



MANUAL & BY-LAWS

2012 REVISION

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(The VLA forms are stored on the Virginia Library Association home page, VLA.org)

INTRODUCTION

The Virginia Library Association Manual codifies the policies, procedures, and structure of the Association. It includes the VLA By-laws and the appendices which provide samples of forms used for programming, budgeting, nominating, and other Association activities.

The Manual reflects current VLA practice and policy. The Second Vice-president revises the Manual as needed and informs Council of changes. Revision dates are reflected in the Table of Contents. The Manual is available to all members on the Virginia Library Association website (<http://www.vla.org>).

The policies of the Association may be altered by a majority vote of Council or by a vote of the membership in accordance with the By-laws. Changes will have the force of a policy of this Association as soon as action is taken to amend the Manual. Substantive changes to administrative procedures are made by vote of the Executive Committee and ratified by Council.

The Virginia Library Association is incorporated pursuant to the provisions of the laws of the Commonwealth of Virginia known as the Virginia Non Stock Corporation Act (Virginia Code, Chapter 10, Section 13.1.801-980).

VIRGINIA LIBRARY ASSOCIATION BY-LAWS

Article I - Name

Section 1: The name of the organization shall be the **Virginia Library Association**, also referred to as the Association or VLA in these By-laws.

Article II - Purpose

Section 1: The purpose of the Association shall be to develop, promote, and improve library and information services, library staff, and the profession of librarianship in order to advance literacy and learning and to ensure access to information in the Commonwealth of Virginia.

Article III - Membership

Section 1: Membership in the Virginia Library Association shall be open to any individual, organization, or library to promote the interests of libraries and library service in the Commonwealth of Virginia upon payment of required dues.

Section 2: Honorary Life Membership may be accorded to nominated individuals selected by the Awards and Recognition Committee, approved by the Executive Committee, and affirmed by members of VLA on the annual ballot.

Section 3: After a hearing by the Executive Committee and upon recommendation, Council, by a two-thirds vote of the voting members of Council, may suspend a member for cause. Council may reinstate a member by a two-thirds vote of voting members of Council.

Article IV - Regions, Sections, Forums, Liaisons, Standing and ad Hoc Committees, Appointed Officers, and Organizational Representatives

Section 1: Regions, sections, forums, liaisons, standing and ad hoc committees, appointed officers, and organizational representatives may be organized and supported as provided in the Manual.

Article V - Association Meetings

Section 1: The Association shall hold a regular meeting of the members at the annual conference for the transaction of general business.

Section 2: Individual members attending the annual business meeting of the Association shall constitute a quorum.

Article VI - Council

Section 1: Councilors shall be chosen as specified in the Manual.

Section 2: Terms of Office: All Councilors shall serve until the adjournment of the annual conference at which time their successors assume office.

- a. If a unit chair is unable to serve or complete a term, the Vice-chair/Chair-elect shall assume the chair.
- b. Further vacancies shall be filled by the Second Vice-president.
- c. Paraprofessional Forum officers shall serve until the adjournment of the paraprofessional conference at which time their successors will assume office.

Section 3: The Council of the Virginia Library Association shall be the governing body of the Association. The Council shall delegate to regions, sections, forums, and standing committees authority to develop programs within assigned areas of responsibility consistent with the objectives of VLA.

Section 4: All VLA policies shall be determined by the Association through the Council and its decisions shall be binding upon the Association, except as stated in Section 8 of this article.

Section 5: One half plus one of the voting members of Council shall constitute a quorum. Any Council member may appoint a VLA member as proxy to represent that Council member and vote in her or his stead.

Section 6: Any matter may be referred to Council by a resolution passed at any annual business meeting, with recommendations for action.

Section 7: Any question of policy may, by a majority vote of Council, be submitted to membership to be voted upon either at the annual business meeting, or by mail, email, or fax, as Council may determine.

Section 8: Any action of Council may be set aside at any annual business meeting by a two-thirds vote, a quorum being present, or by a majority of the members voting by mail, email, or fax.

Article VII - Executive Committee

Section 1: The Executive Committee shall consist of the elected officers of the Association. The Executive Director serves ex-officio (non-voting).

Section 2: Any vacancy on the Executive Committee shall be filled either by Executive

Committee appointment or by conducting a special election. The term of office of the person so appointed or elected shall be determined by the Executive Committee.

Section 3: The Executive Committee shall act for Council in the administration of established policies and programs; shall serve as the management committee of the Association; and shall make recommendations on matters of policy and operations, subject to review by Council. The Executive Committee shall report on its activities no later than the next meeting of Council.

Section 4: A majority of elected officers shall constitute a quorum of the Executive Committee.

Section 5: Motions requiring action before the next regularly scheduled meeting of the Executive Committee may be deliberated and passed by telephone, fax, or email. The Executive Committee member making the motion must obtain a second, and send the motion and name of the seconding member to all members. If three or more of the committee wish to debate the motion, they may call for a telephone conference of the committee within five working days of the original motion. If no such conference call is requested, fax/email votes will be counted by the President five working days after the faxing/emailing of the motion. If a teleconference is held, a roll call vote will be in order. In the case of telephone, fax or email voting, a favorable vote from a majority of Executive Committee members is required to pass a motion.

Article VIII - Officers and Duties

Section 1: Officers: Only individual members of the Association shall have the right to hold office. The officers of the Association shall be President, Vice president/President-elect, Second Vice-president, Immediate Past president, Secretary, and Treasurer. They shall be elected for terms as stated in the Manual.

Section 2: Executive Director: The person designated as Executive Director shall be appointed by the Executive Committee, and shall hold office at its pleasure.

Section 3: Duties: The officers of the Association shall perform the duties pertaining to their respective offices as specified in the Manual and other duties as may be approved by the Executive Committee.

Section 4: Appointments: The President shall appoint all ad hoc committees.

Article IX - Organizational Representation

Section 1: Council may vote to recognize any organization having purposes similar to those of the Virginia Library Association. Affiliation with Council shall be held as stated in the Manual.

Article X - Amendment of By-laws

Section 1: Amendments to the By-laws require a two-thirds vote of the members present at the annual business meeting, provided that the proposed amendment has been mailed to the members, or published in an official VLA publication at least 30 days prior to the annual business meeting.

Section 2: Mail vote on amendments to the By-laws requires a two-thirds vote of the members voting in a mail, email, or fax vote, provided that the proposed amendment has been mailed to the members or published in an official VLA publication at least 30 days prior to the distribution of the ballots.

MEMBERSHIP

Individual membership (See Appendix A, VLA Membership Application)

Payment of annual dues provides the following benefits:

- Voting rights at the annual business meeting and in Association elections.
- Member registration rates at the annual conference and all other Association meetings.
- Subscription to *Virginia Libraries*.
- Membership in chosen regions and forums.

Organizational membership (academic libraries, special libraries, and associations)

Payment of annual dues provides the following benefits:

- Member registration rate for one designated individual at the annual conference.
- Subscription to *Virginia Libraries*.

Institutional membership (public libraries)

Payment of annual dues provides the following benefits:

- Member registration rate for one designated individual at the annual conference.
- Subscription to *Virginia Libraries* on request.

Corporate membership

Payment of annual dues provides the following benefits:

- Member registration rate for one designated individual to all VLA sponsored programs/conferences.
- Subscription to *Virginia Libraries* on request.
- 50% discount on advertising for all VLA publications except the conference program.

Honorary life membership

Conferred by vote of the membership, provides full benefits of individual membership without payment of dues. (See Appendix B, Honorary Life Membership Nomination Form.)

Membership List

- The Executive Director maintains the membership list.
 - The Association may provide the membership list or portions of it to appropriate organizations as a service to VLA members at the discretion of the Executive Committee.
 - The membership application shall include the option for members to request the exclusion of their names from any distributed list.
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BUDGET AND FINANCE

Funding

VLA is funded from the following sources:

- Membership dues
- Program fees
- Income from annual and paraprofessional conferences
- Investments
- Subscriptions to *Virginia Libraries*
- Jobline
- Fund raising programs
- Sale of the membership list

VLA Budget Structure

1. The operating budget funds the day-to-day operation of the Association, including:
 - Executive Director's salary and expenses
 - General operating expenses of the Association, such as section, region, forum, and committee expenses
 - Stipends for *Virginia Libraries* Annual and paraprofessional conferences
 - ALA Councilor expenses
 - Jobline
 - Continuing education programs
2. Budget Preparation and Approval Calendar
 - December Executive Committee retreat – Executive Director prepares a recommended budget for Executive Committee approval.
 - January/February - The budget is presented to Council at its first quarterly meeting.
 - January 15 - Deadline for receipt and authorization of payment for bills incurred during the previous calendar year.
 - March/April - Annual conference budget is approved by Council at its second quarterly meeting.
3. VLA maintains a reserve fund equal to one year's operating budget. Proceeds from the fund are used for emergencies and other unanticipated needs of the Association.

