



Procedures and Policies Manual

FIRST ADOPTED OCTOBER 2011
FURTHER REVISED AND UPDATED AUGUST 2026

Headquarters

85 Swanson Rd, Suite 135, Boxborough, MA 01719

Phone: 1-978-674-6190

Email: office@alise.org

Web Site: <http://www.alise.org>

Table of Contents

Introduction to the ALISE Procedures and Policies Manual (PPM)	8
A. History and Governance	8
1. History	8
2. Strategic Direction	8
3. Structure of ALISE	8
4. Bylaws of the Association	9
B. Membership	9
1. Personal Membership	9
2. Institutional Membership	9
C. Board of Directors	10
1. Membership	10
2. Meetings	10
3. Responsibilities of the Board	10
4. Conflict of Interest	11
5. ALISE Whistleblower Policy	11
6. Terms of Office	11
7. Power and Duties of Board Members	12
a. Members of the Board	12
b. President	12
c. President-Elect	13
d. Past-President	14
e. Secretary-Treasurer	14
f. Directors	15
8. Specific Powers and Duties of Each Director Position	15
a. Director, Membership	15
b. Director, Community Building	16
c. Director, Programming	16
d. Executive Director and Management	17
D. Committees and Groups	18
1. Definitions	18
a. Terms and Method of Appointment	18
b. Calendar for Committee Appointments	19
c. Committee Meetings	19

d.	Establishment and Discontinuance	19
e.	Composition and Method of Appointment.....	20
f.	Vacancies.....	20
g.	Reports.....	20
h.	Expenses.....	20
i.	Discharge of Chairs and Committee Members	20
1.	<i>Standing Committees of the Board</i>	21
a.	Executive Committee	21
1.	<i>Standing Committees of the Association</i>	22
a.	Programming Committee.....	22
b.	Conference Program Planning Committee	22
c.	Membership Committee	23
d.	Advancement Committee	23
e.	Community Building Committee	23
f.	Nominating Committee.....	23
2.	<i>JELIS Editorial Board</i>	24
3.	<i>Council of Deans, Directors and Program Chairs</i>	24
a.	Purpose	24
b.	Organization.....	25
c.	Reporting and Accountability.....	25
4.	<i>Special Interest Groups</i>	25
a.	Purpose	25
b.	Formation of Special Interest Groups	25
c.	Identification of Members of a Special Interest Group.....	26
d.	Operational Procedures	26
e.	Special Interest Group Sessions at Annual Conference	27
f.	Mergers or Renaming.....	27
g.	Dissolution.....	27
h.	Existing Groups.....	27
5.	<i>Association Affiliation and Representation</i>	28
a.	American Library Association (ALA)	28
b.	International Federation of Library Associations and Institutions (IFLA).....	28
c.	IFLA Standing Committee Nominations, Elections, and Appointments	28
6.	<i>ALISE Committee Representation on ALA Committees</i>	30
a.	ALA Committee on Education (COE)	30

b.	ALA Committee on Accreditation (COA)	30
E.	Administration and Finance	31
1.	<i>Overview</i>	31
2.	<i>Travel Expense Reimbursement</i>	32
3.	<i>ALISE Annual Business Meeting</i>	32
a.	Parliamentarian	33
b.	Resolution Procedures	33
c.	Honoring Deceased Colleagues	33
4.	<i>Use of Electronic Communication</i>	33
5.	<i>Archives and Records Management</i>	34
6.	<i>Document Retention and Destruction Policy</i>	34
a.	Rules	34
b.	Terms for Retention	34
c.	Exceptions	35
7.	<i>Audit or Financial Review Policy</i>	35
F.	Communication and Publications	35
1.	<i>Journal of Education for Library and Information Science</i>	35
a.	Publication and Subscriptions	35
b.	Manuscripts	36
c.	Editor, Journal of Education for Library and Information Science	36
d.	JELIS Editor Code of Conduct	37
e.	Editorial Board, Journal of Education for Library and Information Science	38
f.	JELIS Reviewer Code of Conduct	39
g.	Column Editors	39
h.	Authors, Journal of Education for Library and Information Science	39
i.	JELIS Author Policies and Code of Conduct	40
j.	Process for Filing a Complaint	41
2.	<i>Library and Information Science Education Statistical Report</i>	42
a.	Directory of Members	42
3.	<i>Special Publications</i>	42
b.	Position Papers and Policy Statements	42
c.	Letters of Support for Grants	42
d.	Publications of Special Interest Groups and ALISE Committees	42
G.	Annual Conference	42

1.	<i>Overview</i>	42
2.	<i>Conference Budget Guidelines</i>	43
a.	Policy on Externally Sponsored Receptions and Exhibits.....	44
3.	<i>Timetable</i>	44
4.	<i>Publications</i>	44
H.	Awards and Honors	44
1.	<i>Overview</i>	44
2.	<i>Creation and Removal of Awards, Honors, and Grants</i>	45
b.	New Awards, Honors, and Grants	45
c.	Removal or Termination of Awards, Honors, and Grants	45
3.	<i>ALISE Awards</i>	45
a.	Service to ALISE Award.....	45
b.	ALISE Award for Professional Contribution to Library and Information Science Education	46
c.	ALISE Excellence in Teaching Award	46
d.	ALISE/Pratt-Severn Faculty Innovation Award	47
e.	Norman Horrocks Leadership Award	48
f.	ALISE / Connie Van Fleet Award for Research Excellence in Public Library Services to Adults...	49
4.	<i>Conference Grants</i>	50
a.	ALISE Community conn@CT Mini-Grants	50
b.	ALISE Diversity Travel Award to the ALISE Annual Conference.....	51
c.	ALISE Youth Services Graduate Student Travel Award	52
d.	ALISE Leadership Development Grant (FKA Doctoral Students to ALISE)	53
5.	<i>Research Competitions</i>	54
a.	ALISE Research Grant Competition	54
b.	ALISE/Bohdan S. Wynar Research Paper Competition.....	55
c.	ALISE Methodology Paper Competition.....	56
d.	ALISE/Jean Tague-Sutcliffe Doctoral Student Research Poster Competition	58
e.	ALISE/ Eugene Garfield Doctoral Dissertation Competition.....	59
I.	Position Papers and Policy Statements	60
	Appendix A	61
	<i>ALISE Board of Directors Qualifications, Responsibilities, and Expectations: A Practical Guide</i>	61
	Board of Directors.....	61
	Officers	62
	Directors	65

Appendix B.....	67
<i>ALISE Code of Conduct Policy.....</i>	<i>67</i>
PURPOSE	67
<i>UNACCEPTABLE BEHAVIORS:.....</i>	<i>67</i>
<i>CONSEQUENCES OF CODE OF CONDUCT VIOLATIONS:.....</i>	<i>68</i>
<i>REPORTING A CODE OF CONDUCT VIOLATION:.....</i>	<i>68</i>
<i>REVIEW PROCESS FOR CODE OF CONDUCT VIOLATIONS:.....</i>	<i>68</i>
<i>POLICY ADOPTION HISTORY:.....</i>	<i>70</i>

Introduction to the ALISE Procedures and Policies Manual (PPM)

The Procedures and Policies Manual provides a systematically structured account of the policies and duties and responsibilities of the officers and members of the Association for Library and Information Science Education (ALISE) and the general operating procedures through which they work to achieve the mission and goals of the Association. This manual is built on the foundation supplied by the Bylaws of the Association adopted, July 3, 1975 and later amendments, as well as existing policies and operating procedures that were in effect prior to the adoption of the Bylaws, and reflects the name change of the Association in 1983. All existing policies have been examined to determine if they are consistent with the Bylaws and have been adapted when this was found to be necessary. The Secretary-Treasurer of the Association, with assistance from the Executive Director, is responsible for effecting regular updates to the Policy and Procedures Manual as matters arise from meetings of the ALISE Board, from the Annual Business Meeting, and from the work of Association committees, task forces, etc. Revisions to the ALISE Procedures and Policies Manual require simple majority approval by the Board of Directors.

A. History and Governance

1. History

The Association was founded under the name Association of American Library Schools. It grew out of a series of informal meetings of library schoolteachers that began as early as 1900 at American Library Association conferences, which was known as the Round Table of Library School Instructors. The Round Table voted in 1915 to form a permanent organization and to be identified as the Association of American Library Schools. (See “The Association of American Library Schools, 1915 - 1968: An Analytical History” by Donald Gordon Davis, Jr. Metuchen, NJ: The Scarecrow Press, 1974). The Association has provided a forum for library educators to share ideas, discuss issues, and seek solutions to common problems. In 1983, the Association changed its name to the Association for Library and Information Science Education to reflect more accurately through its name the mission, goals and membership of the Association.

2. Strategic Direction

The Board of Directors reviews the goals and objectives of the Association each year for amendment or reaffirmation. Specific objectives and priorities are established annually. Normally, every three to five years a new *Strategic Direction* document is developed.

3. Structure of ALISE

Besides the Membership, which constitutes the body of ALISE, the Board of Directors manages the Association's property and regulates and governs its affairs. The structures through which the mission is accomplished include:

- Annual Conference
- Standing Committees and Special Committees that attend to general and specific areas of Association concern.
- The Council of Deans, Directors and Program Chairs
- Special Interest Groups (SIGs)

The Association provides the following information resources:

- The *Journal of Education for Library and Information Science (JELIS)*, published quarterly, presents refereed articles and research related to library and information science education.

- The *ALISE Membership Directory* is a benefit of membership, available online to personal and institutional members only.
- The *ALISE Library and Information Science Education Statistical Report*, published annually, provides detailed statistical information on Institutional members.
- *ALISE Website* (<https://www.alise.org>) contains communications venues for, and information about, ALISE and links to member schools' web pages and to other related associations.
- The *ALISE Book Series*, in collaboration with Rowman & Littlefield Publishers, publishes books that address issues critical to Library and Information Science education and research.

4. Bylaws of the Association

The Bylaws of the Association are viewable online here: <https://alise.org/Documents> or can be requested at office@alise.org.

B. Membership

1. Personal Membership

[Revised July 2016]

The Association has five categories of membership for individuals, often referred to as Personal Members:

- **Full-time:** includes any faculty member, administrator, librarian, researcher or other individual employed full time.
- **Part-time:** includes any retired or part-time faculty member, student or other individual employed less than full time.
- **Retired:** includes any retired faculty member, administrator, librarian, researcher or other individual.
- **Emerging Professional:** includes new professionals and doctoral students transitioning to faculty member status (maximum of 3 years) (voted on at Annual 2013)
- **Student:** includes students who are enrolled full-time (maximum of six years) (voted on at Annual 2013)

Personal members shall have the right to vote, and to hold any Association elected office or appointed position. Other membership benefits are listed on the ALISE website.

Dues are paid yearly. Membership is for one year from the date dues are paid and is renewable yearly on that date.

Dues are subject to change (see Bylaws, Article XI). Dues and the personal membership application form are posted on the ALISE website.

2. Institutional Membership

The Association has three categories of institutional membership:

- **Institutional Membership:** shall be granted to any higher education institution that offers a degree in library and information science, or cognate field. On matters requiring an institutional vote, each Institutional Member is entitled to one vote.
- **International Affiliate Institutional Membership** shall be granted upon request to any higher education institution outside the United States or Canada that offers a program to educate persons for the practice of library and information science at the professional level as defined or accepted in the country in which the school is located.

- **Associate Institutional Membership** shall be granted to libraries and organizations other than schools/programs of library and information science.

Benefits available to Institutional members in each of the three categories are listed on the ALISE website.

Membership is for one year from the date dues are paid and is renewable yearly on that date. Current institutional member dues and application information are posted on the ALISE website.

conference issue. Deadline for submission of full papers for possible publication in JELIS is normally two months after the conference. Submissions should be made to the editor(s) of JELIS.

C. Board of Directors

1. Membership

The members of the Board of Directors are defined in the Bylaws.

The Executive Director is an *ex officio*, nonvoting member of the Board of Directors.

The Board of Directors may also seat the following (nonvoting):

- Editor(s), *Journal of Education for Library and Information Science*

2. Meetings

The Board meets face-to-face during the Annual Conference (or via conference call if the Annual Conference is virtual). Normally, conference call meetings are held monthly between in-person meetings. Special meetings may be called by the President or upon written request of any three members of the Board.

Committee chairs, or any person who has business with the Board, may be invited by the President to attend meetings of the Board of Directors. Representatives to ALISE from other associations are invited to attend Board meetings and to present reports when appropriate. All meetings are open except when the Board goes into Executive Session to discuss confidential matters. Minutes of the Board meetings are available upon request.

3. Responsibilities of the Board

To manage the Association's property and to regulate and govern its affairs.

To appoint the Executive Director and/or to select the management firm for the Association and to fix the amount of compensation.

To appoint the Editor(s) of the *Journal of Education for Library and Information Science* and to approve other members of its staff, appointed by the Editor(s).

To determine the time and place of the meetings of the Association.

To call special meetings of the membership if necessary. (Only business mentioned in the special call can be transacted.)

To set annual dues, subject to approval of the membership. (See Bylaws, Article XI.)

To fill vacancies that may occur in the Board of Directors. (See Bylaws, Article III, Sec. 4.)

To review and approve committee appointments made by the President-Elect.

To approve the establishment of standing and special committees.

To evaluate the management firm annually. (See Appendix VII: Management Contract Evaluation)

To monitor the execution of the strategic plan.

To conduct a self-assessment of the Board. The purpose of a self-assessment is to ensure the board is fulfilling its duties and responsibilities and that appropriate processes are in place to ensure that board is giving due diligence to planning and oversight over the organization. To fulfill Board of Director individual duties as outlined in Section C.7. of the PPM.

4. Conflict of Interest

[Revised December 2012]

Members of the Board of Directors are required to fulfill their duties in good faith and with diligence and care to ensure that the Association accomplishes its mission and strategic directions and in accordance with its Bylaws.

Members of the Board are required to report any conflict of interest situation to the Board, to explain the nature of the conflict, to refrain from seeking to influence discussion on the matter in question (although they may be requested to respond to pertinent questions of other Board members when the information requested may be helpful to those Board members), and will not vote on the matter. If so determined by the Board, the Board member concerned may be asked to leave the meeting while the matter is further discussed and voted upon. The minutes of the meeting shall record the disclosure and the abstention from voting.

If a Board member perceives a future conflict of interest situation, by reason of institutional affiliation or other pertinent matter, the Board member shall declare this conflict of interest in writing to the Board of Directors.

5. ALISE Whistleblower Policy

[October 31, 2012]

The ALISE Whistleblower Policy:

- encourages ALISE Board and Committee volunteers, members, and staff to come forward with credible information concerning illegal practices, conflicts of interest, or other serious violations of adopted ALISE policies;
- specifies that ALISE will protect the individual from retaliations or penalties of any kind related to the disclosure of that information; and
- identifies where such information can be reported.

The full policy is posted on the ALISE website.

6. Terms of Office

The terms of office of Board of Directors members are established in the Bylaws.

The Executive Director serves at the pleasure of the Board of Directors.

The Editors of the *Journal of Education for Library and Information Science* normally serves a term of three years, but is subject to an annual review by the Board of Directors.

All officers shall serve until their successors are elected and assume their duties. The terms of office shall commence at the adjournment of the annual meeting or, if there is no annual meeting, on November 1 following the election. (Bylaws, Article IV, Sec. 5)

Officers may be removed from office or suspended using the procedures put forward in the *Standard Code of Parliamentary Procedure*.

7. Power and Duties of Board Members

a. Members of the Board

It is the duty of the individual members of the Board of Directors to attend all regular and called meetings of the Association and Board of Directors. (Note: Board members assume responsibility for their own expenses when Board meetings are held in conjunction with meetings of the Association).

It is the duty of individual members of the Board of Directors to maintain all records of the respective office and to share these records with ALISE Headquarters for future reference.

It is the duty of individual members of the Board of Directors to fulfill the responsibilities outlined in this Policy and Procedures Manual.

It is the duty of the Board of Directors as a whole for monitoring the execution of the strategic plan.

It is the duty of the Board of Directors to seek funding and/or sponsorship of ALISE's annual conference, affiliated events, and awards program with the assistance of Executive Director.

It is the duty of individual members of the Board of Directors that at the end of their term, or upon stepping down from office, to orient newly elected officers to current issues, special projects, new initiatives, and other active Board business and related documentation at the close of the annual conference or within 60 days after this conference.

The Executive Director conducts an annual orientation for the Board of Directors prior to the first meeting of the Board.

b. President

To act as Chair of the Board of Directors.

To preside over meetings (Board of Directors, Executive Committee, and membership) and to work with the Executive Director and Board members to establish the agenda.

To facilitate strategic and operational planning.

To represent the Association in all official capacities (may ask the President-Elect or Executive Director, or other Board member to act as an alternate).

To coordinate the work of the Association and its members.

To confirm (with the Board) all ALISE committee chairs and members (begins while President-Elect).

To negotiate contract renewals with the management firm.

To make all external appointments.

To send invitations to the Past-President's reception.

To write letters of congratulation to award recipients.

To write a message from the president for the annual conference program.

To serve as a member of the Executive Committee.

To serve as Board liaison for the Conference Program Planning Committee.

To appoint, once every three years, a parliamentarian as directed in Section E.3.

