
Missouri Library Association

Handbook of the
Organization

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Supplemental External Documents

MLA Bylaws: http://molib.org/wp-content/uploads/2015/12/2016-Bylaws_Final.pdf

Annual Conference Manual: *[insert link for Annual Conference Manual]*

Missouri Building Block Picture Book Award Program Manual: <http://molib.org/awards/building-block-award/>

Bohley Scholarship Fund & Silent Auction Manual: *[insert link for Manual]*

Current Communities of Interest Bylaws (*note: not all CI have bylaws*): <http://molib.org/get-involved/communities-of-interest/>

1. ALA AND CHAPTER RELATIONSHIP

Missouri Library Association is a chapter of the American Library Association (ALA). The relationship between the American Library Association and its chapters has varied during ALA's history. The relationship is flexible: it can be active or passive. Each partner can expect certain benefits from the relationship, but each must also recognize the responsibilities that accompany a partnership.

1.1. What is a chapter?

A chapter is "any legally constituted state, provincial, regional or territorial library association" (ALA Constitution, Article X, section 3). The purpose of a chapter, as defined by the ALA Bylaws, is as follows:

- To promote general library service and librarianship within its geographic area,
- To provide geographic representation to the Council of the American Library Association, and,
- To cooperate in the promotion of general and joint enterprises with the American Library Association and other library groups.

1.2. Chapter membership and ALA membership

Approximately 50 percent of ALA members also belong to their state chapters, and approximately 50 percent of chapter members also belong to ALA. No state chapter memberships automatically include ALA membership or vice versa.

1.2.1. The chapter's role

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

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

A number of areas of ALA policy and practice give chapters a wide range of control. For example:

- Chapters have the final authority within ALA for all programs and policies that concern only the area for which the chapter is responsible, provided the action or policy is not inconsistent with programs and policies established by Council.
- Chapters may establish committees or boards to maintain liaison with similar committees within the ALA. This procedure has been particularly effective in the areas of legislation and intellectual freedom.
- Chapters are to be consulted about any ALA divisional conferences to be held in the chapter's geographic region prior to the division presenting its request for a national conference to the ALA Executive Board.
- Chapters can contribute to ALA dues income by encouraging ALA membership among the members of the state or regional association. Providing ALA membership information at the local level encourages membership in the national organization.

- Financial assistance from the chapters also can be provided to the Washington Office of the ALA to aid in legislative activities. The chapter's role in the political arena involves both financial support and personal lobbying. A national organization is not as influential with individual lawmakers as a senator's or representative's own constituency.
- Presenting local library needs to elected officials is a vital chapter activity.

The reason a national organization has chapters is to provide a wide geographic viewpoint on library-related issues. To help ensure that such input is available, each chapter is allowed a chapter representative on the ALA Council. One of the chief areas of discussion (second only to dues questions) in the colorful history of chapter affiliations has been the question of geographic representation on Council.

1.2.2. ALA's role

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

- A subscription to *American Libraries*;
- A copy of the *ALA Handbook of Organization*;
- A 10 percent discount on ALA publications;
- Membership benefits, such as assistance from the Chapter Relations Office and other ALA units;
- A seat on Council;
- Joint membership; and
- Participation in Engage (Engage is Capitol Advantage's leading online legislation and advocacy tool that continues to help ALA, chapters, and ILoveLibraries.org send constituent messages to congressional and state legislators).

The interests of Chapters are represented within ALA by the Chapter Relations Committee (CRC) and the Chapter Relations Office. Activities and benefits provided to chapters by the Chapter Relations Office include:

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

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

- Library public relations efforts [Public Information Office (PIO)]
- Information technology [Office for Information Technology Policy (OITP)]
- Leadership and expert advice to ALA staff, members, and public on all matters related to research and statistics about libraries, librarians, and other library staff [Office for Research and Statistics (ORS)]
- Library and legislative advocacy [Washington Office (WO)] and its [Office of Government Relations (OGR)]
- Library advocacy [Office for Library Advocacy (OLA)]

- Diversity resources [Office for Diversity]
- Censorship, privacy, intellectual freedom [Office for Intellectual Freedom (OIF)]
- Recruitment and retention to the profession [Office for Human Resource Development and Recruitment (HRDR)]
- Literacy and community outreach [Office for Literacy and Outreach Services (OLOS)]

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

1.3. ALA and the chapters

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

- Chapters contribute to strengthening a national voice on issues facing libraries; ALA, particularly through the Washington office, may more confidently speak out on the spectrum of issues with the advice and support of chapters.
- Clout, a contemporary catchword for power and influence, can be felt in the combined approach of ALA and chapters to library issues, such as intellectual freedom and legislation.
- Through mechanism of state library associations, the governance of the national association (the ALA council) has the assurance of geographic representation; and through the chapter councilor, chapters have a voice in creating and implementing resolutions and other policy-making decisions of ALA.
- The chapters may draw upon ALA for specialized consulting and expertise in given areas; ALA may draw together, through the chapters, an overview of diverse approaches to problem solving in the library profession.
- An official communications flow exists between ALA and the chapters, improving the climate for understanding and cooperative efforts. Valuable networks in the profession exist through the state and regional library associations as chapters.
- Association membership promotion activities are accelerated through the affiliation of ALA and its chapters.
- Avenues for leadership development through local, regional and national arenas may be followed by ALA and its chapters.
- Continuing education for librarians can be provided, replicated, and enhanced nationwide through the sharing of ideas, plans, and programs of ALA and its chapters.
- Chapters and ALA may share more directly and regularly in the development of knowledge and information about chapters and ALA.
- Programming, necessary for well-informed librarians, is readily accessible through the ALA and its chapters and is enhanced by cooperation between ALA and chapters.
- ALA, with its chapters, constitutes an invaluable PR effort for libraries, keeping before the American public the essential role of libraries in providing the access to information resources that is so critical a foundation to our society.
- Chapters, with ALA, can readily enter into joint ventures through carefully planned and mutually beneficial agreements.

1.4. Additional resources for ALA Chapters

Don Wood, Program Officer

Chapter Relations Office

dwood@ala.org, 1-800-545-2433, ext. 2429

Adapted from ALA Chapter Relations Office (CRO) website, January 2011

2. GUIDELINES FOR EXECUTIVE BOARD AND ELECTED AND APPOINTED OFFICIALS

2.1. Executive Board

2.1.1. Membership

- A. The Executive Board shall be composed of the President, President Elect, Past-President, American Library Association Councilor; and six Members-at-Large from which the Secretary, Membership Committee Chair, Treasurer, and Assistant Treasurer are selected by the Executive Board at its November meeting, with terms beginning January 1. The President-Elect succeeds to President at the beginning of the calendar year. All members of the Executive Board have voting privileges.
- B. Membership on the Executive Board shall coincide with the calendar year. The officers of the Association officially assume their duties on January 1.

2.1.2. Powers

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

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

2.1.3. Meetings

- A. The Executive Board shall meet a minimum of five times physically or by virtually, throughout the year, the locations and dates to be fixed by the President-Elect by the November meeting, including a meeting prior to the Annual Business Meeting. There shall be a Board meeting in

November to adopt the budget. The agenda of all regular meetings of the Executive Board must include all items submitted by members of the Executive Board. Per Missouri statutes, meetings have to be conducted in a synchronous communication manner.

- B. Special meetings of the Executive Board may be called by the President. If the President is absent or unable or refuses to act, any other officer may call a special meeting upon the request of four members of the Board.
- C. **Action without a Meeting:** Any action that may be required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if all members of the Executive Board consent to the action in writing. The action shall be reported in the written consents filed with the minutes of the next regular or special meeting of the Executive Board.

2.1.4. Duties

- A. Transact the business of the Association.
- B. Assist in making and approving the annual budget.
- C. Approve all registration fees for the conference and other fee-based continuing education programs before registration opens based on recommendations made by the sponsoring committee or Community of Interest (CI).
- D. Recommend any changes in the Bylaws to the Association.
- E. Provide oversight for Standing Committees, Ad-Hoc Committees, and Task Forces by:
 - a. Creating or dissolving them
 - b. Approving guidelines or charges
 - c. Acting upon their recommendations
- F. Fill any vacancy occurring in an office, with the exception of the President, through election by the Executive Board to complete the term of the office vacated. The election shall be by ballot. A majority vote shall elect.
- G. Instruct the ALA Councilor on any measures of concern to the Association.
- H. Cooperate with ALA and other state and regional associations on matters of mutual benefit.
- I. Approve the employment of the Legislative Advocate.
- J. Provide for the management of the organization.
- K. Approve persons to receive awards or commendations.
- L. Approve the theme and general program of the Annual Conference.
- M. Remove any officer, agent or employee of the Association, when necessary.

- N. Prescribe such powers and duties for officers, agents and employees of the Association that are consistent with the law or with the Articles of Incorporation or the Bylaws.

2.1.5. Quorum

"A majority of the Board shall constitute the quorum." (MLA Bylaws, Article VII, Section 6)

2.1.6. Eligibility

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

2.2. Elected Officers

2.2.1. General Duties of Elected Officers

- A. Attend all Executive Board meetings with voting privileges.
- B. Prepare and present an Annual Report at the Annual Business Meeting, which will be shared in *MO INFO* and posted on the Association website.
- C. Ensure continuity of the Association by such actions as providing appropriate files and consulting with the incoming President.
- D. Archive pertinent material as referred to in the Archives Policy.
- E. Recognize that all working papers of any MLA office or committee are the property of MLA and are not to be used for non-MLA purposes without permission from the MLA Board.

2.2.2. President

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

2.2.2.1. Duties

A. Executive Responsibilities

The President shall:

- 1. Have the general powers and duties of management of the office of President of a corporation.
- 2. Preside at meetings of the members and the Executive Board.
- 3. Speak for the Association regarding its established policies and in official capacities with other organizations.
- 4. Assign charges to appropriate committees at the direction of the Executive Board.
- 5. Work with the Chair of the Legislative Committee and the Legislative Advocate on matters relating to legislation affecting libraries.
- 6. Serve as an ex officio member of all Committees.
- 7. Serve as a member of the Conference Site Selection Committee.

B. Administrative Responsibilities

1. Appointments

- a. Appoint, with the approval of the Executive Board, a Nominating Committee consisting of a chair and three members, giving consideration to geographical and type of library diversity.
- b. Appoint, with the approval of the Executive Board, any ad hoc committees or task forces necessary to conduct the Association's business.

- c. Appoint a non-voting substitute for the regularly elected ALA Councilor if that individual is unable to attend ALA Midwinter or ALA Annual Conference.
 - d. Work cooperatively with the Archivist in collecting and preparing material to present to the permanent depository of official Association records, which is held by the State Historical Society.
 - e. Appoint the Conference Coordinator for the following year's conference with the approval of the Executive Board.
 - f. Appoint the Community of Interest Council Vice-Chair with approval of the Executive Board.
2. Financial
- a. Work with the Board to set the annual budget for the organization.
 - b. Work to develop new sources of income to support the growth and expansion of the Association.
 - c. Serve as a signatory on all Association checking and savings accounts.
 - d. Serve on the Budget & Finance Committee.
3. Other
- Sign all contracts made in the name of the Association.

2.2.3. President-Elect

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

2.2.3.1. Duties:

The President-Elect shall:

- A. Attend all Executive Board meetings.
- B. Serve in the place of the President when the President is absent or at the request of the President.
- C. Serve as a member of the Conference Site Selection Committee.
- D. Attend at least one meeting of each Standing Committee to better understand the infrastructure and business of the Association.
- E. Coordinate videoconferencing for MLA Board meetings
- F. Unless otherwise stated in the Bylaws or Handbook, appoint the following positions (with the approval of the Executive Board), by the November Board meeting:
 - 1. Chairs of Standing Committees (excluding the Nominating Committee), in accordance with the guidelines for each Committee

2. Webmaster
3. Archivist
4. Community of Interest Council Vice-Chair

G. Unless otherwise stated in the Bylaws or Handbook, appoint members of all committees.

H. Provide an up-to-date contact list of Board Members, Committee chairs and members, and Community of Interest leadership to the Webmaster by January 1.

2.2.4. Past-President

The Past-President shall serve in an advisory role to the President and President-Elect.

2.2.4.1. Duties:

The Past-President shall:

- A. Attend all Executive Board meetings.
- B. Serve as general counsel to the President and President-Elect.

2.2.5. Secretary

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

The Secretary will be selected from among the incoming Members-at-Large at the October Board meeting and will serve a one-year term.

2.2.5.1. Duties:

The Secretary shall:

- A. Attend all Executive Board meetings.
- B. Record and keep on file the official minutes of the meetings of the Executive Board and of the general membership.
- C. Distribute the approved minutes to the Executive Board, Standing Committee Chairs, State Librarian and other designated officials or agencies.
- D. Summarize the approved minutes of the Executive Board to be published in the next issue of MO INFO and on the website.
- E. Process correspondence as directed by the Executive Board or the President.

- F. Summarize the Executive Board actions as an Annual Report.
- G. Send to the incoming Secretary all records within one month after the change of officers.
- H. Notify appropriate Committee Chairs of all action items and policy and procedure changes, within thirty days, as they arise out of Board meetings.

2.2.6. Treasurer

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

The Assistant Treasurer shall succeed to the Treasurer following his/her term as Assistant Treasurer (see Section 2.2.7).

2.2.6.1. Duties:

The Treasurer shall:

- A. Attend all Executive Board meetings.
- B. Chair the Budget & Finance Committee.
- C. Prepare the annual budget in consultation with the Executive Board.
- D. Serve as a signatory on all Association checking accounts and savings accounts.
- E. Monitor the financial activities and records of the Association in accordance with the Association's Fiscal Policy.
- F. Submit recommendations for external audit.
- G. Make a financial report of the Association at all meetings of the Executive Board and to the Association membership at the annual membership meeting.
- H. Prepare an annual fiscal report for publication in *MO INFO* and to be posted on the Association website.
- I. Submit audit reports, the approved annual budget and Treasurer Board reports to the Webmaster for posting on the Association website.
- J. Advise the Board regarding other financial matters affecting the Association.
- K. Have general powers and duties of the office of Treasurer and performs such other duties as

may be prescribed by the Executive Board.

