
**New England Library Association
Policy & Procedure Manual**



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OVERVIEW

Mission Statement

The New England Library Association (NELA) in its mission to provide educational and leadership opportunities engages regionally in important discussions in the library profession; encourages the exchange of ideas through a variety of formal and informal events; and collaborates regionally and nationally with allied organizations. NELA is a Chapter of the American Library Association.

Organization and Objectives

Officially chartered in 1963, the New England Library Association is a regional organization whose membership represents a wide range of library related interests. Its objectives are to initiate, plan and support regional activities; to encourage the exchange of ideas; to cooperate with regional and national agencies having related interests.

The fiscal year of the Association runs from January 1 through December 31.

The terms of elected officers run from the adjournment of the annual business meeting or, in the event a mid-term replacement is needed, until their successors are elected. Following their election, officers-elect are encouraged to begin attending Executive Board, Administrative Committee, and Conference Planning Committee meetings in an unofficial, non-voting capacity for orientation purposes. The Secretary and Treasurer serve for two years starting in alternating years and the Directors serve two-year staggered terms.

Official policy of the Association will be found in the following documents:

- Association Bylaws
- Minutes of Executive Board meetings
- Minutes of action voted at annual or special meetings of the general membership
- Policy and Procedures Manual

Individual members or groups of members of the Association should avoid making policy statements where none exists, and should be careful to specify any stated opinions as personal and not those of the Association.

The Association shall be governed by the rules contained in the current edition of Robert's Rules of Order in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of the Association.

Membership

Any person interested in the objectives of the Association may be a member. They shall become members upon payment of annual dues as set by the Executive Board.

The privileges of personal membership include the right to:

- Be nominated and hold office in the Association
- Nominate and vote for officers
- Attend annual meetings, speak, and vote
- Attend annual conference and other NELA events at reduced registration fees

- Serve on committees
- Receive communications related to NELA
- Affiliate with sections
- Be listed in the membership directory
- Access the members-only section on the NELA website

Annual Dues

Annual dues shall be payable on the anniversary of original affiliation. Dues must be paid in full for individual members to participate in annual election of Association Officers.

Extended Membership

When instituted, members in good standing of their state association may pay a set fee, to be voted on annually by the Executive Board. The annual dues shall be payable of the anniversary of the state association or original NELA date, as determined by the agreement between the state association and NELA. Dues must be paid in full for individual members to participate in annual election of Association Officers and receive all other privileges as noted above.

Strategic Plan

The Administrative Committee reviews and updates the Association’s Strategic Plan on an ongoing basis. If changes are made or a new Strategic Plan is developed it is then reviewed and approved by the Executive Board. The Plan should include the following elements:

- Mission
- Vision
- Goals
- Objectives
- Activities
- Yearly Action Plan including the following:
 - Activity
 - Outcome/Measurement
 - Responsibility
 - Timeline
 - Budget Implications

ADMINISTRATION

Executive Board

The Executive Board is made up of the elected Officers of the Association, committee chairs, one representative selected by each of the six New England state library associations, and one representative selected by each of the NELA Sections. The Executive Board shall have general supervision of the activities of the Association, provided that it complies with the actions and principles of the Association.

Duties and Powers:

(General)

- Establishes the immediate and long-term objectives of the Association in September, presents them to the board for approval in November and evaluates them at the July Board meeting.

- Implements the attainment of these objectives.
- Elects a member to fill any vacancy on the Board.
- Selects date and place of Annual Conference and any special meeting of the membership.
- Notifies membership of meetings.
- Approves publications and their policies.
- Acts in an advisory capacity to Sections and Committees regarding programming.

(Financial)

- Controls all funds and property of the Association.
- Supervises the financial administration of the Association.
- Recommends to membership the amount of dues and assessments.
- Sets registration fees for annual conference and other NELA events.
- Approves the budget.
- Approves funds for all committee projects.
- Appoints the auditor.
- Provides for the acceptance of endowment funds.
- Gives prior approval to applications for funding from sources outside NELA and for fundraising activities of a section or committee.

(Special)

- Approves the appointment, dismissal, duties, and salary and other compensation for NELA staff.
- Grants and withdraws section status to groups of members.
- Approves the establishment, and defines the structure, objectives, and procedures of standing committees.
- Appoints representatives to other organizations not otherwise covered in Bylaws.
- Approves presidential appointments to standing committees.
- Approves rules and regulations for annual conference and other meetings.
- Approves and defines guest invitations to conferences.

The NELA Executive Board shall review section Bylaws and, if they are found to be in accordance with NELA Bylaws, shall accept them.

Executive Board Meetings: Regular meetings of the Executive Board are bimonthly; a majority of voting members of the Executive Board constitutes a quorum.

Voting members of the Executive Board are: elected Officers of the Association, State Representatives, Section Representatives and Committee Chairs.

Substitutes for State and Section Representatives do not have a vote at meetings of the Executive Board unless so authorized in writing by the State or Section Representative.

Staff serve as advisors only to the Executive Board, and do not have a vote.

Guests may be invited at the discretion of the President, who may also call special meetings of the Executive Board as necessary.

Order of Business should include:

- Call to order
- Approval of Minutes from previous meeting
- Consent Agenda
- Treasurer's Report (taken out of Consent Agenda for each meeting)
- Items taken out of Consent Agenda
- Guests, if any
- Old Business
- New Business
- Executive Session
- Adjournment

The November meeting establishes the immediate and long-term objectives of the Association. The Board discusses and votes whether to approve, amend, or discard those objectives in November and evaluates them at the July Board meeting.

Administrative Committee

The Administrative Committee is composed of the Association's elected Officers.

The Administrative Committee oversees the activities of the Association, sets the agenda of the Executive Board meeting and conducts the business of the Association between Executive Board meetings in compliance with the actions and principles of the Association.

The Administrative Committee meets bimonthly between the Executive Board meetings. Administrative Committee business may be conducted by means of conference calls and/or by virtual meetings.

New Board Orientation

This meeting will happen during the first Executive Board meeting after the Annual Conference in November. The purpose of this Board meeting is to familiarize Board members with their specific responsibilities and the Association's organizational structure, policies and procedures.

- Introduction / welcome (Past President)
- Structure of NELA
- Sections: Academic, ITS, NERTCL, & NETSL
- Committees: Bylaws, Conference Planning, Educational Assistance, Finance, Personnel, Intellectual Freedom, Membership, NELLs, Nominating, and Public Relations
- Special Committees: approved ad hoc by Executive Board
- State Representatives: elected or appointed
- Executive Board: voting and non-voting members
- Administrative Committee (elected officers): President, Vice President, Past President, Treasurer, Secretary, Senior Director and Junior Director.
- Roles and responsibilities of Staff and Board Members
- Staff:
 - Library Association Administrator
 - Events & Communication Coordinator

- Board Members:
 - Develop section/committee budgets Oversee NELA budget
 - Implement stand-alone programs Attend Conference
 - Prepare and present section/committee reports Maintain records of organization
 - Determine policy of NELA
 - Administrative Committee
 - Sets agenda for Executive Board
 - Manages business of association between meetings
 - Overview of Policy and Procedures Manual
 - Meetings
 - Dates and locations
 - Format and reporting
 - Duration of meeting
- Lunch
- Annual activities:
 - Internal/external calendar
 - NELLs – Summer (alternating years) Conference – October
 - Stand Alone Programs
 - Annual Conference
 - Stand Alone programs (President)
- Financial reporting (Treasurer and Library Association Administrator) Division of office expenses
- Reimbursements
- Account statuses
- Mileage reimbursement
- Payroll & salary adjustments
- Annual budget
- Communications
- Communication channels – email, social media, website, Google applications
- Internal & External Board calendars
- Special projects
- Feedback

OFFICERS

The Officers of the Association are the:

President	Treasurer
Vice President/President Elect	Junior Director
Past President	Senior Director
Secretary	

If the Library Association Administrator is a resident of Massachusetts, s/he shall serve as Clerk of the Corporation; if not, the NELA President shall name a member of the Executive Board who resides in Massachusetts to serve as Resident Agent in lieu of the Clerk of the Corporation position.