To attend the Leadership Orientation and Opening Night/First Timer's event at the Annual Meeting.

To host at the annual meeting the Awards event, the ALISE Jean Tague-Sutcliffe Doctoral Poster Competition, and the Past-President's Reception.

To report at the Annual Business Meeting on the state of the Association.

To write the ALISE update for the Bowker Annual.

To host the Co-operative Reunion (or appoints designate), if held, at the annual American Library Association Conference.

To orient the incoming President.

To serve as liaison and representative to ALISE's related associations, e.g., Association for Information Science & Technology (ASIS&T), and the International Federation of Library Associations and Institutions (IFLA). The President may delegate and appoint liaisons and representatives to related associates if desired.

To serve as a delegate to ALA and to attend the annual ALA conference, carrying out official duties as appropriate (or the Board may appoint a delegate).

To serve as a delegate to ASIS&T and to attend the annual ASIS&T conference, carrying out official duties as appropriate (or the Board may appoint a delegate).

To serve as a delegate to IFLA and to attend the annual IFLA conference, carrying out official duties as appropriate (or the Board may appoint a delegate).

To write and/or coordinate the ALISE Board Quarterly Update as scheduled.

c. President-Elect

To serve as a member of the Board.

To preside in the absence of the President, or upon request of the President when the President is not present.

To perform such duties as the President, or the Board may assign.

To serve as a member of the Executive Committee.

To present a statement of presidential goals, objectives and priorities at the Annual Business Meeting.

To appoint committee chairs no later than July 1.

To appoint all committee members no later than August 1.

To serve as Board Liaison to the Council of Deans, Directors, and Program Chairs.

To develop and present to the Board for approval, a conference theme for the Presidential year, and to form a Conference Program Planning Committee.

To initiate and lead, every five years, the process of a new strategic plan in coordination with the Executive Director.

Assist the Past-President in planning and conducting the Leadership Orientation for committee and SIG chairs, held at the annual conference.

To attend the Council of Deans, Directors, and Program Chairs Meeting, Opening Night/First Timer's event at the Annual Meeting and other special sessions as assigned or requested.

To orient the incoming President-Elect.

To write and/or coordinate the ALISE Board Quarterly Update as scheduled.

d. Past-President

To serve as a member of the Board.

To perform such duties as the President or the Board may assign.

To serve as a member of the Executive Committee.

To assist in publicizing activities of the Board of Directors.

To serve as a board mentor, providing guidance in governance, leadership, and institutional knowledge.

Assist the President-Elect in planning and conducting the Leadership Orientation for committee and SIG chairs, held at the annual conference.

To serve as Board liaison to the Research Competition committees, including the ALISE/Bohdan S. Wymar Research Paper, the ALISE/Eugene Garfield Doctoral Dissertation Award, the ALISE/ProQuest Methodology Paper Competition, and the ALISE Research Grant.

To direct the work of the Advancement Committee.

Oversee the ALISE Statistical Report.

To orient the incoming Past-President.

To write and/or coordinate the ALISE Board Quarterly Update as scheduled.

e. Secretary-Treasurer

To serve as a member of the Board.

To present the annual Association budget to the Board at a Fall meeting for consideration and approval. The budget is prepared in consultation with the Executive Director.

To report on the financial status of the Association at Board meetings and at the Annual Business Meeting.

To coordinate financial matters and review budgets of the Association with the Executive Director. The President may serve as alternate for authorization of funds disbursement.

To recommend, or initiate per policy, and oversee an annual financial review or audit, and to recommend changes to the financial management of the Association.

To be responsible with the assistance of the Executive Director for ensuring the maintenance of the *Procedures and Policies Manual* and timely revisions following Board approval.

To perform such duties as the President or the Board may assign.

To assure in cooperation with the Executive Director that active records are preserved in the ALISE Board of Directors Meeting repository.

To assure in cooperation with the Executive Director that inactive records of the Association are retired to the Archives. The ALISE Archives are held at the University of Illinois Archives.

(<http://archives.library.illinois.edu/alaarchon/?p=creators/creator&id=3892>)

To prepare minutes of all meetings that serve as the official record of the Association and distribute them to the Board of Directors. (Minutes are prepared in agenda order.)

To orient the incoming Secretary-Treasurer.

To write and/or coordinate the ALISE Board Quarterly Update as scheduled.

f. Directors

The Directors shall attend meetings of the Board and shall be responsible for the conduct of Association business presented to the Board.

Directors of the Board are elected for a three-year term.

All Directors of the Board shall constitute the Board Committee on Nominations, the committee that recommends candidates for the Nominating Committee (reference the Bylaws Article IX, Section 1).

The Director, Membership shall focus on the needs of the membership in general.

The Director, Programming shall focus on the association's education and networking programs.

The Director, Community Building shall focus on development and communications amongst the association's internal and external communities.

8. Specific Powers and Duties of Each Director Position

a. Director, Membership

To serve as a member of the Board.

To work with the ALISE Headquarters staff on membership initiatives approved by the Board, including:

- a. Provide leadership for membership initiatives identified in the ALISE Strategic Directions planning document.
- b. Plan and/or participate in special initiatives related to membership (such as membership surveys, revision of membership categories, etc.), under Board direction.
- c. Contact former members about rejoining ALISE.
- d. Contact new members of ALISE as part of the onboarding process
- e. Work with Headquarters staff to update and maintain database records for School Representatives, including contact information, date of appointment, and associated listserv, if applicable
- f. Work with Headquarters staff to update and maintain database records for Council of Deans, Directors, and Chairs, including contact information, date of appointment, and associated listserv, if applicable

To serve as a member of the Annual Conference Awards Committee (awards include the Doctoral Students to ALISE Grant and the ALISE Diversity Travel Award to the ALISE Annual Conference) (years 1-2), and chair (year 3).

To serve as member (years 1 and 2) and Chair (year 3) of the Board Committee on Nominations, the committee that recommends candidates for the Nominating Committee (reference the Bylaws Article IX, Section 1).

To work with the Headquarters staff to review contents of new member materials and onboarding communications.

To serve as Board liaison to Awards Committees, including the Service to ALISE Award, the ALISE Award for Professional Contribution to Library and Information Science (LIS) Education, the Norman Horrocks Leadership Award, the ALISE Excellence in Teaching Award, the Connie Van Fleet Award for Research Excellence in Public Library Services to Adults, and the Pratt/Severn Faculty Innovation Award.

To direct the work of the Membership Committee.

To orient the incoming Director, Membership.

To write and/or coordinate the ALISE Board Quarterly Update as scheduled.

b. Director, Community Building

To serve as a member of the Board.

Manage and moderate ALISE social media sites (e.g., Facebook, LinkedIn, Instagram) and listserv in partnership with ALISE staff

To send out the Call for SIG Programs for Annual Conference.

To coordinate with the Conference Co-chairs on the SIG programming.

To send out acceptance letters for SIG programs at the Annual Conference.

To serve as a member of the Annual Conference Awards Committee (awards include the Doctoral Students to ALISE Grant and the ALISE Diversity Travel Award to the ALISE Annual Conference) (years 1-2), and chair (year 3).

To serve as member (years 1 and 2) and Chair (year 3) of the Board Committee on Nominations, the committee that recommends candidates for the Nominating Committee (reference the Bylaws Article IX, Section 1).

To serve as a liaison to all SIGs, including meeting with all SIGs at the Annual Conference, assisting with the development of new SIGs, facilitating the disbandment of inactive SIGs, and enhancing the value of SIGs for members.

To serve as liaison to the ALISE/University of Washington Travel Grant committee.

Co-host, with the President, the Opening Night Event/First Timer's event, held in conjunction with the annual conference. Co-hosting includes planning, hosting, and conducting the meeting.

To serve as Board liaison to the editorial board of the *Journal for Education in Library and Information Science*.

To orient the work of the Community Building committee.

To orient the incoming Director, Community Building.

To write and/or coordinate the ALISE Board Quarterly Update as scheduled.

c. Director, Programming

To serve as a member of the Board.

To work with the ALISE staff on programming initiatives approved by the Board, including

- a. Education and networking opportunities to members and prospective members
- b. The ALISE Academy programs including:
 - a. Webinar Series
 - b. Emerging Scholars
 - c. Leadership Academy
 - d. Leadership Development Internship

To serve as a member of the Conference Program Planning Committee.

To serve as a member of the Annual Conference Awards Committee (awards include the Doctoral Students to ALISE Grant and the ALISE Diversity Travel Award to the ALISE Annual Conference) (years 1-2), and chair (year 3).

To serve as member (years 1 and 2) and Chair (year 3) of the Board Committee on Nominations, the committee that recommends candidates for the Nominating Committee (reference the Bylaws Article IX, Section 1).

To perform such duties as the President or the Board may assign.

To direct the work of the Programming Committee.

To orient the incoming Director, Programming.

To write and/or coordinate the ALISE Board Quarterly Update as scheduled.

d. Executive Director and Management

The Executive Director and Management Firm are responsible for providing the Association with control and continuity in the maintenance and disposition of all administrative records associated with ALISE and its management. Duties of the Executive Director may be delegated to other management firm staff. While primary responsibilities are addressed in this section, the current contract between the Association and the Management Firm is the authoritative document for negotiated duties and responsibilities.

The Management Firm serves as ALISE Headquarters.

Executive Director and Management Firm responsibilities are realized through performance of the following duties:

Administrative Support

Develop board agendas and meeting materials in cooperation with the ALISE president and other board members as determined by ALISE.

Handle all logistics for the board meetings.

Establish and maintain a web interface where all materials for the meetings will be available to Board members in a password-protected space one week before the meetings.

Revise the association calendar and task list with deadlines for the smooth management of association actions and projects.

Communicate with the ALISE president or other person designated by the Board on a regular basis.

Maintain up-to-date committee rosters.

Respond to members and other inquiries within two working days.

Manage ALISE financial accounts and coordinate timely tax filings with outside accountants.

Provide standard association services, including basic maintenance of the association's archives and other files, incidental correspondence services, computer services, incidental mailing and copy services (excludes direct costs for mailings and publications and copy services for the annual conference and membership recruitment), bulk mail permit, and maintenance of incorporation papers, and appropriate board and meeting insurance. ALISE will pay the direct costs for incorporation fees, taxes, bulk copy and printing services, insurance fees, and other costs specific to ALISE that are outside of the scope of routine support.

File annual reports with offices of the Secretary of State or Attorney General, as required.

Manage association communications and associated platforms/tools.

Conferences and Meetings

Coordinate aspects of the annual meeting and board meetings to include: contract negotiation, conference marketing, pre-registration, onsite conference management, placement services, registration, communications center, conference packets and programs, set-up and administration of hotel services, annual meeting reports, and assistance with conference program development.

Membership Maintenance and Development

Maintain an accurate and up-to-date electronic member database. ALISE will pay the direct costs associated with this database.

Provide membership lists and membership statistics upon request of the Membership Committee or Board of Directors.

Distribute and process membership renewal notices annually including electronic reminders.

Develop and/or enhance an ALISE membership recruitment and retention program in cooperation with the Board of Directors.

Maintain an electronic voting system for ALISE. ALISE will pay for the direct costs of the system.

Publications

Work with publications editors to distribute publications to the membership.

Research options for the production and distribution of publications.

Ensure that subscriptions are processed and fulfilled in a timely manner.

Website

Supervise the management and updating of the website.

Ensure prompt postings of web content submitted by members.

Follow accessibility standards for websites.

Any redesign or major projects will require a separate proposal and budget.

To fulfill these duties the Executive Director will serve as an *ex officio* member of the Association and of the Board of Directors. The Executive Director and Management Firm shall be reimbursed for necessary expenses incurred through attendance at meetings of the Association and of the Board of Directors and other travel deemed necessary by the Board.

D. Committees and Groups

1. Definitions

Committees of the Board are responsible for carrying out tasks assigned to them by the Board or for bringing recommendations to the Board. Members are appointed by the Board and may include non-members of the Board. The Executive Committee is authorized by Article III, Sec. 6 of the Bylaws. Other Board committees may be established by Board action.

Standing Committees of the Association are groups established by the By-Laws, e.g., Nominating, or by Board action to carry out activities that ensure the continuity of the Association itself or of major activities, such as publication of the journal, which the Association has authorized.

Special Committees of the Association are committees appointed by the Board of Directors as the need arises to carry out a specific task. When the area of concern is general and continuing in nature, rather than project-oriented, and where sufficient membership interest exists, the formation of a Special Interest Group rather than a Special Committee is appropriate.

a. Terms and Method of Appointment

- Each committee shall have specific terms of reference.
- Each committee shall have a specific charge, outlined in the PPM or as provided by the Board.
- Each committee shall have a specified number of members (see Sections iii and iv, below) plus the chair.
- Each committee member shall be appointed for two years, with staggered terms.

- Should an instance arise where a significant percentage of the committee members' terms are ending in a given year, thus creating an issue for business continuity or loss of institutional knowledge, term lengths may be adjusted from two years to one year for specific committee appointees to ensure a healthy balance.
- No appointment shall be for more than two consecutive terms, including as chair.
- Committee chairs shall normally be appointed from among the current committee members for continuity.
- Chairs of each committee shall be designated by the President-Elect of the Association.
- On the first appointment of any committee, the President-Elect shall designate the terms in such a way as to allow staggered terms to ensure the continuity of Association business. The terms of members shall normally end with the annual business meeting.

b. Calendar for Committee Appointments

By May 15: President-Elect and ALISE HQ issues call for volunteers.

By July 1: President-Elect submits proposed slate of Committee chairs to Board of Directors for approval and appointment.

By August 1: Committee appointments and committee charges for upcoming year completed by President-Elect. Submitted to ALISE HQ for posting to the website following the annual conference.

c. Committee Meetings

A **Leadership Orientation** is hosted by the Board of Directors in advance of or during the ALISE Annual Conference. Committee chairs are encouraged to invite their committee members to the orientation. Committee chairs and members will meet their board liaison and learn about policies and procedures. All former committee chairs are also invited to share knowledge they have gained during the last year.

Kickoff Committee Meetings: The week prior to, during, or within a week following the ALISE Annual Conference, the ALISE office shall designate time slot(s) for ALISE committee meetings. This is a time for committee chairs and members to meet, to review the minimum expectations for the committee, and to make plans for the coming year. Chairs are requested to notify headquarters if they plan to host a committee meeting during the designated time(s).

Ongoing Committee Meetings: Committees are encouraged to use a variety of media for ongoing discussion and committee work between annual conferences. Help to devise a plan for communications and committee work, contact the board liaison to the committee or ALISE headquarters.

d. Establishment and Discontinuance

Establishment: Standing and Special Committees of the Association and Committees of the Board may be established by the Board. These Committees shall be responsible to the Board, which will delegate such powers and functions to them as the Board finds desirable for the conduct of its business, and for carrying out the goals and objectives of the Association.

Discontinuance: The Board shall designate an expiration date for each *Special Committee* at the time it is approved.

Sunsetting Standing Committees

[Approved by the ALISE Board July 12, 2011]

A committee may be discontinued if:

- it has not submitted a report in two consecutive years

- a review of the committee determines its charge is no longer relevant

New committees may be established by the Board as the need arises. Such committees may address new areas of concern for the Association or cover areas formerly addressed by a committee that was sunset in the past.

e. Composition and Method of Appointment

Unless otherwise indicated, the size of Standing and Special Committees will be specified at the time of their creation. All members of the Association are eligible for committee appointments. The President-Elect shall appoint the members and designate the chair of all committees beginning their terms at the annual business meeting in which the President-Elect ascends to President. The President-elect does not appoint the Nominating Committee as this committee is appointed by a separate process. Standing Committee appointments shall normally be completed by August 1, or no fewer than 60 days prior to the date of the annual business meeting of the Association.

f. Vacancies

Persons appointed to fill unexpired terms shall ordinarily serve until the date of expiration of the original committee member. In the event of a vacancy, the President shall appoint a new chair or committee member for the remainder of the term.

g. Reports

Each committee shall submit a written report of its work for Board review. Official ALISE reporting forms for committees are accessible on the Association website.

Committee reports are due annually at the end of the program year:

- Due two weeks after the annual business meeting, the staff will notify the outgoing committee leaders of the deadline.

Committees requesting to meet with the Board must ask for agenda spaces from the President and plan to be represented at a Board meeting during the annual conference.

h. Expenses

Requests for special expenses that cannot be assumed by members' organizations are to be addressed to the President, with copies to the Executive Director. Such proposals should be submitted to the Board in time to be considered at a designated spring meeting. Any fees charged for Committee activities such as workshops or special programs should be based on actual expenditures. Any net revenue from such fees shall revert to the ALISE treasury and any losses shall be subsidized by ALISE.

Committees may, upon approval by the Board of Directors, seek outside funding for special projects or programs. Such proposals should be submitted to the Board in time to be considered at its regularly scheduled meeting in advance of the proposed date of submission of the request to the funding agency.

i. Discharge of Chairs and Committee Members

Failure to carry out duties as outlined in the *Procedures and Policies Manual* may result in the discharge of a committee chair or committee member by the President.

The Terms of Reference and Minimum Expectations for each standing committee are available on the Association website. Any chair or committee member who is unable or fails to participate in committee activities may be removed from a committee.

Procedure for discharge of chairs and committee members: President discharges chair or committee member and appoints a new member for the remainder of the term.