Dues

- The membership year is January 1–December 31. Dues are not pro-rated.

Reimbursements

- The Association realizes that considerable expense may be incurred by its officers and Council members in the performance of their duties on its behalf and acknowledges that the Association has a responsibility to assist in funding those expenses within the limitations of its resources. It is suggested that, whenever possible, those persons will request that their own institutions assist in funding such expenses. Individuals may submit for consideration a request from VLA for reimbursement of expenses not covered by their institutions.
- Requests for funding of anticipated expenses will be made through the regular budgetary process. Council, in authorizing the annual operating budget, will establish the maximum amounts which will be reimbursed.
- The Executive Committee may authorize any member of the Association to attend state, regional, or national meetings or conferences as an official representative of the Association, with reimbursement from the contingency fund. The VLA representative is eligible for travel expenses to include a per diem based on the current rate supported by the Commonwealth of Virginia.

Executive Committee: Members of the Executive Committee may be reimbursed for their attendance at Council meetings for mileage at the rate which is paid by the Commonwealth of Virginia, plus lodging expenses for one night as necessary. The first 100 miles of any trip are not reimbursable. Other expenses of office; e.g., telephone charges, supplies, mileage, lodging and/or meals for attendance at local, state, regional or national meetings may be billed at each individual officer's discretion. (See Appendix C, Reimbursement Form) The Executive Director's expense reimbursements are specified in that individual's contractual agreement with the Association.

Members of Council: Members of Council may be reimbursed for their attendance at Council meetings for mileage at the rate which is paid by the Commonwealth of Virginia. The first 100 miles of any trip are not reimbursable. Costs incurred in the course of planning programs or workshops for which a registration fee will be charged are to be included on the Program Expense Estimate Sheet. (See Appendix D, Program Expense Estimate Sheet)

Conferences: Conference costs are reimbursed from the conference budget, including but not limited to speaker fees and expenses; Executive Committee's lodging; and Conference Committee expenses, such as travel, telephone charges, supplies, postage, printing, etc.

ANNUAL CONFERENCE

General Guidelines

- Conference Sites: The Executive Committee will recommend to Council a three-year schedule of conference sites for approval annually. That schedule shall be published on the VLA website. The Executive Director is responsible for contracting with the conference site selected by Council.
- Conference Time and Date: The annual conference is held in the fall of each year. Dates are established on recommendation of the Executive Committee and confirmed during the site selection and contract process.
- Conference Exhibits: The Executive Director is responsible for mailing a prospectus and exhibitor proposal and registration form by May 1 of each year for that year's conference. The Executive Director will work closely with the conference chair to coordinate graphics, exhibitor schedules, layouts and events. Exhibitors are assigned booth space on a first come/first reserved basis starting on May 2.
- Conference Programs: The Conference Committee makes the final selection of conference programs and events.
- Conference Budget: The annual conference is a self-supporting activity, with the bulk of its funding coming from exhibitor fees and registrations. Its budget is a component of the operating budget, for which any conference profits are a source of income. The chair of the Conference Committee, in consultation with the Treasurer and the Executive Director, develops the conference budget. The Executive Committee approves the conference budget.
- Conference Expenses: The Association provides lodging at the annual conference for Executive Committee members. The Association may provide lodging for the *Virginia Libraries* editors, scholarship winners, general session speakers and guests of the Association at the recommendation of the Conference Committee chair in collaboration with the Executive Committee.

Policy

- The annual conference must be planned to generate a profit, or at a minimum to be self-supporting.

Budget

- The Conference Committee chair shall send a draft of the annual conference budget to the Treasurer, who will present it to the Executive Committee and to Council at or before the second quarterly Council meeting. The Executive Committee shall set exhibitor fees and registration fees annually, in consultation with the Executive Director. The Conference Committee chair provides a budget and program report for each quarterly meeting of the Council.

Programming

- The Conference Committee coordinates the overall program content and specifically selects the general session speakers, pre- or post-conference programs, and supplemental programs. The Conference Committee invites the VLA units and the membership-at-large to submit conference concurrent session proposals. (See Appendix E, Conference Concurrent Session Proposal)

Joint Annual Conferences

- VLA Council may invite other library associations or related organizations to participate in the VLA annual conference, either as a full partner in conference planning, costs and profits, or as otherwise agreed by all participants. These policies should be understood to apply to VLA's annual conference, although the event may or may not be an annual conference for the other participant(s).
- Acceptance of joint conference agreements should be based on benefits the other participant(s) can bring to the VLA annual conference in terms of programs, professional development and stature, planning and presentation participation, and potential profits. The Executive Committee approves the joint conference plan.
- The joint Conference Committee coordinates the overall conference program content, with final approval from the Executive Committee.
- Costs associated with joint conference: Each association will be responsible for funding the expenses of its own conference committee members. Conference costs and any net income will be split in the same manner that the programming costs are split (shared funding equals shared net income, separate funding equals separate profit on portion planned and funded). Factors to consider are expected attendance by each association's members, local arrangement responsibilities, upfront funding, etc.
- Each association must agree, in advance of any conference publicity or exhibitor recruitment, to a conference budget (each association's costs and expected net income). The joint conference budget must be submitted to the Council by the second quarterly Council meeting.

Specific areas to be addressed for joint conferences are:

1. Exhibit responsibilities
2. Registration fees and policies
3. Program planning
4. Program costs
5. Net income required and the division of net income
6. On-site responsibilities
7. Advance administration responsibilities
8. Benefits and the division of benefits, such as complimentary hotel

rooms

- Implementation: The VLA Vice-president/President-elect and the Executive Director are responsible for negotiating any joint conference agreements. The Executive Committee approves any final joint conference agreement. The presidents and executive directors of all participating associations sign a conference contract. Unless specified otherwise in the contract, either association may cancel its joint conference participation up to 18 months prior to the actual conference. The canceling association will be responsible for all costs resulting from the cancellation which cannot be recovered by either association.

CONTINUING EDUCATION STANDARDS

Commitment

- The Virginia Library Association is committed to a statewide, comprehensive, long-range plan for continuing education to improve the quality of library service. To this end, VLA has adopted the continuing education goals of the American Library Association as part of its strategic plan. Activities of VLA units should contain a significant continuing education component where appropriate. VLA has defined continuing education as those learning opportunities used by individuals in fulfilling their need to learn and grow following their preparatory education and work experiences. Individual members are responsible for undertaking continuing education activities. VLA encourages libraries to budget for continuing education and seek state, federal, and other sources of funding.

Fees

- All programs should be self-supporting. It is expected that non-VLA members who participate in activities sponsored by VLA be assessed a fee which is 50% higher than the fee charged to VLA members. Non-VLA members who choose to become members may attend events at member rates when their membership dues accompany the program registration.

ELECTIONS AND APPOINTMENTS

Voting members of the Executive Committee are elected. Chairs of other VLA units may be elected or appointed. Elections are desirable to encourage participation in the Association. Elections shall be the responsibility of the Nominating Committee and the Executive Director.

- The Nominating Committee will submit a slate of candidates for the Executive Committee offices, including biographical information and position statements, to the Executive Director by June 1.
- Each VLA unit holding an election shall submit the names of candidates, along

with their place of employment, current job position, and a list of two or three most recent professional activities, to the Executive Director by July 1.

- Chairs of VLA units that do not hold an election must submit a VLA Appointment Acceptance Form for each incoming officer of their unit to the VLA Executive Director prior to the annual conference. (See Appendix F, Appointment Acceptance Form)
- The Executive Director shall:
 1. Distribute a ballot (electronic or paper) listing the candidates for all contested offices to the membership of the Association no later than August 31. The election shall be by a plurality of the votes cast.
 2. Tabulate the returned ballots with the aid of the chair of the Nominating Committee and one other committee member no later than September 30 and submit the results to the Executive Committee.
 3. Submit the election results to the *VLA Newsletter* editor, the VLA Webmaster, and other professional publications.
- The chair of the Nominating Committee shall:
 1. Notify all candidates for office of the outcome of the elections after the ballots are tabulated.
 2. Maintain, until the conclusion of the annual conference, the returned ballots and make them available, upon authorization of the Executive Committee, in the event of a challenge.
- The results of the elections shall be officially announced at the annual business meeting.
- In the event of a tie vote, elections shall be by a majority vote of the voting members present at the annual business meeting. Voting shall be by secret ballot.
- Challenges must be made in writing to the Executive Committee within 24 hours after the candidates have been notified and can only be made by a member whose name was correctly submitted for nomination to an elected position.
- The President of the Association shall make appointments from the current membership to fill any Council vacancies.