Eligibility:

Only personal members of the Association in good standing may serve as officers. It is the responsibility of the Nominating Committee to verify that nominees are members in good standing; it must also have the written acceptance of all nominees.

Term of office

All officers shall be elected by the Association for terms beginning with the adjournment of the Annual Business Meeting of the Association.

Following their election, officers-elect are encouraged to begin attending Executive Board, Administrative Committee, and Conference Planning Committee meetings in an unofficial, non-voting capacity for orientation purposes.

The elected Vice President/President Elect serves three years, first as Vice President & Chair of the Conference Committee, then President, then Past President & Chair of the Nominating Committee. The Secretary and Treasurer each serve for two-year staggered terms. The elected Junior Director serves two years, first as Junior Director, then Senior Director.

Vacancies

The Board shall fill any vacancy on the Executive Board.

President's Duties

Meetings:

- Presides at all meetings of membership, the Administrative Committee, and the Executive Board and appoints a parliamentarian as necessary.
- Serves on Finance Committee
- Serves on Personnel Committee
- Prepares agenda for all the Executive Board & Administrative Committee meetings.
- Calls Administrative Committee and Executive Board meetings (regular and special)
- Invites guests to such meetings as necessary.
- Conducts Annual Business Meeting at close of term of office.
- Presents Annual Report to membership at Annual Business Meeting.
- Serves on Conference Planning Committee
- Works with NELA staff on association and employee goals and evaluates performance for annual evaluation.

Programs:

- Represents the Association in official capacity and may be reimbursed for expenses incurred.
- Acts as spokesman for the Association on established policies.

Conference Attendance

- Represents NELA at the annual state conference of each of the member New England states or appoints another officer to do so.
- May attend ALA to represent NELA at Chapter Relations

Financial:

- Approves disbursements of money by Treasurer and Library Association Administrator.
- Approves expense vouchers.
- Signs and enters all contracts for the organization.

Appointments:

- Coordinates committee activities with the advice of the Executive Board.
- Appoints Ad Hoc committees and members of special committees as necessary, subject to Executive Board approval.

Vice President/President Elect's Duties

- Substitutes for the President in President's absence
- Becomes Acting President upon death, resignation, or other incapacity of the President.
- Presides upon request of President if President wishes to step down from the position.
- Serves as a member of the Administrative Committee, Executive Board and Finance Committee.
- Chair of the Annual Conference and the Conference Planning Committee (responsible to the Executive Board)
- Works with Events & Communication Coordinator on logistics of Annual Conference and evaluates performance for annual evaluation.

Treasurer's Duties

- The Treasurer must be bonded.
- Serves as a member of the Administrative Committee, Executive Board, Personnel Committee and is the Chair of the Finance Committee.
- Presents budget for approval by Executive Board at the January meeting of the Executive Board.
- Presents financial reports as prepared by Library Association Administrator at the annual business meeting.
- Directs Library Association Administrator to submit accounts for annual audit to auditor.
- Authorized to sign checks made out by Library Association Administrator. Authorized to approve Presidential expenditures if Vice President is unavailable
- Oversees deposits via online bank account access
- Transfers funds from checking account to savings instruments in federally approved agency on approval of Executive Board.
- Treasurer should be prepared to discuss with the incoming Executive Board its fiscal responsibilities.
- Finance Committee and Membership Committees will review Dues Schedule on a regular basis.
- Works with Library Association Administrator on operational task and evaluates performance for annual evaluation.

Secretary's Duties

- Serves as a member of the Administrative Committee and the Executive Board.
- Records minutes of all Administrative Committee and Executive Board meetings
- Records minutes of Annual Business Meeting
- Prepares minutes for distribution or publication within 2 weeks.
- Updates Policy and Procedures Manual when changes are approved in meetings and works with Senior Director to ensure changes are recorded, revised per Executive Board vote and available to the Executive Board.

Directors' Duties

The first year of the term the director is designated Junior Director. The second year of the term the director is designated Senior Director. The Directors serve in a coordinating and advisory capacity to the sections and special interest groups, and serve as liaison between section and special interest group chairs and NELA staff as needed.

Senior Director

- Shall be responsible for assigned sections and special interest groups, and will communicate and meet with them when necessary.
- Serve as members of the Administrative Committee, Executive Board and Personnel Committee.
- The Senior Director, assisted by the Secretary, identifies areas of the Policy and Procedures Manual in need of revision, bringing proposed changes to the Administrative Committee throughout the year for discussion and submitting the accepted changes to the Secretary for revision of the online manual.
- Helps coordinate the Orientation for new Board Members.
- Assists in other advisory capacities, as needed, i.e. Summit Planning Committees.
- Performs special duties as assigned by the President.

Junior Director

- Shall be responsible for assigned sections and special interest groups, and will communicate and meet with them when necessary.
- The Junior Director also serves on the Conference Planning Committee, working directly with the Vice President/President Elect. Serves on the Conference Planning Committee and Exhibitors Council
- Serves as a member of the Administrative Committee and the Executive Board.
- Performs special duties as assigned by the President.
-

Past President's Duties

- Serves as a member of the Administrative Committee Executive Board, Personnel and Finance Committees
- Serves as chair of Nominating Committee
- Serves as chair of the Greenaway Award Committee
- Works with NELA staff on association and employee goals and evaluates performance for annual evaluation.
- May be assigned other duties by the President.

STATE REPRESENTATIVES

Commitment:

No person should accept a State Representative appointment unless willing and able to devote the necessary time for the work of the State Representative.

Duties:

- Attend bimonthly meetings of Executive Board as full voting members. Report to Executive Board on library related activities within their respective states. Act as liaison between state association Executive Boards and NELA.
- With the Past President, serve on the Greenaway Award Committee.
- With the Past-President, serve on the Nominating Committee.
- At the request of the Vice President/President Elect and the Conference Planning Committee, assist with the Annual Conference
- In conjunction with the Membership Committee Chair and the Membership Committee representative from his/her state, assist with NELA membership display at respective state conference and arrange for a display table.
- Provide Library Association Administrator with current lists of state association Board members, Section chairs, and Committee chairs. Provides meeting and conference dates to be added to the external NELA Events Calendar.
- Promote NELA on the state level and, within each state, serve as a resource person for NELA information: encourage and recommend state association members to participate on NELA Committees and in Sections and at regional programs; promote NELA through state association newsletter. Promote within each state the NELA scholarship available to a first time attendee at the NELA Annual Conference.
- Provide information to Public Relations Committee on noteworthy state and association activities.
- Act as liaison between state conference planners and NELA President to facilitate the President's attendance at the state association's conference.
- Assist with other special projects as need requires and availability permits.

SECTIONS: OVERVIEW

Each section shall appoint a representative to serve on the Executive Board. Each section must file with the Library Association Administrator the names and addresses of all officers of the section as well as the representative appointed to serve on the Executive Board.

Each section may adopt written bylaws, which include: Section's statement of purpose

Officer positions within the section Responsibilities of officers

Election procedures Frequency of meetings Procedures for bylaw changes

The NELA Executive Board shall review section Bylaws and, if they are found to be in accordance with NELA Bylaws, shall accept them. Each section must file a copy of its approved Bylaws with the Library Association Administrator. Amendments to NELA Bylaws are binding upon a section.

Section programs planned for the Annual Conference and associated costs must be submitted to and approved by the Conference Chair.

Each section must submit an Annual Budget Request form, which is available on the Board website, to the Library Association Administrator for the section activities.

