the President. Standing Committee members may not serve more than two consecutive terms on the same Standing Committee.

B. The Program Committee will consist of the President, Vice-President/President Elect (as chairperson), the immediate Past President and other members of the subdivision as deemed appropriate. The Program Committee will work with the Iowa Library Association Conference Planning Committee liaison to plan and organize sessions relevant to Friends for the Iowa Library Association Annual Conference. This committee may also propose other programs to the ILFA Executive Committee as deemed appropriate.

ARTICLE IX - QUORUM

At any regular or called meeting of the Iowa Library Friends Association, a quorum will equal the number of members attending the Annual Business Meeting. A simple majority decides an issue. Quorum for a mail ballot will be 30 percent of the membership.

ARTICLE X - AMENDMENTS

Any of these Bylaws may be altered, amended or repealed at any meeting of the Association by a 2/3 majority vote of the members present, providing that written or published notice of the time and place of the meeting and the proposed changes have been given to members at least 30 days prior to the meeting.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules of order governing the Association will be those of Robert's Rules of Order (latest edition) except when in conflict with the Iowa Library Association Bylaws or the Iowa Library Friends Association Bylaws, in which case the Bylaws will take precedent.

ARTICLE XII - DISSOLUTION

The Iowa Library Friends Association may be dissolved either by a majority vote at an Annual Meeting or by the Iowa Library Association (ILA) Executive Board in the event that its subdivision requirements are not met. Upon dissolution, the Executive Board will, after paying or making provisions for the payment of all liabilities of ILFA, transfer all assets to the Iowa Library Association.

Revision Approved– April 18, 2008

IOWA LIBRARY TRUSTEES ASSOCIATION

Promote the development and improvement of library service throughout Iowa.

Provide library trustees the opportunity of working together on the issues important to all libraries in Iowa.

Stimulate the interest of trustees in becoming better informed and more effective policy makers for Iowa libraries.

Conduct ongoing trustee education.

Widen the horizons of trustees and encourage them to see local problems in terms of the entire surrounding area and see the possibilities in making the local library an active part of creative area-wide library enterprises.

Support the program of the Iowa Library Association and of the State Library of Iowa and help unify library action in the state.

Actively support and work for the Iowa Library Association's legislative agenda.

Encourage complete use of library facilities and express to librarians public appreciation for excellent library service.

Established: October 7, 1983

IOWA LIBRARY TRUSTEE ASSOCIATION BYLAWS

ARTICLE I - NAME

The name of this organization, The Trustees' Subdivision of the Iowa Library Association, shall be the IOWA LIBRARY TRUSTEES ASSOCIATION.

ARTICLE II - PURPOSE

The purpose of this organization with be:

To promote the development and improvement of library service throughout Iowa;

To provide library trustees the opportunity of working together on issues important to all libraries in Iowa;

To stimulate the interest of trustees in becoming better informed and more effective policy-makers for Iowa libraries;

To conduct on-going trustee education at the ILA Annual Fall Conference, within the Trustees' Section of the *CATALYST*, and at special meetings such as WILL (Workshop in Library Leadership);

To widen the horizons of trustees and to encourage them to see local problems in terms of the entire surrounding area and to see the possibilities in making the local library an active part of creative area-wide library enterprises;

To support the program of the Iowa Library Association and of the Iowa State Library and to help unify library action in the state;

To actively support and work for the ILA's library legislative agenda;

To encourage complete use of library facilities and to express to librarians public appreciation for excellent library service.

ARTICLE III - MEMBERSHIP

Any adult person who is a member of the Iowa Library Association and who is or has been a library trustee or a member of the Board of Directors of an Iowa library or library agency may be a member of this organization. ILA By-Laws require this Forum to be self-sustaining; the ILTA annual membership dues shall be \$5.00 for each member, in addition to the Iowa Library Association dues.

The membership year and the fiscal year shall be the calendar year.

ARTICLE IV - OFFICERS

The officers of this Association shall be a President, a Vice President/President-Elect, and a Secretary/Treasurer. The Vice President/President-Elect and the Secretary/Treasurer, along with three Members at Large, are to be elected for two year terms at the Annual Meeting in each even-numbered year.

The duties of the officers shall be those usually required of such officers. In addition, in the absence of a duly-elected trustee to the Iowa Library Association Executive Board, the Iowa Library Trustee Association President or the President's designee will serve as ILTA non-voting representative to the Iowa Library Association Board meetings.

The officers shall begin their terms of office January 1 following the Annual Meeting at which they were elected.

ARTICLE V - MEETINGS

The Annual Meeting of this association shall be held at the time when and the place where the Annual Meeting of the Iowa Library Association is held.

Special meetings may be held at any time on call of the President.

ARTICLE VI - EXECUTIVE BOARD

The Executive Board shall consist of the President, the Vice President/President-Elect, the Secretary/Treasurer, the immediate Past President, and three Members at Large.

The Executive Board shall meet at the Annual Meeting and at the call of the President. The President must call a meeting of the Executive Board upon the written request of three Board members.

The President may invite the President of the Iowa Library Association and the Director of the Iowa State Library to attend meetings of the Executive Board.

Mileage may be paid to members of the Executive Board to attend regular and called meetings, as well as to visit local library boards to stimulate their active interest and participation in the Iowa Library Trustees Association. Expenses may be paid to the President and Vice President/President-Elect to attend Iowa Library Association Board meetings. The Executive Board shall determine each year the amount the Association may pay towards the expenses of its designated representatives to attend the American Library Association Annual Conference.

The Executive Board shall have the power to transact any business for the Association between regular meetings. Three members of the Executive Board shall constitute a quorum.

The President shall fill by appointment any vacancy on the Board that may occur. Such appointees shall complete the terms for which they were appointed.

ARTICLE VII - ELECTIONS

The President shall appoint a Nominating Committee of three persons. The Nominating Committee shall secure a nominee for each office to be elected by a majority vote at the Annual Meeting, secure the consent of the nominee in advance and report its nominations for officers at the Meeting.

ARTICLE VIII - COMMITTEES

The standing committees shall be a Nominating Committee and a Program Committee.

For duties of the Nominating Committee see Article VII.

The Program Committee shall consist of the President, Vice-President/ President-Elect (as chairperson), the immediate Past President and two other members of the Executive Board. The Program Committee, in consultation with the Executive Board and the ILA Professional Development Committee, shall recommend trustee programming as requested and shall help plan and organize trustee sessions for the Iowa Library Trustees Association Annual Meeting.

ARTICLE IX - QUORUM

At any regular or called meeting of the Association, ten members shall constitute a quorum for the transaction of business.

ARTICLE XI - AMENDMENTS

Any of these Bylaws may be altered, amended or repealed at any meeting of the Association by a majority vote of the members present, providing that written or published notice of the time and place of the meeting and the proposed changes has been given to the members at least 30 days prior to the meeting.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules of order governing this Association shall be those of *Robert's Rules of Order Newly Revised*.

Adopted by a vote of the members of the Iowa Library Trustees Association present at a meeting held Thursday, October 10, 1996, in Waterloo, Iowa.

IOWA SMALL LIBRARY ASSOCIATION

Established December 6, 2002

Iowa Small Library Association Constitution and Bylaws

Article 1: **Name**

The organization will be called: The Iowa Small Library Association (ISLA).

Article II: **Purpose**

1. To discover the consensus among small libraries on issues that affect them.
2. To act in an advocacy role to communicate the concerns and views of small public libraries to the Iowa Library Association, the State Library, the Library Service Areas, community leaders, elected officials and the general public.
3. To provide a channel for receiving information on issues affecting small public libraries.
4. To provide a means to share problems, solutions, programs, experiences and ideas of concern to small public libraries.
5. To encourage active participation in other organizations relating to the library profession.

Article III: **Membership**

Section 1: Membership will be open to any ILA personal member interested in the concerns of small public libraries.

Section 2: Annual membership dues are \$5.00 per person. Dues may be changed at any regular meeting, provided that all members have been notified of the proposed change at least 30 days prior to the meeting. Dues may be changed by a majority vote of those attending the meeting.

Section 3: The membership year will be the calendar year.

Article IV: **Officers**

Section 1: Officers will include a President, Vice-President/President Elect, Secretary, Treasurer, and Public Relations Officer.

Section 2: The Executive Board will consist of the elected officers. Their duties will be as follows:
President-to preside at all meetings, to act as contact person for the Iowa Small Library Association and to act as an ex-officio non-voting member of all ISLA committees.
Vice-President/President Elect-to preside at meetings in the absence of the President, to chair the Nominating Committee.
Secretary-to record the minutes of business meetings and Executive Board meetings, to provide copies and notification of those meetings to all members.
Treasurer-to work with the ILA Treasurer and report to the membership at large regarding income and expenditures, to serve as a member of the Library Service Area Committee.
Public Relations Officer-to handle the public relation needs of ISLA, including but not limited to the creation and dissemination of the newsletter.

Section 3: Officers will be elected from a slate of candidates prepared by the Nominating Committee. A paper ballot will be mailed to the membership by August 31 of each year. This mailing will include a brief biography and statement of interest prepared by each candidate. Write-ins will be allowed. The Nominating Committee will have charge of the election and the counting and tabulating of all votes cast. Ballots must be postmarked by September 3. For each position, the candidate receiving the largest number of votes will be elected.

Thirty percent of the membership will constitute a quorum for the election by mail ballot. In case of a tie vote, the successful candidate will be determined by majority vote of the ISLA Executive

Board.

Election results will be communicated to the ISLA Executive Board immediately after they have been tabulated and will be announced to the membership at the fall meeting. If 30% of the membership fails to vote by September 30th, the election will take place at the fall meeting by the members in attendance, and the mailed ballot will be deemed void. Nominations from the floor will be allowed.

The Vice-President/President Elect will be nominated to serve one year each as Vice- President and President, in succession.

All other terms of office will be for two years.

Vacancies may be filled by appointment by the Executive Board.

An officer may be elected to the same office for no more than two consecutive terms

The Vice-President/President Elect will be elected each year. The Public Relations Officer will be elected in one year and the Secretary and Treasurer in the alternate years.

Officers will assume their duties on January 1, following the election.

Funds will be disbursed by the ILA office in accordance with ILA Financial Policies and as authorized by the ISLA Treasurer and the ISLA President

Article V: Executive Board

The Executive Board consists of the President, Vice-President/President Elect, Secretary, Treasurer and Public Relations Officer. The Board holds at least two meetings a year separate from the Spring and Fall membership meetings to discuss problems, concerns and activities of ISLA, plan Spring and Fall ISLA meetings, and encourage participation at ILA conference and membership in ISLA.

The Executive Board will prepare a proposed yearly budget for approval at the Fall meeting for the next calendar year.

The Executive Board has the authority to establish and administer awards and scholarships.

The Executive Board will appoint individuals to represent ISLA in other committees or organizations as requested.

The Executive Board, as needed, will appoint ad-hoc committees.

Article VI: Committees

Standing Committees will be Programming, Nominating, and Library Service Area. Composition and duties of these committees will be:

Programming Committee-3 members by appointment of the Executive Board, suggests programs and speakers for the Spring ISLA and Fall ISLA meetings, and ILA Fall Conference, and reports to the President who will finalize it. Chair will be appointed by the President.

Nominating Committee-Chaired by the Vice-President/President Elect; 2 other members by appointment of the Executive Board, prepares a slate of officers for each election.

Library Service Area Committee-7 members, one from each LSA represents and promotes ISLA at all area meetings, encourages all library staff within their area to become members of ISLA, reports to membership at the Spring and Fall meetings.

Committee members will serve 2-year terms upon appointment.

Article VII: Meetings

Section 1: Membership meetings will be held in the Spring and Fall of the year. The Spring meeting will be scheduled by the Executive Board; the Fall business meeting will coincide with the ILA Annual Conference.

Section 2: A simple majority will decide an issue.

Section 3: A quorum will equal the number of members attending any regular meeting. A quorum for a mailed ballot will be 30% of the membership.

Section 4: Notification of meetings will be sent at least 30 days prior to the meeting

Section 5: All Meetings will be conducted according to Roberts Rules of Order (latest edition).

Article VIII: Revisions and Amendments

1. These Bylaws may be revised or amended at any membership meeting by a two-thirds vote, provided each member receives the proposed amendments at least 30 days prior to the meeting.

Article IX: Dissolution:

Section 1: The Iowa Small Library Association may be dissolved by a membership vote at a regular business meeting by a two-thirds vote, provided each member receives the proposal to dissolve at least 30 days prior to the meeting.

Section 2: All funds, assets and /or property will revert to the Iowa Library Association.

Revised—April 2000
Approved—May 10, 2000
Revised—2003
Approved – October 2003
Approved – October 2004
Revised – 2007
Approved – April 8, 2008

LIBRARY LEADERSHIP AND MANAGEMENT ASSOCIATION FORUM

Facilitate discussion and continuing education opportunities for, and professional growth of, librarians and library staff members who are interested in library management issues.

Enhance service, staff development, and financial support for libraries of all types and sizes in Iowa.

Established: August 6, 1993

Name changed from Library Administration and Management Association Forum
October 22, 2009

LIBRARY LEADERSHIP AND MANAGEMENT ASSOCIATION FORUM OF THE IOWA LIBRARY ASSOCIATION BYLAWS

ARTICLE I - NAME

The name of this organization will be the Library Leadership and Management Association Forum, (hereinafter referred to as the Forum), an Affiliate of the Library Leadership and Management Association of the American Library Association (hereinafter referred to as LLAMA), and a subdivision of the Iowa Library Association (hereinafter referred to as ILA). The Forum's acronym for all official purposes will be ILA/LLAMA.

ARTICLE II - PURPOSE

The purpose of the Forum is to facilitate discussion and continuing education opportunities for, and professional growth of, librarians and library staff members who are interested in library management issues. The Forum seeks to enhance service, staff development, and financial support for libraries of all types and sizes in Iowa.

ARTICLE III - MEMBERSHIP

Section 1. Qualifications

Any person who is a personal member of ILA is eligible for membership. Any personal member of ILA who designates Forum membership and pays dues is a member of the Forum. Each paid member will have one vote.