ORGANIZATIONAL STRUCTURE

Executive Committee

- Membership: The Executive Committee is composed of the elected officers of the Association. The President serves as chair, and the Executive Director and ALA Council Member serve ex- officio (non-voting).
- Purpose and Function: The Executive Committee administers the affairs of the Association.
- Responsibilities:

1. Pay Association dues by January 1 of each year of office.
 2. Participate fully in the affairs of the Association during term of office.
 3. Ratify the contract with and establish salary for the Executive Director.
 4. Transact the business of the Association between the annual meetings, including powers delegated by the Code of Virginia.
 5. Administer the business affairs of the Association.
 6. Prepare the Association's annual operating budget for approval by Council.
 7. Act on petitions for formation of VLA Forums.
 8. Receive petitions for organizational affiliation and recommend them to Council for ratification.
- Financial Support: The Association, with the approval of the Treasurer, will reimburse the cost of travel and Association support activities for attending committee or Council meetings in accordance with Association policy.

Council

- Full Membership: Elected officers of the Association; chairs of forums, sections, standing, and ad hoc committees; liaisons; organizational representatives; and appointed officers comprise Council. The Executive Director, the editor of *Virginia Libraries*, and ad hoc committee chairs shall serve on Council as ex-officio (non-voting) members. The President serves as chair.
 - Purpose and Function: Council represents each element in the Association and delegates authority for actions to the various units. It ratifies the policies and the budgets proposed by the Executive Committee and advises the Executive Committee on Association issues.
 - Responsibilities:
 1. Pay Association dues by January 1 of each year of office.
 2. Participate fully in the affairs of the Association during term of office.
 3. Approve the annual operating budget.
 4. Advise the Executive Committee on needed action.
 5. Advise the President on committee chair appointments and nominees.
 6. Advise the ALA Councilor on matters of concern to the Association.
 7. Advise committee chairs on committee activities and programs.
 8. Determine areas of investigation or study to be assigned to ad hoc committees.
 9. Cooperate with the American Library Association and state or regional library associations on matters of mutual interest or benefit.
 - Financial Support: The Association, with the approval of the Treasurer, will reimburse the cost of travel and Association support activities.
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ELECTED OFFICERS

President

The President is the chair of the Executive Committee and the chair of Council.

- Term of Office: The President's term is one year, and he/she assumes office immediately after the annual conference.
- Responsibilities:
 1. Serve as presiding officer for the annual conference and for all meetings of the Executive Committee and Council.
 2. Represent the Association in all official capacities and act as spokesperson for the Association on all established policies and any contingency which may involve the Association.
 3. Call meetings of the Executive Committee, Council, and the Association.
 4. Appoint all ad hoc committees not outlined in the By-laws.
 5. Make appointments to fill unexpired terms of VLA representatives to other organizations.
 6. Act as liaison between the Association and other professional organizations.
 7. Coordinate the work of all officers, committees and program units and work with them on their various projects.
 8. Coordinate the Association's budget preparation with the Treasurer and Executive Director.
 9. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes or actions. Send materials not needed for this purpose to the Secretary for addition to the Association archives.
 10. Serve as ex-officio (non-voting) member of the Scholarship Committee.
 11. Serve on the Conference Committee.
 12. Serve as a member of the VLA delegation to ALA Legislative Day.
 13. Evaluate the Executive Director with the Immediate Past-president on behalf of the Executive Committee.

Vice-President/President-Elect

The Vice-president/President-elect is a member of the Executive Committee and Council.

- Term of Office: The Vice-president/President-elect serves a one-year term and assumes the office immediately after the annual conference.
- Responsibilities:
 1. Assume the President's duties in the absence of the President.
 2. Assist the Executive Director in securing a site for the annual conference three years hence.
 3. Appoint the chair of the Conference Committee eighteen months ahead and serve on the Conference Committee.
 4. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes or action. Send material not needed for this

- purpose to the Secretary for addition to the Association archives.
5. Serve on the Finance Committee.
 6. Serve as a member of the VLA delegation to ALA Legislative Day.
 7. Perform other duties as the President may assign.

Second Vice-President

The Second Vice-president is a member of the Executive Committee and Council.

- Term of Office: The term of office is for two years, and he/she assumes the office immediately after the annual conference.
- Responsibilities:
 1. Examine Council procedures and VLA operations and make recommendations as needed.
 2. Review the VLA By-laws and VLA Manual and recommend needed revisions.
 3. Work with the Executive Director to maintain a clearinghouse of individuals interested in, and qualified for committee membership. Publish and distribute committee interest forms. (See Appendix K, VLA Committee Service Interest Form)
 4. Make appointments to Council and fill unexpired terms of unit members; ensure that all units have a full complement of members and that appointments have been made in compliance with VLA guidelines.
 5. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes or action. Send material not needed for this purpose to the Secretary for addition to the Association archives.
 6. Perform other duties as the President may assign.

Immediate Past-President

The Immediate Past-president is a member of the Executive Committee and Council.

- Term of Office: The Immediate Past-president's term is for one year. He/she assumes the office immediately after the annual conference, after having presided at that conference.
- Responsibilities:
 1. Preside in the absence of the President and Vice-president/President-elect.
 2. Appoint the Nominating Committee. The Chair of the Nominating Committee must be a past-president of the Association.
 3. Serve as ex-officio (non-voting) member of the Legislative Committee.
 4. Negotiate the contract and conduct the evaluation of the Executive Director in consultation with the President on behalf of the Executive Committee.
 5. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes and actions. Send material not needed for this purpose to the Secretary for the Association archives.
 6. Serve as content manager for the VLA website and as ex-officio member of the Publications Committee.

7. Perform other duties as the President may assign.

Secretary

The Secretary is a member of the Executive Committee and Council.

- Term of Office: The Secretary's term is for two years, with the term to begin in alternate years from term of Treasurer. The Secretary assumes office immediately after the annual conference.
- Responsibilities:
 1. Record the minutes of all meetings of the Executive Committee and Council and all of the general and annual business meetings of the Association.
 2. Prepare copies of the minutes of the Executive Committee meetings for mailing and/or electronic posting to all members of the Committee before the next meeting.
 3. Prepare copies of the minutes of Council meetings for mailing and/or electronic posting to all members of Council.
 4. Transmit copies of Executive Committee/Council minutes and relevant documents to the Association archives.
 5. Establish a calendar of Executive Committee and Council meetings in conjunction with the Executive Committee and Council and distribute it to Council.
 6. Handle routine correspondence of the Association, Executive Committee, and Council as the President may direct.
 7. Send a copy of each resolution approved by Council and adopted by the Association to the person(s) or group(s) concerned and to the VLA webmaster for posting on the VLA website.
 8. Receive official papers of VLA, such as Council and Executive Committee meeting minutes and documents, unit annual reports, Association-wide and unit publications, and budget reports from appropriate officers. Prepare and transmit these papers to the Association archives at the Library of Virginia. Serve as VLA contact person with the Library of Virginia regarding use of the Association archives.
 9. Send notice to Council members two months prior to the annual conference requesting annual reports be submitted two weeks prior to the conference.
 10. Receive all reports and prepare them for display or distribution at the annual conference at the direction of the Executive Committee.
 11. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes and actions. Send material not needed for this purpose to the Association archives.
 12. Perform other duties as the President may assign.

Treasurer

The Treasurer is a member of the Executive Committee and Council.

- Term of Office: The Treasurer's term, beginning January 1 of the year following election, is for two years with the term to begin in alternate years from the term of the Secretary.
 - Responsibilities:
 1. Act as chief fiscal officer of the Association.
 2. Supervise preparation of annual operating budget.
 3. Coordinate with the Executive Director activities concerned with financial administration, investment of funds, general accounting, financial and statistical reporting. Monitor performance of Association's investments and inform Executive Committee on Association's investments. Present financial reports to Executive Committee, Council, and the Association.
 4. Review monthly financial reports compiled by the Executive Director.
 5. Serve as chair of the Finance Committee.
 6. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes or action. Send material not needed for this purpose to the Secretary for the Association archives.
 7. Perform other duties as the President may assign.
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ORGANIZATIONAL REPRESENTATIVES

American Library Association (ALA) Council Member

The ALA Council member is a member of the VLA Council.