Sections should send receipts and a Deposit Form (available on the Board website) to the Library

Association Administrator along with checks, cash, and appropriate documentation when any funds are received.

Each section chair must nominate a member to work with the Membership and Public Relations Committees to be approved by the Membership and Public Relations Committee Chairpersons.

Section Chairs

Commitment:

No person should accept a Section appointment unless willing and able to devote the necessary time for the work of the Section.

Duties:

- Responsible for maintaining the past and present records of the Section and for passing these records on to their successors. Records more than five years old may be sent to the Library Association Administrator for archiving
- Section chairs will be requested to report prior to each meeting of the Executive Board. Additional information may be given orally at the Board meeting.
- Prepares an Annual Report of all Section activities. Copies should be submitted to the Library Association Administrator at least three weeks before the Annual Meeting.
- Sections may issue necessary printed materials provided the Executive Board approves them. All projects requiring funding should receive the approval of the Executive Board before any advance planning is initiated, if it is not already included on the annual budget. If there are any contracts, they must be submitted to the President to bring before the Administrative Committee for approval.

Current Sections

ALS (Academic Librarians Section)

ITS* (Information Technology Section)

NERTCL (New England Round Table of Teen and Children's Librarians)

NETSL (New England Technical Services Librarians)

Disbanded Sections

Young Adult Librarians

Hospital Section

Public Library Section

NEMICRO (New England Microcomputer Users Group) (an independent organization before joining NELA)

Media Section

New England Library Support Staff Association

Pride Alliance (Gay, Lesbian, Bisexual and Transgender Librarians and Library Workers)

*NEMICRO and Media Section merged in 1996 to form the current Information Technology Section (ITS).

COMMITTEES: OVERVIEW

Standing committees carry out the regular administrative duties of the Association. These are the current standing committees: Bylaws, Conference Planning, Educational Assistance, Finance, Intellectual Freedom, Membership, Help Desk, Nominating, and Public Relations. New standing committees shall be created by a majority vote of the Association membership, when recommended by the Executive Board. Standing committees may be combined or dissolved by a majority vote of the Association membership when recommended by the Executive Board.

Special committees are authorized by the Executive Board to perform specific duties not covered by the standing committees and where the duties do not seem to warrant the creation of a new standing committee.

The President appoints the chair of each standing committee for a two-year term. All committee members must be personal members of the Association. It is desirable to have at least one member from each state on each committee. The committee chairs appoint members of standing committees.

Committees may issue necessary printed materials provided the Executive Board approves them. All projects requiring funding should receive the approval of the Executive Board before any advance planning is initiated. If there are any contracts, they must be submitted to the President to bring before the Administrative Committee for approval.

Committee Chairs:

Commitment:

No person should accept a Committee appointment unless willing and able to devote the necessary time for the work of the Committee.

Duties:

- Maintains the past and present records of the Committee and for passing these records on to their successors. Records more than five years old may be sent to the Library Association Administrator for archiving.
- May issue necessary printed materials provided the Executive Board approves them. All projects requiring funding should receive the approval of the Executive Board before any advance planning is initiated.
- Committee Chairs will be requested to report via the Board listserv prior to each meeting of the Executive Board. Additional information may be given orally at the Board meeting.
- Prepares an Annual Report of all Committee activities. Copies should be submitted to the Library Association Administrator at least three weeks before the Annual Meeting.

Standing Committees: Bylaws

Membership:

The President shall appoint Chair for a two- year term and the members for two-year staggered terms. No specified number of members serves on the committee.

Objective:

To formulate and recommend to the membership such changes in the Bylaws as may be necessary.

Duties:

Any suggested changes in the Bylaws must first be presented to the Executive Board for approval before presentation to the membership to see that proper procedures are carried out when Bylaws changes are made. Submits annual report in writing to President before the annual meeting.

Procedures:

Articles (except IV, section IV) may be amended at any meeting of the Association by a two-thirds vote provided that the amendment has been submitted in writing to the Executive Board no later than 60 days and to the membership no later than 30 days before the meeting.

Dues Schedule: The Executive Board may, or upon petition of twenty-five members shall, prepare a proposed dues schedule to be voted on by the membership. This vote may occur at Annual Meeting, by mail or by any procedure approved by the Executive Board. The new schedule goes into effect immediately if approved by a majority of those voting. If the membership fails to approve such schedule, the schedule in effect at that time shall continue in effect until changed by action of a subsequent majority vote.

Standing Committees: Conference Planning

Membership:

Vice President/President Elect (chair), Directors, President, Events & Communication Coordinator, and at least 3 members at large appointed by Chair.

Objective:

To plan the program for the Annual Conference.

Duties:

- To plan conference program topics to meet the educational needs of all segments of the Association membership
- To schedule program locations and times for the convenience of attending members
- To coordinate planning with Sections, Committees, and other groups within or outside the Association, which are presenting programs at the conference.
- To plan other conference activities in addition to education programs
- To advise the Conference Chair and the Events & Communication Coordinator on policies and procedures for conference management
- To supply the Events & Communication Coordinator with program information to publicize and promote the conference throughout New England
- To assist with program supervision and other meeting management during the Annual Conference

Standing Committees: Educational Assistance

Membership:

The chair or two co-chairs shall be appointed by the NELEA President from the current committee membership and shall serve a two-year term. No specified number of members, but each New England state should be represented on the committee. Members shall be appointed for three-year staggered terms that are renewable.

Objective:

To administer the program and funds of the educational assistance endeavors of the Association, with the approval of the Finance Committee and Executive Board.

Duties:

- To provide financial support to Association members who pursue continuing education.
- To select the recipient of up to 4 (2 full-time and 2 part-time) annual scholarships from nominations received from the Deans of ALA-accredited library schools in New England and New York, or ALA- accredited library schools offering an MLS in New England as distance learning programs including online programs sanctioned by State Associations.
- To assist in fundraising for NELA's educational assistance endeavors
- To administer supplemental scholarships for ALA Spectrum Scholars
- To administer Continuing Education grants.
- To coordinate the Conference Scholarship program including notifying winners and submitting payment requests for their grants as directed by the Library Association Administrator.

Standing Committees: Finance

Membership:

Treasurer as Committee Chair, President, Vice President/President Elect, and Library Association Administrator.

Objective: To make recommendations to the Executive Board regarding the budget, applications for expenditures of funds, and other financial matters.

Standing Committees: Intellectual Freedom

Membership: The President shall appoint Chair or two co-chairs for a two-year term. No specified number of members, but each New England state should be represented on the committee.

Objective: To promote awareness of intellectual freedom issues and provides support to the New England Library community in upholding the principles of intellectual freedom.

Standing Committees: Membership

Membership: The President shall appoint Chair or two co-chairs for a two-year term and the chair appoints members. No specified number of members, but each New England state should be represented on the committee. Each section chair must nominate a member to work with the Membership Committee to be approved by the Membership Committee Chairperson.

Objective:

To promote membership and active participation in the Association.

Duties:

- Works to encourage New England librarians to become new or renewing members of the Association Coordinates the exhibit of Association promotional materials at state association annual conferences, with the assistance of the State Representatives to the Executive Board.
- With the Library Association Administrator, coordinates the distribution of Association promotional materials at NELA events and other library related meetings in New England and other selected areas.

- With the Treasurer and Finance Committee, reviews dues schedule and as necessary, recommends revised membership dues structure to the Executive Board.

Standing Committee: New England Library Leadership Symposium (NELLS)

Membership:

The President shall appoint Chair or two co-chairs for a two-year term and the chair appoints members.

