

**The Handbook of the  
Arizona Library Association (AzLA)**

**Table of Contents**

**Section I: Current Bylaws (Revised & Approved 14 November 2013)**

**Section II: Interpretation of Bylaws (Revised & Approved 1 August 2013, 17 October 2014, 12 July 2015)**

**Section III: Policy Statements**

**Section IV: Historical Notes & Appendices**

**The Appendices shall include:**

- An historical summary of office holders, Divisions, Interest Groups, Committees, & Awards with winners.
  - A list of acronyms / initialisms used in the Handbook.
  - A glossary, should it be deemed advisable.
  - A map of the state showing the current regions.

**Section II: Interpretations of the Bylaws**

**Bylaws – Article I – Name & Location**

No interpretations needed.

**Bylaws – Article II – Mission**

No interpretations needed.

**Bylaws – Article III – Membership & Privileges**

<b>Dues Structure as of (Date)</b>	
<b>Personal Members</b>	
<b>Category</b>	<b>Dues per annum</b>
Regular	\$60
Library Staff	\$40
Trustees, Friends, & Board Members	\$40
Student, if Joint with ALA – AzLA portion	\$35
Student without ALA membership	\$35
Transitional / Non-Salaried	\$30
Retired	\$30
Honorary <sup>1</sup>	No dues
Life Member (discontinued 1990Dec31)	Not currently available
New Member Rate – 1 <sup>st</sup> year of membership or 1 <sup>st</sup> year after one (1) year hiatus (added 2010Jul16)	\$30
<b>Institutional Members</b>	
<b>Category</b>	<b>Dues per annum</b>
Vendors	\$250
The following include two (2) personal memberships	
Libraries with operating budget less than \$100,000	\$75
Libraries with operating budget of \$100,000-\$299,999	\$100
Libraries with operating budget of \$300,000-\$999,999	\$125
Libraries with operating budget of \$1,000,000-\$4,999,999	\$200
Libraries with operating budget of \$5,000,000 and over	\$300

---

<sup>1</sup> A list of all Honorary members together with the Proclamation of such status is to be found in the Appendices herein.

Article IV. Officers (Elected & Appointed)

Duties of Members of the Executive Board & Other Association Officers

President: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Presides at all meetings of the Association, Executive Board, and Executive Committee.
- Directs the entire program of the Association.
  - Represents the Association in all official capacities or designates a representative.
  - Acts as a spokesperson for the Association on all established policies except as otherwise provided herein or by Executive Board action.
  - Acts as the liaison officer between the Association and other official bodies.
  - Maintains an impartial, informed, and responsive interest in the concerns, goals and activities of all Divisions, Interest Groups, and Committees.
  - Is responsible for sharing important communications from the American Library Association with the AzLA membership via the AzLA listservs, the AzLA website, and / or in the Association's newsletter. These activities may include writing a column for each issue of said newsletter.
- Appoints Chairs of Standing Committees as provided herein and notifies them of their appointments and duties.
- Establishes ad hoc Committees as needed, appoints Chair of such Committees, and notifies them of their appointments and duties.
- Serves as an ex-officio member of all Committees.
- Assures a smooth transition by working closely with the President-Elect.
- Prepares files at the end of his / her term of office and sends material to the new President or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new President.
- Presents, if appropriate, a President's Recognition Award as described herein.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Works closely with the Association Manager to conduct Association business and meet Association timetables.

President-Elect: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Presides in the absence of the President, or upon request of the President, when he / she is present.
- Prepares for orderly transition through preliminary appointment lists, conference themes, etc. To this end, the President-Elect, at Association expense, may travel to the American Library Association's Annual Conference to attend the orientation for new Chapter leaders.
- Arranges for conference dates and sites for a minimum of one (1) year beyond dates and sites already established.
- Plans and conducts the Association's annual Planning Forum.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Participates in conference planning where possible.
- Prepares files at the end of his / her term of office and sends material to the new President-Elect or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new President-Elect.

Past President: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Performs a special activity / project, as appropriate and / or assigned.
- Lends assistance to the President as needed.
- Assists with the orientation of the new Executive Board and Executive Committee.
- Chairs the Elections / Appointments Committee.
- Serves as Parliamentarian for Executive Board & Executive Committee.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new Past President or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Past President.

Secretary: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board & Executive Committee. Records Minutes of the Executive Board & Executive Committee Meetings. Distributes Minutes & Board Documents to all Board or Committee members in advance of the Executive Board or Committee Meetings.
- Records Minutes of AzLA General and Special Membership Meetings.
- Collects one (1) copy of all reports, memoranda, correspondence, and other pertinent materials received from any and all Executive Board Members and sends to the Association Manager for filing in Current Year Record. These shall include, but shall not be limited to:
  - Minutes of the proceedings of the General and Special Membership Meetings.
  - Minutes of the proceedings of the Executive Board and the Executive Committee.
  - The AzLA Annual Report
- Prepares an Annual Report of the Secretary's activities for the AzLA membership for inclusion in the Annual Report to the Membership. Conference.
- Compiles the Annual Report to the Membership and sends it to the Association Manager for inclusion on the website. The Secretary will then distribute a hand-out at the Annual General Membership Meeting directing members to the link on the AzLA homepage where these reports are available and offering a print copy to those members who do not have access to the World Wide Web. The Annual Report is a compilation of reports from Officers, Divisions, Interest Groups, and Committees of their activities for the year.
- Prepares files at the end of his / her term of office and sends material to the new Secretary or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Secretary.

Treasurer: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Monitors the Association's fiscal activities, which include, but shall not be limited to:
  - Receives and deposits all monies paid to the Association.
  - Pays approved bills of the Association and its sub-units in a timely manner.
  - Prepares a written report of the Association finances showing all income and all expenses for each meeting of the Executive Board.
  - Keeps accurate records of all appropriate financial transactions / records and submits them for annual professional review.
- Arranges for a Certified Public Accountant / tax consultant to file each year, on or before the fifteenth (15th) day of the fifth (5th) month following the close of the annual accounting period, an Internal Revenue Information Return and an Arizona Corporation Commission Annual Report.
- Transfers control of all Association funds to the newly elected Treasurer at the end of the term of office.
- Retains the current and immediate preceding years' books and records of account and to sends all other prior years' records to the Association Manager.
- Prepares an Annual Report of the Treasurer's activities for the AzLA membership for inclusion in the Annual Report to the Membership, which is distributed at Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new Treasurer or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Treasurer.

Regional Representatives: Powers & Duties

- Represents the diverse membership of his / her designated region of the Arizona Library Association.
- Serves as a voting member of the Executive Board.
- Attends all Executive Board meetings and reports the activities of his / her region.
- Reports to his / her regional membership the decisions and issues covered in Executive Board meetings via an AzLA listserv or other means.
- Submits regional activities to the newsletter and website.
- Executes duties as delegated or assigned by the President and / or the Executive Board.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new Regional Representative or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Regional Representative.