As long as the Virginia Library Association shall remain an affiliated chapter of the American Library Association, the members of the chapter shall elect one ALA Council member in accordance with the Constitution and By-laws of the American Library Association.

- Term of Office: The term of office is three (3) years with the term to begin at the conclusion of the summer conference of the American Library Association following the election as Councilor.
- Responsibilities:
 1. Participate in the deliberations of the American Library Association Council and vote on issues which come before the Council.
 2. Act as liaison between the chapter association (VLA) and the American Library Association (ALA).
 3. Represent the chapter association in special meetings, including those of the ALA Chapter Relations Committee.
 4. Report on federal legislative initiatives and actions throughout the year in the *VLA Newsletter* or through reports at Council meetings.
 5. Coordinate VLA participation in the annual ALA Legislative Day.

6. Serve as a member of the VLA delegation to ALA Legislative Day.
 7. Preserve and pass on to his/her successor a careful record of all work and activities with recommendations for changes or action. Send material not needed for this purpose to the Secretary for the Association archives.
 8. Submit an annual written report to the VLA Secretary two weeks prior to the annual conference. (See Appendix G, Annual Report Form)
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APPOINTED POSITIONS

Virginia Libraries Editor(s)

The President appoints the editor(s) following an announcement in the *VLA Newsletter* which notifies the membership of the vacancy and invites applications or nominations. The Publications Committee reviews applications/nominations and offers recommendations to the President. The editor(s) receive an annual stipend determined by the Executive Committee.

- Term: The editor serves for a one-year term which may be renewed by action of the incoming President.
- Responsibilities:
 1. Serve as an ex-officio (non-voting) member of the Finance Committee, the Publications Committee, and Council.
 2. Select the printer, with the assistance of the Executive Director and with the approval of the Executive Committee.
 3. Prepare the journal's annual budget.
 4. Select the advertising manager and the editorial board.
 5. Follow the advice and direction of the Executive Committee in establishing editorial policy, appointing an editorial board, determining material for publication, and implementing modifications and improvements.
 6. Preserve and pass on to his/her successor a careful record of all work and activities with recommendations for changes or action. Send material not needed for this purpose to the Secretary for the Association archives.
 7. Submit an annual written report to the VLA Secretary two weeks prior to the annual conference. (See Appendix G, Annual Report Form)

Executive Director

The Executive Committee, with the advice of Council, contracts annually with an Executive Director to provide services to the Association. The director is an ex-officio (non-voting) member of the Executive Committee and Council. The director receives a management fee as specified in the contract as well as an annual operating budget as approved by Council. The Executive Director shall be bonded.

- Responsibilities:

1. Maintain VLA office, handle requests for information, maintain legal and insurance records.
2. Maintain and update the Association membership list; provide mailing labels as requested and distribute the Association membership list, as needed. Maintain a current list of honorary life members.
3. Handle membership recruitment and all membership needs; process the scholarship applications and requests for awards; and provide assistance to VLA units as requested.
4. Collect and account for all VLA monies; forward copies of all financial documents to the Treasurer; and prepare quarterly budget reports for Council.
5. Prepare, mail, tabulate, and maintain ballots for VLA activities requiring a vote.
6. Make arrangements for Executive Committee and Council Meetings.
7. Work with the Publications Committee to handle and recruit advertisements for VLA publications. Provide mailing labels for all Association publications.
8. Administer and oversee all VLA Webpage management including design, postings, password/security, formatting, content, software, and hardware upgrades.
9. Maintain the VLA Jobline.
10. Follow the advice and direction of the Executive Committee and Publications Committee in establishing editorial policy, determining materials for inclusion on the web page, and implementing modifications and improvements.
11. Oversee development and distribution of promotional materials.
12. Serve as business manager and oversee all logistical and contractual matters for the annual and paraprofessional conferences
13. Perform other duties as specified by the Executive Committee.

Legal Counsel

Legal counsel is appointed as necessary by the President, with the advice of the Executive Committee.

- Term: The term of appointment is as mutually agreed upon by the legal counsel and the Executive Committee.
- Responsibilities:
 1. Provide legal counsel and services upon request.

Legislative Liaison

The VLA legislative liaison is appointed by the President, with the advice of the Executive Committee and chair of the Legislative Committee.

- Term: The term of appointment is as mutually agreed upon by the legislative liaison, the Executive Committee and the chair of the Legislative Committee.
- Responsibilities:

1. Provide services to, and work with, the Legislative Committee on budgetary and other matters/issues that will be introduced and considered in the state legislature.
 2. Offer public relations suggestions related to the legislative process.
- Contract and Fee: The contract and fee, proposed by the legislative liaison and the chair of the Legislative Committee, are approved by the Executive Committee.

Parliamentarian

The Parliamentarian is appointed by the President as needed.

- Term: The term of appointment is as mutually agreed upon by the Parliamentarian and the Executive Committee.
 - Responsibilities:
 1. Make decisions on parliamentary procedure when so requested.
 2. Advise officers on parliamentary procedure prior to annual business meetings when so requested.
 - Stipend: A stipend may be paid to the Parliamentarian with the amount being determined by the Executive Committee.
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PUBLICATIONS

Virginia Libraries

Virginia Libraries, the official journal of the Virginia Library Association, is issued to members four times per year (quarterly), with the volume running concurrently with the calendar year. Institutions may receive it by subscription.

- Purpose: To develop, promote, and improve library and information services and the library profession; to advance literacy and learning; and to ensure access to information in the Commonwealth of Virginia.
- Editorial Board: The editor(s), with the concurrence of the Executive Committee, select the editorial board consisting of 3–5 members who represent diverse elements within VLA. Board members serve for one-year renewable terms. The board advises and assists the editor(s) in establishing editorial policy for the journal, reviewing and choosing material for publication, organizing and selecting content of the journal, and suggesting modifications and improvements to the journal.
- Contents and submissions: The journal contains articles on issues, concerns, and current topics of interest to the library community in Virginia. At the direction of the editor(s), the journal accepts and publishes letters to the editor. These and other signed articles do not necessarily reflect approval of VLA or of the editor(s) and board. The editor(s) reserve the right to select and edit all material submitted except official statements initiated and approved by the Association or its units. The editor(s), board, and publisher are not responsible for the opinions and facts of authors.

- Business managers and subscriptions: The Executive Director of VLA serves as business manager for *Virginia Libraries* and processes all bills and subscription claims. The Executive Director also distributes noncurrent issues to the Secretary for the VLA Archives, and any organization with whom the Association has an agreement.

VLA Web Page (www.vla.org) is the official Web presence of the Virginia Library Association.

- Purpose: To enhance librarianship in the Commonwealth of Virginia through the timely dissemination of information concerning VLA, including the Association's history, organizational information, Manual, membership, publications, jobs, conferences, awards.
- Webmaster: The Executive Director shall serve as webmaster.
- Content and submissions: The VLA Web page contains the official statements and actions of the Association and its units and news of the library community in Virginia and the Southeast. Responsibility for content of the web page rests with the Executive Committee. The webmaster, in consultation with the Publications/Communications and Technology Committee, maintains guidelines for preparing Web content and reserves the right to format submissions in accordance with these guidelines. Responsibility for maintenance of the web page rests with the webmaster.

VLA Jobline (http://www.vla.org/?page_id=1856) provides a venue for employers to advertise job openings to the members of the Virginia Library Association and others interested in finding library-related work in the area.

- Purpose: To provide a convenient, effective means for employers to publicize library-related job openings to potential employees; to offer job seekers a convenient way to find relevant information about job openings, including position descriptions and contact information.
- Webmaster: The Executive Director shall serve as the webmaster for Jobline.
- Content and Guidelines: Jobline accepts listings for library-specific opportunities in academic, public, school, and special libraries, as well as from employers seeking applicants with library and information management skills, or at the discretion of the Executive Committee. Position announcements in Jobline reflect the specific requirements of the listing agency and may not reflect the opinions or the policies of the Virginia Library Association (VLA).