1. Standing Committees of the Board

a. Executive Committee

The composition and responsibilities of the Executive Committee are defined in the Bylaws.

The executive committee (EC) shall consist of the President, Past President, and President Elect, per the Bylaws, Article III, Section 6. EC members are board members with additional duties. As such, the responsibilities outlined here are in addition to all the duties, responsibilities and required qualifications outlined in the Bylaws.

The EC identifies and effectively addresses association matters brought before it by the members, board members, officers, the executive director, and others. Through active engagement and participation at EC meetings, board meetings, and association events, EC members work collaboratively with the EC, board of directors, association staff, committees, volunteers, and members to provide leadership to the board and the association.

The EC also provides recommendations to the board of directors on association policy, strategy and direction, and once approved, works within the parameters set by the board to assist with implementation and make timely decisions to ensure a nimble decision-making governance structure.

1) Essential Duties and Responsibilities

As an individual EC member:

- Prepare for, attend and actively participate in all EC meetings.
- Accept and dutifully fulfill the EC positions of or cover the responsibilities for President, President Elect, and Past President.
- Chair or participate on ad hoc task forces or committees as needed or as outlined within the Bylaws or the ALISE Procedures and Policy Manual.

In collaboration with the entire EC:

- Work with the Executive Director to establish and execute the association's annual plan within the board-approved budget and per the management calendar.
- Guide information flow to the board of directors and ensure proper data, research, and context are provided to the board to support its decision-making processes.
- Ensure strategy is in place to ensure the long-term vitality of the association.
- Provide timely solutions to address member concerns or matters of association policy.
- Provide ongoing advice, counsel, and direction to assist the Executive Director in the execution of their duties.
- Orient and mentor new board members.

2) Accreditation Committee

The Executive Committee composes the Accreditation Committee. The committee monitors accreditation trends, standards, policies, and practices that affect LIS programs and faculty. It identifies emerging issues, gathers member input, and recommends ways ALISE can support programs preparing for, responding to, or shaping accreditation processes.

The committee may develop resources, host discussions, collaborate with relevant accrediting and professional bodies, and provide reports or recommendations to the ALISE Board. The committee does not accredit programs or review individual programs for compliance. Its role is to support informed dialogue, member engagement, and advocacy on accreditation issues that affect LIS education.

3) Strategic Planning Committee

This is a committee of the whole Board, chaired by the President-Elect and charged with the development of the Association's five-year strategic plan, which includes goals, objectives, priorities statement, and long-range planning. The principal documents of the Board are to be prepared by no later than three months before the annual business meeting and made available at the Annual Conference of the year for which a new strategic plan is due. The last strategic plan was developed in 2020 through 2025.

1. Standing Committees of the Association

All members of ALISE standing committees shall be members in good standing of the organization.

a. Programming Committee

The committee is composed of a minimum of three members with rotating terms of two years each, including a chair and a vice-chair who will automatically become the new chair in the second year of service. The committee shall work closely with the board liaisons (Director, Programming) and with the Executive Director.

The Programming Committee plays an important role in ALISE's ongoing efforts to provide outstanding education and networking opportunities to members and prospective members of ALISE. This committee serves as the key contributors to capturing relevant speakers and content and overall professional development planning assistance for the association throughout the year. The committee strives to support the speaker selection and programming efforts as directed by the ALISE Executive Director. The committee develops and executes plans to accomplish the goals outlined in the ALISE Strategic Plan on matters related to programming.

This Committee is responsible for the following events:

- Webinar Series

In addition, the Committee may oversee the subcommittee work responsible for the following events:

- Emerging Educators
- Leadership Academy
- Webinar Series

Other education and networking events as designated by the Board of Directors

The Committee is not responsible for the programming for the annual conference, which is planned by the Conference Program Planning Committee.

b. Conference Program Planning Committee

This committee plans all aspects of the conference program, including the selection of speakers and other participants and reports at the conclusion of the program to the Board. Members of this Committee serve for one conference, with the term ending at the close of the annual conference for which they are responsible. Members of this Committee will include:

- Coordinating Chair(s) (2-3)
- Co-Chairs, Conference Juried Paper Proposals Committee
- Co-Chairs, Conference Juried Panel Proposal Committee
- Co-Chairs, ALISE Pre-Conference Workshop Committee
- Co-Chairs, Works-in-Progress Poster Session
- Co-chairs, ALISE Jean Tague-Sutcliffe Doctoral Poster Competition Committee, (co-chairs include one faculty member and the Doctoral SIG convener(s); if no Doctoral SIG convener has been elected by the SIG, a faculty member will be appointed as co-chair in their place))

- Co-Chairs, Conference Proceedings
- The President serves as liaison to the Board
- Meeting Planner and/or Executive Director (additional staff may be designated to participate on the committee)

c. Membership Committee

The committee is composed of a minimum of three members with rotating terms of two years each, including a chair and a vice-chair who will automatically become the new chair in the second year of service. The committee shall work closely with the board liaisons (Director, Membership) and with the Executive Director.

The committee is charged with welcoming new ALISE members, following up with lapsed members, oversight of ALISE ambassadors who assist with welcoming new members, and recruiting members. The committee shall develop and execute plans to accomplish the goals outlined in the ALISE Strategic Plan on matters related to membership.

d. Advancement Committee

The committee is composed of a minimum of three members with rotating terms of two years each, including a chair and a vice-chair who will automatically become the new chair in the second year of service. The committee shall work closely with the board liaisons (Immediate Past President) and with ALISE staff.

The committee shall identify strategies to build the ALISE endowment funds. In cooperation with the Executive Director, the committee shall develop plans to secure funding for awards and sponsorships. The committee shall also develop and execute plans to accomplish the goals outlined in the ALISE Strategic Plan on matters related to advancement.

e. Community Building Committee

The committee is composed of a minimum of three members with rotating terms of two years each, including a chair and a vice-chair who will automatically become the new chair in the second year of service. The committee shall work closely with the board liaisons (Director, Community Building) and with the Executive Director.

The committee shall liaise with all SIG conveners and oversee and manage SIGs. The committee ensures that each SIG has a convener and plans appropriately for the annual conference; responsible for developing new SIGs and/or disbanding inactive SIGs (both actions require board approval); and for enhancing the value of SIGs for members.

The committee shall support the Director, Community Building in the moderation of ALISE social media and ALISE.org groups and channels in partnership with ALISE staff. In addition, the committee shall develop and execute on plans to accomplish the goals outlined in the ALISE Strategic Plan on matters related to community building.

The Committee may oversee the subcommittee work responsible for the following events:

- Emerging Scholars
- Leadership Development Internship

f. Nominating Committee

The Board Committee on Nominations, composed of three members of the Board of Directors that are not officers, shall present to the Board for approval five candidates for election to the Nominating Committee by July 1 annually. One of the candidates will have been the chairperson of the Nominating Committee in the immediately preceding year. The Board Committee on Nominations will also designate the candidate to be chairperson of the

committee. Reference the Bylaws Article IX, Section 1 regarding the process. The Nominating Committee shall prepare a ballot of candidates for election by the membership to the Board of Directors.

4) Nominations and Elections

By December 1, the Nominating Committee issues an open call for nominations (self-nominations authorized) to the membership (via the management firm). Personal members interested in serving on the board are encouraged to respond. Nominations shall include the candidate's statement (vision for ALISE and why the individual is uniquely qualified to serve on the board), a biography, and a headshot. All responses to the call are due by December 15.

The committee reviews all nominations and selects two nominees (or one nominee if two suitable and willing candidates cannot be identified) for each open position to present to the Board of Directors by March 15 so that appropriate publicity may be prepared for the election. The submission to the Board of Directors shall include the nominees' written acceptance to stand for election, the candidate's statement, a biography, and a headshot (300 dpi minimum). The Nominating Committee shall also ask nominees to indicate any potential conflicts of interest, including service on governing boards. All responses will be included in the presentation to the Board of Directors.

The names of the nominees are distributed to the membership by April 15. Further nominations may be made by petition of 25 personal voting members. Petitions must be accompanied by written acceptance of the nominee, the candidate's statement, a biography, and a headshot, and filed with the ALISE Executive Director by May 15, so that all candidates' names may appear on the ballot.

Election ballots open online for electronic voting, June 1 to June 15. The ballots will include candidates nominated by petition with no distinction made among regular and petition nominees. Candidate statements, pictures, and biographical information for all nominees will accompany the ballots.

2. JELIS Editorial Board

Six members are appointed by the Editors for a three-year staggered term. The term of office begins immediately after the annual conference of the Association. The Director, Community Building serves as the liaison to the Board.

The responsibilities of the Editorial Board members are: 1) to provide advice to the Editor(s) on matters of content and editorial processes, including column editors, 2) to referee manuscripts, and 3) to assist in the solicitation of manuscripts. The annual meeting of the JELIS Editorial Board is held at the time of the ALISE annual conference. Scheduling is arranged through the Executive Director and/or the Conference Program Planning Committee.

3. Council of Deans, Directors and Program Chairs

[Reviewed and revised by ALISE Board of Directors, August 2026.]

a. Purpose

The Council of Deans, Directors, and Program Chairs (CDDC or the "Council") is the unit within ALISE that provides a forum for the exchange of information and communication among the chief executive officers of Institutional member schools and programs.

The Council serves in an advisory capacity to the ALISE Board of Directors by identifying issues of importance to institutional members, facilitating discussion among academic leaders, and developing recommendations that advance the mission and strategic goals of ALISE.

b. Organization

The Council operates under the authority of the ALISE Board of Directors and is accountable to the Board for activities undertaken on behalf of the Association. The Council may not represent ALISE to external organizations or individuals. They may only submit recommendations on positions, partnerships, initiatives, or official communications to the ALISE Board of Directors.

The Council shall meet during the annual meeting of the Association and may convene additional meetings on approval by the majority of Council members.

The Council shall elect two Co-Chairs, who are responsible for the administration of Council activities, preparation of meeting agendas, facilitating meetings, and communicating matters of concern to Council members and the ALISE Board of Directors. The ALISE President-Elect shall serve as the Board liaison to the Council.

The Co-Chairs shall serve a term of two years each. The terms shall be staggered so that a new co-chair is elected annually via a simple majority by the Council membership. A Call for Nominations and Self Nominations is issued by July 1. The ALISE Board of Directors shall approve the election ballot prior to distribution to eligible voters. Installment of newly elected co-chairs occurs at the Annual Business Meeting at the Annual Conference.

The ALISE Board of Directors may appoint committees to address matters of concern to the Council. Committees will report recommendations to Council for their approval. At the time a committee is established, its charge, membership, and expected duration shall be specified.

c. Reporting and Accountability

The Council shall provide written reports to the ALISE Board of Directors on a quarterly basis. Reports should summarize Council meetings, activities, emerging issues, recommendations, and any matters requiring Board consideration or action.

Recommendations of the Council are advisory in nature. Official positions, policies, public statements, partnerships, and actions undertaken on behalf of ALISE remain the responsibility and authority of the ALISE Board of Directors in accordance with the Association's governing documents.

4. Special Interest Groups

[Approved by the ALISE Board, September 2008]

a. Purpose

Special Interest Groups provide a vehicle for Association members to share ideas, plans, news, and opinions related to a particular area of interest. The groups are distinct from the usual committee structure in that participation is voluntary rather than appointive. Special Interest Groups can parallel Association Standing Committees, but the two serve distinct functions and should guard against confusing these functions. Members of Standing Committees are appointed and are charged with specific tasks. Special Interest Groups are encouraged to hold discussion meetings for the exchange of ideas.

b. Formation of Special Interest Groups

Members seeking to establish a new Special Interest Group may forward a petition to the ALISE Board for approval through the Director, Community Building. The petition must be endorsed by a minimum of 25 Association members representing at least four Institutional Member schools/programs and should define the area of interest to be considered by the group and explain the need for the group's establishment.

Following the first meeting of a new Special Interest Group as described above, a request for the continuance of the Group will be put to the ALISE Board for approval. The request should indicate interest of Association members

(attendance at the first meeting), and further define the scope of the Special Interest Group if any change is indicated from the original petition.

The ALISE Board also may create new Special Interest Groups when there is an indicated interest of membership for their creation. To determine interest areas of the membership the Board may query membership through a questionnaire or by other means.

c. Identification of Members of a Special Interest Group

Ongoing Special Interest Groups are listed annually on the membership application and members are requested to check the groups to which they have the greatest affinity. This designation of interest will not necessarily relate to actual attendance at Special Interest Group meetings. The ALISE online membership directory can be accessed via the ALISE website Members Only section to obtain lists of SIG memberships.

A list of individuals and their schools/programs attending a Special Interest Group meeting is compiled at the annual conference by the SIG convener.

These lists of individuals expressing interest in the Special Interest Groups are provided to the Director, Community Building.

d. Operational Procedures

At the annual Special Interest Group meeting a convener (or co-conveners) will be elected for each group from those attending the Special Interest Group meeting or by the Special Interest Group members in an online discussion.

The elected convener has the responsibility to plan the group's activities following annual conferences, and may plan other activities for the group. The convener has the responsibility to report to the Director, Community Building.

It is recommended that the convener appoint one member of the Special Interest Group to act as recorder for the meeting. A record should be maintained of elements of any discussion, activities, possible recommendations, and the election of the new convener(s). This information should be provided to the succeeding convener and to Board of Directors via submission of an annual report following the meeting at the annual conference. The Director, Community Building will review the reports and bring forth relevant items to the Board's attention. The report shall be submitted via the Association website. The staff will notify conveners of the deadline.

Since Special Interest Groups have been created to provide a forum for discussion, conveners in planning activities should give consideration to means of generating discussion within the area of interest, and where possible to ensure the involvement of the total group in discussion.

Special Interest Groups may make recommendations for action by the Association. However, the purpose of the groups is to permit and create discussion, and not necessarily to serve as "action" elements within the Association.

Should a Special Interest Group wish to make a recommendation for action that relates to the areas of responsibility of a Standing Committee, the recommendation should be directed to that committee. A recommendation can be forwarded directly to the Board for action. However, if the recommendation is considered to fall within the area of responsibility of a Standing Committee, the Board will seek the recommendation of that committee.

The convener of a Special Interest Group that is related to a Standing Committee will be invited to participate in the Standing Committee's activities.

Each annual meeting's program chair will allocate time on the program for the convening of Special Interest Groups. The various Special Interest Groups will normally meet simultaneously.

The incoming Special Interest Group conveners are encouraged to meet with the President, Director, Community Building, and Board members at each annual meeting to exchange ideas for continued effectiveness of the Special Interest Groups.

Any Association expenses related to the activities of a Special Interest Group must receive prior approval from the ALISE Board.

Requests for special expenses that cannot be assumed by members' organizations are to be addressed to the President, with copies to the Executive Director. Such proposals should be submitted to the Board in time to be considered at a designated spring meeting. Any fees charged for Special Interest Group activities such as workshops or special programs should be based on actual expenditures. Any profit from such fees shall revert to the ALISE treasury and any losses shall be subsidized by ALISE.

Special Interest Groups may, upon approval from the Board of Directors, seek outside funding for special projects or programs. Such proposals should be submitted to the Board in time to be considered at its regularly scheduled meeting in advance of the proposed date of submission of the request to the funding agency.

e. Special Interest Group Sessions at Annual Conference

Each SIG that wishes to contribute to the annual conference program must submit a program session proposal by the deadline. Proposal submissions are normally due March 15, with notification of acceptance May 15. Time slots for SIG sessions will be published in the conference program.

f. Mergers or Renaming

As disciplines evolve, Special Interest Groups may desire to merge. Should SIGs desire to merge, the conveners of the subject SIGs shall forward a petition to the ALISE Board for approval through the Director, Community Building. The petition must be endorsed by the SIG conveners involved in the potential merger and explain the need for the merger.

In similar fashion, should a Special Interest Group desire a name change, the conveners of the subject SIG shall forward a petition to the ALISE Board for approval through the Director, Community Building. The petition must include justification for the name change.

g. Dissolution

A Special Interest Group that is indicated on the annual membership application to be of concern to fewer than 25 members will be requested to justify its continuance to the Board. The Assistant/Associate Deans and Directors Special Interest Group is exempt from this policy.

Special Interest Groups may be dissolved by any of the following means:

- Special Interest Group may recommend to the ALISE Board that the group be dissolved.
- A Special Interest Group can dissolve itself by failing to have a group meeting for two successive annual meetings.
- On the recommendation of the Special Interest Group Director
- A Special Interest Group can be dissolved at the request of the convener
- A Special Interest Group can be dissolved if no convener can be found

h. Existing Groups

A list of the Special Interest Groups currently sponsored by the Association are available on the association website.

5. Association Affiliation and Representation

ALISE holds affiliations with several organizations consistent with the provision of Article XIII of the Bylaws. The Board authorizes affiliation with the liaison normally appointed by the President. Responsibilities, terms of appointment, and scope of authority of liaison are specified below.

A list of ALISE related organizations is available on the ALISE website.