Section 2. Dues

Dues are levied by ILA on all members. Dues for the Forum will be determined annually by the Executive Board and changes presented to the membership for its approval at the Annual Business Meeting. They may be adopted by a majority vote of the members present and take effect the following calendar year. The membership will be given at least 30 days written notice of any proposed change in the Forum dues structure.

ARTICLE IV - MEETINGS

Section 1. Frequency

There will be an Annual Business Meeting each year held during ILA's Annual Conference. The Forum may hold other meetings as necessary at the request of the Chair. The membership will be given at least 30 days written notice of any additional meetings specifying time, place, and purpose.

Section 2. Quorum

These meetings will be convened upon the presence of a quorum of ten percent of the members.

ARTICLE V - OFFICERS

Section 1. Officers

There will be three officers of the Forum; a Chair, a Vice-Chair/Chair-Elect, and a Secretary/Treasurer. The officers of the Forum must be personal members of ILA and the Forum. The Chair and Vice-Chair/Chair Elect must also be a member of LLAMA.

Section 2. Duties

A. The Chair will:

- i. Be a personal member of LLAMA.
- ii. Preside at all meetings of the Forum;
- iii. Serve as Forum liaison to LLAMA;
- iv. Serve as Forum representative to the LLAMA Council of Affiliates (or appoint a delegate who must be a member of the Forum and LLAMA);
- v. Appoint officers to fill temporarily any vacancy which occurs between elections, subject to the approval of the Executive Board. (See Article VI, Section 2, vi, and Article V, Section 3);
- vi. Appoint a Forum Webmaster as necessary.
- vii. Appoint members to fill vacancies on committees as necessary, subject to the approval of the Executive Board. (See Article VI, Section 2, viii);
- viii. Submit an annual budget request each year to ILA in accordance with ILA guidelines;
- ix. Identify potential new Forum members in the state, provide membership information as necessary, and encourage Forum membership and activity.
- x. Work with the Forum Webmaster to maintain a directory of all Forum members in the state for distribution to Forum members and others.
- xi. Prepare Forum newsletters or otherwise communicate regularly with the Forum membership to apprise them of Forum business.
- xii. Attend the Annual Planning Meeting of ILA to plan for the following year's activities in accordance with ILA policies;
- xiii. Submit reports to the Executive Board of ILA in accordance with ILA policies;
- xiv. Maintain an archival copy of Forum documents for which this position is responsible (See Article IX);
- xv. Execute the wishes of the membership or Executive Board as expressed in the motions and resolutions passed at any business or Executive Board meeting;
- xvi. Act, in consultation with the Executive Board of the Forum, upon all issues requiring action prior to the next regularly scheduled business meeting;
- xvii. Authorize payment of all Forum funds up to the amount specified in the Forum budget. Unbudgeted expenditures will be subject to Executive Board approval. (See Article VI, Section 2, iv.)
- xviii. Appoint members of ad hoc committees, such committees having been created by the Executive Board. (See Article VIII, Section 2).

B. The Vice-Chair/Chair-Elect will:

- i. Be a personal member of LLAMA.
- ii. Preside at meetings in the absence of the Chair;
- iii. Assume the position of Chair upon the conclusion of the term of office of the Chair;
- iv. Appoint chairs of standing committees for the coming year, in consultation with the Nominating Committee and subject to the approval of the Executive Board. (See Article VI, Section 2, iii; Article VII, Section 1, B vi);
- v. Appoint Nominating Committee members for the coming year, as prescribed in Article VIII, Section 1, B, ii;
- vi. Attend the Annual Planning Meeting of the ILA and preside over the Forum portion of the meeting to plan for the following year's activities in accordance with ILA policies;
- vii. Prepare the Forum budget, subject to approval of the Executive Board. (See Article VI, Section 2, iv);
- viii. Maintain an archival copy of Forum documents for which this position is responsible. (See Article IX);
- ix. Act as Parliamentarian of the Forum at all meetings when questions of form or order arise;

- x. Perform such other duties as may be assigned to the office by the Chair, membership, or Executive Board.

C. The Secretary/Treasurer will:

- i. Record the minutes of all business and Executive Board Meetings;
- ii. Report to the membership at the Annual Business Meeting on the financial status of the Forum;
- iii. Attend the Annual Planning Meeting of ILA to plan for the following year's activities in accordance with ILA policies;
- iv. Maintain an archival copy of all Forum documents for which this position is responsible. (See Article IX);
- v. Collect all archival documents from officers and committee chairs and deposit these in accordance with Article IX;
- vi. Deposit a copy of all Forum reports, program and meeting notices, and other records of Forum activities with the Executive Officers of ILA, in accordance with the policies of that organization;
- vii. Perform such other duties as may be assigned to the office by the Chair, membership, or Executive Board.

Section 3. Vacancies

A vacancy in the office of Chair will be filled for the unexpired term by automatic advance of the Vice-Chair/Chair-Elect. The Vice-Chair/Chair-Elect will complete the unexpired term of the Chair and then serve his or her own year as Chair. A vacancy in the office of Vice-Chair/Chair-Elect or Secretary/Treasurer will be filled as prescribed in Article V, Section 2, A, v.

ARTICLE VI - EXECUTIVE BOARD

Section 1. Membership

The Executive Board will consist of the officers of the Forum, the immediate Past Chair, and the chairs of the standing committees.

Section 2. Duties

- i. Determine the policies and programs of the Forum. The Board will manage the affairs of the Forum, subject to its Bylaws, except when a Business Meeting is in session;
- ii. Propose dues for the Forum annually and present changes to the membership 30 days in advance for its approval at the Annual Business Meeting. (See Article III, Section 2);
- iii. Approve appointments of standing committee chairs made by the Vice-Chair/Chair-Elect. (See Article V, Section 2, B, iv);
- iv. Approve the Forum budget and unbudgeted expenditures. (See Article V, Section 2, A, xiv and Article V, Section 2, B, vii);
- v. Authorize the creation of ad hoc committees and determine their charge. (See Article VIII, Section 2);
- vi. Approve temporary appointments of officers to fill any vacancy which occurs between elections. (See Article V, Section 2, A, v, and Article V, Section 3);
- vii. In the case of a tie vote in elections, determine the successful candidate by majority vote. (See Article VII, Section 6);
- viii. Approve appointments of chairs and members of standing committees. (See Article VIII, Section 1);
- ix. Direct the dissolution of the Chapter. (See Article X).

Section 3. Term

The officers of the Executive Board take office January 1 following their election. (See Article VII, Section 1, and Article VII, Section 2). Chairs of the standing committees take office at the same time.

Section 4. Meetings

The Executive Board will meet at least once a year at a time and place determined by the Chair. The Chair or three members of the Executive Board may call additional Board meetings. At least five days notice of meetings should be given to all Board members. Business may be conducted electronically.

Section 5. Quorum

A majority will constitute a quorum of the Executive Board.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Officers

The Vice-Chair/Chair-Elect and Secretary/Treasurer will be elected annually. Officers cannot serve consecutive terms.

Section 2. Executive Board

The three Chairs of the standing committees will be appointed annually (see Article V, Section 2 B. iv and Article VI, Section 3). These Executive Board members cannot serve successive terms.

Section 3. Nominations

The Nominating Committee will nominate at least one candidate for each elected position. No person will serve as a Chair of the Forum unless he or she is a member of the Forum and of LLAMA. The Vice-Chair/Chair-Elect and the Secretary/Treasurer need only be a member of the Forum, with the understanding that the successful candidate for the office of Vice-Chair/Chair-Elect will become a member of LLAMA prior to assuming the office of Chair. No person will serve as a member of the Executive Board unless he or she is a member of the Forum. If a member of the Nominating Committee becomes a candidate for election, he or she must resign from that Committee. The Nominating Committee will verify the qualifications of all candidates for office.

Section 4. Nominating Committee Report

The Nominating Committee will issue a written report of its nominations to the Forum membership at least 30 days prior to the Annual Business Meeting. The Committee will submit to the Chair written acceptance of each nominee.

Section 5. Nomination by Petition

Any other nominations by not fewer than five percent of the total Forum membership and presented prior to or during the Annual Business Meeting will be included in the official election ballot. Nominations must be accompanied by written consent of the nominee and must meet the qualifications specified in Article VII, Section 3. Write-in votes will not be tallied. The entire contents of this section will be published at the same time and in the same place as the report of the Nominating Committee.

Section 6. Elections

Elections will be by electronic ballot or by mail ballot to the Forum members without email immediately following the Annual Business Meeting of the Forum. The Nominating Committee will have charge of the election and the counting and tabulating of all votes cast. For each position the candidate receiving the largest number of votes will be elected. Twenty-five percent of the membership will constitute a quorum for elections. In the case of a tie vote the successful candidate will be determined by majority vote of the Executive Board. Results will be communicated to the Forum Executive Board immediately after they have been tabulated and to the membership at large as soon as possible thereafter.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees

There will be two standing committees: the Program Committee and the Nominating Committee. Committee members must be members of the Forum. Members other than the chair will be appointed by the Nominating Committee (except those on the Nominating Committee) and the Forum notified of the appointments at the Annual Business Meeting. Members of the Nominating Committee will be appointed for a period of one year, members of the Communications Committee will be appointed for a period of two years, and members of the Program Committee will be appointed for a period of three years, for terms January 1 - December 31. Committee chairs are appointed by the Vice-Chair/Chair-Elect in consultation with the Nominating Committee, subject to the approval of the Executive Board. (See Article V, Section 2, B, iv and Article VI, Section 2, iii). Committee vacancies are filled by the Chair. (See Article V, Section 2, A, vi). Incoming committee chairs and members may be invited to participate in the Annual Planning Meeting of the ILA. The Chair may appoint additional committee members for a one-year term if circumstances demand. Committee chairs cannot serve successive terms as chair of the same committee. In the case of a tie vote, the vote of the chair will prevail.

A. The Program Committee will:

- i. Be chaired by a person appointed by the Vice- Chair/Chair-Elect, in consultation with the Nominating Committee and with the approval of the Executive Board; normally the chair will be appointed from the previous year's committee membership;
- ii. Consist of up to three members, including the chair. Members will be appointed by the Vice-Chair/Chair-Elect, in consultation with the Nominating Committee and with the approval of the Executive Board.
- iii. Plan and publicize the Forum's conferences and meetings;
- iv. Recommend programs and speakers to ILA for the Annual Conference.

B. The Nominating Committee will:

- i. Be chaired by a person appointed by the Vice-Chair/Chair Elect, in consultation with the Nominating Committee and approved by the Executive Board; normally the chair will be appointed from the previous year's committee membership;
- ii. Consist of three members, including the chair. Members will be appointed by the Vice Chair/Chair-Elect, in consultation with the Nominating Committee and with the approval of the Executive Board. (See Article V, Section 2, B, iv.)
- iii. Publicize committee vacancies
- iv. Notify the Forum membership of appointments to committees at the request of the Vice-Chair/Chair-Elect.
- v. Fulfill responsibilities for nomination and election of officers as outlined in Article VII.
- vi. Consult with the Vice Chair/Chair Elect on her/his appointments of chairs of standing committees. (See Article V. Section 2, iv.)

Section 2. Ad Hoc Committees

From time-to-time, there may be created, by the Executive Board, an ad hoc committee to fill a temporary need. Members of such committees will be appointed by the Chair. The Executive Board will determine the charge of the ad hoc committee. (See Article VI, Section 2, v.) Such a committee may exist for a period of two years but under normal circumstances no longer than two years. If the work of the committee has not been completed in two years, the committee will be evaluated by the Executive Board, and changes in the committee's charge and membership may occur. Any new members will be appointed by the Chair, subject to the approval of the Executive Board. (See Article VI, Section 2, v)

ARTICLE IX - ARCHIVES

The University of Iowa is the archival depository for both the Iowa Library Association and the Forum. Forum documents will be deposited annually in the University of Iowa Libraries' Special Collections Department. The Secretary/Treasurer of the Forum is responsible for this action. Before Forum documents are submitted to the Secretary/Treasurer for archival deposit, working copies will be made as needed and given to new officers and committee chairs for the following year.

ARTICLE X - DISSOLUTION

Upon dissolution of the Forum, the ILA/LLAMA Executive Board will, after paying or making provision for the payment of all liabilities of the Forum, transfer all assets of the Forum to the Iowa Library Association. (See Article VI, Section 2, ix.)

ARTICLE XI - AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the membership present at any business meeting of the Forum, a quorum being present, or by electronic/mail ballot. For an electronic/mail ballot 25 percent of the voting membership will constitute a quorum and a two-thirds majority of those voting will decide the issue. The proposed changes will have been submitted in writing to the membership by the Secretary/Treasurer at least 30 days before the vote. Amendments will take effect immediately unless otherwise specified.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The parliamentary authority to be used in conducting the meetings and all other business of the Forum will be the latest revised editions of *Robert's Rules of Order*, insofar as it is not contrary to these Bylaws or to the Bylaws of ILA and LLAMA.

Revised 10-12-2006

Revised 10-22-2009

LOCAL HISTORY & GENEALOGY

Educate Iowa librarians in methods of collecting, organizing and preserving local history materials.

Serve as a clearinghouse of library history program ideas.

Established as Local History Roundtable: May 13, 1985

Renamed: October 2001

LOCAL HISTORY & GENEALOGY BYLAWS

ARTICLE I - NAME

The name of this organization will be the Local History & Genealogy subdivision of the Iowa Library Association (ILA).

ARTICLE II - PURPOSE

The purpose of this Subdivision is to encourage the preservation and dissemination of the history of Iowa's libraries, communities, and regions by its libraries.

ARTICLE III - MEMBERSHIP

Section 1. Qualifications

Membership will be open to all personal members of the ILA, in good standing, who are interested in local history, who designate the Subdivision as a membership interest, and who pay dues.

Section 2. Voting Privileges.

Each member will have one vote.

Section 3. Dues

Dues will be set by a majority of members present and voting at the Annual Business Meeting, and will be payable with ILA dues for the following calendar year.