Guidelines for posting position announcements are as follows:

1. All postings should be sent via e-mail to the Executive Director (fax submissions will be accepted but e-mail is preferred).
2. Position announcements are published as submitted by the listing agency with little or no formatting.
3. Positions are listed in Jobline for 90 days or until the position's published closing

- date. Postings will be removed after the specified time period unless the Executive Director is notified in writing that the posting should be extended.
4. Position announcements can be removed at the request of the submitting agency by contacting the Executive Director.
 5. See the “Jobline Policy” page for current information on fees and payment options: http://www.vla.org/?page_id=1867.
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REGIONS AND FORUMS

All region and forum activities are open to any member of the Association.

- Elections and/or appointments for forum and region officers are conducted by the unit in accordance with Association guidelines.
- The Executive Committee must approve monetary gifts to any region or forum.
- Any unit planning a program for which expenses will be reimbursed through the VLA budget must provide the Executive Director and the Treasurer with copies of written agreements/contracts between the VLA representative and the supplier of the program, materials, food, etc. A Program Expense Estimate Sheet (See Appendix D, Program Expense Estimate Sheet) must be provided prior to the announcement of the event. The Treasurer or the Executive director must sign any agreement/contract. The purpose of this process is to verify and guarantee charges that will be incurred by VLA for each program.

REGIONS

- Purpose: To promote membership participation, accessibility to meeting locations, and leadership development for the Association. Regions offer an effective framework for initiating statewide effort and implementing immediate action.
- Membership: VLA membership automatically constitutes membership in a regional group. In-state residents are members of the region in which they reside or work. Out-of-state residents may choose membership in a region if they so wish.
- Six geographical divisions within Virginia comprise the regions:
 - Region 1: Southwest – Cities of Bristol, Clifton Forge, Covington, Galax, Norton, Radford, Roanoke, Salem and counties of Alleghany, Bland, Botetourt, Buchanan, Carroll, Craig, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Roanoke, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe
 - Region 2: Southern – Cities of Bedford, Danville, Emporia, Lynchburg, Martinsville, South Boston and counties of Amelia, Amherst, Appomattox, Bedford, Brunswick, Buckingham, Campbell, Charlotte, Cumberland, Franklin, Greensville, Halifax, Henry, Lunenburg, Mecklenburg, Nottoway, Patrick, Pittsylvania, Prince Edward

Region 3: Tidewater – Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg and counties Accomack, Gloucester, Isle of Wight, James City, Lancaster, Mathews, Middlesex, Northampton, Northumberland, Southampton, Surry, Sussex, York

Region 4: Piedmont – Cities of Colonial Heights, Hopewell, Petersburg, Richmond and counties of Charles City, Chesterfield, Dinwiddie, Essex, Goochland, Hanover, Henrico, King and Queen, King William, New Kent, Powhatan, Prince George, Richmond

Region 5: Northern – Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, Manassas Park and counties of Arlington, Caroline, Fairfax, Fauquier, King George, Loudoun, Prince William, Spotsylvania, Stafford, Westmoreland

Region 6: Northwest – Cities of Buena Vista, Charlottesville, Harrisonburg, Lexington, Staunton, Waynesboro, Winchester and counties of Albemarle, Augusta, Bath, Clark, Culpeper, Fluvanna, Frederick, Greene, Highland, Louisa, Madison, Nelson, Orange, Page, Rappahannock, Rockbridge, Rockingham, Shenandoah, Warren

- The Executive Committee and Council must approve any geographical re-division of the Association's regions.

FORUMS

- Purpose: To provide a focus for interaction of members who share a common interest or activity.
- Objectives: To plan, promote, and sponsor dialogues and continuing education opportunities to librarians sharing a common interest.
- Membership: Any member may participate in any forum.
- Forum Officers: Officers in each forum include a chair and a vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.
- Responsibilities:
 1. Pay Association dues by January 1 of each year of office.
 2. Attend VLA Council meetings and participate in the affairs of the Association.
 3. Initiate and maintain communication with members of the forum.
 4. Plan, promote, and sponsor forum activities, continuing education programs, and annual conference programs as needed. (See Program Expense Estimate Sheet, Appendix D)
 5. Maintain record of forum activities; preserve and pass on to successors a record of work and activities with recommendations for changes or actions; send material not needed for this purpose to the Secretary for addition to the Association's archives.

6. Submit the annual report of the forum to the VLA Secretary two weeks prior to the annual conference. (See Annual Report Form, Appendix G)
- Formation: Any member of the Association may organize a forum. Members wishing to organize a forum must submit a written petition of at least twenty members to the Executive Committee, which approves or denies the request. The petition must include the name, general purpose, and specific objectives of the proposed forum.

If the Executive Committee approves the petition, the President of the Association appoints a chairperson until such time as a meeting is held and a chair is duly elected by the Forum membership. The chair is a member of Council.

A forum may be dissolved by a simple majority vote of its membership or by action of the Executive Committee.

College and Research Libraries Forum (VLACRL)

(Established 2005. Formerly Academic Section)

- Purpose: To provide a forum for the exchange of information and ideas to promote service to the academic community.
- Objectives:
 1. To provide continuing education annually for interested library personnel.
 2. To serve as the Virginia chapter of the Association of College and Research Libraries.
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.

Leadership Development Forum

(Established 2007.)

- Purpose: To encourage and support the development of current and future library leaders, whether professional or paraprofessional, in all types of libraries in Virginia.
- Objectives:
 1. To develop a training program for library supervisors upon assessing needs and investigating potential models for such a program.
 2. To provide members with information regarding additional continuing education opportunities for professional development.
 3. To increase awareness of the ways that professionals and paraprofessionals can take leadership roles in VLA.
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years. One year as vice-chair, and one year as chair.

Local History, Genealogy, and Oral History Forum

- Purpose: To provide a forum for the exchange of ideas and information for the better use of specialized *Virginiana* collections and oral history collections.
- Objectives:
 1. To provide continuing education programs annually for interested library personnel.
 2. To assist interested institutions in collection development and management of *Virginiana*, oral history, and genealogical collections.
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.

Multicultural Forum

(Established 1976. Formerly Ethnic Librarians Forum)

- Purpose: To promote library services to culturally diverse populations and to support development of a diverse workforce.
- Objectives:
 1. To plan, promote, and sponsor continuing education programs of interest to librarians serving diverse populations.
 2. To promote recruitment of an inclusive workforce and VLA membership.
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.

New Members Round Table Forum

Purpose: To help new and emerging information professionals become actively involved in the Virginia Library Association and the larger professional community.

- Objectives:
 1. Structure formal opportunities for involvement, training, committee experiences, and leadership on the local, state, and national levels.
 2. Provide a wide variety of programs to assist, encourage, and educate those new to the Virginia Library Association and the profession.
 3. Develop and implement ongoing programs for library school students which encourage professional involvement and networking.

4. Develop resources and programming specifically for encouraging new and emerging librarians to learn more about and become more involved in the Virginia Library Association.
 5. Create a specific and unique space in the Virginia Library Association for new and emerging professionals to network with each other and explore relevant issues and topics through face-to-face meetings, social media tools, and other modes of communication.
 6. Bring new vitality, energy, and ideas to the Virginia Library Association through the active inclusion and encouragement of new and emerging library and information professionals.
 7. To honor outstanding new professionals in the state of Virginia, recognizing new (fewer than 10 years in VLA) professionals who demonstrate excellence, enthusiasm, and leadership.
- Officers: Officers will include a chair and vice-chair/chair-elect, and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years. One year as vice-chair, and one year as chair.

Paraprofessional Forum

(Established 1979.)

- Purpose: To provide a formal network for paraprofessionals throughout Virginia.
- Objectives:
 1. To provide members with information pertinent to paraprofessionals.
 2. To plan, sponsor, and present the paraprofessional conference, increasing opportunities for in-service training and staff development for library paraprofessionals and for fostering communication among library employees throughout Virginia.
 3. To plan, sponsor, and present a regional one-day workshop. (See Program Expense Estimate Sheet, Appendix D)
 4. To award paraprofessional scholarship(s) annually, as deemed appropriate. (See Paraprofessional Scholarship Award Nomination Form, Appendix H)
 5. To increase awareness in the library community of the role of paraprofessionals in providing library service.
 6. To create an atmosphere where Virginia's paraprofessionals make meaningful contributions to VLA and benefit from VLA support and guidance.
 7. To honor the outstanding paraprofessional of the year (See Outstanding Paraprofessional of the Year Award Nomination Form, Appendix I), providing a mechanism for recognition of paraprofessionals who demonstrate excellence and for strengthening the image of paraprofessionals.
- Officers: Officers include co-chairs/chair and co-chairs/chair-elect, a recording

secretary, a corresponding secretary, a treasurer, the immediate past co-chairs/chair, and any other position determined to be necessary by the forum. The co-chairs/chair serves for two years, one year as co-chairs/chair-elect and one year as co-chairs/chair. Officers serve until the adjournment of the Paraprofessional Conference at which time their successors assume office.