- L. Recommend long-range plans to ensure the fiscal strength of the Association.
- M. Review membership dues, conference registration, vendor rates and any other regular income sources to determine if they need to be adjusted, at least every three years beginning in 2012 with the assistance of the Budget & Finance Committee and a representative of the management company. The final report should be presented to the Board by the July meeting.
- N. Recommend an outside accounting firm, to be approved by the Executive Board, for the annual audit or review and filing of tax forms.

2.2.7. Assistant Treasurer

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

An Assistant Treasurer will be selected from among the newly elected Members-at-Large at the October Board meeting.

2.2.7.1. Duties

The Assistant Treasurer shall:

- A. Attend all Executive Board meetings.
- B. Serve on the Budget & Finance Committee.
- C. Assist in preparation of the annual budget.
- D. Have general powers and duties of the office of Treasurer and perform such other duties as may be prescribed by the Executive Board.

2.2.8. Members-at-Large

Members-at-Large are elected to represent the entire Missouri Library Association membership. (MLA Bylaws, Article IV, Section 6J)

2.2.8.1. Term:

A total of six Members-at-Large will maintain a balanced representation of the membership and

serve two-year terms. Three Members-at-Large are elected each year.

2.2.8.2. Duties:

The Members-at-Large shall:

- A. Represent the entire membership.
- B. Discover members' concerns by:
 - 1. Attending Committee and Community of Interest meetings when possible.
 - 2. Coordinating activity to ensure contact with the full representation of the Association.
- C. One Member-at-Large will be appointed by the President to serve as a member of the Conference Site Selection Committee.
- D. If selected by the Executive Board, serve as the Secretary, Membership Committee Chair, or Assistant Treasurer.

2.2.9. ALA Councilor

Represents the Missouri Library Association (MLA) and the American Library Association (ALA) members of Missouri in accordance with ALA guidelines. (MLA Bylaws, Article IV Section 6H)

2.2.9.1. Term:

The ALA Councilor is elected in accordance with ALA guidelines:

- A. Must be a personal member of ALA.
- B. Is elected by the entire MLA membership.
- C. Is elected to serve a three-year term.
- D. Term shall begin at the conclusion of the ALA Annual Conference.

2.2.9.2. Duties:

The ALA Councilor shall:

- A. Represent the MLA and ALA members of Missouri.
 - 1. Attend ALA Council meetings at Midwinter and Annual Conferences. If the Councilor cannot attend such meetings, MLA can be represented by a non-voting delegate. Councilor will inform the MLA President and ALA so that a delegate may be appointed. (Expenses for attendance at these meetings are covered by MLA.)
 - 2. Attend MLA Executive Board meetings as a member of the Executive Board with voting privileges.
 - 3. Complete the annual State Councilor Report to ALA.
- B. Serve as liaison for MLA members and ALA members in Missouri and ALA.
 - 1. Prepare reports for MO INFO.

2. Update the membership on a continuing basis of ALA news and events.
3. Hold such meetings as are necessary to acquaint membership with ALA activities and to offer membership an opportunity to present views.
4. Submit budget requests to the Executive Board no later than November 1. Expenses for attendance at these meetings are covered by MLA for an amount approved annually by the Executive Board.

2.2.10. ALA Councilor-Elect

The ALA Councilor-Elect serves as an ex-officio member of the Executive Board during the interim following his/her election (announced at the MLA Annual Business Meeting in October) and assumption of the duties of Councilor, which occurs at the conclusion of the ALA Annual Conference the following summer. This interim provides an orientation period for the Councilor-Elect and an opportunity for the out-going Councilor to advise and mentor his/her successor, in order to promote a smooth transition of office.

2.3. Appointed Officials

2.3.1. Archivist

2.3.1.1. Term:

The Archivist shall be appointed by the President in odd-numbered years. The Archivist serves a two-year term that begins on January 1.

2.3.1.2. Duties:

The Archivist shall:

- A. Work cooperatively with the President in collecting and preparing material to present to the permanent depository of official Association records, which is held by the State Historical Society.
- B. Serve as the Association's final arbiter of materials to be forwarded to the depository in accordance with the policies and practices of both the Association and the State Historical Society.
- C. Recommend to the Executive Board changes in policies and practices related to the archives.
- D. Request funding for special projects related to the archives, and submit receipts to the Executive Board for all funds allocated.
- E. Assist with any event related to the history of the Association, which may require use of the archives.

For Archives Policy, see Section 5.6.

2.3.2. Webmaster

2.3.2.1. Term:

The Webmaster is appointed by the President for a two-year term. The term begins on January 1.

2.3.2.2. Duties:

The Webmaster shall:

- A. Report directly to the President of MLA and work with the Executive Board and unit chairs, as needed.
- B. Maintain the website using current, commercially available software. The Webmaster is responsible for the development, maintenance, and currency of the MLA website, but is not responsible for creating original content for either the MLA website or individual unit pages.
- C. Maintain *Jobline* postings on the website.
- D. Recommend changes in policies and procedures related to the website to the Executive Board.

- E. Chair the Website Sub-Committee and serve as a member of the Media and Publications Committee.
- F. For Publications Guidelines see Section 5.8; for *Jobline* Policy see Section 5.7; for Website Sub-Committee see Section 3.12.6.

2.3.3. Conference Coordinator(s)

2.3.3.1. Term:

One or more Conference Coordinators are appointed by the President, with the approval of the Executive Board, for a three-year term. The appointment is made in March prior to the year of service as Conference Coordinator. The first year of service is as Upcoming Conference Coordinator, the second year as Conference Coordinator, and the final year as Past Conference Coordinator.

2.3.3.2. Duties:

The Conference Coordinator(s) (in the year of the Conference) shall:

- A. Chair the Annual Conference Committee.
- B. Serve as General Program Chair for the annual conference.
- C. Select the theme for the annual conference subject to the approval of the Executive Board.
- D. Recommend registration fees for attendees and vendors to the Executive Board for approval.
- E. Provide a status report at each Board meeting regarding conference planning and budget issues.
- F. Confer with the Executive Board between meetings regarding any issues that may need Board intervention or approval.
- G. Work closely with the management services company in conference coordination.
- H. Process all contracts and invoices in a timely manner.
- I. Direct the entire conference program.
- J. Appoint the Local Arrangements Committee chair.
- K. Serve as member of the Local Arrangements Committee.
- L. Serve as member of the Conference Site Selection Committee for two non-consecutive years as follows:
 - 1. Upcoming Conference Coordinator(s) during the year preceding the conference.
 - 2. Past Conference Coordinator(s) during the third year of the term.

M. When possible, the Conference Coordinator(s) shall serve as Site Selection Committee Chair(s) for the conference they coordinate.

3. STANDING COMMITTEES

3.1. General Guidelines

Standing Committees perform the essential functions of MLA. As such, they serve at the discretion of the Board and may be discontinued as the Board sees fit. Guidelines for Standing Committees shall not be in opposition to the Association Bylaws. Changes in guidelines and plans of work shall be presented to the Executive Board for approval. All Standing Committees will submit a written report or provide a statement of no report for each Executive Board Meeting. Appointees to Standing Committees must be current individual MLA members in good standing.

Members of standing committees must recognize that all working papers of any MLA office or committee are the property of MLA and are not to be used for non-MLA purposes without permission from the MLA Board.

3.1.1. Listing of Standing Committees

Standing Committees include the following:

STANDING COMMITTEE	TERM OF APPOINTMENT	MEMBERSHIP
Awards	4 years	4
Budget/Finance	Members are from the Board	5
Bylaws & Handbook	3 years	4-6
Community of Interest Council	2 years (appoint Vice Chair)	Representative from each CI
Annual Conference	3 years (appoint Upcoming Conference Coordinator)	Any number
Intellectual Freedom	3 years	7-10
Legislative	3 years	10-15
Membership	3 years	5 minimum
Nominating	1 year	4 minimum
Media & Publications	2 years	4
Marketing Sub-Committee	2 years	6-10
MO INFO Sub-Committee	2 years	4 minimum

Social Media Sub-Committee	2 years	4 minimum
Website Sub-Committee	2 years	any number
Site Selection	1 year	9 - specified people

3.1.2. Membership of Standing Committees

- A. Chairs of all Standing Committees are appointed by the President-Elect and approved by the Executive Board.
- B. The Chair of each Standing Committee is an ex-officio, non-voting member of the Board.
- C. Requirements and composition of membership of Standing Committees are described in the individual guidelines for each committee in this Handbook.
- D. Only personal (individual) members of the Association may serve as Committee Chairs or committee members. Committee chairs must join or renew by the January Board meeting. Committee members must join or renew by February 28th.

3.1.3. Responsibilities of Standing Committee Chairs

The Chair of each Standing Committee shall:

- A. Convene the Committee throughout the year to conduct Association business. Standing Committees may meet in any of the following ways: in person, via conference phone call, by e-mail, virtually.
- B. Submit a plan of work to the Executive Board prior to action by the committee (MLA Bylaws, Article VIII, Section 2).
- C. Provide a report on Committee activity at each Executive Board meeting.
- D. Send copies of all correspondence and committee meeting minutes to the Archivist for the official archives.
- E. Send meeting notices and any other information suitable for dissemination to the membership to the Webmaster for posting on the MLA website.
- F. Submit a written annual report to the Executive Board immediately after the Annual Conference for dissemination to the membership. The Chair may additionally prepare a verbal report to be presented to the Association at the Annual Conference.
- G. Request and manage financial support:
 - 1. Present budget requests to the Executive Board.
 - 2. Keep expenditures within allotments made by the Executive Board.

3. Submit receipts to the Executive Board for all funds allocated.

3.1.4. E-mail discussion list Instructions for Committee Chairs

Committee electronic communications may take place through MLA-approved lists. Instructions on how to use the lists can be found here: <http://molib.org/get-involved/email-lists/>.

3.2. Annual Conference Committee

3.2.1. Membership

- A. The Upcoming Conference Coordinator is appointed by the President, with the approval of the Executive Board, for a three-year term. The appointment is made early in the year prior to the year of service. The Conference Coordinator shall serve as chair of the Annual Conference Committee.
- B. The Upcoming Conference Coordinator and the Past Conference Coordinator serve on the Annual Conference Committee as ex officio committee members.
- C. The Conference Coordinator(s) will appoint all Chairs to the Annual Conference Committee with the exception of the Performance Showcase Chair(s), which are appointed by the Youth Services Community of Interest.

3.2.2. Duties

The Annual Conference Committee is responsible for the planning and execution of the annual conference under the direction of the Conference Coordinator.

3.3. Awards Committee

Details and procedures regarding awards, grants and scholarships are found in Section 5.9.

The Committee need not recommend a recipient if, in its opinion, no one has been nominated who qualifies under the established criteria.

3.3.1. Membership

The Awards Committee shall consist of four members, each of whom shall serve a four-year term. A member will be appointed annually by the President-Elect and shall serve as Chair in his or her third year and Past-Chair in his or her fourth year.

3.3.2. Duties

The Awards Committee shall:

- A. Annually solicit nominees for most MLA Awards. Deadline for receipt of nominees is midnight June 30 unless otherwise noted.
- B. Select the award winners and the ALA Emerging Leader for sponsorship by MLA.
- C. Present slate of award winners for Executive Board approval by the July Board meeting.
- D. Prepare press releases regarding awards for distribution to appropriate media outlets, the Media and Public Relations Committee Chair, Webmaster, and the Conference Coordinator(s).
- E. Notify award winners as soon as possible after approval by the Executive Board, so they may invite guests to the ceremony.
- F. Submit a budget request to the Treasurer by November 1 for funds to be allocated for the Awards and their presentation during the MLA Conference.

3.4. Budget & Finance Committee

See 5.5 Fiscal Policies

3.4.1. Membership

The Budget & Finance Committee shall be composed of four members of the Executive Board (the Treasurer, President, President-Elect, and the Assistant Treasurer) and the Community of Interest Council Chair. A representative of the management company shall serve as ex-officio. The Treasurer serves as the Chair.

3.4.2. Duties:

The Budget & Finance Committee shall:

- A. Communicate prior to the November Executive Board meeting with the incoming and outgoing committee chairs to prepare the budget for the coming year.
- B. Send Executive Board members a copy of the proposed budget at least one week prior to the November Board Meeting, at which it will be approved.
- C. Advise the Executive Board on all Association matters with significant fiscal impact.
- D. Develop and maintain a Fiscal Policy for the Association.
- E. Prepare a report of the financial condition of the Association for the annual membership meeting.
- F. Make recommendations to ensure the fiscal strength of the Association.
- G. Review, at least every three years, all regular income sources of the Association (i.e. membership dues, conference registration, vendor rates at conference) to determine if they need to be adjusted. A report regarding the committee's recommendations should be presented to the Board by no later than the July meeting.
- H. Advise the Executive Board on investment of Association funds.
- I. Advise the Executive Board on capital purchases.
- J. Submit an annual professional audit or review to the Executive Board according to the schedule in the Fiscal Manual.

3.5. Bylaws & Handbook Committee

3.5.1. Membership

- A. The Bylaws & Handbook Committee shall be composed of four to six members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President-Elect for three-year staggered terms.
- C. The Chair shall be appointed by the President-Elect from among the members who have served at least one year.

3.5.2. Duties

The Bylaws and Handbook Committee shall:

Bylaws

- A. Review the Association Bylaws annually.
- B. Bring to the attention of the Board any items needing revision.
- C. At the direction of the Executive Board, prepare proposed revisions.
- D. Work with the Nominating Committee to notify membership of proposed changes in advance of vote to be taken at the Annual Business Meeting.
- E. If approved, prepare updated version of the Bylaws and distribute to the Webmaster, *MO INFO* editor, and Archivist.

Handbook

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

3.6. Communities of Interest Council (CIC)

3.6.1. General Guidelines

The purpose of the CIC shall be:

- A. To promote and coordinate Community of Interest (CI) activities.
- B. To serve as liaison between the CIs and the Executive Board.
- C. To receive and validate petitions to form new CIs.
- D. To review CI bylaws as needed.
- E. To review CI activities on an annual basis and validate their good standing as a CI.
- F. To collect and forward requests for funds from CIs and report back to the MLA Board on the funds spent.
- G. To orient new CI representatives to MLA planning, reporting and fiscal policies and procedures during a meeting at the MLA Annual Conference.

3.6.2. Membership

The membership shall be composed of one voting representative selected by each Community of Interest (CI) of the Missouri Library Association.