ARTICLE IV - OFFICERS

Section 1. Officers

The officers will consist of a President, a Vice President/President-Elect and a Secretary/Treasurer.

Section 2. Term of Office

Officers will serve for one year, from January 1st through December 31st, beginning the January 1st following the Annual Business Meeting at which they are elected.

Section 3. Qualifications

Qualifications for office consist of paid membership in the ILA, membership in the Subdivision, and a willingness to serve.

Section 4. Mid-Term Vacancies

Vacancies will be filled by appointment by the Executive Committee, with first consideration given to any runners-up in the previous election; however, the President will be replaced by the Vice President/President-Elect. Appointees will complete only the term for which they were appointed.

Section 5. Duties

The duties of the officers will be those usually required of such offices.

ARTICLE V - ELECTIONS

Section 1. Frequency

Elections for Vice President/President-Elect and Secretary/Treasurer will be held at the Annual Business Meeting.

Section 2. Nominations

Nominations for officers will be made by the Nominating Committee, which will verify the qualifications for all candidates for office. Nominations from the floor will be accepted, provided that either the nominee is present, meets the qualifications for office, and consents to run, or has submitted a written consent to the Nominating Committee.

Section 3. Election Procedure

The Nominating Committee will collect and count the votes and report the results expeditiously to the President.

Section 4. Voting

A. The officers will be elected by a majority vote of those members present and voting.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee will consist of the President, Vice President/President-Elect, the Secretary/Treasurer, and the immediate Past President.

Section 2. Meetings

The Executive Committee will meet at the ILA Annual Conference, the ILA Annual Planning Meeting, and at other times at the discretion of the President. Between meetings, the Executive Committee will conduct the business of the Subdivision through alternative methods of communication.

Section 3. Duties

- A. The Executive Committee may call membership meetings in addition to the Annual Business Meeting.
- B. The Executive Committee will act on behalf of the membership between membership meetings.

ARTICLE VII - MEETINGS

Section 1. Frequency

There will be an Annual Business Meeting, to be held in conjunction with the ILA Annual Conference. Additional membership meetings may be called by the President, in consultation with the Vice President/President-Elect, as deemed necessary to conduct the business or the programs of the Subdivision. The membership will be given at least thirty days notice of any additional meetings.

Section 2. Quorum

A quorum will consist of members present.

Section 3. Voting

- A. Officers will be elected at the Annual Business Meeting. Other business may be decided at the Annual Business Meeting, at additional meetings, or by mail if deemed necessary and appropriate by the Executive Committee.
- B. Approval of any motion will require a simple majority of members present and voting with an exception being the amendment of the Bylaws. (See Article XII)

ARTICLE VIII - COMMITTEES

Section 1. Nominating Committee

- A. The Nominating Committee will consist of the Vice President/President-Elect, who will serve as chair, the President, and one other member appointed by the President.
- B. The Nominating Committee will fulfill responsibilities for the election of officers as outlined in Article V.

Section 2. Program Committee

- A. The Program Committee will be chaired by the President.
- B. The Program Committee will plan the Roundtables participation in the ILA District Meetings and the ILA Annual Conference.

Section 3. Ad Hoc Committees

From time-to-time, there may be appointed by the President, in consultation with the Vice President/President-Elect, an ad hoc committee to fill a temporary need.

ARTICLE IX - AFFILIATION

The Subdivision may affiliate with other local or national organizations with similar interests.

ARTICLE X - DISSOLUTION

Section 1. The Subdivision may be dissolved by a majority vote of the membership at an Annual Business Meeting.

Section 2. The Subdivision will be dissolved by the ILA Executive Board for not fulfilling procedural requirements as outlined in the *Iowa Library Association Organization Manual*.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The parliamentary authority to be used in conducting the meetings and all other business of the Subdivision will be the latest edition of *Robert's Rules of Order, Newly Revised*, insofar as it is not contrary to these Bylaws or to those of ILA.

ARTICLE XII - AMENDMENTS

These Bylaws may be amended by a two-thirds vote of those members present and voting at any membership meeting, a quorum being present, provided that the amendments(s) be distributed to all members at least thirty days prior to the meeting.

Adopted 3 November 1988

PUBLIC LIBRARY FORUM

Facilitate cooperation and communication within the public library community in Iowa.

Upgrade service to the users of Iowa's public libraries.

Represent and promote the common interests of public libraries and public librarianship.

Established: October 17, 1986

PUBLIC LIBRARY FORUM BYLAWS

ARTICLE I - NAME

The name of this subdivision will be the Public Library Forum.

ARTICLE II - PURPOSE

1. To facilitate cooperation and communication within the public library community in Iowa.
2. To upgrade service to the users of Iowa's Public Libraries.
3. To represent and promote the common interests of public libraries and public librarianship.

ARTICLE III - MEMBERSHIP AND DUES

1. Membership will be open to all personal members of the Iowa Library Association.
2. Membership will be conferred upon payment of Association and Forum membership dues.
3. Dues for the next calendar year will be set each year by a majority vote of Forum members present at the Annual Business Meeting.

ARTICLE IV - MEETINGS

1. The Annual Business Meeting of the Forum will take place during the Annual ILA Conference.
2. Additional meetings may be called by the Forum officers as may be necessary to conduct the business of the Forum.
3. All members will be given 30 days advance notice of all Forum meetings.
4. At any meeting of the Forum, those present will constitute a quorum insofar as at least ten members are present.

ARTICLE V - OFFICERS AND DUTIES

1. Officers: The elective officers of this Forum will be Chair, Vice-Chair, Secretary-Treasurer and PLA Affiliate representative. All will be members of the Forum.
2. Duties
 - A. The Chair will:
 - i. Preside at all Forum meetings.
 - ii. Appoint officers to fill vacancies created midterm.
 - iii. Establish and appoint committees as necessary.
 - iv. Submit reports to the Executive Board of ILA in accordance with ILA policies.
 - v. Serve as Chair for one calendar year.
 - B. The Vice-Chair will:

- i. Preside at meetings in the absence of the Chair.
- ii. Assume the position of Chair upon the conclusion of the term of the Chair.

C. The Secretary-Treasurer will:

- i. Maintain a file of all Forum documents and correspondence.
- ii. Record the minutes of all Forum meetings.
- iii. Perform other related duties as assigned by the Chair.

D. The PLA Affiliate Representative will:

- i. Be a member of both ILA/Public Library Forum and the Public Library Association, a division of the American Library Association.
- ii. Serve in this capacity for three years.
- iii. Represent the views and concerns of the ILA/Public Library Forum to the PLA Affiliates Council at all Midwinter and Annual ALA Conferences. The Forum will assist, if necessary, in covering attendance expenses.

ARTICLE VI - FUNDS

1. An annual plan (budget) for the expenditure of the Forum's funds for the next calendar year will be submitted by the officers to the members at the Annual Business Meeting.
2. Any expenditures other than those included in the budget must be authorized by two of the officers of the Forum.

ARTICLE VII - NOMINATIONS

1. Nominations will be made by a Nominating Committee appointed by Chair.
2. Nominations will be presented to the members at the Annual Business Meeting with written acceptances from each nominee.
3. Nominations from the floor will be accepted, provided that the nominee is present, meets the qualifications for office and consents to run.
4. The Nominating Committee will count the votes and report the results of the election to the membership.

ARTICLE VIII - ELECTIONS

1. Elections of Chair, Vice-Chair, and Secretary-Treasurer will take place at the Annual Business Meeting.
2. Election of the PLA Affiliate Representative will take place every third year, or when a vacancy in that position has occurred.
3. If a quorum is not present at the Annual Business Meeting, a mail ballot will be conducted immediately following.

ARTICLE IX - COMMITTEES

1. Nominating Committee--consists of three members, appointed by the Chair, to submit a slate of nominees for officers at least 30 days before the Annual Business Meeting. Members serve for one year.
2. The Chair may establish an Ad Hoc Committee as the need arises.

ARTICLE X - PARLIAMENTARY AUTHORITY

1. The rules of order governing the Forum will be those of *Roberts's Rules of Order Newly Revised* in all cases where they are applicable and when they aren't in conflict with the Bylaws of the Forum.

ARTICLE XI - AMENDMENTS

1. The Bylaws may be amended by a 2/3 vote of the membership present at an Annual Business Meeting or by mail ballot, a 2/3 majority of ballots cast deciding the issue. The proposed change will have been submitted in writing to the membership at least 30 days before the vote.

RESOURCES & TECHNICAL SERVICES FORUM

Bring together people interested in and concerned with resources and technical services in libraries and information centers.

Provide an organization in which to discuss and evaluate the theory and practice of collection management and technical services.

Promote improved access to and interpretation of information and materials of all kinds.

Established: December 5, 1984

RESOURCES & TECHNICAL SERVICES FORUM BYLAWS

ARTICLE I - NAME

The name of this Subdivision will be the Resources & Technical Services Forum of the Iowa Library Association.

ARTICLE II - PURPOSE

The purpose of this Forum will be:

- a. To bring together people interested in and concerned with resources and technical services in libraries and information centers;
- b. To provide an organization in which to discuss and evaluate the theory and practice of collection management and technical services; and
- c. To promote improved access to and interpretation of information and materials of all kinds.

ARTICLE III - MEMBERSHIP

Section 1. Qualifications

Any personal member of ILA who designates Forum membership and pays dues is a member of the Forum. Each paid member will have one vote.

Section 2. Dues

Dues for the Forum will be proposed by the Executive Board and presented to the membership for approval at the Annual Business Meeting. They may be adopted by a majority vote of the members present and take effect the following calendar year. The membership will be given at least 30 days written notice of any proposed change in the Forum dues.

ARTICLE IV - OFFICERS

The Officers, who must currently be members of the Forum, will be a President and a Vice President, who will be the President Elect. The Officers will be elected for one-year terms by a majority of the membership attending the Annual Meeting. The duties of the officers will be those usually required of such officers. The officers will begin their terms of office on January 1 following the Annual Business Meeting at which they were elected.

ARTICLE V - EXECUTIVE BOARD

The Executive Board will consist of the President and Vice President and will have power to transact any business for the Forum between regular meetings. The Nominating Committee will fill by appointment any vacancy on the Board which may occur. Such appointees will fill the vacancy until the next Annual Business Meeting of the Forum when elections will be held.

ARTICLE VI - MEETINGS

The Annual Business Meeting of the Forum will coincide as to time and place with the Annual Conference of the Iowa Library Association. A secretary will be appointed by the President to serve at the Annual Business Meeting. Other meetings of the membership may be called by the Officers, upon thirty days notice. Votes by mail may be authorized by the Officers between meetings.

Quorum: A Quorum will equal the number of members attending the Annual Business Meeting. A simple majority will decide an issue.

ARTICLE VII - ELECTIONS

The Nominating Committee (Art. VIII) will secure at least one nominee for each office to be elected at the Annual Business Meeting, secure the consent of the nominees in advance and in writing, and report the nominations for officers at the meeting. Nominations from the floor will be accepted, provided that the nominee is present, or has provided a written consent, meets the qualifications for office and consents to run. Officers and the Nominating Committee will be elected by a majority of those present.

ARTICLE VIII - COMMITTEES

The Nominating Committee will be a standing committee. Two nominees for the Committee will be selected by the Vice President and elected by the members at the Annual Business Meeting. Other committees may be appointed by the President as needed.

ARTICLE IX - AFFILIATIONS

This Forum has the authority to affiliate with the Council of Regional Groups, Association for Library Collections and Technical Services, American Library Association.

ARTICLE X - DISSOLUTION

Section 1. The Forum may be dissolved by membership vote at an Annual Business Meeting.

Section 2. Upon dissolution of the Forum the Executive Board will, after paying or making provision for the payment of all liabilities of the Forum, transfer all assets of the Forum to the Iowa Library Association.

ARTICLE X - AMENDMENTS

Any of these Bylaws may be altered, amended, or repealed at any meeting of the Forum by a majority of the members present, provided that written or published notice of the time and place of the meeting and the proposed changes has been given to the members at least thirty days prior to the meeting.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules of order governing this organization will be those of the latest edition of *Robert's Rules of Order, Newly Revised* in all cases when they are applicable and when they are not in conflict with the Bylaws of the Association or the Forum.

SPECIAL LIBRARIES ROUNDTABLE

Promote activities of interest to those in special libraries.

Established: October 11, 1985

SPECIAL LIBRARIES ROUNDTABLE BYLAWS

ARTICLE I - NAME

The name of this organization will be the Special Libraries Roundtable of the Iowa Library Association.

ARTICLE II - PURPOSE

The purpose of this organization will be:

- a. To bring together persons interested in special libraries;
- b. To provide an organization within which such persons can meet with others of similar interests and concerns on both social and professional bases, thus fostering formal and informal networking and cooperation;
- c. To help make special libraries and their mission more widely known and better understood in the State of Iowa and to establish a base for members' regional and national affiliations.

ARTICLE III - MEMBERSHIP

The membership of the organization will be open to all persons who have an interest in special libraries or who are employed in a professional capacity in a special library.

There will be two levels of membership:

- a. Affiliate members, who are invited to attend the annual meeting of the Roundtable and any meetings which may from time to time be announced. Affiliate members may neither vote nor hold office in the Roundtable.
- b. Full members, who are personal members of the Iowa Library Association, who designate the Roundtable, and who pay Roundtable dues, should any in the future be decided upon by the members.

All members of the Special Libraries Roundtable are encouraged to have membership in the Special Libraries Association.

ARTICLE IV - OFFICERS

The officers, who must be current Full Members of the Roundtable, will be a Chairman and Vice-Chairman, who is also the Chairman-Elect. The Chairman will appoint a Secretary for the duration of the Annual Meeting, and for any other occasions for which such an officer will temporarily be deemed necessary.

- a. Term: The officers will be elected for one-year terms by a majority of the Full Members attending the Annual Meeting. The officers will begin their terms on January 1 following the Annual Meeting of their election.
- b. Duties: The duties will be those usually required of such officers.

ARTICLE V - EXECUTIVE BOARD

The Executive Board will consist of the Chairman and Vice-Chairman, and have power to transact the business of the Roundtable between regular meetings.