Paraprofessional Forum Executive Board

The Paraprofessional Forum Executive Board includes elected officers (co-chairs, co-chairs-elect, recording secretary, corresponding secretary, treasurer and the immediate past co-chairs), as well as members-at-large.

- Officers and Responsibilities:
- Co-Chairs
 1. Conduct VLAPF Board meetings.
 2. Prepare operating budget and conference/programs budget and monitor expenditures and receipts.
 3. Coordinate forum sponsored conferences and program responsibilities.
 4. Chair the VLA Paraprofessional Forum Award and the Outstanding Paraprofessional of the Year Award Committees.
 5. Serve as members of the VLA Finance and the Scholarship Committees.
- Co-Chairs-Elect
 1. Share in conference and program execution as delegated by co-chairs.
 2. Preside over VLAPF board meetings in the absence of the co-chairs.
 3. Attend Council and committee meetings in the absence of the co-chairs.
- Recording Secretary
 1. Record attendance and minutes of the VLAPF board meetings. Distribute minutes and announcements of future meetings to each board member.
 2. Maintain and distribute directory of VLAPF board members.
 3. Provide corrected copies of board meeting minutes to the co-chairs.
- Corresponding Secretary
 1. Handle external communication such as thank-you notes, press releases to *Virginia Libraries* and other publications.
 2. Record attendance and minutes of VLAPF board meetings in the absence of the recording secretary.
- Immediate Past Co-Chairs
 1. Provide continuity of leadership within the forum.
 2. Act as advisor to co-chairs, as requested.
 3. Preside at VLAPF board meetings in the absence of the co-chairs and co-chairs-elect.
 4. Maintain archives of the forum's programs and publications.
- Members-at-Large (Any VLA member may be a member-at-large of the Paraprofessional Forum Executive Board)
 1. Attend forum executive board meetings.

2. Assist in planning and executing annual conference, programs and other projects of the forum.

Public Library Forum

(Established 2011. Formerly Public Section)

- Purpose: To provide a forum for the exchange of information and ideas to promote service to the public library community.
- Objective: To provide continuing education annually for interested library personnel
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.

Public Documents Forum

(Established 1978.)

- Purpose: To provide for discussion of ideas among library staff working with government publications (international, federal, state, and local).
- Objectives:
 1. To initiate and support programs to increase the availability, use, and bibliographic control of government publications within Virginia.
 2. To coordinate efforts with the Publications Committee to maintain *Shipping List* online.
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.

Public Services Forum

(Established 1999. Incorporates: Business Information Roundtable-1991, Library Instruction Forum-1977, Interlibrary Loan Forum-1981, and Outreach Forum-1990)

- Purpose: To facilitate communication and foster awareness of trends and issues of interest to library staff who provide services in traditional and non-traditional public service settings including reference, circulation, instruction, outreach, and interlibrary loan services.
- Objectives:
 1. To share ideas and information to enhance the skills of library staff.
 2. To identify concerns and potential needs of library users and suggest ways to meet those needs.
 3. To encourage cooperative activities among libraries and other providers of information services to the library community.
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.

Technical Services and Technology Forum

((Established 1999) Formerly TSAR Forum-1981, incorporates: Microcomputer Forum-1983, Collection Development Forum-2004.)

- Purpose: To provide continuing education and an exchange of ideas on topics of interest to technical services, collection development and systems staff, and others who develop network and access technologies. In addition, the forum educates and disseminates information on technology, its use and function in libraries.
- Objectives:
 1. To explore new ideas and emerging technologies in libraries.
 2. To foster communication and cooperation among Virginia libraries in areas of collection management, acquisitions, cataloging, serials management, systems, and technology.
 3. To increase awareness in the library community of the roles of technical services, systems, and technology specialists.
 4. To identify and encourage cooperative activities among staff in technical services, systems, and collection development in order to promote high quality library services for users.
 5. To monitor changes and trends in national, regional, and local standards; contribute to the formation and revision of standards.
- Officers: Officers include a chair and vice-chair/chair-elect and any other position determined to be necessary by the forum. The vice-chair/chair-elect serves for two years, one year as vice-chair, and one year as chair.

Youth Services Forum

- Purpose: To promote quality library services and programs for all children and young people throughout the Commonwealth.
- Objectives:
 1. To provide members and other library staff with information about services and programs for children and young people and encourage the exchange of information and ideas about library services, programs, and concerns among those who work directly with children and young people.
 2. To advocate for access to information by children and young people and those who serve them.
 3. To advocate for quality library services and programs to all children and young people.
 4. To promote reading as a year-round, life-long, enjoyable, and necessary activity for children and young people.
 5. To encourage and promote quality writing for children and young people by awarding the Jefferson cup annually to an author of an outstanding book in the fields of American history, biography, or historical fiction. (See Jefferson Cup Award Criteria, Appendix J)
- Officers: Youth Services Forum officers include chair, vice chair/chair-elect, and

secretary. The Executive Committee of the forum includes chair, vice chair/chair-elect, secretary, immediate past chair, and regional representatives form the youth services forum executive committee.

- Responsibilities
 1. Immediate past Chair serves as a member of the Jefferson Cup Award Committee.
 2. Regional Representatives
 - Gather and disseminate information from Regions to share at meetings.
 - Work on task forces as needed.
 - Plan, promote, and sponsor programs as need is identified.
 - Serve a two-year term.

Previously Active Forums

Administration and Management Forum (DISSOLVED 2004)

Collection Management Roundtable (DISSOLVED 2004)

New Members Forum (DISSOLVED 2004)

Public Documents Forum (DISSOLVED 2011)

Trustees and Friends Forum (DISSOLVED 2004)

Volunteer Management Interest Forum (DISSOLVED 2004)

LIAISONS

Purpose:

- To offer opportunities for collaboration on such issues as legislation, continuing education, and special projects.

Interested groups are invited by the Executive Committee to have a non-voting representative serve on Council. Representatives shall be appointed by their organization. These groups include, but are not limited to:

- Friends of Virginia Libraries (representing Friends and Trustees)
 - Southeastern Library Association
 - Special Library Association
 - Virginia Association of Law Libraries
 - Virginia Council of Health Sciences Libraries
 - Virginia Educational Media Association
 - Virginia Public Library Directors Association
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COMMITTEES

Purpose:

- To conduct the business of the organization. (See VLA Committee Service Interest Form, Appendix K). There are two types of committees: Standing Committees and Ad Hoc Committees.

Standing Committees

- Standing committees are ongoing committees of the Association. Committee members are appointed by the Second Vice-president with the advice of the Executive Committee. Standing Committees include:
 - Awards and Recognition Committee
 - Communications and Technology Committee
 - Conference Committee
 - Continuing Education Committee
 - Fundraising Committee
 - Intellectual Freedom Committee
 - Legislative Committee
 - Nominating Committee
 - Professional Endowment Committee
 - Scholarship Committee

Ad Hoc Committees

- The President, Executive Committee, or Council establishes ad hoc committees and gives them specific charges. The President appoints ad hoc committee chairs who serve until the completion of their charge and are non-voting members of Council.

Officers

- Standing committee chairs serve terms of 1 or 2 years, as specified for each committee, and are members of Council.
- The President appoints chairs of all standing committees with the following exceptions:
 - The Immediate Past-president of the Association is chair of the Nominating Committee.
 - The current VLA Treasurer is chair of the Finance Committee.
 - The Vice-president/President-elect appoints the chair of the Conference Committee eighteen months prior to the annual conference.

Formation of Standing Committees

- The Executive Committee with the consent of Council creates standing committees. These may be dissolved by Executive Committee action. The Executive Committee may establish ad hoc committees. They are dissolved at the completion of their charge.

Responsibilities

1. Pay Association dues by January 1 of each year of office.
2. Attend VLA Council meetings and participate in the affairs of the Association.
3. Initiate and maintain communication with members of the committee.
4. Plan, promote, and sponsor committee activities, and annual conference programs as needed. (See Program Expense Estimate Sheet, Appendix D)
5. Maintain record of committee activities; preserve and pass on to successors a record of work and activities with recommendations for changes or actions; send material not needed for this purpose to the Secretary for addition to the Association's archives.
6. Submit the annual report of the committee to the VLA Secretary two weeks prior to the annual conference. (See Annual Report Form, Appendix G)

STANDING COMMITTEES

Awards and Recognition Committee

Purpose:

- To identify and honor individuals or groups who have contributed to the well-being of the profession or libraries in Virginia.