Objective:

The NELLS Co-Chairs serve as coordinators of the New England Library Leadership Symposium (NELLS) and its companion NELLS II, offered as continuing education opportunities alternately in the summer by the New England Library Association. NELLS provides an intensive, week-long leadership training program for people who have worked in libraries for 5-15 years with a goal of encouraging increased involvement in professional organizations by those who attend the program; NELLS II provides a three-day professional enrichment program for library leaders with over 15 years' experience. The NELLS Co-Chairs serve on the NELA Executive Board with one vote representing the committee involved in the forthcoming NELLS program. State Representatives to the NELA Board participate as the NELLS Committee during some aspects of the planning.

Duties:

- Consider feedback from participants in the previous NELLS to help shape the forthcoming event, communicating that feedback to the NELLS Facilitator, Maureen Sullivan. Serve as liaison between the Facilitator and the NELA Executive Board in determining the NELLS or NELLS II curriculum.
- With the Facilitator, determine possible dates for the next NELLS and determine available sites for the program.
- On NELA's behalf, secure a draft contract with the NELLS site for approval by the NELA Executive Board. Once the contract is approved, the Co-Chairs are responsible for contract payment deadlines and other contract-stipulated documents (schedules, rooming arrangements, meals, etc.).
- In consultation with the NELLS Facilitator and NELA President, develop a NELLS budget and the participant fees and association contributions needed to fund it.
- With the assistance of the State Representatives, request contributions from the six State library associations and answer any questions that arise, in consultation with the NELA President or Administrator as needed.
- Determine an appropriate calendar for publicity and for the application process.
- With the assistance of the State Representatives, the NELA Board, the State library associations, and the NELA Events and Communications Coordinator, develop and distribute publicity for the forthcoming symposium. This may include events at the NELA Annual Conference preceding the planned NELLS, as well as publication on State listservs, etc.
- Review and refresh application materials and distribute them as widely as possible.
- In consultation with the NELA President, determine a selection process for NELLS participants, including a target number of participants from each State, taking into account any

extraordinary funding provided by a State library association or other organization, such as a State Library.

- Convene selection panels for each State, including the State Representatives to NELA and representatives of other major supporters as appropriate.
- Notify all applicants of the results of the selection process.
- As directed by the NELLs Facilitator, invite additional participants in the symposium (such as Mentors and State library association representatives for NELLs and panel participants for NELLs II) and complete any necessary details for their attendance (housing, travel, etc.).
- Work with the NELLs Facilitator to develop materials for participants to use before and at the symposium. These may include books, notebooks, assigned articles, etc. The Co-Chairs gather and assemble all needed supplies, distributing materials ahead of the event or delivering it to the site as requested by the Facilitator.
- Gather and deliver any presentation equipment or materials needed by the Facilitator.
- In preparation for the symposium, complete housing charts, special diet information, etc., as requested by contract with the NELLs site.
- During the event, serve as liaisons between the Facilitator and the participants and the event venue staff.
- As requested by the Facilitator, may organize recreational activities to be made available during free time at NELLs or NELLs II.
- When the symposium ends, make sure that the venue has been left in good condition, reporting any problems to site staff.
- Assure that all bills are paid on time.
- Conduct an evaluation by participants to be used in future planning.
- Prepare a report for the NELA Executive Board.

Standing Committees: Nominating Membership:

The six State Representatives to the Executive Board and the Past President, who shall serve as chair.

Objectives:

- To nominate candidate(s) for each elected office to be filled:
- Vice President (President Elect)
- Treasurer (odd years only/two-year term)
- Secretary (even years only, two-year term)
- Junior Director (the Junior Director is elected each year for a two-year term; moving from Junior to Senior Director in the second year.)
- To verify that all nominees are members in good standing
- To ensure that written acceptances are received from all nominees and are forwarded to the President with the slate.

Duties:

- Develops a slate by correspondence, meetings, telephone, and e-mail as needed. If by correspondence, all committee members should see all records and suggestions before the

slate is established.

- Presents approved slate to the Executive Board for vote.
- Biographical data on nominees and a picture should be sent to the President so that membership is informed of nominations prior to May 31.

Standing Committees: Personnel

Membership:

Treasurer, President, Vice President/President Elect, Senior Director and Past President. One member is selected by the group to serve as Personnel Chair.

Objective:

To make recommendations to the Executive Board regarding employees, oversee the annual evaluation process; evaluate the Personnel Manual, and other personnel matters as they arise.

Duties:

- Meet with NELA staff to review annual evaluations.
- Propose salary adjustments on an annual basis.
- Review Personnel Manual annually to make any appropriate adjustments.
- Reviews leave of absence or other time-off requests and make recommendations to the Administrative Committee and then approved by the Executive Board.

Standing Committees: Public Relations

Membership:

Chair shall be appointed by the President and approved by vote of the Executive Board for a two-year term. The Committee will consist of the Chair and at least two additional members appointed by the President and approved by the Executive Board. The NELA Events & Communications Coordinator shall be an ex officio member of the Public Relations Committee.

Objectives:

To promote the purpose, objectives, and identity of the New England Library Association and to establish, maintain, and promote adherence to Association public relations procedures and policies.

Duties:

- Works closely with the Events & Communication Coordinator on promotional materials and public relations plans.
- Recommends NELA public relations procedures and policies to the Executive Board.
- Periodically evaluates NELA branding and identity statements and recommends changes to the Executive Board.
- Provides advice to NELA committees on public relations matters upon request.
- Coordinates all public relations matters for stand along programs.

Special Committees

Establishment:

Special Committees may be created at the discretion of the President, subject to Executive Board approval (see III.D.5).

Membership:

Chair appointed by the President, with approval of the Executive Board. Other members determined by the Chair and the President.

Objective:

To investigate or promote an activity to support the mission of the Association.

Duties:

- To report to the Executive Board on the activities and status of its activities
- To submit an Annual Report or Final Report on its activities

SPECIAL INTEREST GROUPS: OVERVIEW

Special Interest Groups (SIGs) are formed by personal members of the Association engaged in the same general field of activity or having special interests in common, who upon petition to the Executive Board receive approval to organize. It is expected that the SIG, upon demonstration of its viability, will, within 3 years, petition the Executive Board to organize as a section of NELA.

Special Interest Groups elect officers and a representative to the Executive Board of NELA.

Special Interest Groups may sponsor programs, both stand-alone and at the Annual Conference.

Special Interest Groups may issue necessary printed materials provided the Executive Board approves them. All projects requiring funding should receive the approval of the Executive Board before any advanced planning is initiated. . If there are any contracts, they must be submitted to the President to bring before the Administrative Committee for approval.

Each Special Interest Group may adopt written bylaws, which include:

- Special Interest Group's statement of purpose
- Officer positions within the special interest group
- Responsibilities of officers
- Election procedures
- Frequency of meetings
- Procedures for bylaws change

The NELA Executive Board shall review those bylaws and, if they are found to be in accordance with NELA Bylaws, shall accept them. Each Special Interest Group must file a copy of its approved bylaws with the Library Association Administrator. Amendments to NELA Bylaws are binding upon Special Interest Groups.

Each Special Interest Group must submit an Annual Budget Request form, which are available on the Board website, on a timely basis for group activities.

Special Interest Group programs planned for the Annual Conference and associated costs must be submitted on a timely basis and approved by the Conference Chair.

Special Interest Group Chairs

Commitment:

No person should accept a Special Interest Group appointment unless willing and able to devote the necessary time for the work of the Special Interest Group.

Duties:

- Responsible for maintaining the past and present records of the Special Interest Group and for passing the records on to their successors. Records more than five years old may be sent to the NELA Office for proper care.
- Responsible for reporting prior to each meeting of the Executive Board Additional information may be given at the Board meeting.
- Prepares an Annual Report of all Special Interest Group activities. Copies should be submitted to the Library Association Administrator at least three weeks before the Annual Meeting.