The Executive Board will fill by appointment any vacancy in the position of Vice-Chair which may occur; such appointment will be only for the time which may remain before the next Annual Meeting and elections. A vacancy in the office of Chair will be filled by the Vice-Chair who will complete that term and their own term as Chair.

ARTICLE VI - MEETINGS

The Annual Meeting of the Special Libraries Roundtable will coincide in time and place with the Annual Meeting of the Iowa Library Association. Ten Full Members will constitute a quorum.

Other meetings:

- a. May be called by the Officers, upon thirty days' notice;
- b. May be planned and arranged, by consent of the Officers, by members residing in various areas or regions of Iowa. A full report of these meetings will be provided to the membership.

Votes by mail may be authorized by the Officers between Annual Meetings. A Quorum for business by mail will constitute 25% of the current Full Membership.

ARTICLE VII - ELECTIONS

The Chairman will appoint a Nominating Committee of two members preceding the Annual Meeting. The Nominating Committee will secure at least one nominee for each office to be elected, and report their nominations to the membership at the Meeting. "Secure" will mean that the nominee or nominees consent in advance and in writing, and are willing and able to serve.

ARTICLE VIII - COMMITTEES

The Nominating Committee is a standing committee; other committees may be appointed by the Chairman as needed.

ARTICLE IX - AMENDMENTS

Any of these Bylaws may be altered, amended, or repealed at any official meeting of the organization by a majority vote of the members present, provided that written and published notice of the time and place of the meeting and the proposed changes has been given to the Full Members at least thirty days in advance of the meeting.

ARTICLE X - PARLIAMENTARY AUTHORITY

Roberts's Rules of Order, Newly Revised will be the rules of order governing the Special Libraries Roundtable of the Iowa Library Association.

STORYTELLERS' ROUNDTABLE

Educate librarians and the public about the value and use of storytelling for all ages through programming, reading readiness, public relations, and other related activities.

Provide continuing education opportunities concerning storytelling at the Association's Annual Conference.

Provide a current roster of area storytellers called the Iowa Directory of Storytellers to Roundtable members, the State Library of Iowa, the Regional Library Systems, and any library requesting a copy.

Publish a quarterly newsletter about storytelling events, resources, techniques, and news of interest to members.

Contribute members' storytelling to other Association activities when appropriate.

Offer informal opportunities for members to share storytelling ideas, questions, and inspiration.

Liaison and share Iowa storytelling information with interested organizations and individuals outside of the library world.

Established: November 7, 1983

STORYTELLERS' ROUNDTABLE BYLAWS

ARTICLE I - NAME

The name of this subdivision will be the Storytellers' Roundtable.

ARTICLE II - PURPOSE

The purpose of the Roundtable is to:

- educate librarians and the public about the importance and use of storytelling for all ages through programming, public relations, and other related activities;
- provide continuing education opportunities concerning storytelling at the Iowa Library Association's Annual Conference;
- publish a quarterly newsletter about upcoming storytelling events, resources, techniques, and news of interest to members;
- provide storytellers for other library association programs when requested;
- offer informal opportunities for members to share storytelling ideas, questions, and inspiration;
- act as a liaison and share Iowa storytelling information with interested organizations and individuals outside of the library community.

ARTICLE III - MEMBERSHIP

Membership will be open to all personal members of the Iowa Library Association interested in storytelling or supporting storytelling. All Association members who indicate their interest on membership forms will become Roundtable members upon payment of their dues.

Dues for the next calendar year will be set at the annual business meeting by a majority vote of members present and will be payable with Association dues.

ARTICLE IV - EXECUTIVE COMMITTEE

The Storytellers' Roundtable Executive Committee will consist of a chair, vice chair / chair-elect, and secretary and will have the power to transact any business for the Roundtable between regular meetings.

The Executive Committee will fill by appointment any officer vacancy on the Committee which may occur. Such appointees will complete only the terms for which they were appointed.

ARTICLE V -- OFFICERS

The officers for this Roundtable will be a chair, vice chair / chair elect, and a secretary. The officers will begin their terms of office January 1 following the annual business meeting at which the secretary and vice chair / chair elect are elected with the exception of the outgoing chair and the chair elect who will attend the ILA Planning Meeting held prior to January.

The term of the officer position of vice-chair / chair elect will be two years in length and served consecutively; one year as vice chair / chair elect, and the final year as chair. The vice chair / chair elect will be a Roundtable member nominated by the chair or nominations from the floor may also be accepted providing the nominee is present. The secretary to be elected will serve one year and be a Roundtable member nominated by the vice chair / chair elect or

nominations from the floor may also be accepted providing the nominee is present. Upon receiving a simple majority of votes at the annual business meeting, the secretary and vice chair / chair elect will be elected.

Duties of the officers:

The Chair is responsible for:

- attending the ILA Planning Meeting; planning and coordinating continuing education sessions at the Annual Conference;
- nominating candidates for the vice chair / chair elect
- working with the Association in matters including finance, membership, articles for the *Catalyst*, the Annual Conference, and annual reports;
- serving as liaison for storytelling information requests from members or outside organizations; developing content for the ILA Storyteller newsletter;
- arranging for reimbursement of expenses that may occur.

The ~~Vice Chair/Chair-Elect~~ **vice chair / chair elect** is responsible for :

- preparing the ILA Storytellers' Newsletter with the chair's assistance;
- nominating candidates for the secretary position;
- acting in the absence of the chair as agreed upon at Association or Roundtable meetings;
- assisting as needed with planning or coordinating continuing education sessions at the Annual Conference;

The secretary is responsible for:

- writing the minutes of the annual business meeting and sending them to the chair and newly elected-secretary by November 1;
- assisting as needed with planning or coordinating continuing education sessions at the Annual Conference.

ARTICLE VI - MEETINGS

The yearly Storytellers' Roundtable business meeting will coincide as to time and place with the Annual Conference of the Iowa Library Association. It is preferred that this be the only official business meeting for Roundtable members and that it not conflict with the Youth Services Subdivision business meeting.

Actions needing member approval will be dealt with at the annual Roundtable business meeting and will pass if given a simple majority of votes from those members present.

ARTICLE VII - COMMITTEES

The executive committee may establish an ad hoc or standing committee should the need arise.

ARTICLE VIII - AFFILIATION

The Roundtable may affiliate with other local, regional, or national groups with similar interests.

ARTICLE IX - DISSOLUTION

The Roundtable may be dissolved by the ILA Executive Board according to the procedures established by the Board in the *ILA Organization Manual*.

ARTICLE X - AMENDMENTS

Any of these Bylaws may be altered, amended, or repealed at the Storytellers' Roundtable annual business meeting

by vote of a two-thirds majority of the members present, provided that published notice of the time and place of the meeting and proposed changes is given to the members of the Roundtable at least thirty days prior to the meeting.

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ARTICLE XI - PARLIAMENTARY AUTHORITY

The parliamentary procedure of the Roundtable will follow the latest newly revised edition of *Robert's Rules of Order* in so far that it is not contrary to these Bylaws or the ILA policies or Bylaws.

While the business conducted at the Roundtable annual meeting will follow the statement above, all Storytellers' Roundtable business meetings will include and emphasize opportunities for informal sharing.

Revised October 2006

Revised October 2007

SUPPORT PERSONNEL

Promote excellence among support personnel within Iowa libraries.

Encourage continuing education of support personnel.

Provide opportunities for interaction with colleagues within the state and promote cooperation among support personnel throughout the state.

Create a better understanding of the library profession and working relationship with all levels of library staff.

Provide interest programs and workshops relevant to the areas in which support personnel may serve.

Encourage all support staff in the state to actively participate in the Iowa Library Association and the Forum.

Established as a Roundtable: October 10, 1990

Established as a Forum: May 7, 1993

SUPPORT PERSONNEL BYLAWS

ARTICLE I - NAME

The name of this Subdivision will be the Support Personnel Subdivision (hereinafter referred to as the Subdivision) of the Iowa Library Association (hereinafter referred to as ILA).

ARTICLE II - PURPOSE

Section 1. Purpose

The purpose of the Subdivision is to provide a forum for the exchange and dissemination of information pertinent to the objectives of the Subdivision and to promote cooperation and professionalism among its members.

Section 2. Objectives

The objectives of the Subdivision are:

- A. To promote excellence among support personnel within Iowa libraries.
- B. To encourage continuing education of support personnel.
- C. To provide opportunities for interaction with colleagues within the state and to promote cooperation among support personnel throughout the state.
- D. To create a better understanding of the library profession and a working relationship with all levels of library staff.
- E. To provide interesting programs and workshops relevant to the areas in which support staff may serve.
- F. To encourage all support staff in the state to actively participate in ILA and the Subdivision.

ARTICLE III - MEMBERSHIP

Section 1. Members

Membership will be open to all personal members of ILA interested in support personnel issues and will become effective upon payment of ILA dues and Subdivision dues.

Section 2. Rights and Privileges

All members of the Subdivision will receive the newsletter. All members will have the right to vote on Subdivision issues. All members will have the right to hold office on the Executive Committee of the Subdivision.

Section 3. Dues

Dues will be determined annually by the Executive Committee and changes presented to the membership for its approval at the Annual Business Meeting. They may be adopted by a majority vote of the members present and take effect the following calendar year. The membership will be given at least 30 days written notice of any proposed change in the Subdivision dues structure. Dues will be payable with the ILA dues.

Section 4. Membership Year

The membership year will be the calendar year. Members whose dues are unpaid on March 15 will be dropped from the membership. Lapsed members may reinstate upon payment of ILA and Subdivision dues for the current year.

ARTICLE IV - OFFICERS

Section 1. Officers

The officers, all members of the Subdivision, will be Chair, Vice Chair (who will be Chair-Elect), Secretary-Treasurer, and the Immediate Past Chair.

Section 2. Nomination and Election

The Vice Chair/Chair-Elect will be nominated as provided in Article VI and elected annually by the membership to serve one year as Vice Chair, Chair and Past Chair successively. The Secretary-Treasurer will be nominated as provided in Article VI and elected annually by the membership.

Section 3. Terms

Terms of office will begin on January 1 following the election. No officer will be re-elected to serve consecutively a second term except Secretary-Treasurer.

Section 4. Duties

A. Chair

1. Preside at all meetings of the Subdivision and the Executive Committee.
2. Call Executive Committee meetings and be responsible for the agendas.
3. Appoint members and Chairs of the standing and ad hoc committees with the approval of the Executive Committee.
4. Submit reports required by the ILA policies.
5. Perform other customary functions of the office.

B. Vice-Chair/Chair-Elect

1. Preside at meetings in the absence of the Chair.
2. Assume the position of Chair upon conclusion of term of Chair or if vacancy occurs.
3. Assist Chair in planning programs and workshops to benefit the membership.
4. Perform other customary functions of the office.

C. Secretary-Treasurer

1. Maintain a file of all Subdivision documents and correspondence.
2. Record the minutes of all Subdivision meetings and forward to ILA president and Executive Director within 30 days of the meeting.
3. Maintain a list of current and former members.
4. Maintain fiscal records of the Subdivision.
5. Perform other customary functions of the office.

D. Immediate Past Chair

1. Perform assigned duties as a member of the Executive Committee or as appointed by the Chair.
2. Serve as Chair of the Nominating Committee.
3. Perform other customary functions of the office.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. Composition and Election

- A. The Executive Committee will consist of the Officers of this Subdivision and two elected at-large members.
- B. Officers are elected as provided in Article VI, Section 2.
- C. At-large Executive Committee members are elected by the membership at the Annual Business Meeting. They must be a member of the Subdivision.

Section 2. Terms

- A. At-large Executive Committee members will be elected for one-year terms to begin January 1 following the Annual Business Meeting at which they are elected.
- B. At-large Executive Committee members may be re-elected for three consecutive terms.

Section 3. Meetings

- A. The Executive Committee of the Subdivision will meet at least twice a year.
- B. Four members of the Executive Committee will be considered a quorum.
- C. Additional meetings may be called by the Chair or at the request of at least three members of the Executive Committee.

Section 4. Duties

- A. Transact any business for the Subdivision between regular meetings of the membership.
- B. Initiate policy.
- C. Approve Subdivision projects.
- D. Establish special or ad hoc committees as needed.
- E. Fill by appointment any vacancy in the Executive Committee which may occur except the Chair, which will be filled by the Vice Chair. Such appointees will complete only the terms for which they were appointed.
- F. Approve committee appointments.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1. Nominations

- A. Nominations for elective positions will be made by a Nominating Committee and approved by the Executive Committee.
- B. The Nominating Committee will identify qualified candidates for the elective positions, seeking representatives from all types of libraries.
- C. Written acceptance from each nominee will be submitted to the Executive Committee.
- D. Nominations from the floor will be accepted, provided that the nominee is present, meets the qualifications for office and consents to run or consent has been secured in writing in advance.

Section 2. Elections

- A. Election of the Vice Chair, Secretary-Treasurer and two at-large Executive Committee members will take place at the annual business meeting.
- B. Executive Committee members will be elected by a majority vote provided a quorum is present. A quorum will be 10% of the membership. If a quorum is not present, mail ballots will be sent to all members within one month of the business meeting. Ballots received two weeks from the mailing date will be counted and reported by the Nominating Committee. A majority vote will elect.

ARTICLE VII - MEETINGS

Section 1. Membership

- A. There will be an Annual Business Meeting of the Subdivision during the annual conference of the ILA.
- B. Meetings of the membership may be called by the Executive Committee with 30 days notice given when necessary to conduct the business or programs of the Subdivision.
- C. A quorum will be 10% of the membership.

ARTICLE VIII - COMMITTEES

Section 1. Nominating Committee

The Nominating Committee is appointed by the Chair and approved by the Executive Committee.

- A. This Committee will coordinate the selection process, as outlined in Article VI of the Subdivision Bylaws.
- B. Immediate Past Chair of the Executive Committee will serve as Chair of this Committee for that election only.

Section 2. Ad Hoc Committees

Ad Hoc committees will be formed at the discretion of the Executive Committee or upon written request of five members of the Subdivision to serve the various professional interests of the membership.