Councilor to the American Library Association: Powers & Duties

AzLA is a State Chapter of the American Library Association.<sup>2</sup>

- Represents the Arizona Library Association at meetings of the American Library Association.
  - The Councilor is expected to attend both the Annual Conference and Midwinter Meeting of ALA at AzLA expense.
  - At all ALA Conferences, the Councilor is expected to attend all ALA Council meetings and Chapter Caucuses.
- Serves as a voting member of the AzLA Executive Board for a term concurrent with the term on ALA Council.
- Keeps the members of AzLA informed of activities in ALA of interest to Arizona libraries and librarians.
- Responds to requests for information from ALA.
- Notifies the AzLA President of any ALA policies, which might require some action or response by AzLA. Said action or response may be taken by the Executive Board or may be referred to the Annual or a Special Membership Meeting of AzLA.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new ALA Councilor or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new ALA Councilor.

---

<sup>2</sup> See ALA Bylaws – Representation on Council, Article IV.2.b – Establishment of Chapters, Article V.

Mountain Plains Library Association Representative: Powers & Duties

AzLA is a State Library Association Member of MPLA.<sup>3</sup>

- Represents the Arizona Library Association at meetings of the Mountain Plains Library Association at AzLA expense.
- Serves a three (3) year term as representative to MPLA and serves as a voting member of the AzLA Executive Board for those years.
- Acts as a two (2) way liaison between the MPLA Executive Board and the AzLA's Executive Board.
- Responds to requests for information from MPLA and promotes MPLA membership within Arizona.
- Provides the MPLA Newsletter Managing Editor and the MPLA Public Relations Committee with library news of the state.
- Actively assists the MPLA Conference Chair, if the MPLA Annual Conference is to be held in the represented in Arizona in conjunction with the AzLA Annual Conference.
- Prepares a report of the year's activities to be included in the AzLA's Annual Report to the AzLA Membership, which is distributed at the AzLA Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new MPLA Representative or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new MPLA Representative.

---

<sup>3</sup> For Representation, see MPLA Bylaws Article 6.4, 6.4.1, & 6.4.2. States in the MPLA region are Arizona, Colorado, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, South Dakota, Utah, & Wyoming.

Division Chairs: Powers & Duties

Divisions may assign other responsibilities to their Chairs. At a minimum, Chairs are expected to fulfill the following.

- Serves as a non-voting member of the Executive Board.
- Attends all regular and special meetings of the Association, the Executive Board, and the Executive Committee to bring issues and concerns of the Division before these bodies.
- Acts as spokesperson for the Division to the rest of the Association on matters of policy pertaining to it. May act as spokesperson for the Association if so directed by the Executive Board.
- Submits personally or through a designee regular reports to the Web & Social Networking and the Newsletter Committees.
- Submits a written report on Division activities to the Executive Board at each meeting of the Board.
- Maintains and transmits any Minutes, committee appointments, and other papers or communications pertinent to the operation of the Division to the incoming Chair.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the Annual Report to the Membership, which is distributed at the Annual Conference.
- Makes appointments to Division-wide Committees. Submits names to the President or President-Elect, as appropriate, to those Association-wide Committees with Division representatives as identified herein.
- Is responsible for insuring that the Division's Vice-Chair or other designee serves on the Conference Program Planning Sub-Committee.
- Prepares files at the end of his / her term of office and sends material to the new Division Chair or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Division Chair.

Interest Group Chairs: Powers & Duties

Interest Groups may assign other responsibilities to their Chairs. At a minimum, Chairs are expected to fulfill the following.

- Attends all regular and special meetings of the Association and Executive Board to bring issues and concerns of the Interest Group before these bodies.
- Acts as spokesperson for the Interest Group to the rest of the Association on matters of policy pertaining to it. May act as spokesperson for the Association if so directed by the Executive Board.
- Submits personally or through a designee regular reports to the Web & Social Networking and the Newsletter Committees.
- Submits a written report on Interest Group activities to the Executive Board for each meeting of the Board.
- Maintains and transmits any Minutes, committee appointments, and other papers and communications pertinent to the operation of the Interest Group to the incoming Chair.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the Annual Report to the Membership, which is distributed at the Annual Conference.
- Makes appointments to Interest Group-wide Committees. Submits names to the President or President-Elect, as appropriate, to those Association-wide Committees with Interest Group representatives as identified herein.
- Serves on the Conference Program Planning Sub-Committee or appoints a designee to do so.
- Prepares files at the end of his / her term of office and sends material to the new Interest Group Chair or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Interest Group Chair.

Committee Chairs: Powers & Duties

This list is general and may be modified and / or expanded for the Chairs of specific Committees, either Standing or ad hoc.

- Attends all regular and special meetings of the Association and Executive Board.
- Acts as spokesperson for the Committee on matters of assignments, activities, or policy pertaining to it to the rest of the Association. May act as spokesperson for the Association if so directed by the Executive Board.
- Submits personally or through a designee regular reports to the Web & Social Networking and the Newsletter Committees.
- Submits a written report on Committee activities to the Executive Board for each meeting of the Board.
- Maintains and transmits any Minutes, committee appointments, and other papers and communications pertinent to the operation of the Committee to the incoming Chair.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the Annual Report, which is distributed at the Annual Conference.
- Submits names to the President or President-Elect, as appropriate, to those Association-wide Committees with which exchange is needed.
- Prepares files at the end of his / her term of office and sends material to the new Committee Chair or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Committee Chair.

Article V – Management  
Section 1 – Executive Board

Powers & Duties:

- Acts for the Association in the administration of established policies and programs.
- Serves as central management board of the Association, subject to review by the membership.
- Makes recommendations and / or takes action with respect to matters of policy and / or operation.
- Acts on recommendations from the Executive Committee.

Section 2 – Executive Committee

Powers & Duties:

- Acts on behalf of the Executive Board in emergency situations.
- Executes those tasks assigned to it by the Executive Board or the membership.
- Reports all actions taken to the Executive Board at its next meeting.
- Analyzes operational issues and make recommendations to the Executive Board.

Section 3 – Staff

The Association has no employees, but rather contracts out certain aspects of the management & staffing requirements of the Association.

No interpretations needed. See relevant job descriptions of the current staff.

Section 4 – Meetings of the Association

No interpretations needed.

Section 5 – Policies

No interpretations needed.

All policies can now be found in Section III of this Handbook.



Bylaws – Article VI – Divisions

Division Standardization

All Divisions are expected, although not required, to supplement these statements.