In addition to the aforementioned affiliations, ALISE is an association member of the following organization(s):

a. American Library Association (ALA)

ALISE is an affiliate association member of ALA. The Executive Director serves as the official contact and consults with the Board on official matters that need attention. The delegate is normally the incumbent President, who is expected to attend the annual ALA conference, carrying out official duties as appropriate. If the President cannot attend the annual ALA conference, an alternate delegate can be authorized by the Board of Directors.

b. International Federation of Library Associations and Institutions (IFLA)

ALISE is an international association member of IFLA and a member of the U.S. delegation to IFLA, paying an appropriate share of the U.S. IFLA dues and other costs to support activities of the U.S. association members of IFLA. ALISE is entitled to one voting delegate (ALISE President). The Executive Director serves as the official contact and consults with the Board for voting and other official matters. The President or their designee may liaise with IFLA to communicate news or promotion of ALISE events, announcements, or news. The delegate is normally the President, who is expected to attend the annual IFLA conference, carrying out official duties as appropriate. If the President cannot attend the annual IFLA conference, an alternate delegate can be authorized by the Board of Directors.

ALISE membership in IFLA and a list of ALISE members serving on IFLA standing committees is posted to the ALISE website.

Upon request from organizations other than those with which ALISE has ongoing affiliation or association membership, ALISE may, by action of the ALISE Board, provide representation to an organization for mutually agreeable and specific purposes.

c. IFLA Standing Committee Nominations, Elections, and Appointments

IFLA generally opens their call for nominations for the following positions/bodies by March 1st in their designated election years (not an annual occurrence/process):

- President Elect
- Treasurer
- Governing Board
- Professional Council and Divisions
- Regional Council and Divisions
- Advisory Committees
- Professional Sections, SIGs, and Review Groups

The call for nominations generally closes mid-April. IFLA then proceeds to open voting for elected positions in late April and into early May. Appointed positions are generally confirmed June through August. All office-holders take their posts the day after IFLA's General Assembly.

Should ALISE decide to formally nominate individuals for available positions, the Board of Directors shall lead the process.

Once IFLA opens the nomination period, a notice will be sent by IFLA to ALISE's office (Executive Director). The notice provides information about each available position and the nomination criteria. The notice also includes links to the formal nomination forms and the nominee consent forms. Positions for which ALISE may nominate individuals will be outlined in this notice, including limitations on the number of individuals ALISE may nominate for any given position.

If an individual is interested in being nominated by ALISE to an IFLA position, the individual must submit a formal request via the ALISE website. The request must be accompanied by a statement describing how they demonstrate the skills and attributes required for the position (word count dictated by IFLA, refer to IFLA website).

Preference for nomination by ALISE is given to ALISE members. Individuals who are not members of ALISE may request nomination by ALISE with the referral or recommendation of that individual by an ALISE member.

The ALISE Board of Directors shall review all requests received by March 31st and select the nominees to be put forward by ALISE to IFLA by the mid-April deadline (deadline set by IFLA).

5) Guidelines for ALISE Liaison to Other Organizations

[Approved by Board of Directors April 1986; Revised November 2016]

Purpose

The purpose of ALISE representation to another organization is to provide an avenue of communication between ALISE and the organization and to enhance the ALISE presence in discussions of the organization that may in some way relate to or impact on areas of ALISE concern. Affiliates with another organization by appointment of an ALISE representative must be authorized by the ALISE Board.

Terms of Appointment

Appointment is made by the President and is subject to annual review by the President and the Board. Unless otherwise stated in the letter of appointment, the term of service shall begin at the close of the ALISE Annual conference.

Scope of Authority

ALISE liaisons are authorized to present ALISE positions as adopted by the Board and/or general membership of the Association, to offer opinions as to the potential receptivity of ALISE membership to suggested joint positions or projects, and to communicate relevant decisions of the ALISE Board to the other organization. The ALISE representative may not commit the Association to a position not previously considered by the Board or the general membership, agree to a joint project without Board authorization, or obligate the Association financially.

Responsibilities of Liaisons

- Attend appropriate meetings of both ALISE and the organization to which appointed a representative, whenever possible;
- Reflect ALISE viewpoints in discussion forums of the organization;
- Distribute ALISE literature at the meeting of the organization or on request from organization members;
- Report to the ALISE Board on activities of the organization that may affect ALISE policies or programs or that require the attention of the ALISE Board;
- Make timely reports to ALISE Board and membership of the activities of the representative, including written annual reports for distribution to the Board of Directors.

Responsibilities of ALISE to the Representative

- Provide official designation as the ALISE representative and communication of this appointment to the relevant organization (to be done by the President);
- Provide identifying ribbon tags or other appropriate insignia for representative use (available from ALISE headquarters);
- Provide ALISE literature for distribution at meetings of the organization and assistance as requested and financially feasible in providing ALISE displays for meeting exhibits-(available from ALISE headquarters);
- Provide financial support to the extent authorized by the Board, specified in the letter of appointment, and as defined in the annual budget.

6. ALISE Committee Representation on ALA Committees

The American Library Association (ALA) provides ALISE representation on two committees, the Committee on Education (COE) and the Committee on Accreditation (COA).

a. ALA Committee on Education (COE)

The [ALA COE](#) is categorized as a Committee of Council. Appointments to Committees of Council are made by the ALA president elect, who chairs and acts on the advice of the Committee on Committees. The COE has responsibility for developing and recommending the ALA's policies related to the full spectrum of education for all library and information studies personnel.

The ALISE representative on the COE is appointed for a two-year term. ALISE provides the ALA a nominee for the ALISE representative by March every two years (in even-numbered years, e.g. 2022, 2024, 2026, etc.). The representative's term commences July 1st of the even-numbered year.

1) Expectations for the ALISE representative on the COE:

- Responsible to the ALISE Board of Directors.
- Represents ALISE's interests on the COE.
- Submits written annual reports of their activities, including recommendations, to the ALISE Board of Directors per the timeline outlined for ALISE Committees within this document Attend COE meetings at the ALA conference (Annual Meeting and LibLearnX Meeting) at their own expense.

2) Qualifications:

- The ALISE representative to the COE must be an ALISE member.

3) Selection Process:

- Nominations (including self-nominations) will be requested from the ALISE membership in January/February of even-numbered years.
- The ALISE President reviews the nominations and selects the individual to put forward to ALA by the end of February.

b. ALA Committee on Accreditation (COA)

The [ALA COA](#) is categorized as a Committee of the Association. Appointments to committees of the association are made by the ALA president elect, who chairs and acts on the advice of the Committee on Appointments. The COA is responsible for the execution of the accreditation program of ALA, and to develop and formulate standards of education for library and information studies for the approval of council.

The COA is comprised of 12 members, one of which is the designated Dean/Director position, with a four-year, staggered term (non-renewable) made by the ALA appointing officer from a list of recommendations made by the ALISE Council of Deans, Directors, and Chairs.

ALISE provides the ALA a list of recommended nominees by March every four years (e.g. 2020, 2024, 2028, etc.). The representative's term commences July 1st of the appointment year.

1) Expectations for the ALISE representative on the COA:

- Responsible to the ALISE Board of Directors.
- Represent ALISE's interests on the COA.
- Submits written annual reports of their activities, including recommendations, to the ALISE Board of Directors per the timeline outlined for ALISE Committees within this document.
- Attend COA meetings at the ALA conference (Annual Meeting and LibLearnX Meeting) at their own expense. Also attend spring and fall meetings at ALA headquarters (Chicago, IL, USA). Travel expenses to the spring and fall meetings are covered by ALA.

2) Qualifications:

- The ALISE representative to the COA must be an ALISE member, both a personal and institutional member.
- Must be serving as a Dean, Director, or Chair position at a school of library and information science or iSchool at the time of appointment to COA.

3) Selection Process:

- Nominations (including self-nominations) will be requested at the ALISE Council of Deans, Directors, and Chairs meeting at (or in proximity to) the ALISE Annual Conference in the fall prior to the end of the four-year term of the current ALISE representative on COA.
- The ALISE Council of Deans, Directors, and Chairs will hold an election no later than January or February in the year that the four-year term of the current ALISE representative on COA ends.
- The ALISE Council of Deans, Directors, and Chairs will share the results of the election with the ALISE Board of Directors by the end of February.
- The ALISE President puts forward the recommendation to ALA by March.

E. Administration and Finance

1. Overview

The Executive Director and Treasurer shall be signatory to the ALISE bank accounts.

ALISE carries both general liability and directors and officers insurance. Event cancellation insurance is purchased for the annual conference.

The Executive Director drafts a budget for the upcoming year. The budget is reviewed by the Secretary-Treasurer, who presents the budget to the Board for review and adoption at a Fall Board meeting.

The Executive Director submits quarterly financial statements to the Board of Directors and an annual financial report to the members.

Income for the Association is derived from membership dues and other sources. The dues are posted on the ALISE website. Additional income is derived from: *Journal of Education for Library and Information Science (JELIS)*; royalties, sales of other publications; the annual conference; tax deductible donations from membership; webinars; and interest on the savings account and investments.

Since ALISE is designated as a non-profit educational association by the U.S. Internal Revenue Service 501 (c) (3), tax deductible donations may be made to the Association.

2. Travel Expense Reimbursement

Normally, the Association does not provide funds to support travel by its members. In instances where there is a direct need for the Association to be represented at a meeting or a conference, the request will originate in and be recommended by the appropriate unit (committee, SIG, liaisons, Board) and must be approved by the Board of Directors. Board members' reimbursements are described in sections C. Board of Directors and D. Committees and Groups.

The following guidelines have been established for reimbursement of travel expenses incurred in the performance of activities, on behalf of the Association for Library and Information Science Education:

Lodging - Lodging expense should not exceed the normal rate for a single room. It is expected prudent judgment will be exercised in the selection of accommodations. Some hotels and motels offer special faculty rates.

Meals - A daily allowance for three meals including tips will not exceed current IRS guidelines.

Travel - Commercial airline fares for tourist, coach, and economy are accepted. Advantage should be taken for round trip or excursion rates. Privately owned vehicle travel is reimbursable at the rates prescribed by IRS guidelines. However, if a privately-owned vehicle is used and the destination can be reached by common carrier, reimbursement will not exceed the common carrier fare.

Parking and Toll Charges - These are allowable travel expenses.

Taxi and Limousine Fares - These are reimbursable only when it is necessary to use such means of transportation.

Normally, reimbursement will not be provided for committee or other meetings held in conjunction with national professional conferences.

All expense account forms should be submitted to the Executive Director and must be accompanied by receipts, or explanation.

3. ALISE Annual Business Meeting

[Rules approved by membership March 21, 1983]

All Personal Members may participate in discussions at the business meeting. Nonmembers may speak by general consent of the members by majority vote of the members present.

Persons seeking recognition from the chair shall identify themselves for the record, giving their names, school/program or other affiliation, and whether they are members.

Only Personal Members may vote. In keeping with the Bylaws, on matters of policy that commit individual member schools/programs to any definite action, the vote shall be by institutional representatives only.

Debate shall be limited to five minutes for each speaker; no speaker may have the floor twice on the same question until all who wish to speak have spoken.

All main motions and amendments shall be written by the makers and submitted to the Secretary, so that they may be read or displayed to the membership.

Resolutions brought before the business meeting for action shall be limited to substantive matters relating to library and information science education and the information professions. Such resolutions shall state clearly the substantive positions or actions the Association would be taking upon their adoption. All such resolutions shall be presented to the President in advance of the business meeting so that the President can be prepared to rule on their relevance and can add them to the agenda and shall be available to the members in writing at the meeting.

At the beginning of the meeting the President will announce the agenda and rule on proposed additions. After the agenda has been adopted by the members present, it can be departed from only by general consent or by a two-thirds majority vote.

Aside from the rules, above, *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (latest revised edition) will govern the business meeting.

a. Parliamentary

The President will appoint a Parliamentary who will be responsible for advising the President at the Annual Conference on appropriate parliamentary procedure. The Parliamentary will be appointed from the pool of candidates approved by the Board of Directors. The Parliamentary will be familiar with the official parliamentary rules followed by the organization. A Parliamentary should be appointed in 2020 and every three years thereafter.

A vacancy in the position of parliamentary will be filled as follows. The President of ALISE will send notice of the upcoming Parliamentary position selection to all ALISE members at least six months prior to the annual conference. At a Spring meeting, the ALISE Board of Directors will review the applicants and recommend a candidate to the President. The term of the Parliamentary will be three years—year one as apprentice, years two and three as full Parliamentary. The third year of the Parliamentary's term will overlap with the first year of the subsequent appointee. The Parliamentary will use this overlap time to mentor the new appointee.

b. Resolution Procedures

Resolutions for consideration at the Annual Business Meeting must be submitted to the Executive Director for consideration by the Executive Committee 24 hours before the ALISE annual business meeting in accordance with the policies and procedures of the Association:

- Written copies of all resolutions must be given to the membership before they are to be presented to that body for action. To permit this, text must be submitted to the Executive Committee 24 hours in advance of presentation. A resolution that has fiscal implications must be submitted to the President as well as the Executive Committee 24 hours before it is to be voted on so that the Secretary-Treasurer can provide information on these fiscal implications.
- A resolution approved January 13, 1979, limits resolutions to statements on substantive matters relating to library and information science education and the information professions to be voted on by membership.
- The consideration of resolutions will be a standing agenda item at each Board meeting.

c. Honoring Deceased Colleagues

Deans, Directors, and Program Chairs of all Institutional member programs should notify as soon as possible the President and the Executive Headquarters about the death of any member of their current or past faculty.

At the annual business meeting the President should announce the names of those who have died during the previous year and ask for a moment of silence in their honor.

4. Use of Electronic Communication

The Association's email address is office@alise.org.

ALISE uses email and real time communication technologies for business conducted between and among Board members, staff, and individual members. Periodically, ALISE will post information about its conferences, newsletters, press releases, or other association-related business to other appropriate lists and to social media.

Procedures for electronic voting are dictated by the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

5. Archives and Records Management

The ALISE archives are maintained by the University of Illinois at Urbana-Champaign as part of the American Library Association archives. The full listing of the ALISE archives can be found at <https://archives.library.illinois.edu/alaarchon/?p=creators/creator&id=3892>.

Active ALISE records are maintained at the ALISE Headquarters.

The ALISE Archives and Records Management Policy is available upon request.

6. Document Retention and Destruction Policy

This Document Retention and Destruction Policy identifies the record retention responsibilities of volunteers and contractors for maintaining and documenting the storage and destruction of the ALISE documents and records.

a. Rules

ALISE volunteers and staff are required to honor these rules:

- paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative departments of the Management Firm or their equivalents;
- all other paper documents will be destroyed after three years;
- all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
- no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

b. Terms for Retention

Retain permanently:

- *Governance records* – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
- *Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits; includes Client tax records
- *Intellectual property records* – Copyright and trademark registrations and samples of protected works.
- *Client Contracts* – All client contracts, current and expired.
- *Financial records* – Audited financial statements, attorney contingent liability letters.
- *Procedures* – Company procedures
- *Client Historical/Memorabilia* – Newsletters, Annual Reports, Directories, Brochures, Event Notebooks, Membership files/records, Event/CME Program information, Ethics complaints

Retain for ten years:

- *Pension and benefit records* -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
- *Government relations records* – State and federal lobbying and political contribution reports and supporting records.

Retain for three years:

- *Employee/employment records* – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
- *Lease, insurance, and contract/license records* – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

c. Exceptions

Exceptions to these rules and terms for retention may be granted only by the ALISE Board of Directors.

7. Audit or Financial Review Policy

ALISE shall engage an external accounting firm to conduct either an audit or a financial review of the association's finances every three years after the initial date of December 31, 2019.

The ALISE Board of Directors may choose to engage an external accounting firm to conduct either an audit or a financial review on a more frequent basis.

The Secretary/Treasurer shall oversee the audit or financial review. The Executive Director shall engage with the external accounting firm throughout the course of conduct.

F. Communication and Publications

As provided in Article X of the Bylaws of the Association.

The Board of Directors is responsible for the publishing activity of the Association and has final approval of all publications issued. However, it is not responsible for statements or opinions advanced in the publications or meetings of the Association except those reflecting duly established policies of the Association.

The publishing activities of the Association include the publication of the journal, the annual statistical report, and any other publications as deemed necessary and advisable by the Board.

1. Journal of Education for Library and Information Science

a. Publication and Subscriptions

The official publication of the Association is the *Journal of Education for Library and Information Science [JELIS]*, which is published quarterly with issues dated January, April, July, and October. All subscriptions are maintained on a volume basis. The Journal began publication in 1960 under the title *Journal of Education for Librarianship*. In Spring 1983, the ALISE Board voted to change the title of the journal to *Journal of Education for Library and Information Science [JELIS]* beginning with volume 25. The subscription price is set by the Board of Directors and continues in effect until altered by the Board. All members of the Association receive *JELIS* as part of their membership.

A complete listing of the publications is maintained in the Executive Headquarters along with physical and/or electronic copies where feasible. The association headquarters maintains the subscription and membership mailing list for *JELIS*. All orders, invoices, and claims are handled in the Headquarters Office.

b. Manuscripts

Manuscripts for *JELIS* may be solicited or received unsolicited. Normally each manuscript is sent to at least two referees, who may be members of the *JELIS* Editorial Board or other experts chosen because of their special subject competence. The identity of the writer of the manuscript is not usually revealed to the referees although in some cases it will be obvious from the subject matter or its treatment. The Editor's role is to decide the disposition of the manuscript in light of the reader's comments. The Editor writes to the author giving the decision, quoting where necessary from the referees' comments but not disclosing their names. Guidelines for authors are available on the *JELIS* website.

c. Editor, Journal of Education for Library and Information Science

The Journal will have two co-editors. The Co-Editors are responsible for the journal and are appointed by the Board of Directors. The appointment is subject to annual review by the Board. The term of office for the Editor is normally three years.