ARTICLE IX - DISSOLUTION

The Subdivision may be dissolved by the membership or by the ILA Executive Board according to its Bylaws and the procedures established in the ILA Bylaws or *Organization Manual*.

Upon dissolution of the Subdivision, the Executive Committee will, after paying or making provision for the payment of all liabilities of the Forum, transfer all assets of the Subdivision to the Iowa Library Association.

ARTICLE X - AMENDMENTS

Any of these Bylaws may be altered, amended or repealed at any meeting of the Subdivision by a simple majority vote if at least 10% of the membership is present or by a majority of the ballots cast in a mail ballot. The proposed changes and meeting time and place will have been submitted to members in writing or notice published at least 30 days prior to the meeting.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules of order governing the Subdivision will be those of *Roberts Rules of Order Newly Revised* in all cases when they are applicable and when they are not in conflict with the Bylaws of the Subdivision or ILA.

VIDEO ROUNDTABLE

Established April 13, 2007

Based on the American Library Association's Video Round Table, the purpose of ILA's Video Roundtable is to use advocacy, education, and collaboration in order to increase access to video collections and services in all types of libraries in Iowa. By "video" we mean all formats of films or movies, including VHS, DVD, and downloadable videos.

All ILA members are strongly encouraged to join and actively participate in VRT.

Dues \$5.00

Officers are Chair, Vice Chair, Secretary/Treasurer.

YOUTH SERVICES SUBDIVISION

Encourage active involvement of all librarians serving the needs of young people.

Upgrade library service in reader and user guidance, reference, programming, public relations, collection development, and departmental management for all users of young people's library resources.

Promote cooperation and communication among librarians and others with mutual concerns.

Increase public awareness of youth services.

Promote quality basic professional education and encourage growth through continuing education.

Established: November 7, 1983

Name Changed from Children and Young People's Forum 10/20/2005.

YOUTH SERVICES SUBDIVISION BYLAWS

ARTICLE I - NAME

1. The name of this Subdivision will be Youth Services Subdivision.

ARTICLE II - PURPOSE

1. To encourage active involvement of all librarians serving the needs of young people.
2. To upgrade library service in reader and user guidance, reference, programming, public relations, collection development, and departmental management for all users of young people's library resources.
3. To promote cooperation and communication among librarians and others with mutual concerns.
4. To increase public awareness of youth services.
5. To promote quality basic professional education and encourage growth through continuing education.

ARTICLE III - MEMBERSHIP

1. Membership will be open to all personal members of the Iowa Library Association interested in service to children and young people. All ILA members who indicate interest on the membership form will be members of the Subdivision upon payment of dues.
2. Dues for the next calendar year will be set at the Annual Business Meeting by majority vote of the members present and will be payable with ILA dues.

ARTICLE IV - EXECUTIVE COMMITTEE

1. The Executive Committee will consist of the Chair, Vice-Chair/Chair-elect, Past Chair, Newsletter Editor, and the Secretary and will have the power to transact any business for the Subdivision between regular meetings.
2. The Executive Committee will fill by appointment any vacancy on the Executive Committee which may occur. Appointees will complete only the terms for which they were appointed.
3. The Newsletter Editor will compose, write, and print the YSS newsletter. The Chair will have the right to consult with the Newsletter Editor before the newsletter is printed and mailed.

ARTICLE V - OFFICERS

1. The officers of this Subdivision will be a Chair, Vice-Chair/Chair-elect, immediate Past Chair and a Secretary. The officers will begin their terms of office January 1 following the annual meeting at which they are elected.

ARTICLE VI – RESPONSIBILITIES OF OFFICERS

1. The Chair will prepare the annual budget proposal for the Subdivision, and will plan and arrange for Subdivision sponsored programs to be presented at the ILA Annual Conference. In addition, the chair will preside at the annual Subdivision Business meeting and any other official business meetings that may be held during the year, and will perform other duties as customary.
2. The Vice-Chair will preside in the absence of the Chair and perform other duties as customary.
3. The immediate Past-Chair will serve as the Awards Chair, and will be responsible for promoting award

competition, selecting recipients, and presenting awards.

4. The Secretary is responsible for the minutes of the annual business meeting and any other official business meetings.

ARTICLE VII – NOMINATIONS AND ELECTIONS.

1. The Vice-Chair/Chair-elect will be responsible for nominating a slate of officers at the Annual Subdivision Business Meeting during the ILA Annual Conference. Those nominated will be members of the Subdivision. Nominations from the floor will be requested and accepted, provided that the nominee is present, or has provided a written consent, and meets the qualifications for office. Upon receiving a majority of the votes at the Business Meeting, nominees will be elected to office. Any offices that become vacant during the year will be filled as provided in Article IV.
2. The Vice-Chair/Chair-elect will be nominated as provided in Article VII, Section 1 and elected annually to serve one year each as Vice-Chair/Chair-elect, Chair and Past-Chair successively. The Secretary will be nominated as provided in Article VII, Section 1 and elected annually for a term of one year.

ARTICLE VIII - MEETINGS

1. The Annual Business Meeting of this Subdivision will coincide as to time and place with the annual meeting of ILA.
2. The Executive Committee may call other special meetings as they deem appropriate. The membership will be notified of special meetings at least 10 days prior to their occurrence.
3. Ten percent of the membership will constitute a quorum.

ARTICLE IX - COMMITTEES

1. The Executive Committee may establish an ad hoc as the need arises.

ARTICLE X - AFFILIATION

1. The Subdivision may affiliate with other local or national groups with similar interests.

ARTICLE XI - DISSOLUTION

1. The Subdivision will be dissolved by the ILA Executive Board according to the procedures established by the Board in the *ILA Organization Manual* and transfer any assets to ILA.

ARTICLE XII - AMENDMENTS

1. Any of these Bylaws may be altered, amended or repealed at any meeting of the organization by a 2/3 vote of the members present, provided that written or published notice of the time and place of the meeting and the proposed changes has been given to the members at least thirty days prior to the meeting.

ARTICLE XIII – MAIL BALLOTS

1. In the event of the lack of a quorum, or failure to give thirty days notice, or difficulty in arranging a meeting of the membership, election of officers or changes in Bylaws may be voted upon through the use of a ballot which will be mailed to each current member of the Subdivision.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

1. The parliamentary procedure of the Subdivision will be that of the latest newly revised edition of the *Robert's Rules of Order* in so far as it is not contrary to these Bylaws or the ILA policies or Bylaws.

IOWA LIBRARY ASSOCIATION EXECUTIVE DIRECTOR JOB DESCRIPTION

A full time Executive Director will be employed by the Executive Board to serve at the pleasure of the Board. The Executive Board will determine the annual salary and benefits for the Executive Director in accordance with the personnel policy established by the Executive Board.

JOB SUMMARY: The Executive Director is responsible for supporting the ILA President and Executive Board, maintaining financial and membership records, day to day operations of the ILA office, coordinating ILA events, editing the ILA newsletter, and providing general support to the Association. Supervises office staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

A. Support the ILA Executive Board and President and provide liaison with the American Library Association.

1. Prepare, in consultation with the President, and distribute the agenda and other pertinent documents prior to business and Executive Board meetings.
2. Maintain the *Organization Manual*, Articles of Incorporation, Bylaws, Standing Rules, and minutes with any amendments to these documents and have these present at business and Executive Board meetings.
3. Collect reports from all appropriate subdivision officers and Committee chairpersons.
4. Maintain current and accurate information regarding officers of subdivision and committees.
5. Notify ALA in a timely manner of all information requested, including officers, conference dates, etc.
6. Maintain a calendar of all ILA activities.
7. Work with the Past President to conduct an orientation for new officers.

B. Oversee and coordinate ILA events, especially annual conference.

1. Attend Conference Planning meetings and coordinate conference schedule, packet materials, and CE credits.
2. Work with the Finance and Ad Hoc Site Selection Committees to negotiate and confirm future conference sites.
3. Process all meeting registrations.
4. Communicate with vendors as needed, coordinating with exhibit coordinator, conference committee, and ILA Foundation.
5. Work with chair of Local Arrangements on site during Conference.

C. Serve as ILA Treasurer.

1. Administer ILA budget, as outlined in the *ILA Organization Manual*, including such duties as, but not limited to, the following:
2. Pay Association bills as authorized.
3. Work with the President and the Finance Committee on preparing annual budget for

Executive Board's consideration.

4. Advise Finance Committee on accounting procedures.
5. Deposit monthly FICA, withholding and Medicare payments and complete financial forms as required by law.
6. Maintain and provide records for accountant to ensure timely filing of tax returns and other required reports.
7. Submit financial records of the Association for annual professional audit.

D. Administer ILA office and perform other duties as assigned.

1. Hire, train and supervise clerical and temporary employees keeping within budget approved by Executive Board.
2. Oversee bulk mailings.
3. Answer routine correspondence from members, prospective members, salespeople, related organizations and others. Maintain correspondence for the Executive Board.
4. Serve as a member of ILA Committees as assigned by the Executive Board.
5. Sign all certified copies of acts of ILA unless otherwise specified in the bylaws or *Organization Manual*.
6. Prepare an annual report for the Personnel Committee in preparation for the annual review.
7. Serve as a member of the ILA Foundation Board and perform other duties as directed by the annual service contract with the Foundation Board.
8. File all necessary government reports.
9. Participate as appropriate in continuing education and professional associations. Represent ILA as assigned at national meetings and conferences.
10. Archive ILA photographs and Association records and coordinate archival activities of the Association.
11. Additional duties as assigned.

E. Maintain membership information.

1. Work with the Membership Committee to prepare and distribute the annual membership form, and to retain and increase membership.
2. Maintain membership file and distribute membership receipts.
3. Facilitate exchange of membership information with the Membership Committee and appropriate subdivision officers.
4. Prepare membership category reports for the Executive Board at its meetings, for the membership at the Annual Business Meeting, and for other groups as requested.
5. Provide to each Subdivision chairperson a list of its individual members by May 1 of each year.

F. Ensure ILA publications are edited, printed, distributed, and within ILA guidelines. Oversee ILA website.

1. Serve as editor of ILA official publication, *Catalyst*, within the guidelines set forth by the Editorial Committee.
2. Serve as ILA webmaster, working with vendor to assure timely updating and ongoing maintenance of the ILA website.
3. Solicit news and advertising, prepare copy, edit, have published and distributed, and otherwise manage ILA official publication.
4. Work with subdivisions to insure that all other publications that bear the Association name follow guidelines as set forth by the Editorial Committee.

5. Encourage ILA subdivision newsletter editors to add the chairs of all subdivisions and the Executive Board to their mailing list.
6. In cooperation with subdivisions, publish reports of subdivision activities in the *Catalyst*.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Ability to move about in an office setting. Ability to lift up to 20 pounds routinely. Ability to travel to meetings away from central office.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION:

Graduation from high school and five years of progressively responsible administrative experience, preferably in a non-profit corporation, required. Two years experience in basic bookkeeping and working with a board required. Experience with QuickBooks, event planning, publications, and web site maintenance preferred. Ability to be bonded required. Iowa drivers license required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of functions and operation of a nonprofit organization.

Excellent communication skills, both oral and written. Considerable skill in establishing and maintaining cooperative relations with Officers, Board members, Committee and subdivision representatives, and vendors.

Knowledge of accounting practices.

Ability to administer a web site.

Ability to prepare reports and maintain records and statistics.

EXECUTIVE DIRECTOR PERSONNEL POLICY

1. WORK SCHEDULE

The position requires an average of 40 hours per week. A flexible schedule is necessary. This schedule is to be arranged by the President of the Association and the Executive Director to meet the needs of the Association. Time sheets will be kept and filed on a monthly basis for periodic review by the President of the Association and the Personnel Committee.

2. SALARY

The Personnel Committee and the employee will discuss salary considerations each year prior to the budget planning process. Salary considerations will reflect the results of the annual performance review. The employee will be encouraged to air problems and make recommendations throughout the year. Salary, including any cost of living changes and merit increases, will be proposed by the Personnel Committee to the Executive Board prior to the establishment of the final annual budget. The Executive Board will set the final salary.

3. PAYROLL

a. **Social Security**

Social Security payments pursuant to the law will be made both by employee and the Association.

b. **Employment Compensation**

Required Federal Insurance Contributions Act (FICA) payments will be paid by the Association.

c. **Unemployment Compensation**

Provisions will be made for satisfying the legal requirements relating to unemployment compensation.

4. PAY PERIOD

Checks are to be issued semi-monthly on the fifteenth (15th) and the last working day of each month and should be of equal amount.

5. FRINGE BENEFITS

a. **Employee Options.**

The employee may elect to participate in one or more of the following: life insurance, health insurance, disability insurance, retirement program, or similar fringe benefits. If the employee elects an option the Association will contribute up to 10% or as allowed by law of the annual salary and the employee will contribute an amount equal to 50% of the amount contributed by the Association. If the employee elects more than one option, these percentages apply to the total amount; not the separate options. To initiate an option or change an option the employee will submit a request in writing to the Personnel Committee prior to the December Executive Board meeting preceding the year the option is to become effective. The Association will not be held liable for past years if the employee failed to submit an acceptable plan and request in writing prior to the year in question. Options in this section and

percentages/dollars are entirely separate considerations from all other fringe benefits.

b. Association-Related Travel

Reimbursement of expenses for travel will be according to these guidelines. Meals, housing, and mileage will be paid for required meetings. Mileage for local travel on Association business, other than travel to and from place of residence to Association office, will be paid. The Association will allocate money annually for the Executive Director to use to attend the annual and midwinter meetings of ALA.

c. Parking Fees

The Association will reimburse for parking fees incurred while engaged in travel for the Association. When the Association office is located in an area which would require the employee to pay a monthly or annual parking fee, the Association may pay the fee for the employee rather than reimburse the employee.

d. Continuing Education

The employee may participate in continuing education as appropriate to the duties of the position and as approved by the Executive Board. Expenses related to continuing education shall be paid per line item in budget.

e. Cash Bonus

The Association may elect to issue a cash bonus. The time, occasion and purpose will be decided by the Executive Board.

f. Dues

Annual dues to the Iowa Library Association will be waived. Annual dues for the Executive Director's membership in the American Library Association, the International Council of Library Association Executives and Iowa Society of Association Executives will be paid by the Association.