- All Divisions should utilize the same offices, if possible. Terms such as Past Chair, Chair, and Vice Chair should be used rather than President so as to promote clarity between the Association- and Division-level officers.
- The officers of all Divisions should constitute a Division Board as opposed to an Executive Board so as to promote clarity between the Association and Division level.
- A list of appointments to be made for the next Association year is to be submitted to the Association’s Elections / Appointments Committee sixty (60) days prior to the Association’s Annual Conference.
- Clarity between Association-level and Division-level Committees must be maintained in the descriptions herein.
- The Division will use the Parliamentary Authority selected by the Association and / or special rules of order adopted by the Association’s Executive Board.
- The duties / responsibilities of all Division officers must be clear between the various offices and these must include:
  - Communication with Division members through the Division listserv and / or the Association listserv as appropriate.
  - Preparation of a report on the Division for each issue of the AzLA Newsletter.
  - Maintenance of the section on the Division of the AzLA Handbook.
  - Compliance with the AzLA Bylaws and policies.
  - Submission of quarterly reports for the Association’s Executive Board.
  - Submission of the Division section for an Annual Report of the Association.
  - Preparation and submission of a Division annual budget to the Association Treasurer.
  - Conducting an Annual Business Meeting at AzLA’s Annual Conference.
  - Ensures that, at least, a single program related to the Division is submitted for inclusion at AzLA’s Annual Conference.
  - Preparing a slate of candidates for appointment by the Elections / Appointments Committee.
  - Recording Minutes of all meetings and assuring that these are properly maintained and sent to the Association for archiving.

There now follows a review of all current Divisions: College & University Libraries Division, Public Libraries Division, Special Libraries Division, & Teacher Librarians Division.

College & University Libraries Division

Recognized acronym: CULD

Purpose: To encourage the development and growth of all aspects of college and university libraries and librarians through activities sponsored by the Arizona Library Association.

Goals: To sponsor activities necessary to implement other established programs of AzLA in order to accomplish the objectives of the Division and the parent organization.

**Bylaws**

Article I. The name of this organization shall be "Arizona Library Association, College and University Libraries Division."

Article II. The objectives of this organization shall be to encourage the development and growth of all aspects of college and university libraries and librarians through activities sponsored by the Arizona Library Association. When deemed propitious this Division will sponsor activities necessary to implement other established programs of AzLA in order to accomplish the objectives of the Division and the parent organization.

Article III. Officers and Management

Section 1. The Governing Board of the Division shall be composed of the officers of the Division and the immediate Past Chair.

Section 2. The Elections / Appointment Committee of AzLA will appoint the Chair on the recommendation of the Division, if possible. If there is no recommendation, the Committee will nominate a Chair. A Secretary, a Vice-Chair, a representative for the Legislation Committee, a Communications Officer, and a Representative to the Association of College and Research Libraries, a Division of the American Library Association shall be selected from and by the membership of the Division. The term of office shall be two (2) years.

Section 3. It shall be the duty of the Chair to preside at meetings of the Division and its Governing Board; to appoint committees; to act as spokesperson for the Division on matters of policy; to serve on the Executive Board of AzLA; and to perform other functions deemed appropriate by the by both the Division's Governing Board and the Association's Executive Board.

Section 4. It shall be the duty of the Secretary to keep a record of the proceedings of all formal meetings and distribute copies of the same to all members of the Governing Board of the Division.

Section 5. The Governing Board of the Division shall have authority to act for the Division in all matters not provided for in the Bylaws of the Division or through policy established by a resolution adopted by the membership.

Section 6. A vacancy in the Chair will be filled through the regular appointment process. Vacancies in other positions will be filled by the Chair.

Article IV. Meetings

Section 1. An annual business meeting of the Division will be held in conjunction with the Annual Conference of the Arizona Library Association.

Section 2. A quorum at the annual meeting of the Division shall be those voting members present.

Section 3. In addition to business meetings of the Division and its Governing Board, the Chairs with the approval of the the Governing Board may call program meetings.

#### Article V. Committees

Section 1. The Chair shall serve as an *ex-officio* member of all Division Committees.

Section 2. The Division shall be represented on the Association's Conference Program Sub-Committee and Legislation Committee as outlined. The Division's representatives must report the relevant proceedings of these groups in writing to the Division's Governing Board.

Section 3. The Division has a single division-level committee. The CULD Contributed Papers Committee will be responsible for requesting papers on a variety of library topics. The Chair of the Committee will attend meetings of the Association's Conference Program Sub-Committee and ensure time is allotted at the Annual Conference. The Chair is also responsible for seeing that the papers submitted are posted on the AzLA website.

Article VI. The rules of procedue for the Division shall be the parliamentary authority and rules as established by the Arizona Library Association.

Article VII. These Bylaws may be amended by unanimous vote of the Division Governing Board or by a majority vote of the Division members assembled in a general meeting, special meeting, or a vote held by mail.

Public Libraries Division  
Recognized acronym: PLD

Purpose: To foster and promote activities that support public libraries and public library staff in Arizona and encourage libraries development and growth.

Common Issues & Goals:

- To encourage and support the improvement, development and an extension of public libraries and their services in Arizona.
- To stimulate interest in and awareness of public library services.
- To provide opportunities for discussions, programs and activities centering on public library topics and issues, at AzLA conferences and other events.
- To cooperate with AzLA, its other Divisions, and other sub-units to enhance the role of libraries in the state of Arizona.
- To sponsor programs and continuing education opportunities that encourages interest in positions in public libraries.

Leadership: The chair will provide the Elections / Appointments Committee of the Association with a candidate for appointment every year. Term of office for each Chair will be a period of one (1) year.

Duties & Responsibilities:

- The Chair shall conduct an annual meeting of the Division and any other meetings as necessary.
- The Chair shall communicate with members via Division listserv, mailings, and the Association newsletter.
- The Vice-Chair will be assigned to Conference Program Sub-Committee to insure program development that will meet the needs of members.
- The Chair will submit quarterly reports to the Association's Executive Board.
- The Chair will submit an Annual Report will be submitted to the Association Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference.
- Budget requests will be submitted to the Association Treasurer in accordance with Association procedures.

Special Libraries Division  
Recognized acronym: SLD

Purpose: To promote special library service and librarianship in Arizona and to facilitate networking and cooperation among Arizona special library organizations and librarians.

Common Issues & Goals:

- To sponsor activities for the improvement and / or development of special libraries.
- To facilitate communication among members.
- To cooperate with organizations that have similar or allied interests.
- To make special libraries and information centers visible to the library and general communities.

Leadership:

- The Chair will foster leadership for the Division and provide the Elections / Appointments Committee of the Association with a candidate for appointment every other year.
- Term of office for each Chair will be a period of two (2) years.
- Encourage communications and networking with other Arizona special library associations.

Duties & Responsibilities:

- The Chair shall call at least one (1) meeting will be held every year.
- The Chair shall prepare an annual calendar which will include a continuing education program.
- The Chair shall communicate with members via Division listserv, mailings and the Association Newsletter.
- The Chair shall assign a member to the Conference Program Sub-Committee to insure program development that will meet the needs of members.
- The Chairs shall communicate at least annually with the various special library organizations in Arizona to facilitate coordination in programs and services.
- The Chair shall submit quarterly reports will at the Association's Executive Board meetings.
- The Chair shall submit an annual report to the Association Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference.
- Budget requests will be submitted to the Association Treasurer in accordance with Association policy.

Teacher Librarians Division

Recognized acronym: TLD

Purpose: The Teacher Librarians' Division shall be concerned with the improvement and extension of library media services in the schools of Arizona as a means of strengthening the schools' educational programs. This Division recognizes that its program shall be developed in cooperation with other library and educational organization concerned with the welfare and education of children and youth.