1) Expectations and Responsibilities

- The Editors may attend meetings of the Board of Directors.
- The Editors present a report at the annual meeting of the Board of Directors.
- The Editors are
- The Editors should ensure that all publications conform to the journal's policies. Editors are required to uphold the standards outlined in the *JELIS* Code of Conduct, [Editorial Policies outlined by the publisher, University of Toronto Press](#), and adhere to [COPE Core Practices](#). These measures are designed to uphold ethical standards and promote integrity within the publishing process. (See *JELIS* Editor Code of Conduct).

2) Qualifications

Editors shall:

- Be personal members of ALISE in good standing
- Possess the professional qualifications and editorial experience identified by the Search Committee and approval by the Board of Directors
- If serving as Co-Editors, not be employed by the same institution

3) Term of Service

- Editors serve for three-year terms beginning January 1.
- An Editor completing a first term may be reappointed to one additional consecutive three-year term, subject to the Editor's interest in continuing and approval by the ALISE Board of Directors.
- Editors completing a second or subsequent consecutive term are eligible to apply for an additional term through the standard search process.
- Honoraria shall be paid upon delivery of each issue of *JELIS*. Payments will be issued quarterly within 30 days of publication by the publisher. The honoraria will be divided evenly between the parties serving as Editor-in-Chief.

4) Selection and Appointment

During the final year of an Editor's term, the Board of Directors shall determine whether the Editor wishes to continue serving.

If the Editor is completing a first term and wished to renew:

- The Board of Directors may approve the Editor's reappointment to a second consecutive term.

- A Search Committee is not required.

If the Editor is completing a second or subsequent consecutive term, or if a vacancy otherwise occurs

- By June 15th, during the last year of the current Editors' term, the ALISE President, President-Elect, and Immediate Past President appoint a Search Committee to bring recommendations to the Board for the appointment of the Editor-Designates.
- By July 15th, the Search Committee will issue a Call for Applications for JELIS Editors.
 - Sitting Editors may apply and shall be considered alongside all other applicants.
 - The Search Committee shall not recommend Co-Editors from within the same institution.
 - Applicants may indicate their willingness to collaborate with other candidates in their cover letter. However, the Search Committee will determine the team of Editors to recommend to the Board.
- By October 15th, the Search Committee shall submit its recommendations to the Board of Directors.
- By November 15th, the Board votes on the appointment of the JELIS Editors.
- By December 15th, newly appointed Editors shall sign an agreement with the Association.

d. JELIS Editor Code of Conduct

Editors should ensure that all publications conform to the journal's policies. Editors are required to uphold the standards outlined in the JELIS Editor Code of Conduct and adhere to COPE Core Practices. These measures are designed to uphold ethical standards and promote integrity within the publishing process.

1) Diversity, Equity, and Inclusion

The Editors shall nominate individuals to the JELIS Editorial Board who reflect diverse geographical locations, areas of expertise, and balanced perspectives, including a range of gender identities, racial/ethnic backgrounds, and other relevant groups.

When selecting peer reviewers, the Editors should strive to assemble individuals from a diverse pool to promote a balanced perspective, while ensuring that reviewers have appropriate and necessary subject knowledge and expertise.

2) Peer Review

To uphold the integrity of the published record, the Editors are entrusted with ensuring that all manuscripts undergo peer review by competent reviewers in relevant fields and/or with expertise in pertinent methodologies. Normally, each manuscript is sent to at least two referees, who may be members of the JELIS Editorial Board or other experts chosen because of their special subject competence. The Editors must guarantee the absence of conflicts of interest, such as recent collaborations with authors, among all peer reviewers, with particular attention paid to reviewers suggested by manuscript authors.

The identity of the writer of the manuscript is not usually revealed to the referees although in some cases it will be obvious from the subject matter or its treatment. The Editors' role is to decide the disposition of the manuscript considering the reader's comments. (See JELIS Reviewer Code of Conduct).

3) Publication Decisions

The Editors are responsible for deciding which of the papers submitted to the journal will be published. The Editors will evaluate manuscripts without regard to the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. The decision will be based on the paper's importance, originality and clarity, and the study's validity and its relevance to the journal's scope. Current US legal requirements regarding libel, copyright infringement, and plagiarism should also be considered.

The Editors are obligated to ensure prompt and professional correspondence with the author(s). The Editors write to the author giving the decision, quoting where necessary from the referees' comments but not disclosing their names. Guidelines for authors are available on the JELIS website. (See *Authors*, Journal of Education for Library and Information Science).

4) Confidentiality

The Editors and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding authors, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

5) Disclosure and Conflicts of Interest

Unpublished materials disclosed in a submitted paper will not be used by the editor or the members of the editorial board for their own research purposes without the authors' explicit written consent.

e. Editorial Board, Journal of Education for Library and Information Science

The Editorial Board consists of six to nine personal members of the Association appointed by the President, upon recommendation of the Editors, to serve three-year terms.

The annual meeting of the JELIS Editorial Board is held at the time of the ALISE annual conference. Scheduling is arranged through the Meeting Planner and/or Conference Program Planning Committee. A written report of the meeting is presented to the Board of Directors. Additional meetings of the JELIS Editorial Board may be organized as needed.

The members of the Editorial Board are selected and appointed based on geographical location and subject areas. Each member serves a three-year term, terms are staggered so that approximately one-third of the Editorial Board rotate off the Board with new members appointed to replace them each year. The term of office begins immediately after the annual conference of the Association.

1) Expectations and Responsibilities

The responsibilities of the Editorial Board members are: 1) to determine editorial policies of the Journal, 2) to participate in the manuscript refereeing process, and 3) to assist in the solicitation of manuscripts.

The Editorial Board is required to uphold the standards outlined in the JELIS Reviewer Code of Conduct and adhere to COPE Core Practices. These measures are designed to uphold ethical standards and promote integrity within the publishing process. (See JELIS Reviewer Code of Conduct).

2) Qualifications

- Must be a personal member of the Association in good standing.
- There shall not be more than 2 members of the Editorial Board from the same institution.
- Professional skills and experience identified by the Search Committee.

3) Selection and Appointment

- Members of the Editorial Board serve staggered 3-year terms. Terms are renewable.
- By May 15th: The Editors issue a Call for Volunteers
- By July 1st: The Editors submit a proposed slate of individuals for appointment to the Editorial Board to the ALISE Board of Directors.
- By August 1st: The ALISE Board of Directors votes to confirm the appointment of Editorial Board members and the slate is submitted to ALISE HQ for posting to the website following the annual conference.

4) Term of Service

- Members of the Editorial Board serve for three-year terms. Terms are renewable.
- The term of office begins immediately after the annual conference.

f. JELIS Reviewer Code of Conduct

The Editorial Board is required to uphold the standards outlined in the JELIS Reviewer Code of Conduct and adhere to COPE Core Practices. These measures are designed to uphold ethical standards and promote integrity within the publishing process. (See also Editor Code of Conduct).

Contribution to Editorial Decisions

The peer-reviewing process assists the editor and the editorial board in making editorial decisions and may also serve the authors in improving the paper.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript, or who knows that its prompt review will be impossible, should notify the Editors and withdraw from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by the editor.

Standards of Objectivity

Reviews should be conducted objectively. Personal criticism of the authors is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of Sources

Reviewers should identify cases in which relevant published work referred to in the paper has not been cited in the reference section. They should point out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify the Editors of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure of Conflict of Interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the papers.

g. Column Editors

In consultation with the members of the Editorial Board, the Editors may appoint column editors for *JELIS*, who serve at the pleasure of the Editors and tender their resignations when the Editors' term of office ends.

1) Expectations and Responsibilities

The responsibilities of column editors are: 1) to prepare a column in their assigned subject area for each issue of the journal, and 2) to participate in the manuscript refereeing process.

h. Authors, Journal of Education for Library and Information Science

Authors are expected to adhere to the Author's Code of Conduct. Additionally, Submission Guidelines for authors are available online (see [here](#)).

i. JELIS Author Policies and Code of Conduct

2) Reporting Standards

Authors of original research reports should present an accurate account of the work performed, as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

3) Data Access and Retention

Authors could be asked to provide the raw data of their study, together with the paper, for editorial review, and should be prepared to make the data publicly available, if practicable.

4) Originality, Plagiarism, and Acknowledgement of Sources

Authors will submit only entirely original works and will appropriately cite or quote the work and words of others. Publications that have been influential in determining the nature of the reported work should also be cited.

5) Multiple, Redundant, or Concurrent Publication

In general, papers describing essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal constitutes unethical publishing behavior and is unacceptable.

Manuscripts that have been published as copyrighted material elsewhere cannot be submitted. In addition, manuscripts under review by the journal should not be resubmitted to copyrighted publications. By submitting a manuscript, however, the authors retain the rights to the published material. In case of publication the authors permit the use of their work per the ALISE JELIS copyright agreement posted to www.alise.org/jelis-2.

6) Authorship of Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors.

The corresponding author ensures that only contributing co-authors are included in the author list. The corresponding author will also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.

7) Disclosure and Conflicts of Interest

All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

8) Fundamental Errors in Published Works

When authors discover a significant error or inaccuracy in their published work, they are obliged to promptly notify the journal editors or publisher and to cooperate with the editor to retract or correct the paper in form of an erratum.

9) Permissions to Reprint

Information about requests for permission to reprint individual articles from *JELIS* is available on the ALISE website.

10) Advertising Policy

The ALISE Board approves the use of advertising in official publications. Any advertising used will be for products or services directly related to LIS education and will have the approval of the Publications Committee. All advertising will be for a fee determined by the Executive Director and approved by the ALISE Board

j. Process for Filing a Complaint

The following procedure is aligned closely with [COPE Guidelines](#).

A complaint may be referred to ALISE by an author, reader, reviewer, Editor, or publisher. Complaints may be brought forward to the ALISE Office, JELIS Board Liaison (Director, Community Building), or ALISE President who will bring it to the attention of the ALISE Board of Directors. The JELIS Board Liaison will bring complaints against an author to the attention of the Editors.

When a complaint is referred to ALISE against an Editor:

1. The referrer submits a complaint to ALISE via online for or directly to office@alise.org.
2. ALISE will confirm:
 - a. the complaint is against an Editor, Editorial Board Member, reviewer, or author.
 - b. the complaint is within the remit of the Code set forth in the Policy and Procedures Manual of the Association.
 - c. the referrer wishes to remain anonymous.
3. The referrer is asked to provide evidence, with all relevant supporting documents.
4. The ALISE President, or other designated Board representative, informs the Editor in question that the complaint has been referred to ALISE.
5. Various potential scenarios may occur:
 - a. The Editor(s) refuse to cooperate, in which case, the ALISE Executive Committee will convene to determine a course of action to refer to the Board of Directors. This may include removal of the Editor(s).
 - b. The Editor(s) replies stating their case:
 - i. The ALISE Executive Committee decides that the journal has dealt with the complaint satisfactorily and advises the referrer and Editor(s) accordingly.
 - ii. The ALISE Executive Committee decides that there is a need for further investigation and advise the referrer and Editor(s) accordingly.
6. The ALISE Executive Committee is the body responsible for considering the complaint. Should any member of the Executive Committee belong to the same institution as the Editor in question, the Committee will appoint an appropriate alternate to assume these duties.
7. When the case comes to the ALISE Executive Committee, the Committee either:
 - a. dismisses it, and the referrer and Editor are so advised and given reasons.
 - b. reaches the view that a breach of the code has taken place. When the Executive Committee is of the view that a breach of the code has taken place, it reports to the ALISE Board of Directors and recommends a course of action.
8. The ALISE Board of Directors considers the recommendations by the Executive Committee. Once a course of action is approved, the ALISE President, or other designated Board representative, informs the referrer and the Editors. These recommendations may include:
 - a. that the Editor(s) apologize to the original complainant;
 - b. that the Editor(s) publish a statement from ALISE in JELIS;
 - c. that the journal improves its processes;
 - d. that the Editor resign from JELIS; or
 - e. any other action which the ALISE Board of Directors feels is appropriate given the circumstances of the case.

Appeals against an ALISE recommendation may be made to the ALISE Executive Director.

2. Library and Information Science Education Statistical Report

The ALISE Statistical Report and Database is a compilation and analysis of statistical data and information about graduate library and information science education programs in ALISE Institutional members. The annual report is available on the web for ALISE members only and available to non-members for purchase.

a. Directory of Members

Each personal and institutional member has access to the online directories by logging in as an ALISE member. Please go to the Members-Only page to access the directories.

3. Special Publications

From time to time as the occasion may warrant, the Board of Directors may approve the publication of items not covered above. All publications of the Association developed for sale or wide distribution beyond the membership should go through the scrutiny of the Board of Directors for content. In all cases a complete text of the material to be published and statement of costs to be incurred should accompany these requests for publication. These should be submitted to the Board of Directors a minimum of two weeks prior to the Board meeting at which approval will be sought.

b. Position Papers and Policy Statements

Position papers and policy statements adopted by the Board of Directors and approved by the membership of the Association are available on the ALISE website.

c. Letters of Support for Grants

Requests for letters of support from ALISE may be submitted to the Board of Directors for consideration. Submit the request to office@alise.org.

d. Publications of Special Interest Groups and ALISE Committees

Approval for the separate publication of any items by ALISE Special Interest Groups and committees must be obtained from the ALISE Board of Directors prior to publication.

One copy of each publication issued by Special Interest Groups and committees should be distributed to the President and the Executive Director at the time it is given general distribution.

G. Annual Conference

1. Overview

Conferences are held annually. Other special membership meetings or conferences may be called when deemed necessary.

The conference venue is generally selected from a list of prospective hotels in candidate cities determined by the Board of Directors.

The President-Elect appoints a Conference Program Planning Committee each year. The committee arranges for the various sessions of the conference and secures speakers necessary to the program.

Conference fees are set each year by the Board of Directors to cover all conference expenses including office overhead costs.

Administrative support for the conference is normally provided by headquarters staff. The Executive Director supervises registration at the conferences and assists with the mechanics of the conferences. Conferences should be financially self-supporting. All conference registration fees are deposited to the ALISE account. The ALISE association staff are responsible on behalf of the Association for payment of all expenses incurred at the conference.

Additional personnel to staff conference registration may be secured from a nearby member school/program by the Conference Program Planning Committee and by Doctoral Students to ALISE.

Aside from the formal program, doctoral students and other faculty are given an opportunity for informal job interviews for teaching positions during the conference. A call for resumes is made at least two months before the annual conference and a portal is maintained where resumes and job openings are posted on behalf of members and member schools. Non-members may participate in the placement service for a fee. A portal is maintained year-round where adjunct faculty may post their resumes. All placement activity is coordinated by the ALISE staff.

The President hosts a reception for Past Presidents of ALISE. The one-hour reception is usually held in the Presidential Suite. The President sends personal invitations to all known living Past Presidents. Past Presidents not likely to be in attendance may be invited to send news of their activities to be shared with those attending. No formal business should be conducted during the reception that is held at a no-conflict time on the conference program. No guests are permitted at the reception other than the Executive Director and any former Executive Directors or Executive Secretaries.

ALISE encourages other groups to hold meetings in conjunction with its annual conference and will list them in the program with an indication of whether they are open or closed.

2. Conference Budget Guidelines

Normally, the Association does not pay honoraria or expenses to conference speakers, press, or representatives from other associations who are members or are eligible for membership in the Association because it considers this contribution similar to service to ALISE.

Normally, the Association does not pay honoraria or expenses to speakers at meetings of Special Interest Groups and committees. If speakers must be paid in unusual circumstances, they should be used during general sessions that are of broad interest to the delegates attending.

Presenters at panel, paper, and special interest group programs are normally asked to arrange for their own laptop computer. The Association normally provides a projector and screen if needed. Virtual or hybrid presentation is not supported by the Association. This means no additional audiovisual or staff services will be provided. If a presenter opts to present virtually, quality of their presentation, including audience participation, may be impacted and is not the responsibility of the Association.

Registration fees are set on the basis of specified membership categories.

The President and Executive Director will determine the electronic and other mailing lists to which the conference mailing will be sent beyond ALISE members.

Requests for exceptions to these guidelines should be submitted to the Board of Directors for consideration at a Board meeting.

The President, President-Elect, Executive Director, and the Conference Program Planning Committee Chair(s) are responsible for implementing the conference budget.

a. Policy on Externally Sponsored Receptions and Exhibits

Any outside organization or individual wishing to sponsor a social event as part of an ALISE function should contact the ALISE Meeting Planner and Executive Director.

3. Timetable

The Association Calendar and the Conference Planning Manual should be consulted for details on tasks and due dates related to planning the annual conference.

4. Publications

[Revised 2025]

In 2023, ALISE began to publish electronic proceedings with the Illinois Open Publishing Network (IOPN) at the University of Illinois (<https://iopn.library.illinois.edu/>).