The officers of the Council shall be a Chair and a Vice-Chair.

The Vice-Chair shall be appointed by the President-Elect of MLA to serve a two-year term; the first year as Vice-Chair and the following year as Chair.

3.6.3. Officer Duties

- A. The Chair shall: maintain a CIC contact list; attend to the routine correspondence of the CIC including Petitions for Formation, Requests for Funding and Annual Reports from CIs; represent the CIC and its interests to the MLA Board; preside at meetings of the Council; report on CI activity for MLA Board meetings as appropriate.
- B. The Vice-Chair shall: keep minutes of CIC meetings; preside at CIC meetings in the absence of the Chair.

3.6.3.1. Approval of Applications

- A. Within 4 weeks of receipt of a Petition of Formation by a CI, the CIC officers will verify the active membership of those signing the petition and make a determination whether to approve the formation of the CI.

- B. Upon reaching a decision, the CIC officers will:
1. Notify the CI Chair of its standing as an official MLA Community of Interest.
 2. Notify the Executive Board of the new CI's existence.
 3. Forward notice of purpose, activities, committee members and directions for joining the new Community of Interest to the Media and Publications Committee Chair for inclusion in the official publications of the MLA.
 4. Forward notice of purpose, activities, committee members and directions for joining the new Community of Interest to the Webmaster for inclusion on the MLA website.

3.6.3.2. Approval of CI Bylaws

CIs may define Bylaws as desired or needed by the group. All current CI Bylaws will be posted on the MLA website (<http://molib.org/get-involved/communities-of-interest/>). CI Bylaws must not be in conflict with the Association's Bylaws, must be reviewed and approved by the CIC officers, checked and filed with MLA Bylaws and Handbook Committee, and made public through appropriate Association publications.

See also Section 4.3.

3.6.3.3. Annual Review of CIs

The current CIC Chair and Vice-Chair, along with the incoming Vice-Chair will work together to complete the following:

- A. Prepare the financial requests submitted from CIs for the following year for the Board by November 1.
- B. Review the annual report of each CI, placing CIs that have not filed an annual report by December 15 of each year in abeyance for one year, or until their annual report is received.
- C. Forward to the Executive Board each CI's brief description of planned activities for the next fiscal year that includes requests for financial support from the Association.
- D. Submit an annual report to the Executive Board at the first Board meeting of the calendar year to include the status of all CIs and an accounting of any funds dispersed to CIs during the past year.

3.6.4. CIC Archives

Before leaving office, the current CIC Chair will submit all CIC materials for the year, including annual reports, to the Archivist, and make them public through appropriate Association publications.

3.7. Conference Site Selection Committee

3.7.1. Membership

- A. The Conference Site Selection Committee Chair is appointed by the President, with the approval of the Executive Board. The chair of the Conference Site Selection Committee will reside or work in the region around the conference site. When possible, the Conference Coordinator(s) will serve as chair of the Conference Site Selection Committee
- B. The Conference Site Selection Committee may consist of at least 3 conference coordinators to be chosen from past, present, and upcoming coordinators, President, President-Elect, and one or more Members-at-Large. One vendor/exhibitor representative, a technology representative, and a representative from the management company (with previous conference experience, preferred) shall serve as ex-officio members.
- C. Interested MLA members are encouraged to attend committee meetings and provide input.

3.7.2. Duties of the Chair

- A. Chair the Conference Site Selection Committee.
- B. Solicit *Requests for Proposals* (RFPs) for potential conference facilities if requested.
- C. Work with potential conference facilities to set up site visits.
- D. Present to the Executive Board for approval facility recommendations and conference dates no later than 18 months before the conference.
- E. Work with the President to negotiate contracts and agreements with sites.

3.7.3. Duties of the Committee

Following the Board's designation of conference location, the Committee will:

- A. Identify, visit, and evaluate possible facilities for the conference.
- B. Request technical assessment of the proposed facility by MOREnet, if necessary.
- C. Select conference dates based on the availability of facilities, significant religious holidays, competing library association conferences, and ALA's calendar.

3.8. Intellectual Freedom Committee

3.8.1. Membership

- A. The Intellectual Freedom Committee shall consist of at least seven but no more than ten members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President-Elect for three-year staggered terms.
- C. The Chair shall be appointed by the President-Elect from members who have served at least one year on the committee. The Chair shall serve as a liaison to the ALA Office of Intellectual Freedom and shall be an ex-officio voting member of the Legislative Committee while serving as chair of this committee.

3.8.2. Duties

The Intellectual Freedom Committee shall:

- A. Monitor legislation and other efforts that affect first amendment rights to libraries, librarians, and their clientele.
- B. Encourage libraries to protect those rights by:
 - 1. Adopting ALA's Freedom to Read Statement, Library Bill of Rights, and other statements adopted by the American Library Association and endorsed by the Missouri Library Association.
 - 2. Adopting selection and collection development policies that protect against challenges.
 - 3. Providing training opportunities with regard to intellectual freedom issues.
- C. Support and implement the MLA Statement on Intellectual Freedom (see Section 5.1).
- D. Assist and support MLA members in intellectual freedom concerns as requested.

3.9. Legislative Committee

See Section 5.2 for Policies on Legislative Matters.

3.9.1. Membership

- A. The Legislative Committee shall be composed of at least ten members but not more than fifteen, from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President for three-year staggered terms.
- C. The Chair shall be appointed by the President-Elect from members who have served at least one year on the Committee.
- D. **The Chair shall also** be designated as the Federal Legislation Coordinator to monitor library legislation at the federal **level and lead the Missouri Delegation to Washington D.C. for National Library Legislative Day.**
- E. The Intellectual Freedom Committee Chair shall be an ex-officio voting member.
- F. The Legislative Advocate shall serve as an ex-officio non-voting member.
- G. A representative of the management firm shall serve as an ex-officio non-voting member.
- H. The State Librarian or designated representative of the State Library shall be invited to attend meetings of the Legislative Committee **and copied on all Legislative correspondence.**

3.9.2. Duties

The Legislative Committee shall:

- A. Maintain a network of librarians of all types, trustees, and citizens throughout the state to serve as contacts and to aid in disseminating information and gathering support for MLA's legislative efforts.
- B. Review and report to the MLA President on bills in the Missouri General Assembly affecting libraries in the state.
- C. Act upon the instruction of the Executive Board.
- D. Submit a legislative program for each year for approval by the Executive Board and for approval by the membership at the annual meeting.
- E. Develop a legislative position statement for MLA, after consultation with the President, relating to legislative items which are not part of the legislative package but are of interest or concern to Missouri libraries.
- F. Annually, consider a Missouri legislator(s) for the "Francis (Bud) Barnes Outstanding Legislator Award" (see Section 5.9). If one or more candidates is selected, the committee shall:

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1. Submit name(s) to the MLA Executive Board for approval.
 2. Arrange for award to be presented at the MLA Conference.
 3. Prepare press releases regarding award for distribution to appropriate media outlets and forward to the Publication Chair.
- G. In October of each year, review the Legislative Advocate's agreement, terms, remuneration, and performance and make recommendations to the Board for the following year.

3.10. Membership Committee

3.10.1. Membership

- A. The Membership Committee shall consist of a minimum of five members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President-Elect for three-year staggered terms.
- C. A chair shall be selected from the Members-at-Large currently serving on the Executive Board.

3.10.2. Duties

The Membership Committee shall:

- A. Recruit new Association members, both institutional and individual.
- B. Encourage retention of Association members.
- C. Assist in obtaining renewals of lapsed memberships.
- D. Provide welcome to and orientation for new MLA members.

3.11. Nominating Committee

See **MLA Bylaws** (Section V) for specifics on Nominations, Voting and Elections.

3.11.1. Membership

- A. The Nominating Committee shall be composed of a chair and at least three members from all geographic regions of the state and diverse types of libraries.
- B. The Past-President serves as the chair of the Nominating Committee.
- C. Members shall be appointed by the President-Elect to serve a one-year term.
- D. In the event of a tie, prepare and distribute tie-breaker ballots to those eligible voters present at the Annual Business meeting who shall vote to determine the outcome.
- E. Forward the names of the new officers to the MLA President for announcement at the Annual Business Meeting.

3.11.2. Duties

The Nominating Committee shall:

- A. Present a slate of two or more candidates for President-Elect, and no fewer than five candidates for Member-At-Large. The position of President-Elect shall be open to any individual member in good standing and is not limited to those holding degrees in the field of library and information science. When multiple, excellent candidates from a given library type present, the position of President-Elect shall rotate among academic, special, and public library types. When no two suitable candidates emerge, the search may be broadened to reach the strongest candidates.
- B. The MLA Board should reflect a balanced composition of library types. When choosing candidates, the Nominating Committee shall assess next year's board composition. Candidates for Member-at-Large should be chosen to help maintain a representative voice of the organization.
- C. Present a slate of two or more candidates for American Library Association Councilor-Elect every three years (e.g. 2018, 2021, 2024, etc.) for the term to begin following his/her election (announced at the MLA Annual Business Meeting in October) and the assumption of the duties of Councilor, which occurs at the conclusion of the ALA Annual Conference the following summer (e.g. 2019, 2022, 2015, etc.). Nominations are in accordance with ALA guidelines.
- D. Prepare and distribute the ballots and statements of professional concerns to all Individual members in a timely manner in order to permit notification of the winners at least twenty-one days prior to the Annual Business Meeting. All ballots must be received by the designated deadline.

- E. A committee of two selected by the Executive Board shall count the ballots prior to the Annual Business Meeting.
- F. In the event of a tie, a tie-breaker election will either be conducted electronically prior to the Annual Business meeting or by physical vote by those eligible voters present at the Annual Business meeting to determine the outcome.
- G. Forward the names of the new officers to the MLA President for electronic announcement to the membership following notification of the candidates. An announcement will also be made at the Annual Business Meeting.

3.12. Media and Publications Committee

3.12.1. Membership

- A. The Media and Publications Committee shall be composed of the sub-committee chairs from the *MO INFO*, Marketing, Social Media, and Website Sub-Committees.

- B. The Chair shall be appointed by the President-Elect.

3.12.2. Duties

The Media and Publications Committee shall:

- A. Work under the direction of the Executive Board in support of MLA and its units.
- B. Brief other committee members on the activities of their respective sub-committee. Duties of each sub-committee that may be reported upon include:
 - 1. Marketing:
 - a. The creation and distribution of public relations and marketing messages directed to the MLA membership, Missouri's library community, and the Missouri public.
 - b. Creation and direction of promotional campaigns for events such as workshops, contests, and information/education programs such as National Library Week and National Library Workers Day.
 - c. Creation and direct sales of MLA branded merchandise.
 - d. Identification of the Association's marketing needs.
 - e. Support of MLA units on a variety of projects each year. See section 3.12.3.2.G for more details.
 - 2. *MO INFO*:
 - a. Dissemination of information through *MO INFO*.
 - b. Recommendation of updates to the MLA Publication Guidelines (section 5.8) as needed.
 - c. Support for the activities of Communities of Interest through *MO INFO* as requested.
 - d. Solicitation of articles and columns about library related issues from MLA members, the Missouri library community, and the greater library community as well.
 - e. The posting of invitations to read *MO INFO* on the Association's social media.
 - 3. Social Media
 - a. Dissemination of information about MLA to members and to the general public via its social media platforms, as relevant.
 - b. Identification of new social media trends and their recommended adoption by the Association.
 - c. Moderation of social media posts.
 - 4. Website
 - a. Dissemination of information about MLA to members and to the general public via its website, as relevant.
 - b. Maintenance of *Jobline*, the employment service of the Missouri Library Association.
 - c. Explanation of how the sub-committee is supporting the activities of the other Media and Publications Sub-Committees. See section 3.12.6.2.C for more details.

- C. Coordinate with other sub-committees to ensure that projects are handled by the appropriate sub-committee.
- D. Coordinate efforts to share tasks among sub-committees when necessary.
- E. Identify additional publication needs (e.g. new social media, print publication updates, marketing trends) and make recommendations to the Executive Board as appropriate.

3.12.3. Marketing Sub-Committee

3.12.3.1. Membership

- A. The Marketing Sub-Committee shall be composed of at least six members but not more than ten, from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President-Elect for two-year staggered terms.
- C. The Chair shall be appointed by the President-Elect from members who have served at least two years on the Committee.

3.12.3.2. Duties

The Marketing Sub-Committee shall:

- A. Work under the direction of the Media and Publications Committee in support of MLA and its units.
- B. Create and distribute public relations and marketing messages directed to the MLA membership, Missouri's library community, and the Missouri public.
- C. Create and/or direct promotional campaigns for events such as workshops, contests, and information/education programs such as National Library Week and National Library Workers Day.
- D. Create and/or direct sales campaigns for MLA branded merchandise.
- E. Create, maintain, and when necessary, implement a crisis communication plan.
- F. Identify marketing needs of the Association and make recommendations to the Media and Publications Committee.
- G. Support MLA units on a variety of projects each year, advising those units of the expenses incurred for all public relations and marketing campaigns. The following is a list of possible partners, projects, and timelines:
 - 1. With the Youth Services Community of Interest's Building Block Picture Book Award Committee on award promotion (January-April and October)
 - 2. With the Legislative Committee on the marketing and promotion of Missouri Library Advocacy Day (December – February)
 - 3. With the Legislative Committee on the marketing and promotion of National Library Legislative Day (February – May)
 - 4. With the Professionalism, Education, Employment, and Recruitment Community of Interest to promote the Ronald G. Bohley Scholarship (May-July and October)
 - 5. With the Awards Committee on MLA Award Promotion (April-July and October)

6. With the Youth Services Community of Interest to promote the Patt Behler Call-to-Conference Award (June-August and October)
7. With the Legislative Committee on legislator award promotion (July, October, and February)
8. With the Membership Committee to create and distribute marketing messages to Missouri's library community and the MLA membership for recruitment and retention.

3.12.4. MO INFO Sub-Committee

See Section 5.8.3 for *MO INFO* Guidelines.

3.12.4.1. Membership

- A. The *MO INFO* Sub-Committee shall consist of a minimum of four members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President-Elect for two-year staggered terms.
- C. The Chair shall be appointed by the President-Elect from members who have served one year on the committee.
- D. The Association Webmaster shall be an ex-officio member.