Common Issues & Goals:

- Planning the programs of study and service for the improvement and extension of library media services in strengthening the educational program, including the continuing campaign to require a fulltime certified librarian in every school.
- Stimulating continuous study and research to improve standards and procedures in the school library media programs and to establish criteria for evaluation.
- Synthesizing of activities of all units within the Arizona Library Association in areas of mutual concern.
- Advocating to other educational and lay groups of the value of school library media programs as a positive educational force in improving student achievement.
- Stimulating professional growth and improvement of the state of school librarians, including National Board Certification for School Librarians.
- Encouraging membership in and collaboration with related professional organizations and in local educational groups.
- Infusing technology into the learning process at all levels of education, empowering students and teachers to access, evaluate, synthesize and disseminate information.
- Campaigning towards the re-institution of a position with the Department of Education of a Director of School Library Services.

Leadership:

- The officers of the Division shall be a Chair, a Vice-Chair, and a Secretary. The officers shall perform the duties related to their offices and such other assignments as delegated by the Division's Governing Board.
- All officers shall serve a term of one (1) year, with re-appointment possible.
- The Division's Governing Board:
  - Chair
  - Vice-Chair
  - Past Chair
  - Secretary
  - The Representative to the Association's Membership Committee
  - The Representative to the Association's Legislative Committee
  - The Representative to the Association's Intellectual Freedom Committee
  - The Representative to the Association's SIRLS Advisory Committee

Appointment Procedure: The Governing Board of the Division will recommend to the Elections / Appointment Committee of AzLA the names of the Chair, Vice-Chair, and Secretary for appointment to these positions. Board members (committee and representative appointments) shall be made by the Chair of the Division for the term of one (1) year.

Duties & Responsibilities:

- The Chair shall:
  - preside at all meetings of the Division and its Board;
  - have the right to vote only in case of a tie;

- perform other duties designated by the membership or the Division Board;
  - represent or designate representation of the Division to other organizations;
  - establish the calendar of the year for meetings with a minimum of six (6) meetings, at least one of which will correspond with the Association's Annual Conference;
  - set the agenda of the meetings;
  - report quarterly to the Association's Executive Board;
  - prepare an Annual Report for the membership of the Association;
  - attend ALA Mid-Winter Meeting and Annual Conference to represent the Division at the Affiliate Assembly of the American Association of School Librarians meetings;
  - shall prepare the budget for the Executive Board; &
- The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair.
  - The Secretary shall be responsible for the Minutes of all business meetings and official correspondence of the Division.

Meetings shall follow the Parliamentary Authority established by the Association.

Bylaws – Article VII – Interest Groups

Interest Group Standardization

All Interest Groups are expected, although not required, to supplement these statements.

- All Interest Groups should utilize the same offices, if possible. Terms such as Past Chair, Chair, and Vice Chair should be used rather than President so as to promote clarity between the Association- and Interest Group-level officers.
- The officers of all Interest Groups should constitute an Interest Group Council as opposed to an Executive Board so as to promote clarity between the Association-level, Division-level, and Interest Group-level.
- A list of appointments to be made for the next Association year is to be submitted to the Association's Elections / Appointments Committee sixty (60) days prior to the Association's Annual Conference.
- The Interest Group will use the Parliamentary Authority selected by the Association and / or special rules of order adopted by the Association's Executive Board.
- Clarity between Association-level and Interest Group-level Committees must be maintained in the descriptions herein.
- The duties / responsibilities of all Interest Group officers must be clear between the various offices and these must include:
  - Communication with Interest Group members through the Interest Group listserv and / or the Association listserv as appropriate.
  - Preparation of a report on the Interest Group for each issue of the AzLA Newsletter.
  - Maintenance of the section on the Interest Group of the AzLA Handbook.
  - Compliance with the AzLA Bylaws and policies.
  - Submission of quarterly reports for the Association's Executive Board.
  - Submission of the Interest Group section for an Annual Report of the Association.
  - Preparation and submission of an Interest Group annual budget to the Association Treasurer.
  - Conducting an Annual Business Meeting at AzLA's Annual Conference.
  - Ensure that, at least, a single program related to the Interest Group be submitted for inclusion at AzLA's Annual Conference.
  - Preparing a slate of appointments for the Elections / Appointments Committee.
  - Recording Minutes of all meetings and assuring that these are properly maintained and sent to the Association for archiving.



There now follows a review of all current Interest Groups: Arizona Librarians for Young Adult Services Interest Group; Government Information Interest Group; Information Services Interest Group; International Interest Group; Kids' Issues, Development, & Support Interest Group; Native American Libraries Interest Group; Services to Diverse Populations Interest Group; & Technical Services Interest Group.

Arizona Librarians for Young Adult Services Interest Group

Recognized acronym: ALYAS

Established by Board Action Date

Purpose: To enhance the development and effectiveness of young adult library staff and young adult library services; to act as advocates for teens in libraries and communities; to recognize that teens are a distinct group with unique perspectives, skills, and possibilities; and to be actively involved in the development of young adults.

Common Issues & Goals:

- To unite all Association members interested in promoting services to young adults.
- To promote cooperation between school and public librarians who serve young adults.
- To educate the library decision-makers, library staff, and library support groups about the special library needs of young adults.
- To provide opportunities for librarians who work with young adults to discuss concerns and share ideas.
- To sponsor programs that will improve the quality of young adult services in schools and public libraries in Arizona.
- To encourage all librarians to provide services designed to encourage and assist young adults in using libraries.

Leadership:

- Appointment procedures will foster leadership for the Interest Group and provide the Association's Elections / Appointments Committee with a candidate for appointment every other year.
- Terms of office for the Chair will be a period of one (1) years.

Duties & Responsibilities of the Chair:

- Arrange and conduct semi-annual meetings. These meetings shall be held under the guidance of the Parliamentary Authority established by the Association.
- Propose, manage, and conduct two (2) continuing education programs each year.
- Communicate with members via Interest Group listserv, mailings and the Association newsletter.
- Work, or co-ordinate the work of the Vice-Chair, with the Conference Program Sub-Committee annually to insure program development that will meet the needs of members.
- Prepares regular reports for each meeting of the Executive Board and an Annual Report will be submitted to the Association Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference.
- Budget requests will be submitted to the Association Treasurer in accordance with AzLA procedures.

Government Information Interest Group

Recognized acronym: GIIG

Established by Board action as Government Documents IG Date

Name changed by Board Action 2010APR22

Purpose: To plan and work toward the improvement of government documents, services, and programs in libraries throughout Arizona.

Common Issues & Goals:

- To unite Association members interested in promoting awareness and use of government documents.
- To promote state-wide cooperation in the areas of interlibrary loan, reference service, acquisitions, and disposal of unwanted government documents.
- To provide opportunities for people concerned with documents to discuss problems and share ideas and expertise.
- To sponsor programs that will increase public access to government information by promoting awareness and effective use of documents by library staff.
- To support the objectives set forth in the "State Plan for Federal Depository Libraries in Arizona."
- To cooperate with the Arizona Library Association and its other units to enhance the role of libraries in Arizona.