STAFF

Library Association Administrator and the Events & Communications Coordinator are employees of the Association. The Library Association Administrator's performance is evaluated annually. The NELA President and Personnel Committee Chair shall coordinate the evaluation process. The Executive Board votes on any salary or other wages for the Library Association Administrator and Events and Communications Coordinator.

The Library Association Administrator is responsible for the routine administration of Association business and shall maintain the Association's office, telephones, files, membership lists, and other functions to that end. S/he reports to the Administrative Committee and Executive Board through the President, and assists other agencies of the Association as appropriate.

The Events & Communications Coordinator is responsible for assisting with Annual Conference, stand-alone events, and working with Public Relations on communications, both internally and externally.

For more information see the NELA Personnel Manual and job descriptions in the appendix.

Section Support

- Membership registration
- Registration and payment, both online and in paper, are handled by the Library Association Administrator. Library Association Administrator sends lists of members who have identified Section interest to Section Chair.

Stand Alone programs

- Program registration and payment
- Paper registrations are received by section volunteer. Section volunteer enters registration into Wild Apricot, sends confirmation to registrant through Wild Apricot, and sends check to Library Association Administrator.
- Wild Apricot is the current software handling online registrations. Library Association Administrator receives payment through PayPal.
- A list of registrants should be compiled, but by whom and when will vary depending on the section sponsoring the program.
- Sections should send receipts and Deposit Form to the Library Association Administrator along with checks, cash, and appropriate documentation.
- The Events and Communications Coordinator will assist with stand-alone programs.

Annual Review Policy and Procedures

Each year, the NELA Executive Board, upon the direction from the Personnel Committee is responsible for evaluating the work performed by Association's staff and for negotiating new job descriptions as needed for the work of the Association. The timeline for the evaluation process and contract negotiation is:

The Personnel Committee oversees the staff evaluations. The schedule is as follows:

September Board meeting- Personnel Chair/or President sends out reminder that evaluation forms for the Library Association Administrator and Events & Communications Coordinator will be sent to Administrative Committee after the NELA Annual Conference.

Late October- Personnel Chair/or President sends out annual evaluation forms to Administrative Committee for all employees. Forms are due back by the first week of November.

Early November- Evaluation forms are reviewed by Personnel Chair and President and compiled and sent electronically to the Administrative Committee for review.

December Administrative Meeting- Any changes to the employee salaries are incorporated into the budget preparation for approval at the January Executive Board meeting.

ELECTIONS

Nominations By Other Than Nominating Committee: Nominations, except for the office of Vice President/ President Elect, may be made upon written petition of 25 individual members in good standing.

Such petitions, accompanied by written acceptances of the nominees, must be filed with the Chair of the Nominating Committee no later than June 30.

Election Procedure

The Past President, as Chair of the Nominating Committee, will put together the slate of candidates for office.

Ballots will be distributed via email to all members for whom NELA has an email address, either by the Library Association Administrator. Electronic ballots will be returned to the Library Association Administrator.

The Library Association Administrator will mail a ballot to all members with no email address in the NELA files. Paper ballots will be returned to the Library Association Administrator. The Past President who will announce the results to the candidates and to the Administrative Committee before July 30 and in time to invite newly elected officers to the September Executive Board meeting, the Annual Business Meeting, and the Orientation Meeting in November will tabulate ballots.

AWARDS SCHOLARSHIP, BEQUESTS AND GRANTS

Emerson Greenaway Award

The Emerson Greenaway Award is the New England Library Association's distinguished service award for librarianship. It is presented annually at the NELA Conference. The award may be given posthumously.

Selection Criteria

- Since NELA represents the New England region, nominees for the Emerson Greenaway Award for Distinguished Service in Librarianship must have had an impact on the library field in the New England region.
- The nominee must be, or have been, a member of the New England Library Association. If the nominee no longer lives in New England, (s) he does not have to be a current member of the Association.
- The nominee should have made a major contribution to the field of librarianship in the New England region, such as
- Development of outstanding services in a field of expertise, such as administration, reference services, technical services, etc.
- Involvement with developing library cooperation in the New England region
- Outstanding leadership in the field

Procedures:

- The Past President of NELA serves as chair of the Emerson Greenaway Award Committee. Other members of the committee are the State Representatives to the NELA Executive Board.
- In January of each year, the Past President should review and revise the guidelines for the award and send it to the other committee members so they may solicit nominations from their state's library association.
- Deadline for applications is June 1 of the current year. Past President sends copies of the nominations to the State Representatives and holds a meeting or conference call to select a nominee to recommend to the NELA Executive Board for their approval. The Past President presents the committee's recommendation to the Executive Board.
- After approval of the Board, the Past President should ask the nominating group to notify the recipient of the award and invite the recipient to the Sunday night banquet at the NELA Annual Conference. Dinner is complimentary for the recipient and one guest.
- Candidates that were not selected should also be notified.
- The Library Association Administrator is responsible for ordering the award--a 10" Paul Revere bowl engraved with the following inscription:

EMERSON GREENAWAY DISTINGUISHED SERVICE AWARD FOR LIBRARIANSHIP
PRESENTED TO [NAME]
IN RECOGNITION OF HER/HIS CONTRIBUTIONS TO LIBRARIANSHIP BY THE NEW ENGLAND LIBRARY
ASSOCIATION
[DATE]

- The Past President presents the award at the NELA conference.
- If no suitable nominations are received the award may be omitted for that year.

Application: The application is available on the Board website.

Educational Assistance Fund

Policy: The Educational Assistance Fund shall be tracked in a separate line item in the budget. All funds in the Educational Assistance Fund are restricted and can only be used by approval of the Executive Board. The board has the discretion to suspend the awarding scholarships due to financial constraints.

Funds shall be used for scholarships for work toward a Master's degree in the field of library/information science, for non-degree continuing education and for conference scholarships. All funds designated for educational assistance must be accounted for in that line. All educational assistance expenses, except operating expenses for the Educational Assistance Committee, must be paid from the account.

NELA should strive to maintain a minimum balance of \$20,000 in the Educational Assistance Fund.

Donations to Library Schools and donations to State Library Associations shall be paid from NELA's operating budget and designated as awards and contributions.

The Educational Assistance Fund shall be composed of monies from the following sources: contributions to the fund, interest from the Educational Assistance Fund and additional funds designated by the NELA Executive Board.

At the end of each year a journal entry will transfer funds from the Educational Assistance checking account to the general checking account to cover scholarship funds actually expended.

NELA Graduate Study Scholarships

Purpose: The New England Library Association scholarship program provides financial assistance for worthy students pursuing a Master's Degree in Library Science.

Eligibility: An applicant must be:

- A New England resident who would be likely to stay and work in the region
- A full or part-time student (a) who is attending an ALA- accredited library school in New England or New York or an ALA-accredited program offered in the New England states, and (b) who is pursuing a Master's Degree in Library Science. The applicant need not be an entering student.
- Someone with a demonstrated need for financial assistance
- Someone who has not received a NELA scholarship, bequest, or grant in the past twelve (12) months

Funding: Two full-time scholarships and two part-time scholarships are awarded annually as long as funds are available. Funds come from interest on the Memorial Endowment Fund, as well as any funds raised by NELA and specifically reserved for the Educational Assistance Committee. The award amounts are determined by the Executive Board and are currently \$2,000 for each full-time scholarship and \$1,000 for each part-time scholarship.

Criteria: Scholarship recipients will be selected on the basis of their responses to an essay question concerning professional goals and objectives.

Procedures: By February 1, the Educational Assistance Committee sends applications, with a cover letter to explain the procedures, to accredited New England and New York library schools and to schools offering ALA-accredited Master's programs in New England. Candidates complete applications and submit them to the Deans of their library schools by March 15. Each library school administration selects two eligible candidates (one full-time, one part-time) and forwards those applications which must be postmarked by April 1 to:

Educational Assistance Chair New England Library Association 55 North Main Street, Unit #49,
Belchertown, MA 01007

The Educational Assistance Committee evaluates the applications and makes a recommendation to the NELA Executive Board for action at the May board meeting.