6. LEAVES OF ABSENCE

Leave time has been figured in hours and will apply to this full time equivalent position as follows:

a. Vacation Leave

The Executive director will receive three weeks (120 hours) vacation each year. The employee shall make every effort to use the current allocated vacation leave within the appropriate year. Up to 40 hours of unused vacation may be carried into the following year. Unused vacation leave over 40 hours will be forfeited. Vacation leave should be taken at times which conflict as little as possible with Association operations, and should be cleared in advance with the President. Upon termination of employment, for whatever reason, accrued vacation will be paid and employee must work last 40 hours of employment.

b. Holiday Leave

Will equal 72 hours per year and may be taken for the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas Day, or one other day of the employee's choice.

c. Sick Leave

Will be earned at the rate of 8 hours per month and may be accumulated up to 240 hours. May be used for personal illness, injury, examinations or treatments. The President of the Association may require a statement from the appropriate medical personnel for any sick leave. Upon termination of employment, for whatever reason, 25% of accumulated sick leave will be paid out and the remainder

will be forfeited.

d. Serious Illness and Funeral Leave

For the purpose of this section, serious illness is defined as surgery or illness of the employee's family members listed below for which the attending physician requires the employee's presence. Written confirmation of the need from the attending physician may be requested by the President of the Association.

1. An employee may be allowed a maximum of 24 hours off with pay per year in the event of the serious illness or death, of any of the following members of the immediate family: spouse, son, daughter, mother, father, brother, sister, or ward living within the employee's household; and the immediate family of the employee's spouse: mother, father, son, daughter, brother, or sister.

2. An employee may be allowed a maximum of 8 hours off with pay per year in the event of serious illness or death of any of the following members of the employee's immediate family: grandparents, grandchildren, and the spouse's grandparents.

e. Other Leaves

All other leaves are without pay, and will be at the discretion of the President. Such leaves should be planned and requested in advance.

7. EXTERNAL EMPLOYMENT

Any employee who wishes to undertake employment other than for the Association will notify the President and such employment will require approval of the President. External employment will be permissible so long as it does not interfere with any aspect of the Association's operations.

8. PERFORMANCE REVIEW

An annual performance review will be conducted by the Personnel Committee and the President. This review will generally take place in the Fall of each year. Results will be communicated with the employee and will be a part of salary considerations each year.

9. RESIGNATION

The Executive Director's resignation must be submitted in writing to the President. One month notice is desirable. Longer notice should be given when possible.

10. DISMISSAL

After consultation with the Personnel Committee and with Executive Board approval the President may dismiss the Executive Director. A written statement of reasons for the dismissal will be submitted to the Executive Board and to the employee in each case.

JOB DESCRIPTION ILA OFFICE CLERICAL ASSISTANT

Under direct or general supervision of the Executive Director performs a variety of clerical duties of average difficulty and performs related work as required. This is routine clerical work at a trainee level learning to perform a variety of tasks which follow easily learned and established practices

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

Operate a personal computer, printer, applicable software and typewriter to produce a variety of correspondence, reports and other materials.

Process memberships, conference registrations and bulk mailings.

Proofread, check and record information.

Open and sort mail when Executive Director isn't available.

Receive telephone messages and relay information; give out standard information on routine questions and direct complex questions or unusual requests to Executive Director.

May record and deposit funds according to standard ILA procedures.

May perform a variety of specialized clerical duties and other tasks related to the functions of the office.

Assist on-site at Annual Conference.

Assist in maintaining office supplies.

Perform other tasks as directed by the Executive Director.

QUALIFICATION GUIDELINES

- Knowledge of the English language and spelling
- Knowledge of basic business math
- Ability to learn clerical procedures and routines
- Ability to understand and follow oral and written instructions
- General office practices and procedures
- Able to work a flexible schedule
- Establish and maintain effective relationships with those contacted in the course of work

- Meet the public with courtesy and tact
- Ability to be bonded

PHYSICAL REQUIREMENTS

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. Should be able to walk, twist, reach, bend, crouch and kneel. May also grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. Must be able to meet the physical requirements and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

IOWA LIBRARY ASSOCIATION FOUNDATION

The Iowa Library Association Foundation (ILAF) is a separate 501c3 organization.

The Iowa Library Association Foundation, established for the benefit and betterment of the Iowa library community, provides opportunities for library education and professional development by seeking contributions, managing resources and distributing scholarships, grants and awards.

The Iowa Library Association has representation on the Foundation Board in accordance with the Bylaws of both organizations.

The Iowa Library Association provides services to the Iowa Library Association Foundation as negotiated annually in a contract.

Revised 4-18-2008

APPENDIX – AWARDS

AWARDS

GAC Advocacy Drawing

ILA Citation of Merit

ILA Honorary Member

ILA Johnson Brigham Plaque Award

ILA Lifetime Member Award

ILA Member of the Year

ILA Presidential Award

ILA Ted Anderson Library Advocacy Award

ILA 20-Year Member Award

IASL Children's Choice Award

IASL High School Book Award

IASL Distinguished Advocate Award

IASL Teen Award

IASL Vision Award

ILA/ACRL Annual Conference Scholarship Award

ILA/ACRL Public Relations and Marketing Grant

ILA/ACRL Research Award

ILA/ACRL Special Awards

ILA/ACRL Spring Conference Scholarship Award

Iowa Small Library Association ILA Annual Conference Scholarship

Iowa Small Library Association Summer Reading Program Award

Support Personnel Fall Conference Attendance Scholarship

YSS Conference Grant for National Event or Conference

YSS Mr. Anderson' Company Attendance Award

YSS Quality Time Award

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

Governmental Affairs Committee Advocacy Committee Advocacy Drawing—official
GAC Advocacy Drawing—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Box of chocolate candy

Frequency and/or number of awards given

One at each ILA Annual Conference

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

GAC budget

Process for nominations (including dates/time frames)

Any annual conference attendee who has advocated for libraries and library services in the preceding year can enter his/her name in the drawing.

Process for selecting winner (including dates/time frames)

Random drawing by GAC chair at annual business meeting

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Winner must be present

Requirements of winners, if any, with details as to compliance follow-up procedures

Must have advocated for libraries and library services in preceding year

Approved by (with name and date)

Subdivision membership _____ Duncan Stewart, GAC Chair, 6-06

ILA Awards Committee _____ August 18, 2006

ILA Bylaws and Organization Manual Committee _____

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA Citation of Merit—official

Citation of Merit—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Plaque; presented by the Awards Committee chair at the annual conference.

Frequency and/or number of awards given

At the discretion of the Awards Committee.

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Awards Committee budget

Process for nominations (including dates/time frames)

Call for nominations appears in the *Catalyst* each year.

Nominations are due by August 1st

Process for selecting winner (including dates/time frames)

Award is conferred upon individuals who have made outstanding contributions to quality library services or who have advanced the principles of quality library service to the community. Recipient will have influence and reputation beyond the local community. Award may be given either to ILA members or those who are not members of the Association.

Award may be given to an individual or a group of individuals.

By mid-August, Awards Committee recommends potential recipient(s), if any, to the Executive Board, which makes final decision.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Awards Committee chair notifies recipient(s) immediately upon selection.

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____
ILA Awards Committee Sept. 21, 2006
ILA Bylaws and Organization Manual Committee _____ 3-2007
ILA Executive Board August 18, 1988

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA Honorary Member—official

Honorary Member—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Certificate; presentation of award is made at the annual conference

Recipient is entitled to all of the privileges of membership except for making motions, voting, and holding office.

Frequency and/or number of awards given

At the discretion of the Awards Committee and the Executive Board

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Association budget

Process for nominations (including dates/time frames)

Call for nominations appears annually in the *Catalyst*

Nominations are due by August 1st

Process for selecting winner (including dates/time frames)

Recipient cannot be a member of ILA

Recognition is for meritorious achievement in an endeavor related to the advancement of librarianship

Review of qualifications by Awards Committee, and action of the Executive Board upon the recommendation of the committee, which is forwarded by mid-August

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Awards Committee chair contacts recipient by mid-September

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____

ILA Awards Committee Sept. 21, 2006

ILA Bylaws and Organization Manual Committee 3-2007

ILA Executive Board 9-2007

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA Lifetime Membership Award

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

All benefits of membership, including receipt of the *Catalyst*, without payment of annual dues.

Complimentary meal at Annual Conference banquet

Frequency and/or number of awards given

Annually, as members qualify

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Association budget

Process for nominations (including dates/time frames)

Executive Director identifies ILA members who have been in the organization for twenty-five years or more as of September 1st of each year, and who have retired. Self-nominations are invited through the *Catalyst*.

Process for selecting winner (including dates/time frames)

See above.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Awards Committee chair sends letter by mid-September inviting eligible members to attend the Annual Conference banquet to be recognized.

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____

ILA Awards Committee Sept. 21, 2006

ILA Bylaws and Organization Manual Committee 3-2007

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA Member of the Year—official
Member of the Year—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Plaque awarded at Annual Conference

Frequency and/or number of awards given

Annually

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Awards Committee budget

Process for nominations (including dates/time frames)

Call for nominations appears in the *Catalyst* each year; nomination packet must include three letters of support.

Nominations are due by August 1st.

Process for selecting winner (including dates/time frames)

Nominees must be a librarian, library staff member, trustee, or friend who is an individual member of the Iowa Library Association.

Award is based upon activities or accomplishments such as the following:

- Outstanding service to the Iowa Library Association;
- Community library betterment through broadened scope and quality of service
- Contribution to any area of services benefiting library users
- Distinguished service to libraries: Outstanding participation in activities of professional library associations; notable publications and productions; creative work in interpreting the library to the community
- Leadership in education and in-service training for librarians or trustees
- Extension of library services through cooperation
- Improvement in library techniques or management
- Development of library facilities

Review of nominations by the Awards Committee; selection is made by mid-August. Committee chair then notifies Executive Director, who arranges for creation of plaque.

Identity of recipient remains confidential to Awards Committee, Executive Director, and individual who nominated recipient until announcement is made at the Annual Conference.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Individual who nominated recipient is contacted by chair of the Awards Committee immediately following identification of recipient, and is asked to arrange for recipient to attend the Thursday session at Annual Conference.

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____

ILA Awards Committee Sept. 21, 2006

ILA Bylaws and Organization Manual Committee _____ 3-2007

ILA Executive Board award established August 18, 1988

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA Presidential Award

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Plaque

Frequency and/or number of awards given

Annually, at Annual Conference, by Awards Committee chair

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Awards Committee budget

Process for nominations (including dates/time frames)

Not applicable

Process for selecting winner (including dates/time frames)

Award is given to an outgoing ILA President who has successfully served at least nine months in office.

Award is given in recognition of the unique demands, responsibilities, and commitment that the Association asks of a member once he/she assumes its Presidency.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Not applicable

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____

ILA Awards Committee Sept. 21, 2006

ILA Bylaws and Organization Manual Committee _____

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA Ted Anderson Library Advocacy Award—official
Ted Anderson Library Advocacy Award—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Plaque; give by Awards Committee chair at Annual Conference

Frequency and/or number of awards given

At the discretion of the Awards Committee

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Awards Committee budget

Process for nominations (including dates/time frames)

Call for nominations appears in the *Catalyst* each year.
Nominations are due by August 1st.

Process for selecting winner (including dates/time frames)

Award is given to a member of the Iowa General Assembly who demonstrates outstanding leadership in support of Iowa libraries. Recipient should be a legislator who has made an outstanding contribution to quality library services or who has advanced the principles of quality library services in the Iowa legislature.

Awards Committee selects recipient, if any, by mid-August.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Awards Committee chair, or designee, notifies recipient by September 1st.

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____

ILA Awards Committee Sept. 21, 2006

ILA Bylaws and Organization Manual Committee _____ 3-2007

ILA Executive Board _____ April 20, 2001

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA 20-Year Member Award—official
20-Year Member Award—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Recognition at annual conference banquet; announcement by chair of Membership Committee
20-year pin

Frequency and/or number of awards given

Annually, if individual members qualify

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Association budget

Process for nominations (including dates/time frames)

Not applicable

Process for selecting winner (including dates/time frames)

Executive Director identifies individual members who have completed 20 years of membership in the current year

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Membership Committee chair sends letter to eligible members each year by September 1st

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____

ILA Awards Committee _____ Sept. 21, 2006

ILA Bylaws and Organization Manual Committee _____ 3-2007

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

- IASL Iowa Children's Choice Award (ICCA)—official
- Iowa Children's Choice Award (ICCA)—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

- Engraved plaque

Frequency and/or number of awards given

- 1 each year

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

- Funding from purchase of posters, bookmarks and label supplies for award books.

Process for nominations (including dates/time frames)

- Books to read for the award are introduced during the spring of the current year.
- Students may read until they vote in the spring of the following year.

The purposes of the IASL Iowa Children's Choice Award are:

- to encourage children to read more and better books.
- to discriminate in choosing worthwhile books.
- to provide an avenue for positive dialogue between teacher, parent, and children about books and authors.
- to give recognition to those who write books for children.

The award is unique in that it gives children an opportunity to choose the book to receive the award and to suggest books for the yearly reading list.

Selection Criteria

- Books chosen for the master list are those written by American authors within the last five years. Titles are fiction or nonfiction, with a wide range of interests and reading levels appropriate for children in grades three through six. No textbooks are included.
- AEA Co-op gets bids for book sets fall (usually by the end of September). This list is developed from the summer readers who read and select from titles recommended by students.

Process for selecting winner (including dates/time frames)

1. Students must read at least two titles to be eligible to vote. It is acceptable for students to read these themselves or have heard them read aloud.

2. Students may vote for only one title and may not vote for any title they have not read or heard read.
3. Voting will be conducted on ballots produced by each attendance center. Each participating school will send the results by ground mail unless another method is designated by the Iowa Children's Choice Award chair.
4. Voting results are to be sent to the IASL Iowa Children's Choice Award chair.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

- Notification is sent immediately after winner is announced. Winner is contacted through publisher or agent, or through personal contact. IASL/ICCA chair notifies winner.