Leadership: The officers of the Interest Group shall be a Chair and a Vice-Chair. The offices will have one (1) year terms.

Duties & Responsibilities:

- The Chair will foster leadership for the Interest Group.
- The Chair will provide the Association's Elections / Appointments Committee with a candidate for the Vice-Chair appointment.
- The Vice-Chair will serve on the AzLA Conference Program Sub-Committee.
- The Chair will, at least annually at the Arizona Library Association Annual Conference, conduct a meeting of the Interest Group. The Chair may call additional meetings as may be required.
- The Chair will communicate with members via Interest Group listserv and / or e-mails.
- The Chair will submit quarterly reports to the Association's Executive Board meetings.
- The Chair will submit an Annual Report will be submitted Chair to the AzLA Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference of the Association.
- The Chair will submit Budget requests in accordance with AzLA procedure to the Association's Treasurer.

Information Services Interest Group

Recognized acronym: ISIG

Established by Board Action Date

Purpose: To promote and advance library services, librarianship, and the use of technology in Arizona libraries.

Common Issues & Goals:

- To promote unity by bringing together association members interested in library services, including reference and library instruction, and library technology.
- To sponsor relevant continuing education programming.
- To foster communication among people from all types of libraries who are interested in the provision of public service and effective instruction.

Leadership:

- The officers shall be a Chair and a Vice-Chair.
- The term of office for each will be a period of two (2) years commencing at the conclusion of the Annual Conference,

Duties & Responsibilities:

- Communicate through the ISIG blog & listserv.

International Interest Group  
Recognized acronym: IIG  
Established by Board Action Date

Statement: Our libraries serve increasingly diverse populations. Learning more about other cultures will enable us to do our jobs more professionally, intelligently, & sensitively.

Purpose:

- To offer educational opportunities for Arizona librarians and library staff to further their knowledge of other countries and cultures,
- To provide opportunities for networking within the group and with other library groups.
- To provide resources for training librarians and library staff related to the use of library services & resources by international users.
- To promote library services for international users.

Common Issues & Goals:

- To develop the interests of librarians and libraries in issues, activities, & opportunities in the fields of international culture & librarianship.
- To promote the exchange of materials, information, librarians, & other resources throughout the world.
- To serve as a channel of communication & counsel for members of AzLA in the field of international issues of culture & librarianship.
- To work with the Services for Diverse Populations Interest Group on issues related to library services for international users in Arizona.

Leadership:

- Officers shall consist of the AzLA members in good standing & shall be a Chair, a Vice-Chair, & the Immediate Past Chair.
- The appointments shall be made according with AzLA procedures,
- Terms for each appointed officer shall be for one (1) year commencing at the conclusion of the Annual Conference.

Duties & Responsibilities of Chair:

- IIG programs at the Annual Conference: solicits ideas from members, selects appropriate programs, attends Conference Program Sub-Committee meetings, co-ordinates all aspects of the speakers' programs, assigns a facilitator for each program, attends the conference, & lends assistance to facilitators or speakers as necessary.
- Yearly activities: solicits ideas for same.
- Keeps members apprised of international events & opportunities in Arizona & elsewhere through AzLA website, newsletter, & e-lists.
- Keeps the IIG information on the AzLA website current (contact information, upcoming events, *etc.*
- Assists as requested with the activities of the Horner Fellowship Committee.
- Works with Vice-Chair for a smooth transition.

Duties & Responsibilities of the Vice-Chair:

- IIG programs at the Annual Conference: works with the Chair on developing these.
- Yearly activities: helps with soliciting ideas & with outreach to AzLA members.
- Solicits volunteers for next IIG Vice-Chair before Business Meeting at the Annual Conference.

Meetings: An annual Business Meeting of the Interest Group shall be held in conjunction with the Arizona Library Association. Meetings, seminars, & workshops shall be held as approved by the Interest Group Governing Council of the Interest Group to further the aims of the Interest Group.

Reports: The IIG Chair shall submit quarterly and an annual report to the AzLA Executive Board.

Budget:

- The Chair shall submit a request to the AzLA Executive Board for annual funds as needed.
- The Chair shall submit an annual expense report to the AzLA Treasurer as needed.

Possible Activities:

- Arrange virtual meetings, including webinars & guest lectures.
- Contribute content to *AzLA Newsletter*.
- Update website pages as needed.
- Communicate with local international communities in Arizona to learn their information needs.
- Look into possible connections with IFLA, ACRL's Academic Library Services to International Students Interest Group, and other possible partners on appropriate projects.

Kids' Issues, Development, & Support Interest Group

Recognized acronym: KIDS

Established by Board Action Date

Purpose: To support and encourage members who work with children by promoting children's services and literacy and giving a voice to children's issues within AZLA and the state of Arizona.

Common Issues & Goals:

- To keep abreast of issues dealing with all children and their well-being.
- To provide information and opportunities for continuing education.
- To network through local and state-wide groups.
- To be willing to mentor one another.

Leadership:

- The Interest Group Council will consist of a Chair, immediate Past Chair, Vice-Chair, and a Secretary appointed from the membership of the Interest Group through AzLA procedures.
- The Interest Group Council will foster leadership for the Interest Group and provide the Association's Elections / Appointments Committee with candidates, AzLA members in good standing, for appointment each year.

Duties & Responsibilities:

- The Chair will write the reports, budget requests, and oversee the meetings.
- The Vice-Chair will serve on the Conference Program Sub-Committee.
- The Secretary will take Minutes of meetings and distribute to the Interest Group Council members.
- The Secretary will distribute communications to the members through e-mail.
- The immediate Past Chair will serve in an advisory capacity.
- The Chair will hold an Annual Business Meeting at Annual Conference and additional meetings as needed following the Parliamentary Authority established by the Association.
- The Interest Group Council will meet annually to plan the calendar year.
- The Chair will submit budget requests to the Association Treasurer in accordance with AzLA procedure.
- The Chair will submit quarterly reports to the Executive Board.
- A member of the Interest Group will continue to be a presence on the Judy Goddard Libraries Limited Arizona Children Author / Illustrator Award Panel, and the Grand Canyon Readers' Award Sub-Committee.
- The Chair will communicate with members through e-mail and the Association newsletter.

Native American Libraries Interest Group.

Recognized acronym: NALIG

Established by Board Action 2009JAN23 as Tribal Libraries IG

Name changed by Board Action Date

No Interest Group specific information deemed necessary.

Services to Diverse Populations Interest Group  
Recognized acronym: SDPIG, also given as DivPop  
Established by Board Action Date

Purpose: To promote equal access to information for populations which may be considered non-traditional or marginalized and which may not otherwise receive services.

Common Issues & Goals:

- To facilitate networking, sharing of ideas, and common concerns.
- To sponsor programs and continuing education opportunities that encourages interest in services to diverse populations.

Leadership / Appointment procedures:

The Chair and Past Chair will meet annually to review the SDPIG membership list and contact those they think may be interested in being the Chair for the next year. The first person who indicates his / her willingness to run will be nominated. The name will then be submitted according to AzLA procedures.