Conference Attendance: The President of NELA awards the scholarships at the Annual Conference in the fall. Scholarship recipients are invited to the conference as guests of NELA. They will also be compensated up to \$150 each, once they submit a conference registration.

Application: The application is available on the Board website.

Spectrum Scholarship Grants (as of 2015 these grants were temporarily suspended)

Purpose: Spectrum Scholarship Grants supplement the ALA Spectrum Scholarships awarded to minority candidates from New England. All New England winners are eligible for these grants.

Funding: The Executive Board each year may award \$500 per scholar up to \$3,000 from the Educational Assistance Fund as long as funds are available. If there are more than 6 winners, the money will be divided equally among the Spectrum scholars.

Procedures: The Educational Assistance Chair is responsible for identifying New England winners when the Spectrum scholarships are announced, writing a letter of congratulations to each winner, requesting appropriate checks from the Library Association Administrator, and reporting to the Executive Board.

Continuing Education Grants

Purpose: To provide financial assistance for NELA personal members for workshops, courses, institutes, seminars or other study opportunities not leading to a degree.

Eligibility: Applicant must be a NELA personal member working in or involved with a New England library or library association, including trustees, volunteers and friends.

Funding: The award may subsidize up to 50% of the cost of the program, up to a maximum award of \$1000, and is funded from the Educational Assistance Fund. No set annual funding is allocated, and the Executive Board must approve each award.

Procedures: Applicants should complete the Continuing Education Application and submit it to the Educational Assistance Committee at least eight weeks prior to the program. Applications will be evaluated by the Committee, which makes recommendations to the Executive Board.

Application: The application is available on the Board website.

Conference Scholarships (to be updated 3/2017)

Purpose: To encourage first-time attendance at the NELA Annual Conference.

Funding: Six grants, one for each New England state, are made for the cost of registration. One year NELA membership will also be awarded.

Eligibility: Persons who have not previously attended the Annual Conference are eligible, with funding from the Educational Assistance Fund.

Procedures: The Events & Communication Coordinator includes the Conference Scholarship Application in the conference materials each year. It is returned to the Library Association Administrator who checks previous conference attendance and draws one winner from each state. The Educational Assistance Chair notifies each winner and requests award checks from the Library Association Administrator. The Library Association Administrator holds the checks until the conference registration is received from the winner.

Jordan Miller Bequest

Appointment of the Jordan-Miller Committee: As stipulated by the NERTCL Bylaws, the Chair of NERTCL shall submit a list of not fewer than two names of persons who are active members of NERTCL to the President of the Massachusetts Library Association (MLA), persons who are willing to serve as the "Jordan-Miller Committee" along with members of MLA and who shall oversee the administration of the Jordan-Miller programs.

- Appointment: After the October NELA meeting, the Chair of NERTCL shall submit the names of the Jordan-Miller Committee to the President of MLA, who shall then formally appoint this committee at the next MLA meeting. The Chair of NERTCL shall report back the names of the Chair and the Jordan-Miller Committee to the NELA Executive Board.
- Terms: The term of office for members of the Jordan-Miller Committee shall be 3 years. Members may serve consecutive terms, and shall serve until a successor is chosen.
- Resignation or vacancy: Notice of resignation from the Jordan-Miller Committee shall be tendered to the current Chair of NERTCL who shall then recommend a replacement to the President of MLA. In the event a replacement cannot be found, the Chair of NERTCL shall assume a seat on the Committee as an emergency measure.

Jordan-Miller Program Guidelines

Program schedule:

There is to be one Jordan-Miller Program to be held on an annual basis as long as the funds last. On alternate years the Jordan Miller money (\$500) would go to support either a storytelling program at an individual library or a storytelling program at the MLA conference (or YSS stand-alone). It would be

up to MLA Executive Board to decide which route to go each time.

On the other alternate years, the Jordan-Miller Committee will determine a library from New England to receive funding (\$500) for a storytelling event to be held at their library.

Years as follows: NELA request 2015, MLA 2016, NELA requests Program Requests:

On alternate years, NELA and MLA will put out a joint call to New England libraries through listservs and other forms of communication aided by the State Representatives for proposals to host a storytelling program.

Requesting libraries need to write a short proposal detailing what program they will host, their yearly programming budget, and how this will benefit their library.

The funding will only be given to a library for a program, workshop, or presenter that includes storytelling and preference will be given to states outside of Massachusetts.

Proposals will be submitted to the MLA chair of the Jordan-Miller Committee. The deadline will be September 15th each year.

The Jordan-Miller committee will meet in person or virtually in September to determine requests and will notify libraries of decisions by October 15th, with a receiving library to be announced and award presented at the NELA annual conference.

The library at any point can use funds one year from award date.

The committee based on library need, geographical considerations, and money available will make decisions. Based on cost, two or more libraries can be chosen to receive a portion of the \$500 of funding each granting year.

Costs

The cost of the storyteller including fees, travel, accommodation, and meals can be covered up to \$500 each year. MLA and NELA will assume the costs of publicity, registration, and mailings for alternating years.

The Jordan-Miller Committee also recommends that the MLA Executive Board continue to request the Jordan-Miller Committee to revisit these guidelines every three years and to report any recommendations for the revision to the MLA Administrative Board.

Both the MLA and NELA Boards must approve the procedures and schedule for the Jordan-Miller program and fund.

Fiscal Guidelines

The funds from the Jordan-Miller Fund are invested with the MLA monies and are monitored by the current MLA treasurer.

MLA is solely responsible for the Jordan-Miller Fund. Periodic reports shall be made to the Executive Boards of NELA and MLA as to the status and amount available for programs.

Historical Background

Jordan-Miller programs are made possible through the Alice M. Jordan Memorial Fund, a bequest by Bertha Mahoney Miller, to be used each year for storytelling in libraries. Bertha Miller founded the Bookshop for Boys and Girls in Boston in 1916 and the Horn Book Magazine in 1924. Alice M. Jordan (1870-1960) was Supervisor of Work with Children at the Boston Public Library until her retirement in 1940, and the founder of the New England Round Table of Children's Librarians. She was a pioneer in the field of children's literature in Boston and in the United States.

Promotional Guidelines

In order to uphold the stature of the Jordan-Miller Storytelling Event, national-level advertising of stand-alone programs shall be submitted to professional publications such as Hornbook, School Library Journal, VOYA, Library Journal, American Libraries, etc.

PROGRAMS

Stand Alone Programs

General: Stand Alone Programs (other than Annual Conference) are sponsored by a section or committee of NELA. They are no more than one day in duration and may include a lunch. They shall include one or more speaker presentations tied to a theme, usually covering different points of view on the subject matter. Breakout sessions are optional. The section normally chooses sites. It is encouraged to seek sites that are willing to donate or provide space at a reduced rate. All contractual agreements must be submitted to the President for signature pending approval by the Administrative Committee. The President will inform the Executive Board. The Executive Board must vote any contracts over \$10,000.00.

Pricing: The section or committee shall create a budget for the stand-alone program at least 90 days prior to their scheduled program. The Treasurer may serve as an advisor to the section or committee chair(s) in this. A Program Budget form is available on the NELA Board website.

All Stand Alone Programs are expected to have total income exceed total expense.

The section shall determine pricing for all programs or committee chair and a differential of at least \$10 shall be charged for non-NELA members

Speaker Reimbursement: All speaker reimbursements of fees must be estimated as part of the total program expenses that are not to exceed the program's income.