Juried paper proposals accepted for presentation at the conference, which are developed into full papers, are eligible for consideration for the Journal of Education for Library and Information Science (JELIS) “best papers” conference issue. Deadline for submission of full papers for possible publication in JELIS is normally two months after the conference. Submissions should be made to the editor(s) of JELIS.

H. Awards and Honors

1. Overview

ALISE will annually make awards in the following categories, pending funding availability:

- Service to ALISE Award
- ALISE Professional Contribution to Library and Information Science Education
- ALISE Award for Teaching Excellence in the Field of Library and Information Science Education – Senior Faculty
- ALISE Award for Teaching Excellence in the Field of Library and Information Science Education – Early Career
- ALISE/Pratt-Severn Award for Faculty Innovation
- ALISE/Norman Horrocks Leadership Award
- ALISE Leadership Development Grant
- ALISE Youth services Graduate Student Travel Award
- ALISE/Jean Tague Sutcliffe Doctoral Student Research Poster Competition
- ALISE/Connie Van Fleet Award for Research Excellence in Public Library Services to Adults
- ALISE Diversity Travel Award to the ALISE Annual Conference
- ALISE Community conn@CT Mini-Grants

Committees charged with oversight for each of the named awards have responsibility for establishing procedures to develop specific criteria for these awards, obtain nominations and letters of recommendation, and selecting the award recipients for presentation at the ALISE annual conference each year. Recommended weighting criteria for ALISE awards are available on the ALISE website.

The awards need not be given each year. For the awards designated above by the asterisk, credible, unsuccessful nomination packages will be retained and considered in the following year. The Committee Chair will notify the Board of Directors and headquarters of the winner. Following award winner notification by the Committee Chair, headquarters creates and distributes the press release and posts the names of the winners on the ALISE website. Recipients of the awards will receive a certificate and will be honored by a presentation of the award plaque at the

annual conference that will include a brief citation of the recipient's activities that are being recognized by the award.

2. Creation and Removal of Awards, Honors, and Grants

The Board of Directors holds the power to create or remove awards, honors, and grants.

b. New Awards, Honors, and Grants

Proposals for new awards, honors, and grants for ALISE's awards program, may be submitted by ALISE Personal Members to the Board of Directors for consideration. The proposals shall include the following elements:

- Justification for the proposal and how the award addresses a specific need of ALISE or fulfills elements of the association's strategic plan.
- Description of the proposed award.
- Award criteria (who is eligible for the award).
- Evaluation criteria for the award (how will submissions for the award be evaluated or considered).
- Nomination or application requirements (what materials or information is required to apply for the award).

The proposal shall be submitted to the Board of Directors for consideration via the Executive Director. Should a new award, competition, or grant be approved as part of ALISE's awards program, the Board of Directors shall determine the appropriate mechanism for oversight of the award, which may include creation of a new committee.

c. Removal or Termination of Awards, Honors, and Grants

The Board of Directors may determine an award or honor no longer meets the needs of the association, its membership, or the profession and take action to remove or terminate the award or honor from ALISE's portfolio.

3. ALISE Awards

a. Service to ALISE Award

1) Description

The Service to ALISE Award is given to an ALISE member for regular and sustained service to ALISE through the holding of various offices and positions within the organization or fulfilling specific responsibilities for the organization.

2) Award criteria

- Candidate must be a member of ALISE
- Participation in activities that have enhanced the stature, reputation, and overall strength of ALISE
- Representation of ALISE to other appropriate organizations, institutions, or governmental agencies
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Nomination Requirements

- A nomination letter (electronically or in hard copy) describing the ways in which the nominee fulfills the criteria above
- Appropriate supporting documentation, e.g., letters of support that address the criteria listed above; evidence that demonstrates how the nominee meets the criteria, such as a CV of the nominee or a description of their appropriate activities and contributions.
- The Committee may solicit more information, if necessary.

4) Committee Membership

- The Committee consists of five ALISE members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years and may be appointed to serve a second consecutive two-year term.
- The Chair is selected by the President-Elect, and holds this position for a year, and may be appointed for a second consecutive one-year term.
- The Committee reports to the Director, Membership.

b. ALISE Award for Professional Contribution to Library and Information Science Education

1) Description

Awarded to an ALISE member for regular and sustained service that promotes and strengthens the broad areas of library and information science education through the holding of appropriate offices and positions within the profession.

2) Award Criteria

- Candidate must be a member of ALISE
- Contributions that promote and enhance the status of library/information science education
- Candidate may come from a variety of offices and positions within the profession, including but not limited to adjunct faculty, assistant professors, associate professors, and professors.
- Evidence of leadership and initiative in dealing with issues related to library/information science education
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Nomination Requirements

- A nomination letter (in digital form) describing the ways in which the nominee fulfills the criteria as advertised
- Appropriate supporting documentation, e.g., letters of recommendation and/or names of references which address the criteria listed above and provide such evidence, a resume of the nominee or a description of their appropriate activities and contributions
- The Committee may solicit more information, if necessary

4) Committee Membership

- The Committee consists of five ALISE members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years and may be appointed to serve a second consecutive two-year term.
- The Chair is selected by the President-Elect, and holds this position for a year, and may be appointed for a second consecutive one-year term.
- The Committee reports to the Director, Membership.

c. ALISE Excellence in Teaching Award

1) Description

The ALISE Excellence in Teaching Award recognizes excellence in educating the next generation of library and information professionals. In 2023, this award became eligible to Early Career and Senior Faculty, now offering two awards each year.

2) Award Criteria

- Illustrates student-centered thinking in all aspects of teaching

- Contributions to curriculum design which demonstrate subject expertise and the ability to integrate new developments in library and information science
- Has track record as a career builder: is a mentor and recognizes relationships with students can be career-long
- Communicates the core principles of the library and information profession, such as intellectual freedom, privacy, and a belief in the value of libraries and information work
- Effectively integrates theory, practice, research, and innovative teaching methods, infusing teaching with real-life library and information practice
- Is forward thinking: keeps up with cutting-edge issues in the profession and in teaching, including those dealing with technology and its uses in the library field.
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Eligibility

Senior Faculty: Anyone who has taught a course at an ALISE-member program or at an ALA-accredited master's program on a full-time or part-time basis for six years or longer at the time of nomination.

Early Career Faculty: Anyone who has taught a course at an ALISE-member program or at an ALA-accredited master's program on a full-time or part-time basis within five years or less at the time of nomination.

4) Nominations requirements

- A nomination letter from a colleague or supervisor
- A teaching statement of no more than one page
- The nominee's CV, with teaching an curriculum development work highlighted in yellow for visibility
- Up to two supporting letters from students. Students must have taken a class from the nominee within the past two years.

5) Award

Complimentary annual ALISE membership and registration to the ALISE annual conference.

6) Winner responsibilities

Each award winner is expected to participate in an ALISE presentation, a webinar, and service on the following year's Award Committee. The winner will be asked to present on cutting edge issues in library education at the ALISE conference as part of the award.

7) Committee Membership

- The Committee consists of five ALISE members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years, and may be appointed to serve a second consecutive two-year term.
- The Chair is selected by the President-Elect, and holds this position for a year, and may be appointed for a second consecutive one-year term.
- The Committee reports to the Director, Membership.

d. ALISE/Pratt-Severn Faculty Innovation Award

1) Description

Established in 1996, this award has been sponsored by Pratt Institute, School of Information and Library Science, on behalf of the late David Severn, a 1968 Pratt alumnus. The award is designed to identify innovation by full-time faculty members, or a group of full-time faculty members, in incorporating evolving information technologies in the curricula of accredited master's degree programs in library and information studies.

2) Award Criteria

- Any full-time faculty member, or group of full-time faculty members, in a master's degree-granting institution of library and information studies can be nominated for this award.
- Any eligible faculty member, or group of full-time members, may nominate themselves for this award.
- Part-time faculty members are not eligible for this award.
- Entire departments of library and information studies are also not eligible for the award, a smaller group of faculty members must be selected.
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Evaluation

Selection shall be made by the Committee. The ALISE President, the winning faculty member, the Chair of the ALISE Awards and Honors Committee, and the Dean of Pratt Institute, School of Information and Library Science shall be notified by 60 days before the start of the ALISE annual meeting. Each nomination will be reviewed for its eligibility and assessed using the following criteria to assure that it is the work of an eligible faculty member and will be appraised with respect to:

- Significance and innovative use of evolving technology
- Originality of concept
- Extent of impact on curricula, the University, and/or Society
- Transferability to programs at other institutions
- Collaborative technological approaches with other University units
- Daring, creative uses of emerging technologies for achieving student learning outcomes
- Emphasis on ethical and critical use of technology for social impact

4) Nomination Requirements

- A nomination letter (electronically or in hard copy) stating the name(s), address, and academic affiliation(s), and that the nomination is being submitted for the Pratt-Severn Faculty Award.
- A nomination text of not more than 10 pages double-spaced (approximately 2,500 words) explaining what activities the nominee(s) performed that the submitter feels to be innovative in incorporating evolving information technologies in the curricula of accredited master's degree programs in library and information studies. Include appropriate supporting documentation and up to two letters of endorsement. Text may be uploaded as a PDF.
- The Committee may solicit more information, if necessary.

5) Committee Membership

- The Committee consists of five ALISE members, one of whom serves as Chair and one of whom is a Pratt Institute representative.
- Members are selected by the President-Elect and serve for two years, and may be appointed to serve a second consecutive two-year term.
- The Chair is selected by the President-Elect, and holds this position for one year, and may be appointed for a second consecutive one-year term.
- The Committee reports to the Director, Membership.

e. Norman Horrocks Leadership Award

1) Description

First awarded in 2009, the \$500 cash award recognizes a new ALISE member who has demonstrated outstanding leadership qualities in professional ALISE activities. This award addresses a number of concerns relevant to the

Association, including:

- The need to attract new members and retain their membership as a lifelong commitment.
- The need to develop and recognize those new members with outstanding leadership qualities as future leaders of ALISE at the highest levels.
- The need to recognize newer members for service to the organization rather than limiting recognition to academic achievements.

2) Award Criteria

- This award is open to any ALISE member who has been a member for no more than seven years (including years as a student member, if applicable), at the time the award is given. An individual may only receive this award once.
- The winner is selected based on demonstrated outstanding leadership qualities in professional ALISE activities (e.g., participation in SIG activities; organization of ALISE conference events; service on ALISE committees; recruitment or retention of other new ALISE members; etc.).
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Nomination Requirements

- A letter of nomination (no more than one page, single-spaced), describing the ways in which the nominee has demonstrated outstanding leadership qualities in professional ALISE activities (e.g., participation in SIG activities; organization of ALISE conference events; service on ALISE committees; recruitment or retention of other new ALISE members; etc.)
- The date that the nominee first joined ALISE
- Supporting documentation, including the nominee's CV and letters of support that address the criteria listed above.

4) Award

A \$500 award is supported by the ALISE Endowment Fund.

5) Committee Membership

- The Committee consists of five ALISE Members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years, and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed for a second consecutive one-year term.
- The Committee reports to the Director, Membership.

f. ALISE / Connie Van Fleet Award for Research Excellence in Public Library Services to Adults

1) Description

This award was created in memory of Connie Van Fleet, in recognition of her life's work. The ALISE/Connie Van Fleet Award for Research Excellence in Public Library Services to Adults fulfills the mission of ALISE in one of the Association's key intellectual domains by recognizing LIS research concerning services to adults in public libraries. This award is supported by the ALISE Endowment Fund.

2) Award Criteria

- Recognizes an individual or a research team (not organizations) for outstanding research contribution in the field of public library services to adults broadly defined to include reference services; literacy;

cultural programming; readers' advisory; genre fiction; services to special adult populations such as people with disabilities, minority groups, and older adults; and related areas

- Adults are defined as persons aged 18 and above
- The award is intended to be for achievements that have significant impact in the field and is based on recent and/or previous research for which contributions have recently been recognized
- Persons must be members of ALISE to be eligible
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Nomination Requirements

Proposals will be judged on the following criteria:

- Appropriateness to the purpose and eligibility of the award
- Completeness of the application
- Significance of the research
- Originality of the research
- Impact (potential or actual) on research or practice
- Quality of research design
- Research track record of nominee
- Strength of letters of support

4) Award

A \$200 award is supported by the ALISE Endowment Fund.

5) Committee Membership

- The Committee consists of five ALISE Members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years, and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed to serve a second consecutive one-year term.
- The Committee reports to the Director, Membership.

4. Conference Grants

a. ALISE Community conn@CT Mini-Grants

1) Description

The ALISE Community conn@CT began as a space at the 2015 ALISE Conference and centennial celebration, for ALISE members to connect with social justice organizations and each other to create and innovate solutions to advance their mission. A competitive mini-grant program was designed to advance the ALISE Community conn@CT initiative. The ALISE Community conn@CT mini-grants support ALISE members to address a library and information need of a social justice organization through community engagement (in a collaborative manner).

2) Award criteria

The ALISE Community conn@CT Mini-grants provide funding to support ALISE members to connect with social justice organizations and each other to create and innovate information solutions to advance their mission or address an information need. The solution may be in the form of LIS research, teaching and/or practice. The criteria used in selecting mini-grant winners are:

1. Relevance of project to mini-grant program

2. Scope or extent of community engagement
3. Significance of project to an organization or organizations doing social justice work
4. Impact on practice, teaching, and/or research
5. Potential for serving as a model for progressive community action in LIS

The candidate(s) may not be a current member of the committee, nor may a current committee member nominate a candidate for the mini-grants.

3) Nomination Requirements

Each application should be submitted as a PDF with the following information:

- Applicant(s), including name(s), title(s), affiliation(s), email(s), and phone number(s)
- Project narrative (no more than two double-spaced pages):
 - Social justice topic(s), objective(s), steps to be taken, implications, and project impact
- Brief summary of how award will be used (no more than one double-spaced page)
- Social justice organization collaboration letter

4) Winner Requirements

Mini-grant recipients are expected to present their project at a webinar and submit a final report. They are encouraged to attend the upcoming ALISE annual conference to receive the award and present their project in a poster presentation at next year's ALISE annual conference. All costs of conference registration and travel will be the responsibility of the grant recipients.

5) Award

A \$750 award is supported by the ALISE Endowment Fund.

6) Committee Membership

- The Committee consists of five ALISE members one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years, and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed to serve a second consecutive one-year term.
- The committee reports to the Director, Membership.

b. ALISE Diversity Travel Award to the ALISE Annual Conference

1) Description

This conference travel grant aims to increase diversity in LIS education/research, and was awarded for the first time at the 2015 ALISE Annual Conference. It provides the opportunity to an individual who wishes to address issues of diversity through doctoral study or teaching as adjuncts to gain exposure to and network with LIS educators, scholars and doctoral students. The award continues ALISE's commitment to diversity, following its adoption of the ALISE Diversity Statement at the 2013 ALISE Annual Conference.

2) Award Criteria

- The award is open to underrepresented LIS professionals and students whose experiences, research interests, and professional goals align with ALISE's diversity principles (see ALISE Diversity Statement).
- Preference will be given to applicants who are not doctoral LIS students nor hold an LIS PhD.
- Recipient cannot receive both ALA Spectrum Scholarship and this award.
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Winner Responsibilities

- Assists and attends the Equity and Social Justice SIG panel session and SIG business meeting.
- Commits to an additional 5 hours of ALISE activities which may include: Assisting with conference registration (as schedules permit); assisting with major sessions; assisting with business meeting, attending a board meeting, etc.
- Is highly encouraged to participate in the ALISE Work In-Progress Poster Session.
- Engages with an assigned conference buddy during the conference.
- Writes a 750-word article about their conference experiences for use by ALISE.

4) Committee Membership

- The Committee consists of three ALISE Members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed for a second consecutive one-year term.
- The Committee reports to the Director, Community Building.

c. ALISE Youth Services Graduate Student Travel Award

1) Description

This award supports costs associated with participation in the ALISE Annual Conference.

2) Award Criteria

- This award is open to students currently enrolled (at the time of the ALISE conference) in an LIS graduate program (including both doctoral and master's studies) with a concentration in youth services, broadly defined to include materials and library/information services for children and young adults in both everyday life and library settings
- Applicants must be members of ALISE
- Applicants must be members of the Youth Services SIG
- Applicants must be actively participating in the ALISE conference (e.g., presenting a poster or a paper, serving as a member of a panel, interviewing for a faculty position)
- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award

3) Nomination Requirements

Interested graduate students should submit an application that must include:

- A letter (no more than one page, single-spaced) describing the individual's interest and work in the youth services area
- Evidence of participation (or submission to participate) in the upcoming conference (e.g., poster/paper/panel acceptance/application)
- Resume/CV

4) Award

A \$750 award is supported by the ALISE Endowment Fund.

5) Committee Membership

- Applications will be adjudicated by a panel consisting of three members of the Youth Services SIG.
- Committee members are selected and coordinated by the current year's SIG chair(s).

- The Committee reports to the Director, Community Building.

d. ALISE Leadership Development Grant (FKA Doctoral Students to ALISE)

1) Description

The ALISE Leadership Development Grant and Intern Program is designed to identify individuals with the significant potential to provide future leadership for ALISE and in the broader field of library and information science. The program is open to current graduate students, postdocs, and early career professionals up to third year post-degree. Introduced in 2024, the application process places a heavy emphasis on past and current leadership experiences with a specific focus on personal goals for growth within ALISE and the professional field.