Requirements of winners, if any, with details as to compliance follow-up procedures

- None, although if thank you letters are received from winners, they are included on the IASL/ICCA website.

Approved by (with name and date)

Subdivision membership _____ Kristin Steingreaber 4-28-06 (original: 1980) _____
ILA Awards Committee August 17, 2006 _____
ILA Bylaws and Organization Manual Committee _____ 3-2007 _____
ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

- IASL Distinguished Advocate Award

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

- The award shall be a work of an artist or artisan of a value of no more than \$100.00. The work and artist will be decided by the Awards Committee sees fit with approval from the IASL Board.

Frequency and/or number of awards given

- One per year

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

- IASL budget

Process for nominations (including dates/time frames)

- Information will be sent out by the IASL Awards Committee Chair to all IASL members electronically in late spring. Nominations should be returned to the Awards Committee prior to the summer (June) meeting.

Process for selecting winner (including dates/time frames)

The Iowa Association of School Librarians Distinguished Advocate Award is a citation award to a friend of teacher librarians who has made significant contributions to exemplary school library programs.

- Purpose:
 1. To honor those persons, who, through individual leadership and sustained effort have made worthy contributions to the concept of effective school library programs.
 2. To recognize the responsible and influential role of friends of teacher librarians in developing successful school library programs.
 3. To stimulate interest in planning, implementing and supporting the school library program which is essential to a meaningful educational system.
- Criteria:
 1. Effective interpretation of teacher librarian role to staff.
 2. Leadership in instituting school library policies and practices which result in improvement of curriculum and classroom instruction.
 3. Sustained effort toward worthy concepts of school or AEA library services.
- Eligibility:
 1. Any friend of teacher librarians such as school administrators, AEA personnel, public librarians, parents, legislators, etc., who meets the above criteria.
- At the June meeting, the IASL Awards Committee/Board will consider the applicants and select an award recipient. If, in the opinion of the Awards Committee/Board, no worthy candidate is identified, the committee may exercise discretionary powers and recommend that no citation be awarded.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

- Each award winner shall be notified by the IASL President that he/she has been selected as a recipient, as soon as the board has made its final selection.
- The recipient of the award shall be announced at appropriate places in a press release prepared for the back to school edition of the IASL Journal and any appropriate papers.
- The award will be presented at the annual IASL business meeting or at another event at the ILA annual conference by the IASL President or an appropriate alternate designated by the IASL President.

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____ Kristin Steingreaber 4-28-06 _____

ILA Awards Committee _____ August 18, 2006 _____

ILA Bylaws and Organization Manual Committee _____ 3-2007 _____

ILA Executive Board _____ 8-2006 _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

- Iowa Teen Award (ITA) – Official
- Iowa Teen Award (ITA) - Common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

- Engraved golden apple and letter

Frequency and/or number of awards given

- 1 each year

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

- Posters and award book supplies.

Process for nominations (including dates/time frames)

- The purpose of the award is to promote reading and reward authors who write books with interest levels of students in grades 6-9.
- Early teens in Iowa, grades 6-9, are encouraged to participate in the Iowa Teen Award program. Participating students read books from an annual list of books and in February vote for their favorite title. Students who read two or more books from the list are eligible to vote for the one they think should be this year's Iowa Teen Award winner. Nominations for the subsequent year's list are collected along with ballots.
- The next year's list is posted soon after the voting closes. Participating schools generally promote the "new" list at the beginning of the school year. Readers participating through their public library may have the opportunity to begin reading earlier. Reading continues through February when votes are collected and mailed in to start the process again.

Process for selecting winner (including dates/time frames)

- The total number of votes for the building and/or district are tallied by the sponsoring librarian/teacher. The total number of votes for every book are sent to ITA by March of the following year. These votes are tallied state wide and the book with the most votes is declared the Iowa Teen Award winner for the year.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

- Winning authors are notified either directly (if addresses can be located) or through their publisher(s) or agent. After initial notification, the author is sent a follow-up letter along with a written history of the Iowa Teen Award and an engraved golden apple.

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership Kristin Steingreaber, 4-28-06

ILA Awards Committee 8-2006

ILA Bylaws and Organization Manual Committee 3-2007

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

- IASL Vision Award

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

- The award shall be a work of an artist or artisan of a value of no more than \$100. The work and artist will be determined by the IASL Awards Committee on an annual basis with approval from the IASL Board.

Frequency and/or number of awards given

- One per year

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

- IASL budget

Process for nominations (including dates/time frames)

- Information will be sent out by the IASL Awards Committee Chair to all IASL members electronically in late spring and nominations should be returned to the Awards Committee prior to the summer (June) meeting.
- Nominees must be members of IASL.
- Nominees need to be currently employed in the field of teacher librarianship.

Process for selecting winner (including dates/time frames)

The Iowa Association of School Librarians Vision Award may be given to a teacher librarian whose dedication and work is exemplary in furthering the cause and ideals of the field of teacher librarians.

- Purpose:
 1. To recognize and honor those individuals whose efforts have made a significant and worthwhile impact on the field of teacher librarians.
- Criteria:
 1. Outstanding proficiency in the development of an exemplary school library program, and/or
 2. Outstanding contribution to the field of school librarianship through original research or production of educational materials, and/or
 3. Outstanding dedication in promoting and advocating the role of teacher librarian to those outside the field.
- At the June meeting, the IASL Awards Committee/Board will consider the applicants and select an award recipient. If, in the opinion of the Awards Committee/Board, no worthy candidate is identified, the committee may exercise discretionary powers and recommend that no citation be awarded.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

- Each award winner shall be notified by the IASL President that he/she has been selected as a recipient, as soon as the board has made its final selection.
- The recipient of the award shall be announced at appropriate places in a press release prepared for

- the back to school edition of the IASL Journal and any appropriate papers.
- The award will be presented at the annual IASL business meeting or the ILA annual conference luncheon by the IASL President or an appropriate alternate designated by the IASL President.

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership _____ Kristin Steingreaber 4-28-06 _____

ILA Awards Committee August 18, 2006 _____

ILA Bylaws and Organization Manual Committee _____

ILA Executive Board _____ 8-2006 _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA Annual Conference Scholarship Award-Official
ILA/ACRL Fall Conference Award-common name

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

This award is given to new members and support personnel to promote attendance to the ILA Annual Conference. The award covers the conference registration fee and up to \$150 in travel, hotel, and meal expenses. Scholarship winners will be reimbursed for scholarship expenses after the conference.

Frequency and/or number of awards given

A minimum of one scholarship is awarded each year. However the number of ILA Annual Conference Scholarship Awards given each year may vary from year-to-year depending upon available funds and approval by the ILA/ACRL Executive Board.

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

The funding source of this award is income from the Spring Conferences and/or subdivision pre-conferences.

Process for nominations (including dates/time frames)

Applicants must be paid members of ILA/ACRL, working in an Iowa academic library, and either: a) be attending their first ILA Annual Conference or b) have worked in an Iowa library for fewer than three years. Support personnel working in an Iowa academic library may also apply for the scholarship. Support personnel applicants do not have to be paid members of ILA/ACRL. Previous scholarship recipients are not eligible to receive the award.

The Awards Committee with approval by the Executive Board selects the application deadline and notification dates. The scholarship application deadline date is at least one month prior to the conference and winners will be notified at least two weeks prior to the conference. For example, the ILA Annual Conference held on October 13-14, 2004 had September 17 as a deadline date for scholarship applications and the winner was notified by September 29.

Process for selecting winner (including dates/time frames)

Applicants must complete and submit an application form which includes a 500 word essay that describes the applicants' interest in the scholarship and how the scholarship will benefit their professional development. Scholarship winners are selected by the Awards Committee on the quality of the essay. Each member of the Awards Committee blind ranks the submitted essays and the scholarship winner is the applicant that receives the highest group ranking.

Winners will be notified at least two weeks prior to the conference.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Winners will be notified at least two weeks prior to the conference either by email or by phone. If the winner declines the scholarship award or cancels attendance to the conference, the applicant with the next highest group ranking will receive the scholarship award.

Scholarship winners are announced at the business lunch meeting on the day of the spring conference.

Requirements of winners, if any, with details as to compliance follow-up procedures

Winners are requested to write a short article about their conference experiences for the ILA/ACRL July newsletter. Award winners will be reimbursed for scholarship expenses after the conference. They will submit an itemized list of expenses with receipts to the Chair of the Awards Committee who send the reimbursement requests, along with a brief report, to the President of ILA/ACRL for approval and submission of payment voucher to the ILA Office.

Approved by (with name and date)

Subdivision membership _____ Some time in the 1980's
ILA Awards Committee _____ August 18, 2006
ILA Bylaws and Organization Manual Committee _____
ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA/ACRL Public Relations and Marketing Grant

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

A \$500 grant will be awarded to the best Public Relations/Marketing proposal and the monies awarded will be used to implement the project

Frequency and/or number of awards given

One award given biannually to a meritorious applicant

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

This award will come from money generated through the ILA/ACRL Spring Conference.

Process for nominations (including dates/time frames)

Criteria and Method of Selection: Applicants must be Iowa academic or research libraries (see Iowa Academic and Research Libraries Directory at <http://www.iren.net/acrl/directory/2004/directory.html>). A grant recipient must wait ten years before being eligible to apply again. The availability of the Public Relations/Marketing Grant will be announced at the ILA/ACRL Spring Conference (the date of the Spring Conference varies slightly from year-to-year) and grant proposal application forms will be due the following July 31st.

Process for selecting winner (including dates/time frames)

Applicants must complete and submit an application form, which includes a 500-word essay that describes the applicants' interest in the grant and how the grant will benefit their library's public relations/marketing initiatives. The ILA/ACRL Awards Committee will select grant proposal winners based on the quality of the grant proposal. Each committee member will judge the merits of the qualified grant proposals through a blind ranking process. The committee will submit its selection to the ILA/ACRL Executive Board for final approval. If the committee finds that none of the proposals are meritorious, it may decide not to make an award.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

The ILA/ACRL Awards Committee will select the winning grant proposal by September 30 and the grant winner will be announced at the ILA/ACRL general business meeting during the ILA Annual Conference.

Requirements of winners, if any, with details as to compliance follow-up procedures

Winners will be given 12 months to spend the grant and to make progress on their public relations project. The ILA/ACRL Awards Committee will develop guidelines for appropriate expenditures. These guidelines will be approved by the ILA/ACRL Executive Board. The institution receiving the grant will have a designated project director who will submit a report to the ILA/ACRL Awards Committee within two months of the date of the end of the grant period. The chair of that committee will report the results back to the ILA/ACRL Executive Board.

Approved by (with name and date)

Subdivision membership _____ Rebecca Stuhr, President, ILA/ACRL. Approved by ILA/ACRL
Executive Board on July 7, 2006

ILA Awards Committee _____ August 17, 2006

ILA Bylaws and Organization Manual Committee: March 19, 2007 _____

ILA Executive Board: _____ 8-2006

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA/ACRL Research Award

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

A \$500 grant will be awarded to an ILA/ACRL chapter member for a presented or published scholarly work. A qualifying presented paper must be text-based and have been delivered at a regional, national or international conference. A qualifying published paper is to have appeared in a scholarly journal. A qualifying book is to be scholarly in nature. The subject matter of the work need not be library-related.

Frequency and/or number of awards given

One award will be given annually, as funds are available, to a meritorious recipient

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Funding for this award will be generated through ILA/ACRL Spring Conference revenues.

Process for nominations (including dates/time frames)

Entries may be self-submitted or nominated.

October 1: Call for nominations and self-submissions in ILA/ACRL newsletter and on listserv

Fall ILA Conference: Another call for nominations and self-submissions

Mid-December-Early January: Research Committee reads and evaluates papers and determines which ones will be eligible for the award (by first week in January)

First week in January: Research Committee sends nomination to ILA/ACRL Executive Board for final approval

Mid-January: Chair of Research Committee notifies the author of the selected scholarly work.

After notifying the winner, Research Committee Chair will notify the Newsletter Chair and Electronic Communications Chair so that they can include the information in their publications. Winner will be announced at the ILA/ACRL Spring Conference.

Process for selecting winner (including dates/time frames)

Entries will be considered by the Research Committee a subcommittee to be formed from the ILA/ACRL Awards Committee on the basis of a blind ranking process. Each reviewer will read and rank the entries and the highest ranked entry will be considered for the award. If the committee finds that none of the entries are meritorious, it may decide not to make an award. The committee will

submit its selection to the ILA/ACRL Executive Board for final approval.

Process for notification (and if can't reach winner in timely manner what is procedure)
(including dates/time frames)

The chair of the ILA/ACRL Awards Committee will notify the winner, after approval of the ILA/ACRL Executive Board, by telephone. Public announcements will appear in the ILA/ACRL newsletter, on the Web site, and at the ILA/ACRL Annual Spring Conference.

Requirements of winners, if any, with details as to compliance follow-up procedures

Winners fulfill requirements before receiving the award, so there will be no follow-up procedures to this award.

Approved by (with name and date)

Subdivision membership _____ Rebecca Stuhr President, ILA/ACRL Approved by the ILA/ACRL
Executive Board _____ July 7, 2006 _____

ILA Awards Committee _____ August 17, 2006 _____

ILA Bylaws and Organization Manual Committee _____ 3-19-2007 _____

ILA Executive Board _____ 8-2006 _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA/ACRL Special Awards

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Occasionally, ILA/ACRL may offer one-time awards to attend either the ILA/ACRL Spring Conference and/or the ILA Annual Conference for a special group of library personnel. For example in 2005, our sponsored speaker donated half of the honorarium to promote attendance at the ILA Annual Conference for library support staff and/or library science students. Application process, criteria for evaluation, and method of selection are identical to the two regularly given awards. Below is the description of the special award given in 2005.

Frequency and/or number of awards given

This is an irregularly offered award. As noted above, a speaker donated his/her honorarium to be used as a scholarship for attending either one of the state wide conferences for academic librarians, academic library support staff and/or library science students.