Duties & Responsibilities:

- Meetings of SDPIG will be held as the Chair considers necessary, but shall meet at least at the AzLA Annual Conference. The Parliamentary Authority established by the Association will be observed at any meeting of SDPIG.
- The Chair shall appoint members of SDPIG to serve on AzLA Committees and Sub-Committees as indicated herein. The Chair or his / her designee will serve on the Conference Planning Sub-Committee.
- The Chair shall provide written reports on SDPIG activities to the AzLA Executive Board on a quarterly basis.
- The Chair shall make oral reports the AzLA Executive Board meetings as necessary.
- The Chair shall provide an Annual Report of SDPIG activities to the AzLA Secretary for inclusion in the AzLA Annual Report.
- The Chair shall prepare and submit budget requests to the AZLA Treasurer as required herein.
- The Chair shall submit a summary of expenditures made for SDPIG as part of their reports to the AzLA Executive Board.



Technical Services Interest Group

Recognized acronym: TSIG

Established by Board Action 2007JAN26

At the AzLA Executive Board meeting 2009OCT16, this Interest Group affiliated with the Council of Regional Groups of the Association of Library Collections & Technical Services (ALCTS).

Purpose: To promote the exchange of knowledge in the areas of metadata management, processing, acquisitions, digital collections, & serials.

Common Issues & Goals:

- To promote unity by bringing together Association members interested in cataloguing, processing, acquisitions, digital collections, & serials.
- To provide enrichment opportunities for Association members by organizing forums to discuss problems and share ideas.
- To sponsor programs regarding all aspects of metadata management, licensing and digital rights management, processing, acquisitions, & serials.
- To collaborate with the divisions and other units of AzLA to enhance the role of libraries in Arizona.

Leadership:

- The officers shall be a Chair & Vice-Chair.
- The term of office for each shall be one (1) year commencing at the conclusion of the Annual Conference.

Duties & Responsibilities:

- The Chair will hold an Annual Meeting will be held in conjunction with the AzLA Annual Conference; quarterly meetings may be held virtually or in person throughout the year.
- The Vice-Chair will co-ordinate program development with the AzLA Conference Program Sub-Committee for the Annual Conference.
- Submit an Annual Report prepared by the Chair to the Association Secretary and quarterly reports to the Executive Board.
- Budget requests will be submitted to the AzLA Treasurer.

Bylaws – Article VIII – Committees

Committee Standardization

All Committees are expected, although not required, to supplement these statements.

- All Committees should have the same officers.
- It is desirable that appointments to Committees be staggered for the sake of continuity and the collective memory. Each Committee needs to establish a system to ensure this happens.
- The Committee will use the Parliamentary Authority selected by the Association and / or special rules of order adopted by the Association's Executive Board.
- The routine duties / responsibilities of all Committee Chairs & members must include:
  - Communication with Committee members through the Committee Group listserv and / or the Association listserv as appropriate.
  - Communication with the Executive Board, the Division Boards & Interest Group Councils.
  - Preparation of a report on the Committee for each issue of the AzLA Newsletter.
  - Maintenance of the section on the Committee of the AzLA Handbook.
  - Compliance with the AzLA Bylaws and policies.
  - Submission of quarterly reports for the Association's Executive Board.
  - Submission of the Committee section for an Annual Report of the Association.
  - Preparation and submission of a Committee annual budget to the Association Treasurer.
  - Conducting an Annual Business Meeting at AzLA's Annual Conference.
  - Recording Minutes of all meetings and assuring that these are properly maintained, forwarded to the incoming Chair and other members, and sent to the Association for archiving.

There now follows a review of all current Standing Committees: (Service) Awards Committee, Conference Committee, Elections / Appointments Committee, Governance Committee, Horner Fellowship Committee, Intellectual Freedom Committee, Legislation Committee, Marketing & Advocacy Committee, Membership Committee, Newsletter Editorial Committee, Professional Development Committee, School of Information Resources & Library Science Advisory Committee, Stephens Fellowship Committee, Web & Social Networking Committee.

At present, there are no *ad hoc* Committees to include herein.

(Service) Awards Committee<sup>4</sup>  
Established by Board Action Date

**Purpose:** To solicit and receive nominations for and select recipients of the Annual Service Awards and certain scholarships.

**Issues & Goals:** To recognize members of the Arizona Library Association or other individuals, groups, or organizations for their support of library issues and their efforts on behalf of the Association.

**Leadership:** The AzLA President appoints the Chair of the Awards Committee for a term of one (1) year with an option to re-appoint for an additional year(s).

**Duties & Responsibilities of Awards Committee Chair:**

- Attend all meetings of the Conference Committee
- Attend all meetings of the Executive Board
- Communicate with subcommittee chairs
- Insure duties listed below are carried out
- Solicit nominations (*AzLA Newsletter*, ASLAPR listserv).
- Evaluate nominations with the other members of the Award Committee
- Select winner in each category.
- Notify winners in writing. Copies of the notifications go to the Conference Program Subcommittee Chairs, the AzLA President, the AzLA Webmaster, and the AzLA staff (to prepare the checks and / or plaques)
- Notify all of the nominators of the status of the nominees in question
- Send biographical information on the winner and other publicity materials to the AzLA webmaster.
- Write article for *AzLA Newsletter*.
- Have presentation materials ready for the AzLA President to present at an event during the Annual Conference.
- Be available to assist in the presentations.
- Confirm sponsorship of awards.
- Solicit nominations (*AzLA Newsletter*, ASLAPR listserv).
- Write presentation material for banquet describing qualifications of the recipient for use at banquet or luncheon.
- Present recipients and other nominees with folder of nomination / support letters.

---

<sup>4</sup> Currently AzLA does not give out author / illustrator awards. The Judy Goddard / Libraries Ltd. Awards & The Grand Canyon Readers Awards are presented at the Annual Conference of AzLA; but, they are adjudged by organizations outside of the Association. The Association merely provides a forum for the award and has provided some funding, although this policy was recently changed.

## **THE (SERVICE) AWARDS & SCHOLARSHIPS**

### Library Leadership Award >>

This award is presented to an active or retired library administrator or manager (as defined by his / her institution and may include director, adult services supervisor or similar position) with an M.L.S. or its equivalent, and / or the equivalent degree in Archives or Museum Studies, who is an AzLA member. Criteria include significant accomplishments and leadership over the past three (3) years in Arizona in several of the following areas:

- Promoting libraries / library service in Arizona;
- Legislative activity and support;
- Mentoring-own institution, state-wide, or regionally;
- Staff development: own institution, state-wide, or regionally;
- Professional publications;
- Contributions to the future of the profession;
- Raising the profile of the profession;
- Raising the profile of the library: own institution or libraries in Arizona or the MPLA region; and / or
- Significant participation in a special project relating to libraries or library service.

Explanatory Note: This award differs from the Rosenzweig Distinguished Service Award in the length of service being considered and the area of effectiveness; *i.e.*, it could be limited to own institution rather than to the region. Also, a professional degree is required.