This award is supported by institutional sponsorship.

2) Award Criteria

- Applicants must be members of ALISE
- Evidence of existing leadership or activity within ALISE (SIGs, committees, events, awards, publications, other service activities)
- Future goals or planned activities in LIS or related fields align with leadership development
- Evidence of existing leadership or activity in LIS or related fields outside of ALISE
- Applicant articulates goals for internship experience
- Applicant articulates goals for future leadership within ALISE
- Applicant articulates goals for diversity leadership
- Applicant demonstrates professionalism
- Letter of Support
- Resume/CV

3) Winner Responsibilities

Interns will be expected attend the annual conference and participate fully in a coordinated program of activities, including leadership development sessions, exclusive events with leaders from the association and the field, and selected association governance events. In addition, interns will perform hands-on tasks, assisting association leadership during the first timer's session, general sessions, and the membership business meeting that provide a behind-the-scenes view of conference and association operations.

The selected intern class will work together on a group project to be presented at the following Annual Conference. The intern class project should be designed upon the premise of addressing an organizational need within the association.

Outside of the conference, interns will participate in the ALISE Emerging Scholars Program and be paired with a mentor.

4) Award

Complimentary registration to the ALISE annual conference, hotel lodging, and a cash award of \$1,500 is supported by institutional sponsorship.

5) Committee Membership

The Selection Committee is composed of the three Board of Directors At-Large who are not ALISE officers, chaired by the third-year Director.

5. Research Competitions

a. ALISE Research Grant Competition

1) Description

The Research Grant Program Competition awards one or more grants totaling up to \$5,000 to support research broadly related to education for library and information science. The Research Grant Award cannot be used to support a doctoral dissertation.

2) Award Criteria

- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award.
- At least one applicant in a group submitting a proposal must be a personal member of ALISE as of the deadline date.
- The proposals will be judged by the ALISE Research Grant Committee with the assistance of additional ALISE members in those cases where the methodology warrants. The proposals will be judged on:
 - Appropriateness of the proposed project to issues in library and information science education in its broadest context
 - Significance of the problem
 - Design of the study
 - The investigator's qualifications: how likely they are to be successful, based on previous work and/or possession of the requisite skills
 - The appropriateness of the schedule and the likelihood that the work will be accomplished on time
 - Completeness of the application

The committee reserves the right to select no winning proposal if in its judgement none of the proposals is considered satisfactory.

3) Submission Requirements

Proposals may not exceed 20 double-spaced pages (approximately 5,000 words), excluding CVs. If necessary, supporting information may be included in an appendix. Proposals must include the following information to be considered in the competition:

- Abstract of the project (not longer than 200 words)
- Problem statement and literature review, including justification and need for the research
- Project objectives
- Project description
- Research design, methodology, and analysis techniques, including schedule for completion
- Detailed budget, including institutional or departmental contributions, if any
- Expected benefits and impact of the research
- Vita(e) of project investigator(s) may be appended
- Budget: Staff training, general operating or overhead expenses, and other indirect costs are not funded

Submissions will be disqualified if they exhibit one or more of the following:

- Lack of adherence to submission requirements
- Submission of paper for the wrong award
- Poor quality in the writing
- Poor organization of material

- Lack of specificity on required elements
- Lack of appropriate instrument samples
- Lack of appropriate theoretical framework

4) Winner Responsibilities

- Submit written quarterly reports to ALISE, who will pay the grant in periodic installments as the research progresses
- May submit the results of the funded study to the Association's Journal of Education for Library and Information Science (JELIS) for possible publication prior to submission to other publications
- Acknowledge the support of ALISE in any publicity or presentation based on the funded study
- Inform the ALISE if research funding from other sources is obtained, in addition to those provided by ALISE
- Present either an initial report at Annual Conference in the year of award received, or a final report at the following Annual Conference

5) Award

A \$5,000 award is supported by the ALISE Endowment Fund. The Grant is issued in quarterly installments. This grant cannot be used to support a doctoral dissertation.

6) Committee Membership

- The Committee consists of five ALISE Members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed to serve a second consecutive one-year term.
- The Committee reports to the Past President.

b. ALISE/Bohdan S. Wynar Research Paper Competition

1) Description

The purpose of this award is to further stimulate the communication of research at ALISE Annual Meetings. Research papers concerning any aspect of library and information science are eligible. This competition is not limited to research regarding LIS education. Any research methodology is acceptable. Up to two winning papers may be selected.

2) Award Criteria

- At least one applicant in a group must be a personal member of ALISE as of the deadline date.
- Only one research paper will be considered from each entrant; multiple entries by the same author will not be accepted. The same author may submit for both the Research Grant Award and the Research Papers Competition; however, the same work cannot be submitted for both categories.
- Papers must represent completed research not previously published. However, the manuscript may have been submitted and be in process for publication.
- Research papers completed in the pursuit of master's and doctoral studies (e.g., theses, seminar papers, and dissertations) are not eligible for entry. Research utilizing data gathered by a master's or doctoral student is eligible unless the research report is taken directly from a paper submitted for degree requirements. Papers which are spin-offs of such research are eligible for entry.
- Papers generated as a result of a research grant or other source of funding are eligible for the competition.
- Papers whose author or authors have won the award within the past five years are not eligible.

- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award.

The papers will be judged by the committee with the assistance of additional ALISE members in those cases where the research topic or methodology warrant. All reviewing is blind. Research papers will be judged on the following criteria:

- Significance of the research problem.
- Presentation of the relevant literature.
- Design of the study (i.e., appropriateness of methodology, selection of specific techniques and/or tests).
- Conduct of the study (i.e., application of methods of data collection).
- Analysis and presentation of the data (i.e., quality of analysis, logic of findings).
- Appropriateness of the conclusions.

3) Submission Requirements

- Papers, including abstract and references, must not exceed 7,000 words, should have one-inch margins and be in 12 point font.
- Two title pages must be sent: one with, and one without, author names(s) and institution. Both title pages should include the name of the competition for which the paper is being submitted.
- Please submit a blind copy of your paper. Papers will be disqualified if they exhibit one or more of the following:
 - Lack of adherence to submission requirements
 - Submission of paper for the wrong award
 - Poor quality in the writing
 - Poor organization of material

4) Winner Responsibilities

The winner(s) of the award will be honored at the ALISE Annual Meeting and will be expected to present a summary of their paper at that meeting. The award does not include an honorarium.

5) Committee Membership

- The Committee consists of five ALISE Members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years, and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed to serve a second consecutive one-year term.
- The Committee reports to the Past President.

c. ALISE Methodology Paper Competition

1) Description

The purpose of this award is to stimulate communication on research methodologies at ALISE annual conferences.

The competition is open to all types of methodology. Papers must be limited to description and discussion of a research method or a technique associated with a particular research method. (For example, papers may address such areas as sampling, grounded theory, historical methods, or statistical methods.) Papers must explain the particular method/technique, including methodological implications for library and information science. Examples to illustrate its value can come from LIS-related published studies, proposed studies, and works in progress. Papers that stress findings are not eligible for this competition.

2) Award Criteria

- The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award.
- Unpublished papers, as well as papers published within the past two years, are eligible for submission. Manuscripts that have been submitted for consideration for publication, as well as unpublished manuscripts posted to institutional repositories, are also eligible for submission.
- Papers whose author or authors have won the award within the past five years are not eligible.
- Papers submitted to this competition can originate from a variety of different sources and applicants are encouraged to develop such papers from their research. Methodology papers completed in pursuit of master's and doctoral studies (e.g., thesis, seminars, dissertation, course work paper) are eligible, as are papers generated as a result of a research grant or other source of funding.
- The papers will be judged by the committee with the assistance of additional ALISE members in those cases where the methodology warrants. All reviewing is "blind." Methodology papers will be judged on the following criteria:
 - Description of the method or technique
 - Explanation of methodological implications of the method/technique for LIS
 - Primary focus on the methodology itself, including its procedures, benefits, and implications.
 - Innovativeness of the method. Innovativeness includes but is not limited to a novel research design, new application of an existing method, or the importation of an existing procedure to a new context.
 - Examples of actual or potential applications to library and information science research or studies in related fields (i.e., from published studies, proposed studies, and work in progress)
 - Appropriateness of the examples to the method/technique described.
 - Clarity in the writing and in the paper's organization

The committee reserves the right to select no winning paper if, in its judgment, none of the papers is considered satisfactory.

3) Submission Requirements

- Papers (excluding references, abstract, keywords, and supplemental materials) must not exceed 25 double-spaced pages and 6,000 words. In addition, papers should have one-inch margins and be in 12-point font.
- Two title pages must be sent: One with, and one without, author name(s) and institution. Both title pages must include the name of the competition for which the paper is being submitted.

4) Winner Responsibilities

The winners of the awards are expected to present a summary of their papers at the ALISE Annual Conference.

5) Award

One winning paper will be selected. An honorarium of \$500 will be awarded to the author(s). In cases of joint authorship, one honorarium will be awarded for the paper. Methodology papers prepared by joint authors are eligible for entry but at least one author must be a personal member of ALISE as of the award submission deadline date. This award is supported by the ALISE Endowment Fund.

6) Committee Membership

- The Committee consists of five ALISE Members, one of whom serves as Chair.
- Members to fill committee vacancies are selected by the President-Elect and serve for two years and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed to serve a second consecutive one-year term.

- Committee members with a known or perceived conflict of interest must recuse themselves from discussing or judging any submission for which a known or perceived conflict exists.
- The Committee reports to the Past President.

d. ALISE/Jean Tague-Sutcliffe Doctoral Student Research Poster Competition

1) Description

This competition was established in memory of Jean Tague-Sutcliffe, professor and former dean of the Graduate School of Library and Information Science at the University of Western Ontario (now the Faculty of Information and Media Studies). During her thirty-year career, Professor Sutcliffe's research on the measurement of information made significant contributions to the theoretical, methodological, and practical foundations of library and information science. This award was established by students at UWO in 1997.

2) Award Criteria

Only one submission per student is permitted.

Only doctoral students who have completed or are near completion of their doctoral dissertation research (e.g., post-proposal; the core data have been analyzed; the student is at the stage of drawing conclusions from the research findings) are eligible to enter this competition. Students whose posters are accepted must submit a final copy of the poster as a PDF by the submission deadline. Failure to submit a poster at this time will result in elimination from the competition. As with poster proposals, final poster submissions will be made through conference submission system.

Students whose posters are accepted are required to register for and attend the ALISE Annual Conference.

Submissions should include the following:

- Student's name and the name of the student's advisor
- Title of the research study
- 50-word brief abstract (for the conference program)
- 500-word extended abstract (in Word format)

The student may not be a current member of the committee.

3) Judging Criteria

Posters will be judged according to the following criteria on a scale of 1-5:

- Practical, theoretical, and statistical significance: The discovery has broad application and potential benefit for practice, promotes the understanding of theory or suggests a new theoretical direction, and reports results that are statistically significant or provide a persuasive basis for argument.
- Design and method: Research design is logical and appropriate to the problem or research question(s), and method(s) of data collection and analysis is appropriate, well described and demonstrates meaningful results.
- Oral presentation: Presentations are clear and to-the-point and are no longer than necessary to describe broadly the overall nature of the problem, the design and methodology, the results, and their implications.
- Organization, clarity, and aesthetics of visual materials: Posters should be well organized and attractive, understandable without the oral presentation, and coherent with the oral presentation.

4) Nomination Requirements

Students or recent graduates and faculty members are encouraged to nominate candidates. Students must have taken a class from the nominee within the past two years.

Candidates will be evaluated primarily on the basis of the nominating letter (no more than two pages in length or email equivalent), and nominators are welcome to submit letters of support and supplementary material (examples of coursework, CV, etc.) for the judges to consider.

Submissions should include the following:

- Student's name and the name of the student's advisor
- Title of the research study
- 50-word brief abstract (for the conference program)
- 150-250 word extended abstract (in Word format)

5) Winner Responsibilities

Each award winner is expected to participate in an ALISE presentation, a webinar, and serve on the following year's Award Committee. The winner will be asked to present on cutting edge issues in library education at the ALISE conference as part of the award.

6) Award

Complimentary annual ALISE membership and registration to the ALISE annual conference.

7) Committee Membership

- Co-chairs include one faculty member and the Doctoral SIG convener(s); if no Doctoral SIG convener has been elected by the SIG, a faculty member will be appointed as co-chair in their place)). The President Elect appoints the committee co-chairs.
- The co-chairs recruit ALISE members to serve as judges during the poster session at the annual conference.
- The committee co-chairs serve on the Conference Program Planning Committee.
- The committee reports to the President.

e. ALISE/ Eugene Garfield Doctoral Dissertation Competition

1) Description

The award recognizes dissertations that deal with substantive issues related to library and information science. Applicants may be from within or outside LIS programs.

2) Award Criteria

Dissertations will be judged on the following criteria:

- Significance of the research problem to the overall LIS field.
- Presentation of the relevant literature.
- Design of the study (i.e., appropriateness of methodology, selection of specific techniques and/or tests).
- Conduct of study (i.e., application of methods of data collection).
- Analysis and presentation of the data (i.e., quality of analysis, logic of findings).
- Appropriateness of conclusions.
- Clarity and organization of the writing.

The candidate may not be a current member of the committee, nor may a current committee member nominate a candidate for the award.

3) Eligibility

Those who completed their dissertation within the previous eligibility year (March 1 through February 28) are eligible for the current competition. Applicants may be from within or outside LIS programs.

4) Submission Requirements

- A 200-word-abstract of the dissertation
- A 30-page summary of the dissertation (i.e. problem statement, brief literature review, research questions, methodology, findings, interpretation, implications, and conclusions) completed between March 1, 2024 and February 28, 2025
- Proof of university acceptance; we accept the following evidence as proof of university acceptance: a university transcript facsimile, official or unofficial, showing doctoral degree awarded or a letter from the advisor indicating university acceptance within the timeframe

5) Winner Responsibilities

The winner of the Dissertation Competition will present a summary of their work at the ALISE annual meeting

6) Award

Complimentary annual ALISE membership and registration to the ALISE annual conference. A \$500 award is supported by the Eugene Garfield Foundation sponsorship with ALISE.

7) Committee Membership

- The Committee consists of five ALISE Members, one of whom serves as Chair.
- Members to fill committee vacancies, are selected by the President-Elect and serve for two years, and may be appointed to serve a second consecutive two-year term.
- The chair is selected by the President-Elect, and holds this position for one year, and may be appointed to serve a second consecutive one-year term.
- The Committee reports to the Past-President.

The Chair may recommend additional committee members if warranted by the number of submissions.

I. Position Papers and Policy Statements

From time to time ALISE issues position papers and policy statements, which are accessible on the ALISE website.

- ALISE Board Statement on Diversity, Equality, and Inclusion
- ALISE Social Media Disclaimer
- Student Field Experiences
- Endorsement and Joint Sponsorship of Projects and Activities Proposed by other Agencies
- Standards for the Development of Sixth-Year Programs in Schools of Library and Information Science
- The Accreditation Process
- The Role of Graduate Programs in Library and Information Science in Higher Education
- ALISE Policy on Endorsement and Joint Sponsorship of Projects and Activities Proposed by other Agencies (April 26, 1980; reaffirmed October 14, 1990)
- Policy on Distribution of Questionnaires or other Materials to ALISE Members (April 1981; reaffirmed October 14, 1990)
- Guidelines for Practices and Principles in the Design, Operation, and Evaluation of Student Field Experiences (June 1983; reaffirmed October 14, 1990)
- Policy on External Sponsorships (October 14, 1990)
- ALISE Position Papers and Statements (1991)
- Meeting Sites Resolution (February 4, 1994; revised and amended July 6, 2000)
- Information Ethics in LIS Education (January 10, 2008)

- ALISE Ethics Guideline Statements (May 4, 2010)
- ALISE Archives and Records Management Policy (September 26, 2011)
- ALISE Social Issues Policy (July 12, 2011, revised May 24, 2021)
- Meetings Conducted by E-Mail (April 21, 2012) (see Appendix II)
- Best Practices for Meetings of the ALISE Board of Directors Held Via Conference Call (April 21, 2012)
- ALISE Diversity Statement (January 19, 2013)
- Whistleblower Policy (January 17, 2013)

Appendix A

ALISE Board of Directors Qualifications, Responsibilities, and Expectations: A Practical Guide

The ALISE Bylaws and the ALISE Procedures & Policies Manual provide details on the qualifications, duties and responsibilities of the Board of Directors as a whole, in addition to each position on the board. This guide provides more practical details on the qualifications, responsibilities and expectations for board service. The intent is to offer potential Board candidates' insight on the realities of Board service. This guide does not supersede any policies stated in the Bylaws or the ALISE Procedures & Policies Manual.

Board of Directors

The members of the Board of Directors are defined in the Bylaws.

Board members are elected to serve the association and its members by investing their time, expertise, and efforts to assist in the effective stewardship of the association. Through active engagement and participation at board and association events, board members work collaboratively among themselves and with the association staff, committees, volunteers, and members to address industry issues and develop goals, strategies, policies, plans, and budgets that ensure the association is successful, growing and serving its mission.