Sharing expertise with colleagues is considered a professional obligation for NELA members, and they are not normally compensated with honoraria for this contribution. In the case of a NELA member with very specialized knowledge to share, or for non-NELA members, fees or honoraria should be kept to the minimal level so as not to exceed program income. These are not paid in advance. If the section or committee chair believes that the quality and desirability of the presentation outweigh other financial considerations, these expenses are also not paid in advance and must be included on the Program Budget form. Mileage for speakers is normally set at the current IRS rate (see Payment

Request form for the current rate)

All expenses must be submitted with documentation after the program. Payment Request form is available on the Board website.

The following information must be included on the Payment Request form: a brief description of the expense, signature by the section or committee chair, full name and address to whom and where the check is to be mailed, social security number or tax ID#, and all supporting documentation. A Social Security number or tax ID# and a W9 is required from anyone to whom we paid more than \$600 during the year before payment can be issued so that a 1099 tax form can be sent.

Section/Committee Chair Responsibility:

- Determine date, theme, content and agenda for the Program. Arrange for speakers including "meet and greet" if required. Develop promotional material for the Program, including on-site handouts. All contractual agreements must be submitted to the President for review by the Administrative Committee and if approved, will be signed by the President... The President will inform the Executive Board. The Executive Board must vote any contracts over \$10,000.00.
- Complete all forms and submit Payment Request forms to the NELA Office in a timely manner. (All forms are available on the NELA Board website)
- 90 Days prior to event, Program Planning form and submit any contract for review and signature to the NELA President.
- 60 Days prior to event, Speaker Requirements form.
- Within 30 days after event, Payment Request form.

NELA Office Responsibility:

- Provide a membership master list.

Time Line for Task Completion:

120 days prior to event you should have:

- Determined the theme
- Confirmed a site
- Begun work on Program Planning form
- Begun work on your brochure or webpage

90 days prior to the event you should have:

- Completed your Program Budget form
- Completed your brochure or website design and art work
- Completed your Program Planning form

60 days prior to the event you should have:

- Submitted your brochure to the NELA Office for mailing
- Completed your Speakers Requirements forms
- Contacted the site to confirm your room requirements
- Contacted the site or caterer to give menus and approximate food counts
- Requested membership list from NELA Office

7 days prior to the event you should have:

- Cut off registrations
- Notified site or caterer of final food counts
- Submitted proceeds to NELA Office with signed statement of amount submitted.

Within 30 days after the event you should have:

- Completed and submitted all Payment Request forms
- Collected and submitted to the NELA Office all additional conference proceeds with signed statement of amount submitted

NELA President's Attendance at State Conferences

President reviews schedule of conferences and assigns alternate representatives if necessary. By February 1, President and/or designee contacts State Representative to solicit invitation by association President. State Representative negotiates expenses for NELA President and/or designee. State association may choose to cover registration and banquet meals. NELA will reimburse for travel, hotel, and other meals.

President and/or designee will contact the state association President to confirm attendance and presence at major events. State Representative makes sure that a copy of the conference brochure is sent to the President and/or designee in adequate time to register.

This is a reciprocal deal, and in turn, state association Presidents will be invited to attend the NELA Annual Conference, the Chapter Leaders Forum and the Sunday night banquet. NELA will cover the costs of registration and meals.

New England Library Leadership Symposium (NELLS)

Description: NELLS is a four-day summer leadership workshop for New England librarians in the early to middle phase of their library careers, held in alternate years with numbering. It is a residential program held in an isolated location to encourage networking. Students complete detailed applications evaluated by a selection committee. It is led by a professional leadership educator, and includes mentors for each student. Participants include students, mentors, and committee members serving as NELLS staff. At the discretion of the Executive Board, NELLS may host off-year leadership opportunities to meet the professional growth of our membership.

Responsibility: NELLS is conducted under the oversight of the Past President, who appoints one or two NELLS chair(s) to lead the effort, and various committees as required. Each state should be represented on each of the committees.

Funding: Participants should be charged a registration fee to cover a portion of the cost. Each state association is expected to contribute toward NELLS' expenses and additional fundraising within and outside NELA should be undertaken. Funds for the balance of the costs are allocated from the NELA operating budget, and should not exceed a predetermined amount. Budget preparation is the responsibility of the Past President, assisted by the NELLS Chair(s).

FINANCIAL

Investment Policy (Adopted 7/92; Reviewed 7/98, Draft January 2016)

Overview: The mission of the New England Library Association (hereinafter referred to as NELA) is to provide educational and leadership opportunities for library staff in support of improved library services for the people of New England. Activities and services, many of which require financial support, are provided by the Association to carry out this mission.

NELA is a not-for-profit association. Its income is derived from membership dues, annual conference revenues, donations, special promotion and services, sections and committee activities, and other programs, activities and assessments made by the Executive Board. The Treasurer is responsible for oversight of the financial matters of the Association and, in conjunction with the Finance Committee, recommends to the Executive Board investments for income not immediately needed for the current operations and services of the Association. Investment income is critical to provide additional financial support for the activities of the Association.

NELA is a single legal entity, and as the “parent” organization is legally responsible for debt incurred by its sections, committees or other units. Expenditures by these units require prior approval by the Executive Board, either as part of an annual budget or through individual votes on specific expenditures. To maintain NELA’s tax-exempt status no unit may have a separate treasury. All NELA audits must include audits of all of its units.

Investment Objectives: NELA’s overall investment objective is to obtain the highest income possible consistent with long-term growth of principal and low levels of risk appropriate to a not-for-profit organization. Investments undertaken by NELA should also provide liquidity and preservation of capital. In general, NELA should undertake a prudent, conservative investment strategy. Sources of investment should not be in conflict with the mission and objectives of the Association nor with the general accepted principles of library service.

All investments shall be reviewed by the Finance Committee and recommended to the Administrative Committee for approval.

Investments shall also conform to the policies and procedures outlined in the New England Library Association Financial Plan.

Types of Investments

Cash: All incoming cash shall be deposited in interest bearing checking or money market bank accounts. These accounts shall contain funds sufficient to cover all projected Association expenses for a minimum of three months. Additional funds may be placed in short or long-term investments.

Short Term Investments: The initial 25% of funds available for investment shall be invested in short term securities, one year or less, preferably federally insured Certificates of Deposit. No more than two Certificates of Deposit shall be maintained at any time. Other short-term investments may be considered, provided they could be liquidated, if needed, without loss of principal. Short term investments, both principal and interest, shall be considered available for support of operating expenses or projects if needed.

Long-term investments: Investments may be fixed income or equity funds. The investments shall be of high quality for which a regular market exists. Mutual funds shall also have a history of payment of increasing yields and shall receive the highest ratings by Morningstar or CDA/Wiesenberger. NELA funds may be invested for the long term more than one year but generally three to five years or longer. No more than 65% of available funds may be invested in long-term obligations and no more than 50% of these funds may be placed in any one investment. Long-term investments shall consist of mutual funds, endowment funds or similar funds consisting of pooled resources that invest in a variety of securities.

Payments to the funds may be made in lump sums or smaller amounts contributed on a regular or irregular basis. Any interest or dividends from the funds shall be available for current operating expenses or projects if needed. It is assumed that the principal will remain in the fund for the long term.

Prohibited Investments:

The following investments are expressly prohibited:

- Individual stocks and bonds
- Commercial paper
- Commodities
- Real estate
- Options
- Futures
- Metals or any other tangible assets

Investment Review: The Finance Committee shall review all NELA investments at least twice a year. Any changes in investments, both short and long term, shall be approved by the Administrative Committee.

Changes in the investment policy may be made by recommendation of the Finance Committee and approval of the NELA Executive Board. The Finance Committee shall review this policy at least every 3 years.

