



ACLEA Standing Committees and Special Interest Groups (SIGs)

The following information applies to ACLEA standing committees and SIGs.

Standing Committees

1. **Creation.** The Executive Committee may authorize the creation of standing committees and SIGs. [Bylaws, Art. V, Sec. 1]
2. **Appointments.** The President appoints chairs of standing committees and SIGs from among the membership as suggested by the President-Elect, the Executive Director, or the current chairs. [Bylaws, Art. III, Sec. 3(a)]. With Executive Committee approval, the President may appoint persons who are not members of the Association to chair or be members of standing committees. [Bylaws, Art. V., Sec. 1]
3. **Term.** Members of standing committees and SIGs serve until the next regular election of officers. [P&P, Art. V, Sec. B]
4. **Succession.** Committees and SIGs follow a “ladder” system under which each co-chair serves for two years—the first year as junior co-chair, the second year as senior co-chair with a newly appointed co-chair. [P&P, Art. V, Sec. B]
5. **Recruiting.** Committee co-chairs are encouraged to recruit new members for their committees. [P&P, Art. V, Sec. C]
6. **Meetings.** Committee and SIG co-chairs are expected to convene a meeting of their members at the Mid-Year and Annual Meetings. Meeting rooms and time on the schedule are made available for this purpose. [P&P, Art. V, Sec. A]
7. **Between Meeting Activities.** Committees and SIGs are encouraged to connect between meetings. Between meetings, committee business is conducted by mail, e-mail, or telephone (or conference call) as necessary. [P&P, Art. V, Sec. A]
8. **Reports.** Committees and SIGs are expected to report on their activities and to submit a written report thereon before each [Mid-Year and] Annual Meeting. [P&P, Art. V, Sec. A]

Budget and Expenses – Standing Committees

1. **Allocated Funds.** The Executive Committee allocates funds for standing committees to conduct regular business by mail or by telephone, including long distance and/or conference call charges. No funding is provided for any travel, lodging, or meals for committee meetings, except with the prior approval of the Executive Committee. [P&P, Art. V, Sec. A]
2. **Committee Budgets.** The Executive Committee determines committee budgets at the beginning of the fiscal year. A specific amount may be allocated to cover anticipated committee expenses. [P&P, Art. V, Sec. A] Committee expenses may not exceed the allocated amount without prior approval of the Executive Committee. Unauthorized expenditures are not reimbursed and become the obligation of the individual incurring the costs. [P&P, Art. V, Sec. A]
3. **Financial Reports.** One of the co-chairs files with the Treasurer a final report on funds expended by the committee 30 days prior to the close of the fiscal year. ACLEA’s fiscal year runs from May 1–April 30. [P&P, Art. V, Sec. A]

Summary of Activities

Date	Action Item
August (Annual Meeting)	Election of new Officers and Directors for the year. Appointments of new committee and SIG co-chairs take effect. (New members may be added to committees throughout the year.)
January/February (Mid-Year Meeting)	Co-chairs provide written report to membership in advance of the business meeting. Committees hold meetings at Mid-Year Meeting.
March	Co-chairs provide financial report on funds expended to Treasurer by March 31 (if required).
May-July	Co-chairs recommend successors to the Secretary. The Secretary, working with the President-Elect, identifies new committee co-chairs whose appointment to a two-year term of service takes effect on the day the President-Elect assumes the office of President.
July (Annual Meeting)	Co-chairs provide written report to membership in advance of the business meeting. Committees hold meetings at Annual Meeting.
All Year	Co-chairs engage with committee members to fulfill committee's mission/vision/charge and to satisfy annual goals.