### Rosenzweig Distinguished Service Award >>

This award is presented to an active or retired layperson or librarian who is a member of AzLA. Emphasis is placed on effectiveness regionally or state-wide, rather than limited to the institution where the individual worked. Criteria include significant accomplishments and leadership over the past ten (10) years in Arizona in several of the following areas:

- Promotion of libraries and library services in Arizona;
- Active support of AzLA;
- Legislative activity and support;
- Mentoring;
- Staff development;
- Professional publications;
- Contributions to the future of librarianship and information science as a profession;
- Raising the profile of work in libraries;
- Raising the profile of the library in Arizona; and / or
- Significant participation in a special project relating to libraries or library service.

Explanatory Note: This award differs from the Library Leadership Award in the length of time the individual served the Arizona library community, the effect of the accomplishments throughout the state, and because the individual is not required to have an M.L.S.

### Outstanding Library Service Award >>

This award is presented to an individual currently working in libraries, with or without an M.L.S., who has professional responsibilities to the end user in such service areas as reference, programming, cataloguing, bibliographic or database instruction, collection development, or a combination of these and other professional responsibilities. Service during the past one-to-three (1-3) years should be considered.

Emphasis will be placed on enhanced service, beyond the standard requirements of good library service. Criteria include one or several of the following:

- Service or project effectiveness beyond own institution;
- Potential impact or benefit to other libraries;
- Benefit to local community;
- Accomplishment as potential model for other libraries of similar size;
- Nominee's investment of personal time; and / or
- Limitation of resources (staff, time, and funds).

Explanatory Note: The award is intended to give equal opportunity to people who provide service directly to patrons or who may have limited resources or clerical assistance. The M.L.S. requirement was deliberately dropped to give workers who give professional service an opportunity to compete for this award. As youth services / young adult librarians and school librarians have separate awards, this award is intended for those who serve primarily adults or college age students, or where youth services are not separated from adult services.

#### Sharon G. Womack Outstanding Library Technician Award >>

This award is given to an individual who has served as a model of the important role that the paraprofessional plays in providing quality library service and who has exemplified the integral part that the paraprofessional performs as a library staff member. Nominees will be judged on the basis of:

- Demonstrated on-the-job excellence, as noted by their supervisors;
- Support and enhancement the services of the library where they work;
- Evidence of interest in continuing education and other learning opportunities;
- Service to AzLA and other library organizations; and /or
- Participation in other noteworthy community activities will also be considered.

Nominees must be a member of AzLA for one (1) year prior to their nomination. The winner will receive a free membership in AzLA for the year following the Award.

#### Outreach Services Award >>

The Little Chapel of All Nations, Tucson, provides a monetary award to the library, librarian, or library related group or person that provides exemplary library outreach services to unserved, underserved, or minority populations. Membership in AZLA is not required.

#### Outstanding Decision Maker Award >>

This award is given to an Arizona decision-maker exhibiting significant support for librarians. This person is an administrator (city, county, academic, or school) or an elected / appointed official (City Council, Board of Regents, Board of Supervisors, Board of Education, or School Board) who has made a difference for libraries. This person's demonstrated support may be a critical issue (intellectual freedom, fiscal advocacy, development, or a new program, etc.) or continuous support over a period of time.

#### AzLA / ProQuest SIRS Intellectual Freedom Award >>

ProQuest SIRS sponsors a cash award for the purchase of library materials. It is given to an individual or library for actively promoting intellectual freedom in Arizona.

#### AzLA Outstanding Youth Services Librarian Award

Formerly Rising Moon Outstanding.... (Changed by Board Action 2009APR16)

The Outstanding Youth Services Librarian Award is given to an individual who serves as a model for the important role Youth Services plays in public libraries.

The award is a plaque and one (1) year free membership. Nominees may be Children's, Young Adult, or Youth Services librarians, or other librarians who serve youth in those capacities, in any Arizona public library. Nominees must demonstrate notable and outstanding performance in producing, developing and promoting programs, services, collections, and reading activities for children and / or teenagers in their libraries and communities. Nominees must have two (2) years of continuous membership in AzLA to be considered for this award.

#### Follett School Librarian of the Year Award >>

This award is given to an individual who serves as a model for implementing the American Association of School Librarians (AASL) National Standards. This award is sponsored by Follett School Library Resources, which provides a plaque for the winner. Nominees must be certified school library media specialists in Arizona who demonstrate notable or outstanding performance in the areas of collaboration with classroom teachers, educational leadership, technology, and advocacy for school libraries. Nominees must have two (2) years of continuous membership in AzLA to be considered for this award.

#### Outstanding Library Board >>

Given to a Library Board or equivalent management group under whose guidance or support a library or group of libraries has been substantially improved. The Board's policies, its success in promoting library service to its constituency, its financial contribution, and its relationship to the community are taken into consideration.

#### Library Support Staff Scholarship Award >>

The Library Support Staff Scholarship Award is a monetary award of \$500 given once annually for the purpose of supporting continuing education via community college, university, or national conference, to any non-M.L.S.-degreed library staff member employed by any library within the State of Arizona. The recipient must currently be enrolled in a college or university program, submit official records showing a grade point average of 3.0 or above (*i.e.*, a B), be actively pursuing an A.A.S degree in Library Technology or a B.A. or B.S. degree in any major with the goal of pursuing, upon graduation, a Master's Degree in Library Science or be actively pursuing a Master's Degree in Library Science, and a member of AzLA.

#### The Emerging Leader Award >>

This award is sponsored by Phoenix-based Great Potential Press and is open to any person working in a library who shows exceptional promise as a leader in the field. The purpose of the award is to recognize individuals with strong leadership potential in order to encourage them to take on roles of increasing responsibility in library work. Membership in AzLA is not required. Criteria for the award include one or more of the following;

- creation of innovative programs or services;
- creating a positive vision, communicating it to others, and inspiring and guiding others to achieve it;
- making exceptional use of local, state, or national library resources including grants;
- actively participating in professional library organizations on a local, state, regional, or national level;
- showing a commitment and belief in the vitality, flexibility and future of library service; and / or
- having two (2) full years of full-time library service in Arizona prior to nomination and no more than five (5) years work history.

A cash award of \$250, provided by Great Potential Press, and a one (1) year membership to AzLA will be awarded to the selected nominee.

The Library Volunteer of the Year Award

(No description)

The Presidential Conference Program Award

(No description)

Conference Committee with the Program Sub-Committee  
Established by Board Action Date

Purpose: To plan and present an Annual Conference.

Common Issues & Goals: The Conference Committee strives for continual improvement in the Annual Conference and to keep it relevant to the interests and issues of libraries, librarians, archives, and library users.

Leadership: Co-Chairs appointed by the AzLA President to serve alternating two (2) year terms. The Conference Co-Chairs appoint Committee Members. Director of the agency appoints one (1) staff member of the Arizona State Library, Archives, and Public Records. Members serve a one (1) year term and may be re-appointed for an unlimited number of terms. President or Co-Chairs will appoint vacancies.