Objectives:

- To recommend one or more individuals for honorary life membership in the Association. (See Honorary Life Membership Nomination Form, Appendix B)
- To choose recipients of the following awards, and any other awards and recognitions:
 - George Mason Award (See George Mason Award Nomination Form, Appendix L)
 - Trustee Award (See Trustee Award Nomination Form, Appendix M)
 - Friends of the Library Award (See Friends of the Library Award Nomination Form, Appendix N)
- To solicit nominations from the membership.
- To collect, examine, and submit recommendations as explained under each award; and notify recipients before the annual conference.
- To prepare plaques or other mementos honoring the outgoing President, Secretary, and Treasurer and anyone else the Association may wish to honor.

Officers and Membership:

- Chair: The chair is appointed for a two-year term by the President and is a member of Council. During the second year of his/her term, the chair may recommend a chair designee to the Vice president/President elect for the upcoming year.
- Membership: The Second Vice-president appoints at least seven members. Members serve for two-year staggered terms. Committee members pay Association dues by January 1 of each year of office.

Awards

Four main awards may be administered by the committee annually.

Honorary Life Membership.

Policies

- The committee determines whether the award is granted in any given year. Eligibility for nomination should be confined to persons who have made outstanding contributions to Virginia librarianship.
- Nominations may be submitted by an individual, a library trustee, a librarian, a library board, or the Virginia Library Association.
- The Executive Committee approves names of nominees to appear on the annual ballot.

The Award

- Election of nominee(s) by the membership bestows on the honorary life

- member(s) full benefits of membership without dues.
- A plaque honoring a life member is presented at the annual conference.

George Mason Award

Policies

- The committee determines whether the award is granted in any given year.
- Individuals, libraries, or other organizations distinguished for advocacy of libraries and/or information access are eligible.
- Institutions, businesses, or academic programs whose activities have contributed to the development, growth, and extension of library and information services in the local community, the state, or the nation are also eligible.
- Nominations may be submitted by an individual, a library trustee, a librarian, a library board, or the Virginia Library Association.

The Award

- The award consists of a plaque presented at the annual conference and one day's food and lodging for the honoree or one representative of the honored group or organization.

Virginia Library Association Trustee Library Award.

Policies

- The committee determines whether the award is given in any given year.
- The award is presented in recognition of distinguished service to libraries or a library in Virginia.
- The trustee or trustees honored may have served on the local, state, regional, or national level, or on a combination of levels.
- Trustees from small, medium, and large libraries shall be given equal consideration. Nominations may be submitted by an individual, a library trustee, a librarian, a library board, or the Virginia Library Association.

The Award

- The award consists of a plaque presented at the annual conference and one day's food and lodging for the honoree or one representative of the honored group or organization.

Virginia Library Association Friends of the Library Award

Policies

- The committee determines whether the award is given in any given year.
- The award is presented to one or more friends groups in recognition of distinguished service to libraries or a library in Virginia. Friends of small, medium, and large libraries shall be given equal consideration. Nominations may be submitted by an individual, a library trustee, a librarian, a library board, or the Virginia Library Association.

The Award

- The award consists of a plaque presented at the annual conference and one day's food and lodging for the honoree or one representative of the honored group or organization.

Communications and Technology Committee

Conference Committee

Purpose:

- To plan and oversee a meaningful continuing education conference for the members of the Association.

Objectives:

1. To coordinate overall annual conference theme and graphics and to select program content.
2. To plan for and select speakers for the general sessions.
3. To work with the Treasurer and Executive Director to prepare a conference budget. The Treasurer shall submit the conference budget to the Executive Committee for approval no later than the second Council meeting.
4. To form appropriate subcommittees to select and handle the design of brochures and mailings, local arrangements, special events, volunteers, and other conference activities.
5. To work with Executive Director to perform liaison functions with hotel and exhibit space personnel and carry out the logistical arrangements during the conference.
6. To conduct an evaluation of the conference and provide this information to the committee for the following year's conference.

Officers and Membership:

- Chair: The Vice-president/President-elect appoints the chair for an eighteen-month term. The term covers the planning of one conference. The chair serves as a member of Council and the Finance Committee during the year that the conference takes place.
- Membership: The Vice president/President-elect, in cooperation with the conference committee chair, appoints the members of the committee. Committee members pay

Association dues by January 1 of each year of office. The Executive Director is an ex-officio (non-voting) member.

Continuing Education Committee

Purpose:

- To monitor continuing education needs and opportunities in Virginia.

Objectives:

1. To identify and publicize continuing education opportunities to enhance the quality of library service to Virginians.

2. To gather information related to continuing education issues such as certification and distance learning for the Association, as requested by the Executive Committee.

Officers and Membership:

- Chair: The chair is appointed by the Vice-president/President-elect for a two-year term and serves as a member of Council. During the second year of his/her term, the chair may recommend a chair designee to the Vice-president/President elect for the upcoming year.
- Membership: The Second Vice-president appoints at least six members, one from each VLA region, and invites a representative of the Library of Virginia to serve as an ex-officio (non-voting) member. Terms are for two years and are staggered. Committee members pay Association dues by January 1 of each year of office.

Fundraising Committee

Purpose:

- To identify, coordinate and pursue funding and sponsorship opportunities for Association initiatives.

Objectives:

- To seek and identify potential sources of funding, sponsorship or donations
- To identify appropriate funding sources for specific activities
- To maintain records of funding partners
- To coordinate funding requests among all VLA units, committee and forums (and to prevent repeated or redundant requests to the same funding partners)
- To provide guidance and direction to members, units or committees seeking funding or sponsorship
- To coordinate with the editor(s) of *Virginia Libraries* in procuring ad sales
- To coordinate with the Paraprofessional Forum and the Conference Committee in securing sponsorships, ad revenue and fundraising support for conferences
- To develop innovative fundraising opportunities across the Association
- To sustain fundraising partnerships and develop recognition protocols for donors

Officers and Membership

- Chair: the chair is appointed for a two year term and is a member of Council. The chair, or a designee, also serves on the Conference Committee. During the second year of his/her term the Chair may recommend a chair designee to the Vice President/ President Elect for the upcoming year
- The Executive Director serves as an ex-officio member
- Membership: The Second-Vice President appoints at least six members, one of whom should also be a member of the Paraprofessional Forum, and one of whom should be a member of the Professional Development Endowment Committee, for staggered two-year terms. Committee members pay Association dues by January 1 of each year of office. [The Executive Director is an ex-officio member of the Fundraising Committee]

Intellectual Freedom Committee

Purpose:

- To uphold the value of intellectual freedom in Virginia's libraries by monitoring and reporting on intellectual freedom issues in the Commonwealth.

Objectives:

1. To inform Council and the membership of threats to intellectual freedom in the Commonwealth and recommend such action as may be necessary to safeguard intellectual freedom in relation to the libraries of the Commonwealth. Such actions may include, but are not limited to, advocacy, advertisements, representation at meetings or hearings, letters to the media, and moral support to local librarians.
2. To stay informed concerning matters which have been brought before the ALA Committee on Intellectual Freedom. Inform the Executive Committee when a particular case may require that committee's attention.
3. To represent VLA to ALA, the media, and other groups or individuals on questions of intellectual freedom.
4. To develop educational programs concerning intellectual freedom, such as Freedom of Information Day activities and Banned Books Week.
5. To administer the biannual VLA/SIRS Intellectual Freedom Award and select award recipient. (See Intellectual Freedom Award Nomination Form, Appendix O)
6. To review annually content of the Intellectual Freedom Manual and update the web page as needed.

Officers and Membership:

- Chair: The chair is appointed by the Vice-president/President elect for a two-year term and serves as a member of Council. During the second year of his/her term, the chair may recommend a chair designee to the Vice-president/President elect for the upcoming year.
- Membership: The Second Vice-president appoints at least six members, one from each region, for two-year terms. Terms are staggered. Committee members pay Association dues by January 1 of each year of office.

Legislative Committee

Purpose:

- To monitor and advocate for legislation beneficial to libraries in the Commonwealth.