Board members are the association's fiduciaries who also assist in the development of sound, ethical, and legal governance, and financial management policies.

Qualifications and Experience

Prospective board members should meet the following criteria:

- Employed by and currently serving in a position that can influence members and stakeholders of the organization.
- Has a future stake in and commitment to the profession, industry, and association.
- Has a broad industry view and perspective.
- Has full commitment from their employer which may include, but is not limited to, support for all time requirements and compensation for travel and expenses.
- Willing and able to fulfill all of the position's essential duties and responsibilities.
- Professional and collaborative working style that garners respect.
- Able to work professionally and collaboratively with all levels of individuals across the associations.
- Effective communicator, written and verbal; comfortable participating in complex discussions with executive-level colleagues.

- Demonstrated experience in management and/or executive leadership that provides the breadth of knowledge to fulfill the responsibilities of the position.
- Demonstrated experience, including playing a leadership role in the development and execution of vision, strategy, and operating plans that address short- and long-term complex business problems.
- Holistic, strategic thinker, and problem solver with the ability to add value to the creation of the association's mission, vision, and the strategic direction of the association.
- Strong business acumen and executive-level skillsets, including leadership, strategic thinking and execution, team- and relationship-building, communication and presentation, change management and integrity.
- Demonstrated financial acumen.
- Experience leading and influencing change.

Officers

The officers include the President, Past President, President Elect, and the Secretary/Treasurer.

The officers are critical to the successful operation of the association. Each officer plays a specific role and is held to a high standard by the association and its members. In order to serve as an officer, each individual must meet the qualifications outlined in the Bylaws and the ALISE Procedures & Policies Manual. In addition to the qualifications described in the governing documents, each officer position has its own duties and responsibilities to fulfill on behalf of the association.

President

The President plays a vital role in the association. Those selected to serve in this capacity must demonstrate clear leadership qualities. As the public face of ALISE, the President must articulate the mission, vision, and strategic plan both within and outside the organization and demonstrate a deep knowledge of and energetic passion for the organization. The President serves a three-year term with the first year as President Elect, the second year as President, and the third year as the Past President. During their term as President, they motivate and ensure collaboration among the leadership team, seeing that all voices are heard and respected.

Practical Duties and Responsibilities

- 10-15 hours per week to attend to ALISE matters
- Preside at all board (monthly meetings, virtual except the meeting held at the annual conference).
- Lead and facilitate board meetings by making sure the agenda is closely followed, that every board member has the opportunity to participate in discussions, and that the board uses proper decision-making procedures.
- Assist the executive director in preparing agenda for board meetings and help guide and mediate board actions with respect to organizational priorities and governance concerns.
- Call special meetings if necessary.
- Set agenda for and preside over board meetings
- Preside at the annual business meeting of the membership (held at the annual conference).
- Attend the annual board orientation led by the Executive Director, providing feedback on areas of focus.
- Appoint committees and serve as ex-officio member thereof.

- Lead point of contact for the Board of Directors.
- Address correspondence (calls, emails, etc.) associated with their role.
- Prepare a President's Message for quarterly newsletter.
- Attend bi-weekly calls with Executive Director.
- Ensure the strategic plan is operationalized and progress is made during the year.
- Oversee and be main point of contact for management team (association management company/Executive Director).
- Serve as authorized signatory on contracts.
- Receive and review financial reports on a monthly basis.
- Serve as the association spokesperson, represent the association as necessary at official functions within external and partners organizations, promote the work of the association in conversations, speeches, and in daily activities.
- Engage in routine dialog with the Conference Program Planning Committee and staff as the Board liaison in production of the annual conference.
- Refer to the ALISE Bylaws and ALISE Procedures & Policies for all other duties.

President-Elect

The President-Elect serves a one-year term and will automatically become President in the next year and Past President in the following year for a total three-year term. As with the President, those selected to serve in this capacity must demonstrate clear leadership qualities. The President-Elect must demonstrate a deep knowledge of and energetic passion for the association, which will carry forward into their next year as President.

Practical Duties and Responsibilities

- 6-10 hours per week to attend to ALISE matters with the possibility of additional hours between June and September as the President-Elect plans for their presidency
- Carry out President's duties in the absence of the President
- Attend and participate in all board and member meetings
- Attend the annual board orientation led by the Executive Director
- Serve on committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies
- Liaise with committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies
- Address correspondence (calls, emails, etc.) associated with their role
- Facilitate a smooth transition into President
- Begin to form their own administration by appointing committee leadership in advance of their presidential term
- Refer to the ALISE Bylaws and ALISE Procedures & Policies for all other duties

Past President

The Past President is a vital position in ALISE. They will complete their three-year presidential term with their last year as Past President. The Past President's experience and deep knowledge of ALISE allows for a seamless transition to new leadership. The Past President motivates and ensures collaboration among the leadership team and supports the vision of new leadership. The Past President can offer guidance on initiatives that began in the prior term and properly support and advocate the new initiatives taken on by the current President.

Practical Duties and Responsibilities

- 4-6 hours per week to attend to ALISE matters
- Attend and participate in all board and member meetings
- Attend the annual board orientation led by the Executive Director
- Serve on committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies
- Liaise with committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies
- Act as a sounding board for the new President
- Coordinate with and support the new President as they transition to the role of President
- Support the new initiatives of the President by taking an active role in encouraging and implementing new initiatives
- Encourage a team-oriented approach
- Address correspondence (calls, emails, etc.) associated with their role
- Refer to the ALISE Bylaws and ALISE Procedures & Policies for all other duties

Secretary/Treasurer

The Secretary/Treasurer plays a key role in ALISE. The role is responsible for overseeing and reviewing all financial reports and records, cash flow, budget compliance and financial requests. The Secretary/Treasurer's ability to identify issues within the organization's finances and highlight areas where there are opportunities for growth are valuable skills that the position brings to the Board and the association overall. The Secretary/Treasurer also works closely with the Executive Director so active records are preserved for the Board of Directors and the association. The Secretary/Treasurer is elected to a three-year term.

Practical Duties and Responsibilities

- 4-6 hours per week to attend to ALISE matters
- Attend and participate in all board and member meetings
- Attend the annual board orientation led by the Executive Director
- Serve on committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies
- Liaise with committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies
- Provide advice and resources for the Board's decision making

- Prepare and review Board of Directors and Annual Business meeting minutes for accuracy and ensure minutes are provided to the approving body with ample time for review in advance of next meeting
- Confirm all minutes are properly approved by the appropriate body
- Serve as a signatory on the association's financial accounts
- Engage with the Executive Director to draft and present the association's annual budget for Board approval
- Engage with the accounting firm and Executive Director to ensure the association's federal and state tax filings are completed by posted deadlines
- Engage with the accounting firm and Executive Director to conduct financial reviews or audits per the established schedule or policy
- Coordinate with and support the incoming Secretary/Treasurer as they transition to the role, ensuring a smooth transition as signatory on all applicable accounts
- Address correspondence (calls, emails, etc.) associated with their role
- Review financial reports on a monthly basis
- Review and approve release of funds on a monthly basis
- Establish or recommend fiscal policies
- Demonstrate a basic understanding of finance and accounting for non-profit organizations
- Refer to the ALISE Bylaws and ALISE Procedures & Policies for all other duties

Directors

The directors include the Director, Membership; Director, Community Building; and the Director, Programming.

Each director plays a specific role and is held to a high standard by the association and its members. In order to serve as a director, each individual must meet the qualifications outlined in the Bylaws and the ALISE Procedures & Policies Manual. In addition to the qualifications described in the governing documents, each director position has its own duties and responsibilities to fulfill on behalf of the association. The director positions are each elected to a three-year term.

The Director, Membership shall focus on the needs of the membership in general.

The Director, Programming shall focus on the association's education and networking programs.

The Director, Community Building shall focus on development and communications amongst the association's internal and external communities.

Practical Duties and Responsibilities

- 4 hours per week to attend to ALISE matters.
- Attend and participate in all board and member meetings.
- Attend the annual board orientation led by the Executive Director.
- Serve on committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies.

- Liaise with committees as assigned by the President or designated by the Bylaws or the ALISE Procedures & Policies.
- Provide advice and resources for the Board's decision making.
- Coordinate with and support the incoming directors as they transition to the role, ensuring a smooth transition.
- Address correspondence (calls, emails, etc.) associated with their role.
- Refer to the ALISE Bylaws and ALISE Procedures & Policies for all other duties.

Appendix B

ALISE Code of Conduct Policy

PURPOSE

As stated in the Association for Library and Information Science Education (“ALISE” or “Association”) Diversity Statement adopted January 24, 2013, ALISE has an ethical compass that points to equity, inclusion and social responsibility. ALISE is committed to the active recruitment and equitable and full participation of individuals of all backgrounds, the promotion of diversity and its benefits in library and information science education, research and service by its personal and institutional members, and their full participation in the profession.

All ALISE members and other participants are obligated to conduct themselves professionally, appropriately, and ethically. Each individual must treat others with dignity and respect in the conduct of all ALISE-related activities wherever and however that may occur. Unacceptable conduct and behaviors as identified in this Code of Conduct Policy will not be tolerated.

To this end, the ALISE Code of Conduct Policy sets forth ALISE’s expectations as to how each member or other participant will conduct themselves when participating in ALISE. This policy also includes any non-member who participates in an ALISE program or activity. ALISE programs and activities include, but are not limited to, ALISE conferences and events (no matter the modality), publications, awards and honors, and all appointed, elected, and volunteer positions. Finally, the policy outlines a process for addressing alleged violations of the Code of Conduct Policy.

UNACCEPTABLE BEHAVIORS:

- Discriminatory acts, practice, language, and imagery.
- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any participant.
 - Examples of verbal abuse include, but are not limited to, verbal comments that reinforce social structures of domination related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin.
- Inappropriate use of nudity and/or sexual images in public spaces, presentations, or in online environments (e.g., text, email, social media, etc.).
- Threatening, deliberate intimidation, stalking, or following any participant in person or in online environments.
- Harassing photography or recording that might be posted or distributed.
- Sustained disruption of presentations or other events.
- Inappropriate physical contact.
- Unwelcome leering, whistling, brushing against a body, sexual gestures, suggestive or insulting comments.
- Engaging in violence or making threats of violence against any participant during or related to the conduct of Association business, wherever it may occur.

- Bullying or intimidating behavior against any participant during or related to the conduct of Association business, wherever it may occur.
- Improper use of alcohol or drugs.
- Criminal offenses.
- Advocating for, or encouraging, any of the above behavior.

CONSEQUENCES OF CODE OF CONDUCT VIOLATIONS:

Anyone requested to stop unacceptable behavior is expected to comply immediately.

ALISE reserves the right to discipline any member or other participant for violations of this policy. Possible disciplinary action includes, but is not limited to, termination of membership, suspension of membership, removal from volunteer positions (appointed and elected), censure, immediate removal from an event without warning or refund, and bans from attending future events.

The ALISE Board of Directors may impose discipline, at its sole discretion, upon any individual found to have violated the Code of Conduct Policy.

REPORTING A CODE OF CONDUCT VIOLATION:

If you experience or witness behavior that constitutes an assault or the threat of assault, the immediate or serious threat of bodily harm or threat to any person or to public safety at an in-person event, contact 911.

If at any time an ALISE member or participant feels that they have been subject to unacceptable behavior according to the Code of Conduct Policy or have witnessed any such behavior, ALISE encourages the individual to report the violation. If unacceptable behavior occurs during an ALISE event, this may be reported to any ALISE employee or Board member in attendance. The ALISE employee or Board member receiving the report shall immediately notify the most senior staff member on-site at the event, who, themselves or through a delegate, will attempt to gather all details of the incident, using the Code of Conduct complaint form as a template. As soon as reasonably possible, the ALISE member or participant who verbally reported the incident shall complete and submit the Code of Conduct complaint form. For all other situations, reports of violations may be submitted online using the [Code of Conduct complaint form](#) (received by the ALISE staff).

A complaint must be reasonable and objective and must be substantiated with specific facts, complainant, witness, or respondent testimony, and/or available documentation that show possible violation of one or more specific features of the Code of Conduct Policy.

The person submitting the complaint is the “Complainant” and the person(s) against whom the complaint is alleged is the “Respondent(s).”

REVIEW PROCESS FOR CODE OF CONDUCT VIOLATIONS:

If unacceptable behavior at an ALISE event is reported during the event, ALISE has the right to take preliminary action, including, but not limited to directing an attendee to leave the event, before a full investigation commences and resolution of the complaint.

The following process is approved, though not required, for determining violations of the Code of Conduct Policy and appropriate discipline:

1. The complaint shall be forward to the ALISE Executive Committee to determine whether the complaint has merit on its face. In evaluating a complaint, the committee may use the resources of its staff.
2. a. If a complaint is against a member of the Executive Committee, the individual shall be asked to recuse themselves from the review process. The Secretary/Treasurer shall serve in their place. If the committee determines that the complaint does not contain sufficient information for the committee to resolve whether the complaint has merit on its face, then the committee may request that the Complainant provide additional information and/or the committee may supplement the complaint with information that it develops through its own investigation.
 - a. The Executive Committee may retain counsel or an outside investigator to assist in its own investigation, provided ALISE's Secretary/Treasurer grants approval in advance of the expenditure (or the President in the event of a complaint involving the Secretary/Treasurer).
3. If a complaint is deemed by the committee to be inadequate in any respect, including but not limited to inadequate information or a trivial or inconsequential alleged violation of the Code of Conduct Policy, then the committee may dismiss the complaint with written notice to the Complainant.
4. If no complaint is made by someone who has experienced or witnessed unacceptable behavior, but the Executive Committee nevertheless learns of an incident that may violate this Code of Conduct, the Executive Committee may proceed without a formal complaint.
5. Additionally, ALISE does not permit retaliation of any kind against individuals for good faith complaints of potential violations of the Code. Any member or participant who retaliates against another member or participant for reporting known or suspected violations of the Code may be considered to be in violation of the Code by virtue of the retaliation.
6. Prior to beginning a review, the Respondent shall be provided with notice of the complaint and an opportunity to respond, in writing within 30 days of receipt of the notice.
7. The committee may also, in its discretion, invite the Respondent to address the committee on the complaint, including via telephone or web conference call.
 - a. Any such call will be brief and non-legal, with no lawyers addressing the committee on behalf of the Respondent, no legal briefs, and no witnesses.
8. If a Respondent fails to respond to the notice in the time allotted or refuses to accept delivery of notices from ALISE despite the Association's reasonable efforts, the allegations against the Respondent in the complaint may be deemed to be fact. Copies of all submissions from the Complainant or Respondent shall be provided to all parties.
9. There must be clear and convincing evidence that an individual has violated the Code of Conduct Policy in order for the Executive Committee to find that a violation occurred. While the Executive Committee may seek additional information, it is not the duty of the Executive Committee or any other representative of ALISE to find evidence outside the case presented by the Complainant.
10. The Executive Committee will meet in executive session to decide on the complaint. The Executive Committee shall decide, based solely on the evidence presented, whether the

Respondent has committed a violation of the Code of Conduct Policy. The Executive Committee shall prepare a concise written decision stating its conclusions and the basis for its determinations. If a violation is found, the decision will also impose sanctions.

- a. In determining the appropriate sanctions or discipline, the Executive Committee is encouraged to consider the severity of the violation; the impact of the violation on the Association, its reputation, its members, its participants, and its community; whether the Respondent has committed prior violations; the remorsefulness of the Respondent; whether the Respondent has taken or agreed to take corrective measures; the potential effectiveness of corrective measures; and the best interests of ALISE and its members.
11. Due to the sensitive nature of complaints, ALISE will try, if possible and appropriate, to keep the identities of the Complainant and the Respondent confidential during the review process.
12. If the Executive Committee recommends the Respondent be expelled from ALISE membership, the Executive Committee must present the complaint, the evidence, and the Executive Committee's reasoning for expulsion to the Board of Directors, and the Board of Directors shall make the determination. All other actions are at the discretion of the Executive Committee.
13. In no event shall a Respondent be entitled to any refund for dues or fees paid to ALISE.
14. The final decision of the Executive Committee (or in the case of membership expulsion, the Board of Directors), including any specified sanctions, shall be communicated to the Respondent and the Complainant within 10 days of its issuing.
15. The Respondent or Complainant may appeal a decision of the Executive Committee (or in the case of membership expulsion, the Board of Directors). Any notice of appeal must be submitted to the ALISE President within 30 days of receipt of the notice of the decision.
16. Thereafter, the Board of Directors shall review the appeal and decide whether to affirm or reverse the decision of the Executive Committee. The Board of Directors may hold a vote to affirm or reverse the decision of the Executive Committee or may refer the matter back to the Executive Committee for further investigation.

DISCLAIMER

This Code of Conduct is designed to provide guidance to members and participants and to provide a structure for addressing alleged unacceptable behavior. By adopting this Code of Conduct Policy, ALISE is not assuming a legal duty to follow or enforce this Policy in any particular manner or situation, or to ensure the safety or well-being of any member or participant generally. The interpretation and application of this Code of Conduct Policy is solely within the discretion of the Executive Committee and Board of Directors.

POLICY ADOPTION HISTORY:

- Originally Adopted:
 - Date: May 24, 2021
 - Adopting Body: ALISE Board of Directors