3.12.4.2. Duties

The *MO INFO* Sub-Committee shall:

- A. Disseminate information through *MO INFO* to members and the general public at the direction of the Media and Publications Committee.
- B. Recommend updates of MLA Publication Guidelines (section 5.8) to the Media and Publications Committee as needed.
- C. Support the activities of Communities of Interest through *MO INFO* as requested.
- D. Solicit articles and columns about library-related issues from MLA members, the Missouri library community, and the greater library community as well.
- E. Post invitations to read *MO INFO* on the Association's social media.

3.12.5. Social Media Sub-Committee

3.12.5.1. Membership

- A. The Social Media Sub-Committee shall consist of a minimum of four members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President-Elect for two-year staggered terms.
- C. The Chair shall be appointed by the President-Elect from members who have served two years on the Sub-Committee.

3.12.5.2. Duties

The Social Media Sub-Committee shall:

- A. Disseminate information about MLA to members and to the general public via its social media platforms, as relevant.
- B. Identify new social media trends and recommend their implementation to the Media and Publications Committee when appropriate.
- C. Monitor all social media posts.

3.12.6. Website Sub-Committee

See Section 2.3.2 for Webmaster duties.

3.12.6.1. Membership

- A. The Website Sub-Committee shall consist of any number of members appointed by the Webmaster.
- B. Members shall be appointed by the Webmaster for a two-year term.
- C. The immediate past Webmaster shall be an ex-officio member.

3.12.6.2. Duties

The Website Sub-Committee shall:

- A. Disseminate information about MLA to members and to the general public via its website, as relevant.
- B. Maintain *Jobline*, the employment service of the Missouri Library Association, with billing support from the management organization or other appropriate group.
- C. Support the activities of the other Media and Publications Sub-Committees (Marketing, *MO INFO* and Social Media) by:
 - 1. Posting *MO INFO* on the Association website
 - 2. Coordinating separate online publication of selected material from the *MO INFO*
 - 3. Posting marketing and public relations messages on the website
 - 4. Cross-posting social media messages on the Association website, as needed
 - 5. Advising as needed
- D. Maintain an up-to-date website by:
 - 1. Periodically reviewing links on all web pages.
 - 2. Establishing lines of communication with content-generating entities across the organization in order for them to provide current information.
 - 3. Receiving an up-to-date list of Board Members, Committee contacts, and Community of Interest contacts from the Executive Board following their first meeting of the calendar year and posting it to the website within the first week of January.

3.13. Continuing Education Committee

3.13.1. Membership

- A. The Continuing Education Committee shall consist of at least five but no more than eight members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President-elect for three-year, staggered terms.
- C. The Chair shall be appointed by the President from members who have served at least one year on the committee.
- D. Continuing Education representatives from other library associations and the State Library may serve as non-voting members.

3.13.2. Duties

The Continuing Education Committee shall:

- A. Explore, plan, and promote online and/or in-person professional development and continuing education opportunities outside of the annual conference.
- B. Assist MLA Committees and Communities of Interest to develop online and/or in-person professional development and continuing education opportunities outside of the annual conference.
- C. Assist and support MLA members in professional development and continuing education concern as requested.

3.13.2. Webinar Technology Subcommittee

3.13.2.1. Membership

- A. The Webinar Technology Subcommittee shall consist of at least three but no more than five members who have experience administering and using webinar technology.
- B. Members shall be appointed by the President-elect for two-year, staggered terms.
- C. The Chair shall be appointed by the President from members who have served at least one year on the committee.
- D. Members of this subcommittee may also serve concurrently on the Continuing Education Committee.

3.3.3.2. Duties

The Webinar Technology Subcommittee shall:

- A. Administer and host online events through the association's webinar/meeting platform, as outlined in the guidelines approved by the Executive Board.
- B. Assist MLA Committees and Communities of Interest in using the association's webinar/meeting platform.
- C. Review and update the webinar/meeting platform usage guidelines on an annual basis.

4. COMMUNITIES OF INTEREST

Communities of Interest (CIs) are groups of MLA members who choose to organize around a type of library, type of activity, a special interest or geographic area in order to further the mission of the Missouri Library Association. These groups are subject to the rules of the Missouri Library Association. CIs are a benefit of membership and all voting MLA members may join and participate in as many CIs as they choose.

All internal workings of the CI are at the discretion of the members. They decide how to select chair(s), govern themselves, etc. The only ongoing requirement of an MLA Community of Interest is to submit to the current Community of Interest Council Chair an annual report and a current contact person.

4.1. Formation

- A. A Community of Interest (CI) may be formed by MLA members to pursue any activity that supports and promotes the purpose and goals of the Association.
- B. Members form a Community of Interest by submitting a Petition of Formation to the Community of Interest Council (CIC) Chair listing the name of the Community of Interest, a contact person, and function of the group. Fifteen MLA members in good standing are needed to support the formation of a Community of Interest.
- C. The petition with the signatures of the Members may be presented to the Community of Interest Council Chair at any time for approval.
- D. Once a CI is approved, notice of purpose, activities, members and membership information shall be published in MO INFO and made available on the MLA website.
- E. Each Community of Interest may have a webpage on the MLA website. Content and maintenance of this page are the responsibility of the CI and shall be coordinated with the Webmaster.

4.2. Activities & Meetings

A CI shall not profess or imply that it speaks for or represents the Association or members other than those currently holding membership in the CI unless authorized to do so in writing by the Executive Board. CIs may demonstrate ongoing activity in one or more of the following ways:

- A. Sponsoring conference programs and/or other events throughout the year
- B. Maintaining an active electronic list
- C. Maintaining an active website
- D. Producing a regular newsletter (preferably electronic)
- E. Meetings held as the group deems necessary or desirable
- F. Other activities as determined by the group

4.3. Bylaws

CIs may define Bylaws as desired or needed by the group. All current CI Bylaws will be posted on the MLA website (<http://molib.org/get-involved/communities-of-interest/>). CI Bylaws must not be in conflict with the Association's Bylaws, must be reviewed and approved by the CIC officers, checked and filed with MLA Bylaws and Handbook Committee, and made public through appropriate Association publications.

4.4. Community of Interest Representation

The members of each Community of Interest will elect or appoint one or more contact persons for the Community of Interest who are responsible for the submission of an annual report and submit financial requests for the Community of Interest. Additional leaders may be elected or appointed as deemed appropriate by the Community of Interest membership.

4.5. Finances

- A. Once a Community of Interest is approved by the CIC, it is eligible to request financial support from the Association through the Community of Interest Council or Annual Conference Committee, depending on the purpose of the funding.
- B. The budget request for activities should be presented to the Community of Interest Council Chair no later than November 1 and should be based on the program of activities planned by the CI for the coming year.
- C. Funds for Annual Conference programs are requested separately. These requests are made in writing to the MLA Conference Coordinator(s) by the date published by the Conference Coordinator(s).
- D. Community of Interest chairs shall be responsible for keeping expenditures within allotments made by the Executive Board and for submitting receipts in a timely manner for all funds allotted.
- E. No CI shall incur expense on behalf of MLA except as previously authorized by the Executive Board.
- F. Community of Interest Groups may charge fees for workshops or programs help to recoup costs.
- G. Net revenue generated by CI activities will be returned to MLA's general fund.

4.6. Annual Report

- A. Each Community of Interest shall submit an annual report of its activities and funds requested and spent to the CIC Chair by December 15. The annual report shall be published through appropriate Association publications.
- B. The report shall contain a summary of activities and appropriate financial reporting if funds were received through MLA. The annual report should also include the name and contact information of

the chair for the next year.

- C. Each Community of Interest must also provide a brief description of planned activities for the next fiscal year, if requesting financial support from the Association.
- D. The Community of Interest Council officers will review the annual report of each Community of Interest, notifying Communities of Interest that have not filed an annual report of their status of “in abeyance.”

4.7. Abeyance

Communities of Interest that have not filed an annual report with the Community of Interest Council Chair by December 15 will be notified that they have been placed in abeyance for one year, or until their annual report is received. Communities of Interest in abeyance are not eligible to receive financial support and are restricted from sponsoring MLA activities.

4.8. Dissolution

- A. A Community of Interest will be dissolved by the Community of Interest Council Chair if no annual report has been filed, and the Community of Interest has been in abeyance for one year.
- B. A Community of Interest may also be dissolved by agreement of the CI members, with appropriate and timely notification being given to the CIC Chair.

5. POLICIES AND PROCEDURES

5.1. Statement on Intellectual Freedom

5.1.1. Introduction

The Missouri Library Association is directly concerned with the freedom of all members of a democratic society to read what they will in the course of making the social, educational, and political judgments on which that society is based. Libraries are a principal source where citizens can hope to find relevant facts concerning current and historical issues. It is appropriate that librarians, library staff and trustees should support free access to information as being of the utmost importance to the continued existence of democracy.

5.1.2. Areas of Concern

- A. The Association is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgments of librarians.
- B. The Association encourages the dissemination of information and education of members about all aspects of intellectual freedom.
- C. The Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for the evaluation of that process, should develop official policy statements for the selection of library materials and the confidentiality of library patron records.
- D. The Association is concerned with proposed legislation at the national, state, and local level which might place library collections in jeopardy, or which might restrict, prejudice, or otherwise interfere with free access to information in libraries or media centers.
- E. The Association is also interested in legislation related to intellectual freedom at the national, state, and local level that may strengthen the position of libraries and media centers.
- F. The Association encourages communication and cooperation with the ALA Office of Intellectual Freedom and other pertinent organizations.
- G. The Association supports the principles of the American Library Association's *Library Bill of Rights* (<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>) and *Freedom to Read Statement* (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>). [Retrieved 6/28/2016]

5.2. Policies on Legislative Matters

5.2.1. Legislative Advocate

- A. MLA shall hire a Legislative Advocate under terms and remuneration approved by the Executive Board of MLA.
- B. The agreement with the Legislative Advocate will be for one calendar year. In November, on the recommendation of the Legislative Committee, the Board will review performance and approve an agreement for the following year.
- C. The Legislative Advocate will provide an annual report after the close of the legislative session, to be delivered at the Annual Conference at the discretion of the MLA president.
- D. The Legislative Advocate will meet with Legislative Committee Chair in person, by phone, or through email on a regular basis to keep the Chair informed and updated on what is taking place with the legislators in Jefferson City.

5.3. Cultural Diversity Policy Statement

The Missouri Library Association affirms its commitment to the value of cultural diversity in all types of library organizations in the state of Missouri. The Missouri Library Association will, as an association and through its members:

- A. Encourage all libraries and the schools of library and information science in the state of Missouri to create and maintain welcoming environments where the multicultural character of their patrons, students, staff, librarians and faculty is acknowledged and valued and where all persons are treated with dignity and respect.
- B. Encourage equal access of library materials and services to all patrons regardless of race, gender, age, religion, language, socio-economic, status, ethnic background, national origin, special challenges as defined by the Americans with Disabilities Act, or sexual orientation.
- C. Encourage equal access to employment in all libraries and the schools of library and information science in the state of Missouri and the Association itself regardless of race, gender, age, religion, language, socio-economic status, ethnic background, national origin, sexual orientation, or special challenges as defined by the Americans with Disabilities Act.
- D. Encourage all libraries in their efforts to develop multicultural collections and to provide access to information that is relevant to the experiences, cultures and historic contributions of a diverse population.
- E. Encourage all libraries to provide services, activities and programs that respond to the informational needs and interests of a diverse population, including incorporating multicultural themes when appropriate and feasible.
- F. Encourage the use of a culturally diverse set of recruitment tools to bring the most diverse set of candidates available for each open position in all libraries and the schools of library and information science in the state of Missouri and the Association itself.

(Adopted by the MLA Membership, October 10, 1996 and based on ideas and statements from the Michigan Library Association's Cultural Diversity Policy Statement.)

5.4. Internal Integrity Policies

5.4.1. Conflict of Interest Policy

I. Policy

It shall be the policy of the Missouri Libraries Association (MLA) that no member, while serving the Association as an Executive Board Member will take personal advantage of his or her leadership role by allowing a situation to exist that may be construed as a conflict of interest situation.

II. Purpose

It has been the intent of MLA since its inception to carry on its activities in accordance with the highest ethical standards. Adoption of this Policy by the MLA Executive Board is, therefore, a reaffirmation of MLA's intent that all Executive Board Members and other MLA members holding elected or appointed leadership positions practice the highest ethical standards and give undivided loyalty to MLA and its goals. Any activities which do not serve the best interest of MLA or which favor the personal advantage of another person or corporation are inconsistent with the duties and responsibilities owed to MLA.

III. Practice/Procedure

It is therefore resolved that:

All Executive Board Members, shall scrupulously avoid any conflict between their own respective individual interests and the interests of MLA, in any and all actions taken by them on behalf of MLA in their respective capacities.

Conflicts of interest would include, but not be limited to, direct financial or close personal interests in a company or product which could be affected by a decision of the Executive Board; acceptance of any gift, entertainment, services, loans, or promises of future benefits from any person or organization that might benefit because of the Executive Board Member's connection with MLA (note: this does not apply to gifts and/or similar entertainment of nominal value); and compensation in the form of fees or salaries if such payment is affected directly or indirectly by the Leader's work with the Association (note: MLA is not critical of such interests; it merely requests that Executive Board Members disqualify themselves from direct service to the Association if they have such interests).

Annually, all Executive Board Members shall disclose any direct or indirect relationships with organizations, either for-profit or not-for-profit, that may, during their term of office, be involved with the Association in a formal capacity. Examples of such relationships may include, but not be limited to, employer-employee relationships, governance relationships, shareholder relationships, contractor-contractee relationships, etc.

All Executive Board Members of the Association shall refrain from accepting, during their term of office, any form of compensation from MLA or one of its units (Committees, Communities of Interest, etc.) for any purpose whatsoever, including, but not limited to fees for course instruction; grants for research; fees for consulting; salaries for work-for-hire; scholarships; and monetary or other awards (except in the case of awards specifically intended for active Executive Board Members). This excludes reimbursement of expenses paid by MLA to Executive Board Members for expenses associated with MLA business.