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

The funding source of this award is from donations by ILA/ACRL speakers.

Process for nominations (including dates/time frames)

Note: This process describes the 2005 ILA Conference Special Awards to attend the 2005 Fall Conference in Dubuque. Process will vary as the result of the speaker donation.

Applicants must be a) a support personnel working in an Iowa academic library or b) a library science student. Applicants do not have to be paid members of ILA/ACRL Previous scholarship recipients are not eligible to receive the award.

The Awards Committee with approval by the Executive Board selects the application deadline and notification dates. The scholarship application deadline date is at least one month prior to the conference and winners will be notified at least two weeks prior to the conference. For example, the Fall ILA Annual Conference held on October 13-14, 2004 had September 17 as a deadline date for scholarship applications and the winner was notified by September 29.

Process for selecting winner (including dates/time frames)

Applicants must complete and submit an application form which includes a 500 word essay that describes the applicants' interest in the scholarship and how the scholarship will benefit their professional development. Scholarship winners are selected by the Awards Committee on the quality of the essay. Each member of the Awards Committee blind ranks the submitted essays and the scholarship winner is the applicant that receives the highest group ranking.

Winners will be notified at least two weeks prior to the conference.

Process for notification (and if can't reach winner in timely manner what is procedure)
(including dates/time frames)

Winners will be notified at least two weeks prior to the conference either by email or by phone. If the winner declines the scholarship award or cancels attendance to the conference, the applicant with the next highest group ranking will receive the scholarship award.

Scholarship winners are announced at the business lunch meeting on the day of the spring conference.

Requirements of winners, if any, with details as to compliance follow-up procedures

Winners are requested to write a short article about their conference experiences for the ILA/ACRL July newsletter. Award winners will be reimbursed for scholarship expenses after the conference. They will submit an itemized list of expenses with receipts to the Chair of the Awards Committee who send the reimbursement requests, along with a brief report, to the President of ILA/ACRL for approval and submission of payment voucher to the ILA Office.

Approved by (with name and date)

Subdivision membership Fall 2005

ILA Awards Committee August 18, 2006

ILA Bylaws and Organization Manual Committee _____

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

ILA/ACRL Spring Conference Scholarship Award-Official
ILA/ACRL Spring Conference Award-common name

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

This award is given to new members, support personnel, and/or library science students to promote attendance to the Spring Conference. The award covers the conference registration fee and up to \$100 in travel, hotel, and meal expenses. Award winners will be reimbursed for scholarship expenses after the conference.

Frequency and/or number of awards given

A minimum of one scholarship is awarded each year. However the number of Spring Conference Scholarship Awards given each year may vary from year-to-year depending upon available funds and approval by the ILA/ACRL Executive Board.

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

The funding source of this award is from the profits of the Spring Conferences and/or income from subdivision pre-conferences.

Process for nominations (including dates/time frames)

Applicants must be paid members of ILA/ACRL, working in an Iowa academic library, and either: a) be attending their first ILA/ACRL Spring Conference or b) have worked in an Iowa library for fewer than three years. Library science students and support personnel working in an Iowa academic library may also apply for the scholarship. Student and support personnel applicants do not have to be paid members of ILA/ACRL. Previous scholarship recipients are not eligible to receive the award.

The date of the Spring Conference can vary from year-to-year but is typically held in March, April, or May. Once the Spring Conference date is set, the Awards Committee with approval by the Executive Board selects the application deadline and notification dates. The award application deadline date is at least one month prior to the conference and winners will be notified at least two weeks prior to the conference. For example, a Spring Conference held on May 20, 2005 had a deadline for scholarship applications on April 15, 2005 and the winner was notified by May 2.

Process for selecting winner (including dates/time frames)

Applicants must complete and submit an application form which includes a 500 word essay that describes the applicants' interest in the scholarship and how the scholarship will benefit their professional development. Scholarship winners are selected by the Awards Committee on the quality of the essay. Each member of the Awards Committee blind ranks the submitted essays and the scholarship winner is the applicant that receives the highest group ranking.

Winners will be notified at least two weeks prior to the conference.
Process for notification (and if can't reach winner in timely manner what is procedure)
(including dates/time frames)

If the winner declines the scholarship award or cancels attendance to the conference, the applicant with the next highest group ranking will receive the scholarship award. Winners will be notified at least two weeks prior to the conference.

Scholarship winners are announced at the Business Meeting and are listed on the Scholarship flyer included in the conference materials.

Requirements of winners, if any, with details as to compliance follow-up procedures

Winners are requested to attend the ILA/ACRL sponsored sessions at the conference and to write a short article about their conference experiences for the ILA/ACRL December newsletter. Award winners will be reimbursed for scholarship expenses after the conference. They will submit an itemized list of expenses with receipts to the Chair of the Awards Committee who send the reimbursement requests, along with a brief report, to the President of ILA/ACRL for approval and submission of payment voucher to the ILA Office.

Approved by (with name and date)

Subdivision membership Some time in the 1980's
ILA Awards Committee August 18, 2006
ILA Bylaws and Organization Manual Committee _____
ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Award Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of Award—official and common if any

ISLA ILA Annual Conference Scholarship

Nature of Award (i.e. scholarship, tickets, cash, plaque, etc.)

Cash scholarship to assist with expenses to support attendance at ILA Annual Conference. Two \$100 scholarships will be awarded, one to an ISLA member working in a size A or B library, one to an ISLA member working in a size C, D, or E library.

Frequency and/or number award given (

Two scholarships (one for Size A or B library; one for Size C, D, or E library) annually, assuming qualified applicants and funding availability.

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Subdivision dues or income from subdivision pre-conferences

Process for nominations (including dates/time frames)

Announce award and acceptance of nominations mid-March via email, newsletter or mailing so that all ISLA members are aware.

Every ISLA member can submit one name (one winner for A/B libraries, and one winner for C/D/E libraries).

Names will be submitted via email to the announced address, slips will be produced for the drawing.

Submittals must include the nominee's full name, the full name of the library where they work, the size of the library, a phone number and email contact. Deadline is one week prior to the spring meeting (April 13 2007)

Process of selecting winner (including dates/time frames)

Two winners will be drawn, one each for the two size categories, and announced at the Spring Meeting (April 29, 2007). Drawing will be conducted by the ISLA chair or their designee.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

If the winners are not present at the Spring Meeting they will be contacted via phone or email within one week of drawing. If the winners do not respond to the notification within one month their scholarship will be forfeited.

Requirement of winners, if any, with details as to compliance follow-up procedures

They must register for at least one day of the ILA Annual Conference.

Approved by (with name and date)

Subdivision membership: ISLA Pat Means, Chair February 10, 2007

ILA Awards Committee:

ILA Bylaws and Organization Manual Committee: March 19, 2007

ILA Executive Board: April 13, 2007

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Award Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award-official and common if any

ISLA Summer Reading Program Award

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Cash

Frequency and/or number of awards given

Two awards (\$100.00 each). One for a size A or B library/one for a size C, D, or E library. Awards will be given on an annual basis as funding permits.

Source of funds to cover any costs involved (this should be a part of budget submitted at Annual Planning Meeting)

ISLA membership dues

Process for nominations (including dates/time frames)

Announce drawing mid-March via email, newsletter or mailing so that all ISLA members are aware. Every member of ISLA can nominate one library—one grant awarded to a size A or B library/ one awarded to a size C, D, or E library). Nominations will be sent via email to a designated person who will collect and prepare slips for a drawing. Nominations must include the name of the library, the size of the library, the name of the library director, and contact information (email and phone) for the library director. Deadline will be set one week prior to the drawing (April 13, 2007).

Process for selecting winner (including dates/time frames)

A drawing will be held at the spring meeting (April 20, 2007) by the current ISLA chair or his/her designee

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Winners will be announced at the spring meeting. If no one from the winning libraries is at meeting, we will e-mail and/or phone within the next week. Prizes not claimed within one month after the announcement are forfeited.

Requirement of winners, if any, with details as to compliance follow-up procedures

Winner must write a report on how the \$100 helped make their summer reading program a success. We will put this on our ISLA website. They will need to write this article by September.

Approved by (with name and date)

Subdivision membership: ISLA, Pat Means, Chair - February 10, 2007

ILA Awards Committee:

ILA Bylaws and Organization Manual Committee: March 19, 2007

ILA Executive Board: April 13, 2007

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

Support Personnel Fall Conference Attendance Scholarship

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

\$100 scholarship

Frequency and/or number of awards given

1 per conference

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Subdivision dues and other subdivision income

Process for nominations (including dates/time frames)

Availability of the scholarship is announced via support staff subdivision listserv no later than July 15th of each year, and in the *Catalyst*.

Applicants must be members of the Support Personnel Subdivision.

Self-nomination or nomination must be submitted by August 1st for consideration. Neither members of the Support Personnel Executive Board nor previous recipients are eligible for a scholarship.

Applications may be submitted online. Applicant will be asked to supply name, position title, name of library, e-mail address, and phone number.

Process for selecting winner (including dates/time frames)

A member of the Support Personnel Executive Board will draw recipients' names from among applicants. Drawing will be held and winners will be notified by August 15th by the Subdivision chair.

If a winner cannot attend the conference, an alternate will be drawn from among the remaining applicants.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Winners will be notified immediately after drawing of names by e-mail or phone call.

Requirements of winners, if any, with details as to compliance follow-up procedures

Winners must use the money to attend ILA Annual Conference in year for which scholarship is awarded and present receipts.

Approved by (with name and date)

Subdivision membership Dee Crowner 7-26-06

ILA Awards Committee August 18, 2006

ILA Bylaws and Organization Manual Committee 3-2007

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

YSS Conference Grant for National Event or Conference

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

Up to \$350.00 to attend a National Conference or Event

Frequency and/or number of awards given

Can be given to more than one person, but money would be split.

Does not have to be given every year.

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Membership, Preconference

Process for nominations (including dates/time frames)

Announcement of Award – July issue of YSS newsletter

Nominations submitted to YSS Awards Chair by October 1 in written form.

Winner announced at ILA Annual Conference at YSS meeting or personally contacted if not attending ILA Annual Conference.

Process for selecting winner (including dates/time frames)

Nominee must explain in 500 words or less why this conference would benefit them, their library, community, and other librarians.

YSS Awards Chair chooses the winner.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Winner announced at ILA Annual conference at YSS meeting or personally contacted if not attending ILA Annual Conference.

Requirements of winners, if any, with details as to compliance follow-up procedures

Recipient must use the money awarded within one year of the time received. Payment must be reimbursed through expense vouchers submitted to ILA. Recipient must submit a written report, which will be published in the YSS Newsletter on the highlights and other information gained. Recipient must also present information learned to Iowa youth librarians at Kids First or other workshop presentation offered.

Approved by (with name and date)

Subdivision membership 8-12-03 CYP Exec Board

ILA Awards Committee August 18, 2006

ILA Bylaws and Organization Manual Committee _____

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

YSS Mr. Anderson's Company Attendance Award—official
Mr. Anderson's Company Attendance Award—common

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

\$200.00 to attend the ILA Annual Conference

Frequency and/or number of awards given

One person per year

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Subdivision dues or income from subdivision pre-conferences

Process for nominations (including dates/time frames)

Announcement of Award – July issue of YSS newsletter
Nominations submitted to YSS Awards Chair by August 1
Winner is notified by September 1

Process for selecting winner (including dates/time frames)

Random drawing by YSS Awards Chair of nominations submitted.
Nominee must be currently working in Youth Services in an Iowa library.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Winner notified in person by September 1, so award can be used for the ILA Annual Conference
YSS Awards Chair also contacts ILA Executive Director for funding arrangements.

Requirements of winners, if any, with details as to compliance follow-up procedures

Attend ILA Annual conference. If winner cannot attend or original winner has received other funding to attend conference a new winner will be selected randomly from the pool of entries.

Approved by (with name and date)

Subdivision membership 8-12-03 CYP Exec Board

ILA Awards Committee August 18, 2006

ILA Bylaws and Organization Manual Committee 6-13-07

ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board

ILA Awards Form

(Must be filled out and returned to the ILA Awards Committee prior to implementation of first award.)

Name of award – official and common if any

YSS Quality Time Award

Nature of award (i.e. scholarship, tickets, cash, plaque, etc.)

A clock and a certificate. (A clock is purchased in an amount less than \$50 and engraved with the winner's name. Winner also receives a certificate.)

Frequency and/or number of awards given

One award per year, but no more than five in five years.

Source of funds to cover any costs involved (this should be part of budget submitted at Annual Planning Meeting)

Subdivision dues or income from subdivision pre-conferences

Process for nominations (including dates/time frames)

Announcement of Award – July issue of YSS newsletter

Nominations submitted to YSS Awards Chair by September 1 in written form. A written nomination should be submitted by September 1 that includes: Nominee's name, address, and phone; Name of library or place of business; Brief letter including description of nominee's contributions and accomplishments.

Winner's name is kept secret until ILA Annual Conference

Winner announced at Thursday luncheon at ILA Annual Conference

Process for selecting winner (including dates/time frames)

Given to a person who has made an outstanding contribution to library services for young people on a regional, statewide or national level.

YSS Awards Chair chooses winner.

Winner does not need to be a YSS Member

YSS Awards Chair uses this criteria to select winner: Nominee has influenced, initiated or influence and cooperated with persons and organizations in the planning or presentation of programs or services for young people that have benefited Iowa libraries; Nominee has performed service to the library profession through active participation in a professional organization at the regional, state, or national levels the training of others, publishing, etc.

Process for notification (and if can't reach winner in timely manner what is procedure) (including dates/time frames)

Winner's name is kept secret, but YSS Awards Chair does try to find out if winner will be at ILA Annual Conference

Requirements of winners, if any, with details as to compliance follow-up procedures

None

Approved by (with name and date)

Subdivision membership 8-12-03 CYP Exec Board

ILA Awards Committee August 18, 2006

ILA Bylaws and Organization Manual Committee _____ 6-13-07 _____
ILA Executive Board _____

Changes in any of the above must be approved by the Awards Committee and if they deem appropriate by BOMC and Executive Board