Objectives:

1. To propose a legislative agenda for the Association each year. Initiate studies of state/federal programs and legislation affecting all types of libraries.
2. To recruit and recommend a candidate to be hired as legislative liaison. Negotiate and recommend an appropriate contractual agreement to the Executive Committee for final action.
3. To be informed about the effect of proposed legislative actions on the Virginia library community and disseminate information to a network of VLA members and other

library supporters in all congressional districts who are willing to write, talk, or testify to legislators and state and federal agency representatives. Inform VLA membership and activate this network as needed, organize events, and attend meetings as appropriate.

4. To coordinate activities for Virginia Legislative Day and for ALA Legislative Day. For ALA Legislative Day, coordinate and orient members of the delegation (See Appendix Q).
5. To issue press releases or respond to the media when authorized by the Executive Committee.
6. To ensure that all state-wide candidates are informed about library issues in Virginia as well as about the VLA legislative agenda.

Officers and Membership:

- Chair: The chair/co-chair is appointed by the President for a two-year term and is a member of Council. During the second year of the term, the Vice-president/President-elect appoints a chair for the upcoming year. Chairs/co-chairs may continue to serve at the pleasure of the President. **(Note)** The chair may select member-at-large delegate to serve as a member of the VLA delegation to ALA Legislative Day (to seek varied library representation if needed).
- Additional Responsibility: Two members of the Legislative Committee serve as members of the VLA delegation to ALA Legislative Day.
- Membership: Members are recommended by the committee chair and are appointed by the Second Vice-president, who may also appoint members from each region. Terms are staggered. The ALA Councilor and the Immediate Past-president serve as ex-officio (non-voting) members. Committee members pay Association dues by January 1 of each year of office.

Membership Committee

Purpose:

- To develop and support actions to increase membership, membership retention, and support of new members in VLA.
- Objectives:
 1. To gather information and prepare reports on topics related to new member recruitment and membership retention, as requested by the Executive Committee.
 2. To identify, develop, and implement strategies to enhance new membership and membership retention, as requested by the Executive Committee.

Officers and Membership:

- Chair: The chair is appointed by the Vice-president/President elect for a two-year term and serves as a member of Council. During the second year of his/her term, the chair may recommend a chair designee to the Vice-president/President elect for the upcoming year.
- Membership: Chairs and co-chairs of the six regional committees may serve, or

appoint a designee from their region. A representative of the Library of Virginia serves as an ex-officio (non-voting) member. Terms are for two years and are staggered.

Nominating Committee

Purpose:

- To identify and recruit strong leaders to forward the goals of the Association.

Objectives:

1. To call for suggestions for nominations in February of each year. This call will be made through print or electronic communication accessible to Association members.
2. Prepare a slate consisting of two nominees for each open Executive Committee position annually, and for the ALA Councilor every three (3) years. Contact and secure written acceptance before nomination from two persons of its choice for each position. Invite nominees to attend the June meeting of Council prior to the election.
3. To report the slate of all nominations to the Executive Committee and Executive Director at the April Executive Committee meeting.
4. To publish through print or electronic communication accessible to Association members notice to the membership of the Nominating Committee's choices. Biographical information and position statements must be included with the candidate's names. Inform membership of the petition process for additional candidates.
5. To certify that nominations by petition include the signatures of the nominee and thirty (30) other members of the Association and to make sure that all petitions, with accompanying biographical information and position statements, are submitted to the Nominating Committee by May 1 for dissemination to membership through print or electronic communication by July 1.
6. To work with the Executive Director on the balloting process. The Election shall be conducted by electronic means and paper ballots will be made available to any member lacking electronic communication. The voting period will end on September 1.
7. To assist the Executive Director in certifying the results of the election.
8. To notify all candidates for office of the outcome of their election as soon as possible after the ballots are tabulated.
9. To report the results of the election to the membership after the candidates have been notified of the results.
10. To record the number of votes cast for each nominee and the outcome of the election in a report available to the membership through the Association's web site.

Officers and Membership

- Chair: The chair is appointed annually by the Immediate Past-president.
- Membership: The Immediate Past-president appoints three members for a one year term. Committee members pay Association dues by January 1.

Professional Development Endowment Committee

Purpose:

- To provide recommendations to the VLA Executive Committee on the management and use of the Professional Development Endowment Fund.

Objectives:

1. Develop and maintain guidelines for fund management.
2. Provide to the VLA Executive Committee recommendations on expenditures from the fund.
3. Develop and maintain a calendar for requests for fund disbursements.
4. Develop and maintain guidelines and procedures for consideration of fund requests.

Officers and Membership:

- Chair: The chair is appointed by the Immediate past-president for a one year term and is a member of Council. The chair is not an officer of the Association.

Membership: The committee has seven (7) members. The Treasurer and the Chair of the Continuing Education Committee serve by virtue of their office. Other members serve two year staggered terms. The Immediate past president appoints members as terms expire. Committee members pay Association dues by January 1 of each year of office.

Publications Committee

Purpose:

- To monitor the content, timeliness, relevance, and overall quality of all print and electronic VLA publications, including the VLA web page.

Objectives:

1. To serve as an advisory board to all VLA units that issue publications.
2. To mentor VLA members interested in publication and to encourage VLA members to publish articles or occasional papers relevant to issues in librarianship.
3. To update the VLA Publications Manual as needed; distribute to the webmaster for publication on the Association web site and make printed copies available to Council members upon request.
4. To assure that all VLA publications are archived.

Officers and Membership:

- Chair: The chair is appointed by the President for a two-year term, is a member of Council, and serves on the Finance Committee. During the second year of his/her term, the chair may recommend a chair designee to the Vice-president/President elect for the upcoming year.

Scholarship Committee

Purpose:

- To provide financial support to Association members who seek to advance their education in the field of librarianship.

Objectives:

1. To recommend to the Executive Committee policies and regulations for administering and awarding scholarships.
2. To raise money for the VLA scholarships by conducting fund raising activities throughout the year, including a raffle during the VLA conference.
3. To publicize available scholarships in the *VLA Newsletter*, on the Web site, and in *Virginia Libraries*.
4. To receive and review applications for the Virginia Library Association scholarships, following the established criteria:

Scholarships require residence in the state of Virginia or current employment at a Virginia library, an undergraduate degree, and an acceptance by an American Library Association accredited library school or a pending application for admission. The Clara Stanley Scholarship requires current employment in a Virginia Library.

The major factors considered in making the awards are: evidence of commitment to a career in librarianship in Virginia, financial need, potential for outstanding achievement in the library profession, academic excellence, and membership in the Virginia Library Association.

5. To select the recipients of the VLA scholarships. The committee chooses the three winners from the top ranked applicants. The VLAPF chair/co-chair select the Clara Stanley Scholarship recipient from this pool.
6. To notify applicants of the committee's decision, send names and addresses of recipients to the VLA Executive Director, and prepare information about winners for inclusion in VLA publications.
7. To award scholarships at VLAPF spring conference and VLA fall conference.

Officers and membership:

- Chair: The chair is appointed by the President for a two-year term and is a member of Council. During the second year of his/her term, the chair may recommend a chair designee to the Vice-president/President elect for the upcoming year.
- Membership: The Second Vice-president appoints at least seven members, to include one from each region, to two-year staggered terms. The VLAPF chair/co-chairs serve as voting members of the committee. The President serves as an ex-officio (non-voting) member.

Previously active committees:

Administrative Services Committee (DISSOLVED 2004)

Finance Committee (DISSOLVED 2010)

Publications Committee (CHANGED TO Communications and Technology Committee 2010)

APPENDICES

- A. [VLA Membership Application](#)
- B. [Honorary Life Membership Nomination Form and Award Criteria](#)
- C. [Reimbursement Form](#)
- D. [Program Expense Estimate Sheet](#)
- E. Conference Concurrent Session Proposal
 - Annual Conference: October 24-26, 2012
 - Paraprofessional Conference: May 20-22, 2012
- F. [Appointment Acceptance Form](#)
- G. [Annual Report Form](#)
- H. [Paraprofessional Scholarship Award Nomination Form](#)
- I. [Outstanding Paraprofessional of the Year Nomination Form](#)
- J. [Jefferson Cup Award Criteria](#)
- K. [VLA Committee Service Interest Form](#)
- L. [George Mason Award Nomination Form](#)
- M. [Library Trustee Award Nomination Form](#)
- N. [Friends of the Library Award Nomination Form](#)
- O. VLA/SIRS Intellectual Freedom Award Nomination Form
- P. [VLA Scholarship Application](#)
- Q. ALA Legislative Day

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