7/2017

In the event any Executive Board Members may stand to derive a personal gain or benefit from a transaction with MLA, or shall have any direct or indirect interest in or relationship with any individual or organization (i) which proposes to enter into any transaction with MLA for the sale, purchase, lease or rental of property; or (ii) which proposes to render or employ services, personal or otherwise, to MLA; or (iii) which may be seen as competing with the interests or concerns of MLA, such Executive Board Members shall forthwith give the Executive Board of MLA notice of such interest or relationship and shall, therefore, refrain from voting or otherwise attempting to affect any decision for MLA to participate or not to participate in such transaction and the manner of terms of such participation. Minutes of appropriate meetings should reflect that such disclosure was made, and that such Executive Board Members, abstained from voting and absented him or herself from the review and vote on the matter.

A copy of this Policy shall appear in the orientation materials for newly-elected Board members, shared with new Committee and Community of Interest Chairs, and Committee members, shared with the Nominating Committee and Awards Committee for distribution to all prospective MLA candidates, and posted publicly on the MLA website. It shall also be included in the MLA Handbook.

This Policy shall be reviewed periodically for the information and guidance of all individuals who serve the Association in a leadership capacity.

Approved: December 9, 2015
MLA Executive Board

5.4.2. Suspected Misconduct and Dishonesty Policy

5.4.2.1. General

The Missouri Library Association expects its leadership and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of MLA, they are obligated to practice honesty and integrity in fulfilling responsibilities and to comply with all applicable laws and regulations. Like all organizations, MLA is faced with the risks that come from wrongdoing, misconduct, dishonesty, and fraud. As with all business exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

The impact of misconduct and dishonesty may include:

- Financial loss
- Damage to the reputation of our organization and to our employees
- Negative publicity
- Cost of investigation
- Loss of members
- Damage to our relationship with our suppliers or contractors
- Litigation
- Decrease in membership morale

Thus, the Association is committed to the deterrence, detection, and correction of misconduct and dishonesty. The discovery, reporting, and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

5.4.2.2. Definition of Misconduct and Dishonesty

“Misconduct and Dishonesty” is defined in this Policy to include:

- a serious violation of MLA policy;
- the use of MLA property, resources, or authority for personal gain or other non-organization-related purpose except as provided under MLA policy;
- theft or other misappropriation of assets, including assets of the organization, our customers, suppliers, or others with whom we have a business relationship;
- intentional or neglectful misstatements and other fraud in our organization’s records, including intentional misstatement of the financial position or results of operations;
- forgery or other alteration of documents;
- fraud, including misappropriation of assets;
- any violation of applicable state or federal law;
- any other wrongdoing.

This definition of misconduct and dishonesty is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Policy. Rather, the Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of MLA.

5.4.2.3. Reporting Responsibility

It is the responsibility of all MLA members to report suspected misconduct and/or dishonesty. However, every officer and all others responsible for carrying out MLA activities are held to a higher standard to immediately report any suspected misconduct or dishonesty according to the procedures outlined below.

5.4.2.4. Reporting Misconduct or Dishonesty

MLA encourages members to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any MLA member may report misconduct or dishonesty to the President, Past-President, or President-Elect of the Executive Board. If the misconduct or dishonesty implicates any of the President, Past-President, or the President-Elect of the Executive Board, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Executive Board.

5.4.2.5. Acting in Good Faith

Anyone filing a complaint of misconduct or dishonesty must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct or dishonesty. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

5.4.2.6. No Retaliation

No MLA member who in good faith reports misconduct or dishonesty will suffer harassment, retaliation, or adverse employment consequence. Any MLA officer, member, or contractor who retaliates against anyone

who has reported misconduct or dishonesty in good faith is subject to discipline up to and including loss of membership benefits, termination of contract, or removal from the Executive Board, as applicable.

5.4.2.7. Confidentiality

Reports of misconduct or dishonesty or suspected misconduct or dishonesty may be submitted anonymously, though individuals are encouraged not to make anonymous reports in order to facilitate any necessary investigation. Reports of suspected misconduct or dishonesty will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

5.4.2.8. Handling of Reported Misconduct or Dishonesty

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Due to the important yet sensitive nature of suspected violations, effective professional follow-up is critical. Officers, while appropriately concerned about “getting to the bottom” of such issues, should not ever perform any investigative or other follow-up steps on their own.

- A. A representative of the Executive Board will promptly notify the sender and acknowledge receipt of the reported Misconduct or Dishonesty or suspected Misconduct or Dishonesty, unless such report was submitted anonymously.
- B. Care must be taken in the follow-up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow-up and investigation is underway, and to avoid making statements that could adversely affect MLA. Accordingly, the general procedures for follow-up and investigation of reported incidents are as follows:
 1. The Budget and Finance Committee has the responsibility for follow-up for and, if appropriate, investigation of all reported incidents involving fiscal misconduct or dishonesty; when allegations do not involve fiscal misconduct or dishonesty, the President, Past-President, or President-Elect will appoint and chair a small task-force charged with investigating the incident.
 2. All records related to the reported incident will be retained wherever they reside.
 3. Officers and others must immediately provide any required information upon request.
 4. The suspected individual(s) will not be included in communications regarding the investigation.
 5. Neither the existence nor the results of investigations or other follow-up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
 6. The Budget and Finance Committee or investigatory task-force will keep the Executive Board informed of any findings as appropriate. .
 7. The investigators may obtain the advice of legal counsel at any time throughout the course of an investigation or other follow-up activity on any matter related to the report, investigation steps, proposed disciplinary action, or any anticipated litigation.
 8. All inquiries from an attorney or any other contacts from outside of the Association, including those from law enforcement agencies or from the individual under investigation, should be referred to the President.

9. Investigative or other follow-up activity will be carried out without regard to the suspected individual's position, level, or relationship with the Association.

5.4.2.9. Questions or clarifications related to this policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the President, who shall be responsible for the administration, revision, interpretation, and application of this policy.

-- Adopted by the MLA Executive Board, February 2010; revised January 2016, revised January 2017

5.5. Fiscal Policies

The MLA Board receives advice from the Treasurer and the Budget and Finance Committee on all Association matters with significant fiscal impact; investment of Association funds; the scope and distribution of reserve funds; and membership dues and conference rates. (See Section 3.4. Budget and Finance Committee)

5.5.1. Financial Guidelines

- A. The fiscal year is the calendar year.
- B. All committee chairs seeking funding shall prepare an annual budget request for the coming year with justification to be submitted to the Treasurer by November 1.
- C. Communities of Interest seeking funding shall request funds for the coming year through the Communities of Interest Council by November 1.
- D. The annual operating budget shall be balanced. Projected operating revenues must cover all projected operating expenses unless designated funds from previous years are used in the current budget year.
- E. Primary income will be composed of membership dues, excess receipts over expenditures for conference and workshops, and interest from bank accounts.
- F. Any change in dues must be approved by the total membership, upon the recommendation of the Budget and Finance Committee and the Executive Board.
- G. Any budgeted amounts not used in any given fiscal year will revert to the MLA general fund.
- H. MLA Board members can be reimbursed for budgeted telephone, printing, supplies, and postage. They can be reimbursed for travel costs, including hotel, transportation, meals, etc. up to the amount allocated in the Executive Board Travel budget line. The expenses of the ALA Councilor to attend the ALA Annual and Midwinter meetings and of the Federal Legislative Coordinator to attend National Library Legislative Day are reimbursable up to an amount approved annually by the MLA Board. Committees and CIs can request funds to be reimbursed for telephone, printing, supplies, and postage, and travels costs as a part of their annual budget requests.
- I. Expenses are approved only if budgeted or otherwise authorized by the MLA Board. Requests for payment must be accompanied by appropriate receipts.
- J. Net proceeds from the Performer's Showcase will be deposited into the Thusnelda Schmidt Fund. The Youth Services CI will determine the use of those funds.

5.5.1.1. General

The MLA Board receives advice from the Treasurer and the Budget and Finance Committee on all Association matters with significant fiscal impact; investment of Association funds; the scope and distribution of reserve funds; and membership dues and conference rates. (See Section 3.4. Budget and Finance Committee)

5.5.1.2. Fiscal year

The fiscal year of the Missouri Library Association is January 1 to December 31.

5.5.1.3. Method of accounting

The day-to-day records of the Association shall use the accrual method of accounting.

5.5.1.4. Internal financial reports

Monthly balance sheets and other designated financial reports shall be provided monthly to the MLA Budget and Finance Committee and presented to the Executive Board at the Board meetings.

5.5.1.5. Lobbying

The Association shall ensure that expenses for lobbying and political activities do not exceed the limit for 501(c)(3) organizations set by the Internal Revenue Service.

5.5.1.6. Review

This fiscal policy should be reviewed annually by the MLA Treasurer and the Budget and Finance Committee.

5.5.2. Budget Development, Review, and Approval

5.5.2.1. General

In collaboration with the Budget and Finance Committee, the Treasurer submits the budget for the Executive Board's initial review at the November Executive Board meeting. In preparing the budget, the Budget and Finance Committee reviews the financial needs of the organization, taking into consideration the priorities of MLA's strategic plan and the budget proposals submitted by the organization's Communities of Interest, committee chairs, and the Executive Board. The annual operating budget shall be balanced or show a surplus. Projected operating revenues must cover all projected operating expenses unless designated funds from previous years are used in the current budget year. Executive Board members will be sent a copy of the proposed budget at least one week prior to the November Board Meeting where it will be approved.

5.5.2.2. Cost Recovery

All activities and events sponsored by the Association or its units must be planned as cost-recoverable. Activities that do not comply with this guideline must be approved by the Executive Board and will typically be included in the annual budget.

5.5.2.3. Revisions

Budget revisions must be approved by the Executive Board.

5.5.2.4. Committee/ Community of Interest Operations

MLA units independently budget for basic annual operations. These budget requests are submitted to the Budget & Finance Committee upon request for review and potential inclusion in the annual budget. Any budgeted amounts not used in any given fiscal year will revert to the MLA general fund.

5.5.2.5. Membership Dues

The Budget and Finance Committee is responsible for reviewing membership dues at least every three years (see **Section 3.4. Budget & Finance Committee**). Any change in dues must be approved by the total membership, upon the recommendation of the Budget and Finance Committee and the Executive Board.

5.5.3. General Reimbursement & Billing Policies

5.5.3.1. Reimbursements

MLA will reimburse only expenses that have been officially approved by the Executive Board through its annual budget. Members cannot incur a program expense without prior approval.

5.5.3.2. Contracts

Only the MLA President may enter into a contractual agreement.

5.5.3.3. Reimbursable expenses

The following expenses incurred on approved MLA business may be reimbursed upon receipt of documentation.

- A. Transportation
 - 1. Public transportation: Actual cost of coach fares on airlines, buses, railroads, or cab fares with reasonable tip will be reimbursed. Baggage handling, tolls, parking fees, and other necessary tips are reimbursable.
 - 2. Private automobiles: The mileage rate will be the IRS reimbursable rate. When two or more people travel in the same vehicle, only one shall claim mileage.
 - 3. Rental cars: Rented vehicles shall be used only when no other form of transportation is available or in cases where use by more than one person results in a savings over other available transportation.
- B. Housing: Actual costs will be reimbursed when required by a two-day Association activity (including travel time). Baggage handling tips are reimbursable. Members are expected to use the least expensive accommodations whenever possible. Priority for complimentary hotel rooms at the MLA Annual Conference will be given (in this order) to keynote/banquet speakers, the conference chairs, and the MLA President. The Conference Chair(s) may assign additional complimentary rooms upon consultation with the MLA President.
- C. Food: For events without an overnight stay, food expenses are not reimbursable by MLA unless the meal price is included in the cost of the activity. An exception is the expense of meal tickets for each MLA award winner and a guest at an association-wide function. For travel where overnight stay is required and approved by the Executive Board, meals will be reimbursed based on amount expended, not to exceed the IRS reimbursable rates. MLA does not reimburse expenses for alcoholic beverages.
- D. Special Expenses: The cost of certain miscellaneous expenses may be allowed. For example, costs for a room rented or shipping expenses for official business may be reimbursable.

5.5.3.4. Payment of Bills, Contracts, and Other Expenses

Checks and electronic payments will be issued as requested.

5.5.3.5. Activities -- Expenditures and Reimbursements

All expenditures/reimbursement of expenses related to Association activities, such as workshops, publications, or surveys, must be approved by the unit chair prior to payment.

5.5.3.6. Honoraria and Fees

Association members are not paid honoraria or fees for work performed for the Association. Exceptions may be made in advance with the approval of the Executive Board.

5.5.3.7. Expenses for Attending External Conferences

The Association will financially support the attendance of the American Library Association Councilor to the ALA Midwinter Meeting and Annual Conference up to the budgeted amount. Reimbursement for transportation, lodging, and food will be based on the MLA Fiscal Policy and Procedures.

5.5.4. Bank Accounts and Assets

5.5.4.1. Operating Expenses

The Association shall maintain at least three months' operational expenses in a readily accessible account from which withdrawal may be made without penalty. A six month operating reserve of relatively liquid investment to back up the cash on-hand will be maintained.

5.5.4.2. Other Assets

The remainder of all Association assets, not including special funds, shall be invested as specified in **5.5.9. Investment Policy**, and as determined by the MLA Treasurer, Budget and Finance Committee, and financial consultant(s) if hired.

5.5.4.3. Cash Receipts

All operational cash receipts shall be deposited in an MLA bank account and credited to the appropriate ledger account, which is reviewed by the MLA Treasurer after the close of the fiscal month.

5.5.4.4. Internal controls

- A. Withdrawal or transfer of funds from the MLA savings/investment account(s) will require approval from two of the following: the MLA President, MLA Treasurer, MLA Assistant Treasurer, and/or Association Business Agent.
- B. Checks drawn on the MLA checking account require the signature of the Association Business Agent, MLA Treasurer, President, or President-Elect. Any check made payable to one of these officers requires the signatures of two other (i.e., not reimbursed) officers among the aforementioned listed.

5.5.4.5. Annual Net Income/Loss

Should income for the fiscal year prove to be a net income instance, those monies will be invested as determined by the Budget and Finance Committee and approved by the Executive Board.

Should income for the fiscal year prove to be a net loss instance, monies from unrestricted net assets will be used to balance the fiscal year and replenish operations bank account.

5.5.4.6. Unrestricted Net Assets Guidelines

- A. The following categories of funds shall neither be counted as part of the Association's operating reserve nor used to determine the size of the reserve budget: cash awards conferred or bestowed

on the basis of merit; cash contributions given for a special or extraordinary purpose; special fund accounts; grants which fund special projects; and the MLA investment principals.