Financial Plan (Approved 10/6/96)

Budget:

- A balanced budget must be presented each year.
- The transfer of funds into the association's checking account to accomplish a balanced budget is permitted provided no more than 10% of the invested fund balance is transferred in any one year and no more than 35% over a 5 year period.
- If the association closes the calendar year with a balance in net income, the surplus funds shall be invested in accounts that will stabilize the organization in a deficit year.
- **Income:**
- Income shall be derived from membership dues, annual conference revenues, section and committee activities, donations, special promotions and services, and other programs, activities, and assessments made by the Executive Board.
- Income for all NELA events (e.g. conference registration and exhibits, section and committee

programs, etc.) should be received in advance of the event.

- NELA should attempt to have income from membership dues and special promotions comprise no less than 25% of total budgeted income.
- Dues rates shall be reviewed as needed and revised if necessary.
- Income from NELA activities, including dues, annual conference, promotions, programs, etc., shall be deposited in an interest bearing checking or money market account. This account shall contain funds sufficient to cover all projected association expenses for a minimum of three months and additional funds will be placed in short or long-term investments, as determined by the Finance Committee.
- All funds for educational assistance, no matter the source, shall be deposited in the Educational Assistance fund. Interest from funds invested for educational assistance purposes shall be deposited in the Educational Assistance fund.

Investments: The Finance Committee shall determine, on an annual basis the amount of funds to be invested, in accordance with the association's investment policy.

Status of Investments:

The treasurer shall review all investments, including bank accounts, on a monthly basis for reporting to the Administrative Committee and/or Executive Board.

Major investment recommendations should be presented to the NELA Executive Board for approval.

Programs:

- Sources of funding for educational assistance should be the interest from designated invested funds, interest earned from the Educational Assistance contributions designated for educational assistance, and funds raised through special promotions and events for the support of education.
- The annual conference must be self-supporting (income must cover expenses) and should provide net revenues to support the operating expenses of the association.
- Workshops and programs sponsored by sections and/or committees must be self-supporting.

Operating Expenses:

- Dues income and net revenues from the Annual Conference shall support all non-program expenses.
- Funds shall be transferred from the Educational Assistance fund to the checking or money market account as needed to cover expenses in support of educational assistance.
- Funds shall be transferred to and from stabilizations accounts as needed for operation of the organization.

Review:

- The NELA Executive Board may approve to make changes in this financial plan upon recommendation of the Finance Committee.
- The Finance Committee shall review the financial plan at least every three years.

Financial Management (Adopted February 1991)

Fiscal Year: January 1 through December 31

Finance Committee Membership:

- Treasurer (Chair)
- President
- Vice President/President Elect
- Past President
- Library Association Administrator

Financial Duties:

Library Association Administrator:

- Makes Deposits
- Keeps books for all financial transactions
- Keeps checkbook and prepares checks
- Provides financial information and reports as requested
- Does NOT authorize payment of expenses.

President

- Authorizes payment of all expenses
- Authorization of payments approved by Vice President or Treasurer

Vice President

- Authorizes payment of expenses in the absence of the President
- Authorize payment to President

Treasurer

- Signs checks
- Provides monthly financial information and reports as requested
- Chairs Finance Committee
- Does NOT authorize payment of expenses except for those of the President if Vice President is unavailable
- Oversees investments
- Finance Committee
- Prepares budget for Administrative Committee and Executive Board
- Application of funds
- Performs other financial matters as needed.
- Reviews and makes recommendations to dues structure as needed

Requests for Payment:

- No checks are issued without properly authorized form.
- Contractual obligations are to be sent to the President for review by the Administrative Committee and if approved, will be signed by the President at least ninety days (90) prior to the event (i.e. stand-alone conferences)
- Receipts or invoices must be attached to expense form. If no receipts are available, a written statement must accompany the form listing the expenses in detail and explaining why no receipt is available.

- Expense forms should be submitted as soon as possible after expense is incurred.
- A Social Security number or tax ID# and a W9 is required from anyone to whom we paid more than \$600 during the year before payment can be issued so that a 1099 tax form can be sent.
- Reimbursement of expenses is made after the fact.

Authorization:

- Person submitting Payment Request Form must have it signed by appropriate Chair of section or committee. No photocopying of signatures.
- Section and Committee Chairs may authorize payment for members of section or committee as long as long as they do not exceed budget.
- If payment is to a section/committee Chair, the President must authorize Payment Request Form
- Individuals may not authorize payment to themselves.

Procedures:

- Individual completes Payment Request Form and sends it to the Library Association Administrator.
- Library Association Administrator prepares check and sends it to with the Payment Request Form to the President for approval. (Checks are prepared on the 5th and 20th of each month)
- President signs Payment Request Form and sends the forms and checks to the Treasurer for Signature.
- Treasurer mails checks to person or vendor receiving payment.

Credit Card Policy (Approved July 2014)

The NELA Credit card is for the express purposes of the New England Library Association. The Library Association Administrator and the Events & Communication Coordinator are the only authorized users. The current credit card limit is \$10,000. Any purchase of \$5,000 or more must be approved in advance by the Executive Board, either at the next scheduled meeting or via an e-mail vote to be recorded at the next scheduled meeting.

All purchases made with the card will be documented on a NELA expense form with attached receipts to be approved by the President, Conference Chair or Treasurer. When the monthly statement is received all relevant receipts and expense forms will be attached and kept with the statement for auditing purposes.

Travel Expenditures

Overview:

For the purpose of this policy the Executive Board is defined as officers, section chairs, State Representatives, and committee chairs.

Members of NELA Sections and Committees shall not normally be reimbursed for travel and lodging associated with committee or section meetings.

Coverage:

Authorized travel on behalf of the Association will be reimbursed per the following:

- Air: Tourist class, plus actual cost of travel to/from airport.
- Auto: At rate determined by Executive Board (rate posted on payment request form), plus tolls and parking.
- Lodging: Actual cost. (Only for Board Members who must travel more than 3 hours each way to a meeting. Lodging at NELA conference is not reimbursable except as noted below).
- Registration if applicable
- Meals: Will not exceed a predetermined amount per day.

Authorization:

Authorized travel includes, but is not limited, to the following:

- Executive Board: Executive Board meetings, Administrative Committee meetings, Finance Committee meetings, and Conference Site Selection Committee meetings and site visits.
- Elected Officers (President, Past President, Vice-President, Treasurer, Secretary, Senior and Junior Directors): NELA Conference hotel room and conference meals.
- President: NELA Conference, one ALA Conference to attend the Orientation for Chapter Leaders, and annual conference of six New England state library associations.
- Vice President/Conference Chair: NELA Conference
- Directors: Travel and registration fee (if any) for standalone conferences and meetings in support of sections and special interest groups.
- Events & Communication Coordinator: Stand Alone and NELA Conference
- Library Association Administrator: NELA Conference

Rate of Reimbursement:

Rate of per diem may be renegotiated at request of Executive Board or individuals who will be traveling.

The Executive Board will evaluate the mileage reimbursement rate for Executive Board members each January and vote to retain or change the rate.

The Administrative Committee must authorize travel not specified above.

Dues

Dues Schedule:

Dues amounts are based on individual salaries or after a vote of the Executive Board can be part of an Extended Membership with other State Associations

Responsibility:

The Executive Board determines the Dues Schedule.

Review:

The Finance Committee and the Membership Committee review the Dues Schedule as needed. A recommendation is made to the Executive Board.

Revision:

Revised dues schedules may be proposed by the Executive Board or upon petition of twenty-five members, and must be approved by a majority of those voting. Dues changes may be voted at the

Annual Meeting, or by other procedures approved by the Executive Board.

Payment Procedure: Dues payments cover one year, with renewals due on the member's anniversary date. The Library Association Administrator sends dues notices one month prior to membership expiration, and second notices two weeks after the membership expiration date. Additional notice may also be sent. In the case of Extended Membership, the state associations will collect dues payments. Renewal dates will coincide with the state association due schedule. Same procedure for notices will apply.