- B. Unrestricted gifts which have not been designated for use by the Executive Board within twelve months of receipt shall be transferred to the Association's appropriate investment as determined by the Budget and Finance Committee.
- C. A complete record of all investments, including bank or other holding agency, amount of investment, account number or other identification, interest rate, maturity date, conditions for withdrawal, and other pertinent information shall be on file in the Association Management Service's office.

5.5.4.7. Fundraising

The Conference Committee or Executive Board may subsidize fundraising events at their discretion. Fundraisers must be devoted to a stated and specific goal, and are subject to Board approval.

5.5.4.8. Special Funds

Special funds are defined as any accounts with restrictions on distribution of those funds.

- A. Net funds raised in events targeted toward any of these special funds are deposited in the designated account, and funds are distributed according to the restrictions of the original fund.

5.5.5. Credit Card

5.5.5.1. Authorization to Apply

The Association Business Agent is authorized to apply for a credit card in the name of the MLA from MLA's official bank. MLA credit cards are subject to the following restrictions and controls:

- A. The Association Business Agent shall be listed on the credit card agreement as the authorized user.
- B. Any use of the credit card shall be done in accordance with the Association's Fiscal Policy and Procedures.
- C. Use of the MLA credit card to charge any personal purchases is strictly prohibited, regardless of whether the individual intends to reimburse MLA for the purchase.
- D. Any individual authorized to use the MLA credit card shall submit to the Association Business Agent original receipts for all purchases made with the card as soon as practical after the purchase is made and a receipt received. Each month the Association Business Agent shall reconcile the receipts submitted with the monthly credit card statement to ensure proper card usage.
- E. The Association Business Agent shall ensure that the credit card statement is paid in full each month so that no finance charges are incurred. Copies of each month's credit card statement shall be made available to the Executive Board upon request.

5.5.6. Records Retention

See **Section 5.6. Archives Policy**

5.5.7. External Auditors

5.5.7.1. Period of Review

The accounts and Procedures of Engagement of the Association shall be reviewed biennially by an accounting professional selected by the Executive Board. The biennial review of the accounts and

Procedures of Engagement report should be presented to the Budget and Finance Committee and the Executive Board.

5.5.7.2. Scope and Findings of Report

The Procedures of Engagement report shall include a review of the Association Business Agent's monthly reports, shall check compliance with regulatory agency requirements, shall attest to the reliability of the system's internal control, and shall attest to the efficiency of the Association Business Agent's office in administering the affairs of the Association. The Procedures of Engagement report will be presented to the President and approved by the Executive Board. Any recommendations made to the Executive Board by the accounting professional will be addressed and appropriate action taken within the fiscal year.

5.5.7.3. Tax Forms

The Association Business Agent shall complete all tax forms as needed

5.5.8. Suspected Misconduct and Dishonesty Policy

See 5.4.2. Suspected Misconduct and Dishonesty Policy

5.5.9. Investment Policy

5.5.9.1. General Investment Principles

- A. The primary consideration for the investment of the Association's funds is security; the second most important is liquidity; the third most important is maximizing the return.
- B. The Executive Board has the authority to hire/or may appoint a financial consultant(s) or investment broker, as needed, to work with the MLA Treasurer and the Budget & Finance Committee in developing an investment portfolio to meet the Association's needs
- C. The MLA Treasurer and Budget & Finance Committee, in consultation with the financial consultant(s), if hired, shall administer MLA investments when cash assets allow such investments without jeopardizing MLA's ability to conduct business.
- D. Earnings from all MLA investments shall be reinvested or deposited according to investment category.
- E. A complete record of all investments, including bank or other holding agency, amount of investment, account number or other identification, interest rate, maturity date, conditions for withdrawal, and other pertinent information shall be on file in the Association's management services office.
- F. The asset allocation for the funds shall be determined by Budget & Finance Committee with recommendation to the Executive Board for final approval.

5.5.9.2. Investment Management

- A. The Executive Board, at its discretion, may retain the services of one or more professional, licensed investment consultants to assist in the implementation of the Executive Board's stated investment policy. A copy of this policy shall be provided to the investment consultant(s). Any fees shall be set forth in a letter of agreement between the Association and the consultant(s).
- B. The Association Business Agent and the Budget & Finance Committee is hereby authorized to carry out and implement the directions of the Board with respect to the investment of fund assets.
- C. Any business agent(s) or consultant(s) retained by the Executive Board shall be present for, at minimum, one regular or special meeting of the Board each year. The consultant/business agent will

review the performance of the long-term invested fund(s) within the context of the Investment Policy and objectives and will make recommendations as to any desirable changes in the overall investment strategy. The consultant(s) will also make recommendations regarding any changes in investment policy deemed appropriate.

5.5.10. Review Procedures

5.5.10.1. Review and Amendments

The Budget & Finance Committee shall review this policy annually to determine if amendments or modifications are appropriate. Amendments, when approved, shall be communicated promptly to all interested parties.

-- Adopted by the MLA Executive Board, January 2017

5.6. Archives Policy

See also Section 2.3.1.

5.6.1. Duties of Archivist

The Archivist, working cooperatively with the Executive Board, collects and prepares material to present to the permanent depository of official Association records, which is held by the State Historical Society of Missouri (SHS).

5.6.2. Acquisition of Archival Materials

Members of the Executive Board, officers, Communities of Interest Council, and leaders of individual Committees and Communities of Interest deposit with the Archivist all materials relating to their position at the end of the Association's year.

5.6.3. Deposit of Archives at the State Historical Society of Missouri

Association records shall be deposited at the State Historical Society of Missouri. Annual deposits will be made in June of each year after being collected by the Archivist during the first few months of the year. Only materials generated by or materials about MLA shall be deposited at SHS. A list of archival holdings at SHS is posted on the SHS website (<http://shs.umsystem.edu/manuscripts/invent/6066ca.pdf>). Specific material deposited at SHS may include:

A. Administrative Records

1. All correspondence of the Executive Board related to activities or policies of the Association shall be considered for deposit. Routine office correspondence may be destroyed at the discretion of the Board (i.e., requests for MLA stationary, forms).
2. All Executive Board agendas, minutes, reports, 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

1. Monthly and annual financial statements, budgets, audits, and tax reports shall be retained for deposit.
2. Correspondence related to financial activities or policies of the Association shall be considered for deposit.
3. Invoices, monthly bank statements, journals, bills, expense forms, work orders, check stubs, canceled checks; deposit and withdrawal slips shall be retained for five years, but shall not be deposited at SHS.

C. Membership Records

1. The annual Membership Directory and the final membership list (prepared immediately after Annual Conference) shall be retained for deposit.
2. Applications for membership may be destroyed at the discretion of the Executive Board.

D. Communities of Interest, Communities of Interest Council, and Standing Committees

1. All correspondence, reports, membership lists and other material relating to the activities or policies of these groups shall be considered for deposit.
2. The Intellectual Freedom Committee shall save for deposit all materials relating to censorship in the state.

E. Annual Conference

1. All correspondence relating to planning and executing the Conference shall be considered for deposit.
2. Other Conference material to be deposited includes a list of attendees, the official program, items distributed at the Conference, publicity materials, and final financial report.
3. Bills, invoices, bank statements and other financial records shall be retained for five years, but not deposited at SHS.

F. Publications

All serial and non-serial publications of the Association shall be retained for deposit (i.e., *MO INFO*, annual reports, handbooks, membership directories).

G. Other

Newspaper clippings and photographs relating to MLA activities shall be retained for deposit. Photos can be retained indefinitely at the discretion of the Executive Board and deposited in SHS when no longer needed.

5.6.4. Electronic Data Archives

At present, the SHS archives do not have the capability to retain electronic data files in its collection. Therefore, until such time as SHS has the capability to retain these electronic records, MLA will retain important electronic data files by printing a hard copy of these materials and sending the hard copy to SHS for retention. It is the responsibility of the MLA officers, the Communities of Interest Council, leaders of individual Communities of Interest, and the Archivist to determine each year what electronic data files are important enough to be copied for retention. It is also their responsibility to transfer important electronic data files to incoming officers and Communities of Interest leaders for their use and/or reference.

To determine what electronic data files to retain, the individuals involved should use the list of print materials given in 5.6.3 of the Archives policy as a guide. Especially important are electronic records that were significant in the function and purpose of the committee.

5.6.5. Authorization to Copy

The State Historical Society of Missouri is authorized to make copies of the Collection of MLA Archives for purchase by libraries at cost of reproduction.

(Executive Board, March 16, 1978; significantly revised October 2011)

5.7. Jobline Policy

As a service to its members and to libraries and job seekers throughout the state, the Missouri Library Association maintains an online job posting service called *Jobline*.

5.7.1. Criteria

- A. Job postings are accepted for any open position in all libraries.
- B. All postings are submitted via e-mail. See the MLA webpage for e-mail address and details (<http://molib.org/jobline/>).
- C. Job postings are normally posted to the MLA website within 72 hours of receipt.
- D. All jobs remain posted for a minimum of two weeks.
- E. Postings will be removed when the closing date for the position has passed.

5.7.2. Cost

- A. The fee for posting a position on *Jobline* is determined annually by the MLA Executive Board.
- B. Billing for *Jobline* postings will be processed as postings are received.
- C. There is no cost for posting to libraries that maintain an Institutional membership in MLA.

5.8. Communication with MLA Members

5.8.1. General Publication Guidelines (Electronic and Print)

- A. All general informational materials must include:
 - 1. MLA logo
 - 2. MLA name, mailing and e-mail address, telephone and fax numbers
 - 3. Notice of copyright (if applicable)
- B. MLA will secure and hold the copyright on all publications (with the exception of *MO INFO*) produced by the Association and its constituent units.
- C. Care must be taken that all copyrighted material included in MLA publications is appropriately cited and necessary permissions for use received. If the copyright is found to be violated or origin misattributed, steps shall be taken to remedy the situation.
- D. The MLA Executive Board is the final authority over all MLA publications.

5.8.2. Role of the MLA Media and Publications Committee

See 3.12.2. Duties of Media and Publications Committee

5.8.3. MO INFO

- A. *MO INFO* is a professional newsletter and the content should reflect this mission.
- B. The current edition of *MO INFO* will be published in electronic format on the website.

5.8.4. Website

See 2.3.2.2. Duties of Webmaster

- A. The MLA Website is an official publication of the Association.
- B. MLA units are encouraged to have and maintain a web presence on the MLA website by working with the Webmaster.

5.8.4.1. Uploading Web Files

- A. The Webmaster, members of the Website Sub-Committee designated by the Webmaster, and a designee from the management company, if deemed appropriate by the Webmaster, will be allowed to upload files to the MLA website.
- B. Passwords for uploading files will be held by the Webmaster, the President of MLA, and members of the Website Sub-Committee and/or management company, as deemed appropriate by the Webmaster.

5.8.4.2. Webpage Design Guidelines

- A. All MLA unit webpages shall be branded with the MLA logo and home page navigation format but still be reflective of the MLA unit.
- B. The unit may create its own logo and choose its colors and fonts when designing a site. The Media and Publications Committee reserves the right to reject colors and fonts if they make reading the text difficult.
- C. Each unit shall be responsible for developing content for its webpage and shall designate an individual who will submit new or updated content to the MLA Webmaster and a copy to the Media and Publications Committee.
- D. MLA requires that all unit webpages use the same structure as the MLA home page. Units may submit suggestions for page design and format in accordance with the template.
- E. The home page of each unit website shall contain the following:
 - 1. The MLA logo. The MLA logo shall be a live link to the MLA home page.
 - 2. The name of the unit [either its acronym or complete name] on the top of the webpage.
 - 3. The mission statement of the unit.
 - 4. The contact information for the unit.
 - 5. The last date the Webpage was updated.
 - 6. A link to the MLA Webmaster.
 - 7. *“Content Maintained By ...”* will provide an e-mail link to the Community of Interest designated person responsible for accepting suggestions or updates.
- F. Units are required to review their webpages annually. The contact information must be current as of January 15 of each year, links must be checked at least once a year, and all information must be up-to-date. Conference information will be limited to the immediate past and upcoming conferences.

5.8.5. Electronic Communication Guidelines

5.8.5.1. Purpose

The Missouri Library Association sponsors various modes of online communication between its members including, but not limited to, unmoderated e-mail discussion lists, blogs, and wikis. Such communications tools serve promote MLA programs, conferences, projects and ongoing activities and provide venues for discussion of Missouri library news and information of interest to the general library community.

5.8.5.2. Audience

MLA's e-mail discussion lists, blogs and other modes of online communication are provided for the membership of the Missouri Library Association and non-member staff of all types of Missouri libraries.

5.8.5.3. Posting Policy

- A. All postings must have direct bearing on the stated purpose of the specific venue.
- B. The following are not allowed:
 - 1. Commercial activities, for-profit advertisements or commercial solicitations.
 - 2. Chain letters or calls for mass e-mails.
 - 3. Messages that slander another person and/or which contain abusive/offensive language or statements.
 - 4. Postings of a personal nature.
 - 5. Postings aimed at collecting mass or organized support for political and/or social issues not directly related to MLA issues.
 - 6. Spam, flaming, personal attacks, off-topic comments.
 - 7. Postings that violate copyright laws. The Missouri Library Association is not responsible for copyright violations in these venues.
 - 8. Reference questions or interlibrary loan requests.
 - 9. Large attachments, audio, pictures, graphics, videos, or movies.
 - 10. Anonymous posts or comments.
 - 11. Job listings (These should be posted through *Jobline* via the MLA website).
- C. Posting policy offenders will be warned once and removed after further infractions.

5.8.5.4. E-mail discussion lists

Vendors may subscribe to the e-mail discussion list for informational purposes only. They are not to use the list for commercial purposes or to participate in discussion that might result in their commercial advantage.

5.8.5.4.1. Disclaimer

MLA e-mail discussion lists are a service of the Missouri Library Association with technical support from the contracted agencies. Neither MLA nor the contracted agency verifies the accuracy of messages posted to the lists nor does either organization endorse the opinions expressed therein. Authors of the messages are solely responsible for the content of their postings. E-mail discussion lists are not moderated.

5.8.5.4.2. Subscribing & Unsubscribing from MLA E-mail discussion lists

MLA maintains a general membership e-mail discussion list as well as e-mail discussion lists for other MLA units. Information on being added to and removed from MLA's e-mail discussion lists can be found on the organization's website (<http://molib.org/get-involved/email-lists/>).

5.8.5.4.3. Posting Guidelines for E-mail discussion lists

- A. Reply to the individual who posted the request or query unless information is of a nature that would benefit all subscribers. Send personal replies to individuals, not the entire list.
- B. Include a signature line in your posting that includes your name, institution, and e-mail address.
- C. Be sure that the subject line in your posting describes the content of your message.
- D. Type the response at the top of your message rather than below the original message.

5.8.6. Other Online Communication

MLA units may utilize other forms of communication (blogs, wikis, etc.) as they see beneficial. It is expected that all online communication be professional, reflect well on MLA and follow the posting policies in section 5.8.5.3.

5.9. Awards, Grants and Scholarship Criteria and Guidelines

The Missouri Library Association issues awards, grants and scholarships on an annual basis, or less frequently when there are no qualified nominees. The Awards Committee coordinates and oversees all awards, grants and scholarships.

5.9.1. Award Committee Responsibilities

See Section 3.3.for Awards Committee Duties

5.9.2. Procedures for Nominations

Unless otherwise stated for a specific award, all awarding bodies follow these procedures:

- A. Any MLA member may nominate a person or persons for an MLA award.
- B. Nominations must be submitted on MLA nomination forms, which will be posted on the MLA website.
- C. Nominations may be made electronically, or by surface mail.
- D. All nominations are due to the Awards Committee chairperson by June 30 of the current year unless otherwise stated. Nominations for the “Francis (Bud) Barnes Outstanding Legislator Award”, the “Patt Behler Call-to-Conference Award,” “Show Me Youth Services Award” (Youth Services Community of Interest), and “Ronald G. Bohley Scholarship” (PEER Community of Interest) are forwarded to the appropriate group for consideration and recommendation.
- E. The Awards Committee considers the nominations and forwards their recommendations to the MLA President by August 1 of each year for approval by the Executive Board. The Committee need not recommend a recipient if, in its opinion, no one has been nominated who qualifies under the established criteria.

5.9.3. Procedures for Notification

Unless otherwise stated for a specific award, all awarding bodies follow these procedures:

- A. All awards discussions are held confidentially.
- B. After Board approval, winners of grants and scholarships are notified initially by a phone call from a committee member and then are sent an official letter. Award winners are notified in advance so that their presence at the awards **recognition event** can be secured as appropriate.
- C. Awards are presented at the MLA Annual Conference. Awardees receive complementary tickets to the MLA event scheduled to recognize their achievement for themselves and a guest if tickets are required. An additional presentation of the “Francis (Bud) Barnes Outstanding Legislator Award” may be arranged by the Legislative Committee at its discretion.
- D. Winners of grants and scholarships are notified in advance of the event for which they are being sponsored.

5.9.4. Procedures for Publicity

- A. The Awards Committee is responsible for composing a brief press release about each award winner.
- B. Awards are first announced in the last issue of *MO INFO* prior to the annual conference, in order to enable friends and colleagues of award winners to attend the recognition event. Announcements may be made through additional official MLA venues: discussion list, Facebook, etc.
- C. The Awards Committee shall distribute the press releases to the recipient's local newspaper no later than one week after the conclusion of the MLA annual conference, and to the largest major market newspaper in the awardee's region.
- D. The Awards Committee will arrange, with the Media and Publications Committee, to have an official photographer for the awards recognition event.
- E. The Legislative Committee is responsible for publicity for the "Francis (Bud) Barnes Outstanding Legislator Award" being issued prior to the conference to the awardee's local newspaper, the Jefferson City News-Tribune, the Kansas City Business Journal, the St. Louis Business Journal or other appropriate venues. MLA's legislative advocate will distribute the Capitol City Press notices.

5.9.5. Creating a new award

- A. Any MLA unit may propose a new award to be sponsored by the organization.
- B. Proposals for new awards must be submitted in writing to the Chair of the Awards Committee and forwarded to the Executive Board for approval.
- C. Upon acceptance by the Executive Board, the new award will be eligible for nominations in the next calendar year.

5.9.6. Individual Awards

A. *Francis (Bud) Barnes Outstanding Legislator Award (administered by the Legislative Committee)*

The Francis "Bud" Barnes Outstanding Legislator Award is sponsored by the Legislative Committee and is given annually to a Missouri legislator in recognition of exceptional contributions to the welfare of Missouri's libraries. The award is named in honor of State Representative Francis (Bud) Barnes (District 96) whose long devotion to Missouri libraries and whose contributions to library-related legislation are gratefully acknowledged.

The Legislative Committee, along with the MLA Legislative Advocate and the Missouri State Librarian meet every summer. During that meeting those assembled discuss whether a legislator or legislators distinguished themselves in an exceptional way that would merit the award. If the committee determines that no one has significantly distinguished him or herself, the committee

may choose not to make the award for that year. The MLA Legislative Advocate provides the plaque for the Award. The award winner is always invited to the annual awards banquet. However, it is more likely that the award will be presented in Jefferson City at the following Library Advocacy Day.

B. *Meritorious Achievement Award*

The Meritorious Achievement Award recognizes an individual who has made a significant contribution to libraries in Missouri. A recipient must be either an individual outside of the library profession or a retired librarian. Nominees must reside in Missouri and should have made either a contribution to libraries that gained recognition beyond the local level or have made an innovative contribution in the decisive factors in library development. This award may be presented posthumously.

C. *Missouri Building Block Picture Book Award (administered by the Youth Services Community of Interest)*

The Missouri Building Block Picture Book Award, sponsored and selected by the Youth Services Community of Interest, is presented annually to the author and illustrator of the picture book voted most popular by preschool children in Missouri's public libraries and is designed to encourage reading aloud to children from birth through kindergarten age. See the *Missouri Building Block Picture Book Award Procedures* and the *Missouri Building Block Picture Book Award Committee Handbook* for details. (<http://molib.org/awards/building-block-award/>)

D. *The Missouri Library of the Year Award*

The Missouri Library of the Year Award is conferred upon any type of Missouri library, library system, or library network for distinguished achievement in service.

E. *MLA Literary Award*

The MLA Literary Award recognizes a Missouri writer or an individual who has written an outstanding book on some aspect of Missouri life. The Award may be given for a body of work or for an outstanding book written during a specific year.

F. *Missouri Author*

One for adult fiction and one for adult nonfiction.

The awards are to encourage and recognize Missouri authors and promote interest in local authors' books, whether the books are about Missouri or another subject. Awards are based on literary merit. An honored author must be a Missourian by birth or have lived in Missouri for at least five years. The book for which the award is presented must have been published within the past three calendar years prior to the year of the Association Convention at which the award is presented. Reprints of works originally published prior to the cutoff year of the award are not eligible for consideration. An author's body of work is ineligible. (The Missouri Literary Award already exists for that purpose). An editor or translator may be considered if the book is of value to the permanent record of the State. The honoree must be living. Each award consists of a \$250 honorarium and a commemorative plaque.

G. *Outstanding Library Employee Award*

The Outstanding Library Employee Award recognizes a library employee who has made a significant contribution to the improvement and advancement of library and information services. Nominees

must have one full year of library service in Missouri prior to their nomination and at least five years' experience in the library profession. Nominees shall not be holders of the MLS degree, but must have demonstrated creativity and inventiveness in their achievements.

H. *Outstanding New Librarian Award*

The Outstanding New Librarian Award recognizes a librarian who has made a significant contribution to the improvement and advancement of library and information services. Nominees must have one full year of library service in Missouri prior to their nomination and less than five years' experience in the library profession. Nominees must possess an MLS degree and must have demonstrated creativity and inventiveness in their achievements.

I. *Public Relations Achievement Award*

The Public Relations Achievement Award recognizes a Missouri library for outstanding public relations during the previous year. Libraries may submit pictures, newspaper articles, sample printed pieces or their own written account of outstanding public relations activities for the period of June 1 of the preceding year to May 31 of the current year. A description of the purpose or goal of the project must be included.

J. *Ronald G. Bohley Award (administered by the Awards Committee and Amigos)*

Ron Bohley served as Director of the Curtis Laws Wilson Library at the University of Missouri-Rolla from 1972 until his death in 1991. He also served several terms as Board President of the Missouri Library Network Corporation and was President of the Missouri Library Association for 1989-1990.

The Ronald G. Bohley Award is presented jointly by MLA and Amigos to an individual or individuals whose actions have led libraries to work better together and who exemplify the best efforts to reach out beyond his or her own institution to further multi-type library cooperation throughout the State of Missouri.

Bohley Award Procedures

- Each year a committee of 3 members solicits nominations and selects a winner for the Ronald G. Bohley Award.
- Amigos and the MLA Awards Committee alternate, appointing 2 and 1 members to serve on this committee. In 2005, MLNC (now Amigos) supplied two members of the committee, and MLA one.
- Among themselves, the three committee members choose a committee chair.
- Nominations are often accompanied by supporting letters or support letters can be solicited by others.
- Committee members review the nominations, choose a winner, and notify Amigos and MLA.
- The Bohley Award committee chair notifies the chosen winner.

- The committee chair works with Amigos or MLA (whoever has the two committee members that year) to ask someone to present the award at the Annual Awards Banquet at MLA. The award can be presented by a representative of Amigos or by the Awards Committee chair.
- The group that has 2 committee members orders and pays for the plaque.
- Plaque wording, agreed upon by MLNC (now Amigos) and the MLA Executive Board in 1998 is (updated in 2012):

Name of award winner

MLA/Amigos

Ronald G. Bohley Award

For Outstanding Efforts in Promoting Library Cooperation

Year

K. Show Me Youth Services Award

The Show Me Youth Services Award is sponsored by the Youth Services Community of Interest and recognizes a library employee, Friend, or Trustee who serves and/or advocates for children or young adults and who demonstrates notable and outstanding performance in planning, developing, and promoting programs, services, collections, reading activities OR advocating for children and/or teenagers in their libraries and communities. A library degree is not required but the nominee must be a member in good standing of MLA. A minimum of three (3) letters of support that attest to the nominee's qualifications for the award must accompany the nomination form.

L. Virginia G. Young Outstanding Service Award

MLA and the MLA Trustees and Friends Council awarded Virginia G. Young the inaugural Outstanding Service Award in 1994 and named it in her honor. Mrs. Young served on the board of the Daniel Boone Regional Library for fifty years, authored the book *The Library Trustee*, and was awarded honorary lifetime membership in MLA. In 2000, Mrs. Young was named to the American Library Association's National Advocacy Honor Roll.

The Virginia G. Young Outstanding Service Award recognizes an individual trustee for exemplary service to libraries in Missouri. The service has to benefit libraries in Missouri, but the individual need not be a Missourian.

M. *Missouri Emerging Leader*

“The American Library Association (ALA) Emerging Leaders (EL) program is a leadership development program which enables newer library workers from across the country to participate in problem-solving work groups, network with peers, gain an inside look into ALA structure, and have an opportunity to serve the profession in a leadership capacity. It puts participants on the fast track to ALA committee volunteerism as well as other professional library-related organizations.” An Emerging Leader sponsor “provides financial support of at least \$1,000 (\$500 per conference) for each Emerging Leader chosen as your individual participant. Sponsors can be any unit of ALA, including Divisions, Round Tables, Chapters, Affiliates, or any Individual. Please note that ALA does not provide additional funds.” <http://www.ala.org/educationcareers/leadership/emergingleaders>

MLA sponsors an Emerging Leader each year upon approval of funds by the Executive Board, if there is a worthy applicant. Procedures follow ALA instructions. Because Emerging Leaders are announced in November after the annual MLA Conference, the Emerging Leader for the current year is recognized at the Awards banquet.

N. *Outstanding Professional Librarian Award*

The Outstanding Professional Librarian Award recognizes a librarian with an MLS or MLIS degree who has made a significant contribution to the improvement and advancement of library and information services. Nominees must have at least five years post-MLS/MLIS work in the library profession.

O. *Community Partnership Award*

The Community Partnership Award recognizes a Missouri library and one or more community organizations for developing a partnership that benefits members of their shared community.

5.9.7. Grants and Scholarships

A. *Patt Behler Call-to-Conference Award (administered by the Youth Services Community of Interest)*

The Patt Behler Call-to-Conference Award is sponsored by the Youth Services Community of Interest and is offered to introduce working librarians to the activities and programs of MLA and YSCI and to encourage involvement and on-going participation in the professional activities of those organizations.

Anyone who is currently working as a librarian with a major responsibility for serving children in any library in Missouri and who has not previously attended an MLA Conference is eligible. An MLS degree is preferred but not required. Preference will be given to applicants from outside the local conference site area.

1. The grant includes payment to cover first-time membership dues for MLA (if applicable); conference registration fees; Thusnelda Schmidt Lecture and meal expenses; and an autographed copy of one of the

presenter's books.

2. Grantees must sign an agreement to attend the Thusnelda Schmidt Lecture and the YSCI meal function.
3. Application is made to the YSCI Chair by the deadline of August 1 of the current conference year.

B. *Ronald G. Bohley Scholarship (administered by PEER CI)*

The Ronald G. Bohley Scholarship is sponsored and selected by the Professionalism, Education, Employment, and Recruitment Special Interest Group (PEER CI) and is awarded annually to an individual enrolled in or recently accepted into an ALA-accredited program in pursuit of a Master's degree in Library/Information Science. This scholarship is funded up to \$1000.

1. Purpose and Description

The Missouri Library Association (MLA) Executive Board voted in 1992 to establish the Ronald G. Bohley Scholarship to honor a librarian who was respected by his colleagues and friends for his exemplary professional standards and for his pursuit of lifelong library cooperation. Ron Bohley served as Director of the Curtis Laws Wilson Library at the University of Missouri-Rolla from 1972 until his death in 1991. He also served several terms as Board President of the Missouri Library Network Corporation and was President of the Missouri Library Association for 1989-1990. The first Ronald G. Bohley Scholarship was awarded in August 1995.

The scholarship will be awarded annually to an individual who has demonstrated high scholastic standards and the desire to provide quality service to library patrons.

The responsibility for selection of scholarship recipients is delegated to the Professionalism, Education, Employment and Recruitment (PEER) Community of Interest of MLA in conjunction with the Awards Committee. PEER is also responsible for promoting awareness of the scholarship.

2. Procedure for Application and Awarding

The Awards Committee will be responsible to see that the current Ronald G. Bohley Scholarship Application Form is available on the MLA webpage. The MLA Executive Board has the authority to change the guidelines of the scholarship at its discretion.

a. Selection criteria:

1. Applicants must have achieved a 3.0 (A=4.0) grade point average or higher as an undergraduate unless there is an established graduate record.
2. Applicants must be accepted or currently enrolled in an ALA-accredited program for a minimum of three hours of credit in pursuit of a Master's Degree in Library Science/Information Science.
3. Preference will be given to those applicants currently employed in a Missouri library or working toward their degree in a Missouri Master's Degree in Library Science/Information Science program.

4. Applicants with no Missouri affiliation will not be considered for the Bohley Scholarship.
 5. The award cannot be given in consecutive years to the same individual.
 6. Applicants must submit a completed application form, three letters of reference, a written statement of purpose, proof of acceptance to or enrollment in an ALA-accredited program in pursuit of a Master's Degree in Library Science/Information Science, and a copy of the most recent transcript (when applicable). An unofficial transcript is acceptable.
- b. Finalists will be interviewed based on a common list of questions, which will be provided in advance of the interview.
 - c. Applications must be postmarked by July 1 of each year. The MLA president will notify the scholarship winner by August 31 of each year.
 - d. The MLA Treasurer will mail the recipient's check within two weeks of notification.
 - e. If no applicant meets the scholarship criteria/deadlines, the Bohley Scholarship will not be awarded that year.

3. *Bohley Scholarship Fund Contributions*

Contributions to the scholarship fund are made through private donations and fundraising activities. MLA membership applications provide a space for new and renewing members to contribute to the scholarship fund.

4. *Use of Bohley Scholarship Fund*

The Ronald G. Bohley Fund is an MLA Special Fund. Monies from the fund are used for the following purposes:

- a. To pay the annual Scholarship amount to the recipient.
- b. To pay the expenses to promote the Scholarship.
- c. To carry out Scholarship fundraising activities.
- d. To pay the expenses of the application process (e.g. postage and telephone bills for conference calls).

C. *Thusnelda Schmidt Scholarship (administered by the Youth Services Community of Interest)*

The Thusnelda Schmidt Scholarship is sponsored by the Youth Services Community of Interest (YSCI). This award is made possible by the Thusnelda Schmidt Fund. Recipients of this award may use scholarship money to attend regional or national continuing education events to strengthen their skills in youth librarianship.

1. Purpose and Description

Thusnelda Schmidt worked as a librarian and teacher in the Pittsburg public school system from 1930-1964. She received the Frederic G. Melcher Scholarship in 1959 to get her Master's in Library Studies from Carnegie Library School. She worked for the Missouri State Library as the children's consultant for four years before her death on January 20, 1968. The responsibility for selection of scholarship recipients is delegated to the Youth Services Community of Interest (YSCI). YSCI is also responsible for promoting awareness of the scholarship.

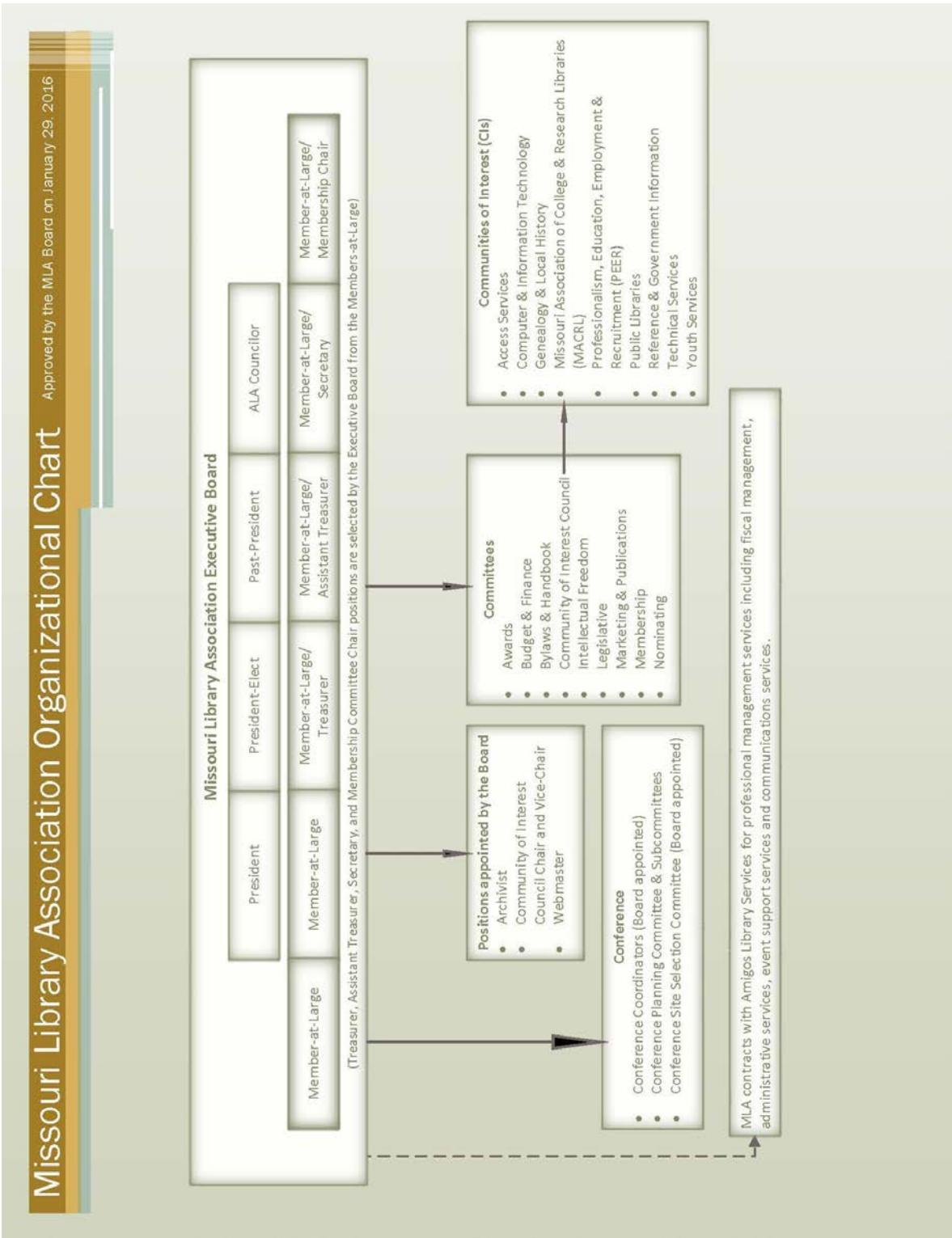
2. Procedure for Application and Awarding

The Awards Committee will be responsible to see that the current Thusnelda Schmidt Scholarship Application Form is available on the MLA webpage.

- a. The scholarship covers registration and travel expenses incurred while attending a regional or national conference. The amount of the award, up to \$1,000, is determined each year by YSCI leadership and by the balance of the Thusnelda Schmidt Fund. Payment approval of the scholarship is made by the MLA Treasurer.
- b. Applicants must be an MLA member in good standing and be currently working in youth services.
- c. Application is made to the YSCI Chair by the deadline of January 31 of the current conference year. The YSCI Chair will notify the scholarship winner by February 28 of each year.
- d. Each year a committee of three YSCI members will solicit applications and select the winner(s) for the Thusnelda Schmidt Scholarship.
- e. Payment of scholarship is made by the MLA Treasurer upon submission of all related conference receipts.
- f. Receipts may be scanned and emailed to mla@amigos.org.
- g. The scholarship cannot be given in consecutive years to the same individual.

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APPENDIX A. MLA ORGANIZATIONAL CHART



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APPENDIX B. HISTORY OF THE MLA HANDBOOK

The first Missouri Library Association Handbook was published in 1906. The founding and organization of the Association was recorded as well as the 1906 officers, meetings, and constitution. The Missouri "Library Laws--Section Reference," "How to start a library in Missouri," and a summary of libraries in Missouri, (including number of volumes, date established, income, librarian) were included. Photographs of some libraries are also presented in the publication. Another section stated an "Argument for a State Library Commission" and "Proposed Missouri Library Commission Bill." There were 83 members listed in the Handbook.

In 1915, the second Missouri Library Association Handbook was published. This Handbook included a brief history of the Association, charter members, a list of meetings, officers, constitution, and membership (94 individual and 9 institutional members). "Library Advancement in Missouri since 1906" was summarized. "Public Libraries and the Carnegie Building Fund," Missouri photographs and floor plans of several libraries were presented. Information on reference libraries, traveling libraries, library training in Missouri, proprietary libraries, and the Missouri Library Commission was also included.

The third Handbook was entitled "Missouri Libraries 1915-1935" and was published as volume 37, no. 18 of the University of Missouri Bulletin, Library Series. The 1935 publication records library activities and progress in Missouri for the twenty year period, such as major activities, constitution, "State Library Plan of Missouri," certification of librarians, Missouri Library Commission history, "Missouri Library Laws--Summary," "State Library Survey--Summary," library training, membership, and "Library Clubs, Staff Organization and Affiliated Organizations."

The MLA Handbook of 1966 contains the terms and duties of officers, term, membership and functions of committees and boards, and the constitutions and Bylaws of the Divisions and of MLA.

The Handbook published in 1977 updated material relating to specific units and offices of MLA; incorporated material that did not fall within the realm of a single unit, in a section entitled "Motions in Force"; and changed the organization of the Handbook to improve access to the material in it and to allow for change, through the loose-leaf format.

The Handbook was updated again in 1983, adding a section listing Association Policies as well as an Annual Conference Handbook and the Intellectual Freedom Handbook, again in the loose-leaf format.

In October 1987, the Missouri Library Association adopted a Reorganization Plan, which allowed for a more adaptable organization. This plan required a new constitution and Bylaws. It also created Councils, eliminating the earlier Divisions and Round Tables, and provided for a new Executive Board position, an appointed Budget and Finance Chair to replace the position of Treasurer. The position of Archivist was created as well. Therefore, the Handbook was completely revised to reflect the changes in the Constitution and Bylaws as well as the changes in the duties of the Officers of the Association and the structure of the Standing Committees. The Handbook Revision was approved by the Executive Board in 1988.

At the 1994 Annual Membership Meeting the MLA membership adopted new Bylaws to replace the Constitution and Bylaws. The new Bylaws reestablished the position of elected Treasurer to replace the

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appointed chair of the Budget and Finance Committee. Additionally, two new standing committees were established in the new Bylaws: the Membership Committee and the Publications Committee. In the new Bylaws the Intellectual Freedom Roundtable again became the Intellectual Freedom Committee.

At the 1999 Annual Membership Meeting the MLA membership adopted new Bylaws, reinstating the original Divisions and creating Special Interest Groups. The position of Conference Coordinator was created. The Handbook was revised over a period of 2 years in order to reflect the new Bylaws and to incorporate new awards, updated publication guidelines and revisions in the executive office position job description and operations. This Handbook incorporates changes approved by the Executive Board or revisions made by the Bylaws and Handbook Committee.

Following a year-long assessment of the organization's structure and governance, new Bylaws were adopted by the membership at its Annual Membership Meeting in October 2010. While the new Bylaws became effective in January 2012, elections for the 2011 slate of candidates followed the revised Bylaws per the agreement of members at the Annual Meeting in 2010. The Handbook was revised in 2011/2012 to reflect these changes:

- Re-form Divisions and Special Interest Groups as Communities of Interest. Updated Bylaws provided by each group as desired.
- Changes in elected officers:
 - Removal of Secretary and Treasurer as specifically elected positions to the Board.
 - Election of six Members-At-Large with 2-year terms, from which the Secretary, Treasurer and Assistant Treasurer will be selected by the Executive Board at their first meeting.
 - Removal of Past President as a Board position.
- Inclusion of Missouri Building Blocks Award and Bohley Scholarship Award processes
- Inclusion of Fiscal Policy manual and Conference Planning manual
- Update of other information as appropriate

In 2013, new sections were added to the Handbook for Media and Public Relations Committee, Marketing Sub-Committee, and Website Sub-Committee.

2014

- Additional duties were given to the President and president elect (2.2.)
- The Awards Committee increased its membership to 4, extended the term to 4 years and added the position of past-chair
- Changes were made to the Conference Site Selection Committee:
- Duties were added for the Website Sub-Committee
- Under Individual Awards (5.9.6.)
 - Beta Phi Mu Award was deleted
 - Missouri Emerging Leader was added
 - Changes were made to the following awards: Missouri Building Block Picture Book Award, Outstanding New Librarian Award, Bohley Award
- Changes were made to Procedures for Nominations and Procedures for Notification of awards
- C. Thusnelda Schmidt Scholarship was added to Grants and Scholarships

2015

- Changes were made to the composition of the Budget and Finance Committee
- A Non-Transferable and Non-Refundable Membership Policy was created
- Changes were made in exhibit space

The following changes were made in the Handbook to match the changes to the Bylaws.

- Under the Nominating Committee duties (3.11.2.), timing for the distribution and receipt of ballots the following phrase was added: “in a timely manner in order to permit notification of the winners...”
- The Thusnelda Schmidt Scholarship and Bohley Scholarship Fund was adjusted up to \$1000
- Youth Services Community of Interest (YSCI) given responsibility for selecting Thusnelda Schmidt Scholarship
- Immediate Past President position and duties were created (2.2.4.)

2016

In 2016 a major revision was made of the Handbook, including removing the following appendices: Conference, Missouri Building Block Award, and Bohley Scholarship.

The following changes were made in the Handbook to match changes to the Bylaws:

- The title “Immediate Past President” was changed to “Past President.” All references to this title were changed in the Handbook.
- Under the Nominating Committee duties (3.11.2.), the Past President is designated the chair of the committee and there are two members appointed by the committee to count ballots instead of three.

2017

In recognition of the changing times and ways of conducting business, additional changes were made in the Handbook (3.11.2 F & G) to allow 1) run-off elections to be conducted virtually prior to the Annual Business meeting and 2) electronic announcement of the winners of the election.

The following new sections were added:

- Continuing Education Committee
- Webinar Technology Subcommittee