Duties & Responsibilities:

- Prepares welcome letter with meeting dates, times, and location for Conference Committee members.
- Creates e-mail group of Conference Committee members and updates as needed.
- Prepares meeting agendas and disseminate information between meetings.
- Formulates policies and procedures relating to the Annual Conference.
- Develops conference budget with input from the Executive Board and the Association Treasurer.
- Determines overall conference schedule, calendar, *etc.*
- Handles all logistics of the Annual Conference.
- Determines cut-off dates for early bird and pre-conference registration.
- Follows-up on online registration form and problems with registering.
- Proposes exhibit and registration fees for approval by Executive Board.
- Reports to the Executive Board at every Board meeting and copies AzLA President on all Minutes and other significant correspondence.
- Develops conference theme presented to it by the President-Elect
- Creates conference stationery.
- Author Signings: Committee is responsible for obtaining authors as well as obtaining books related to signings.
- Determines charitable organization for book donations.
- Writes grant and final grant report for MPLA funding of pre-conference program.
- Awards: Provides Conference Manager with details on award recipients and procedures for Awards Banquet. This includes contacting sponsors of awards to see if they will attend lunch. Also, Committee responsible for providing accurate number of meals (complimentary or not) prior to pre-registration deadline.
- Hospitality: Communicates with speakers, meets & greets speakers, escorts speakers when necessary, and arranges for speaker gifts.
- Programming: Development and confirmation of the educational topics and speakers.
- Publicity: Responsible for general conference publicity for *AzLA Newsletter*, AzLA website, and other media.
- Agenda: assignment of dates, times and locations for various program functions for the printing of preliminary & final Programs.
- Program Booklets: Provides Conference Manager with final copy for program speakers, times, topics, descriptions, *etc.* needed to publish preliminary & final Program Booklets.
- Sponsorships & Prizes: Handles any solicitation of exhibitor prizes or sponsorship revenue for speakers and events.
- Purchases all conference ribbons and stuff f ribbons in pre-registration packets.
- Updates, distributes, and reviews conference evaluations.
- Novelty Sales: Arranges for sales of novelty items such as t-shirts, tote bags, logo items, *etc.*



- AzLA Membership Booth: works with Membership Chair to operate the AzLA Booth in the exhibit hall including setup and teardown that are done during the same time slot allotted to exhibitors.
- Handles logistics of collecting and depositing money from the AzLA Booth in the Exhibit Hall.
- Finances: Association Treasurer will receive from Conference Manager all advance registration and booth revenue, deposit same in Conference bank account and prepare appropriate financial statements thirty (30) days after conclusion of Conference. Association Treasurer will also take over administration of unpaid purchase orders / invoices from Conference Manager.
- Speaker airfare arrangements: handling flights for out-of-state speakers usually coordinated with Conference Travel Agency.
- Speaker Information: Provides Conference Manager with comprehensive listing of all speakers; such a listing includes name, address, telephone & fax numbers with Program Sub-Committee member responsible for that speaker. This is to be provided prior to printing of preliminary program. Necessary adjustments should be given as needed thereafter. Conference Manager should also receive copies of all contracts with speakers and / or entertainment.
- Follows-up on all conference details.
- An Internet Center or WiFi connection is key to some members being able to attend the Annual Conference as it allows them to stay in touch with their other professional responsibilities. It is also necessary for many of the presenters in the providing of content at the Annual Conference. Accordingly, the Conference Committee will make arrangements for same.
- A Recruiting Center is actually why many attend the Annual Conference. This center is mandated to include practice interviews and résumé critiquing. Accordingly, the Conference Committee will make arrangements for same.
- Prepares final report on the Annual Conference and evaluation feedback for Executive Board.
- Revises the *AzLA Handbook* to keep it current and reflect existing practices.

#### Conference Program Sub-Committee

Purpose: The Conference Program Sub-Committee is responsible for the development, confirmation, and coordination of educational programming for the AzLA Annual Conference.

Common Issues & Goals: The goals of the Conference Program Sub-Committee are to provide quality programming for the AzLA Annual Conference necessary to the success of the AzLA Annual Conference.

As issues within the Conference Program Sub-Committee arise, they shall be addressed by consulting the current AzLA Conference Committee and / or chairs, past Conference Program Sub-Committee Chairs, the AzLA President-Elect, and appropriate members of the AzLA Executive Board.

Leadership:

Membership of this Sub-Committee shall consist of the following AzLA members in good standing:

- The two (2) Co-Chairs,
- One (1) representative from each Division, &
- One (1) representative from each Interest Group.

The AzLA President will appoint the Co-Chairs.

A representative from each Division and each Interest Group shall be appointed by the respective Chair to represent the broad programming interests of the AzLA membership.

Co-Chairs will each serve a two (2) year staggered term, with a new appointment made each year to replace the outgoing Co-Chair. All other Sub-Committee members shall serve for (1) year and may be reappointed.

**Duties & Responsibilities of the Co-Chairs:**

- Develop and distribute Program Proposal forms to the AzLA Membership through all available communication media.
- Coordinate with the Conference Committee Co-Chairs to set meeting schedule and develop a timeline.
- Attend Conference Committee meetings and update Conference Co-Chairs on a regular basis.
- Coordinate with Awards Chair for information about award winners, and for award event(s) details.
- Provide speaker and program information in electronic format in a timely manner to webmaster for AzLA Conference website.
- Contact and meet with Conference Program Sub-Committee members as needed to transact Sub-Committee business.
- Receive and track completed Proposal Forms via electronic database.
- Review submitted program proposals.
- Select programs
- Schedule selected programs, track speakers, and audio-visual requirements via electronic database.
- Produce Preliminary and Final Programs.
- Develop speaker list for Hospitality Chair and arrange for Speaker Information Packet to be distributed.
- Attend Conference and Conference Events.
- Maintain and update as needed a Conference Program Sub-Committee Notebook for succeeding Co-Chairs.

**Duties & Responsibilities of the Conference Program Sub-Committee Members**

- Attend Conference Program Sub-Committee meetings.
- Review submitted program proposals.
- Develop programs and pursue speakers of interest to each Sub-Committee member's respective Division or Interest Group.
- Contact speakers: negotiate fees, if appropriate and determine audio-visual requirements.
- Submit finalized programs, speaker information, expenses, and audio-visual requirements in electronic format to Conference Program Sub-Committee Co-Chairs.
- Attend Annual Conference, introduce speakers, and distribute speaker gifts.
- Contact succeeding respective Conference Program Sub-Committee member and provide an overview of the duties and responsibilities of the Conference Program Sub-Committee.

**Budget**

All Conference Program Sub-Committee expenditures (honoraria, travel expenses, *etc.*) must be pre-approved by the Program Sub-Committee Co-Chairs. The Conference Program Sub-Committee Co-Chairs will coordinate with the Association Treasurer concerning speaker reimbursement forms and corresponding procedures.

Elections / Appointments Committee  
Established by Board Action Date

Purpose: To coordinate the elections of the Association and to ensure that the Association, its Divisions, Interest Groups, Committees, Sub-Committees, Boards, and Panels have leadership through an election and /or an appointment process.

Membership: As outlined in the Bylaws.

Terms of Office: The Chair serves a one (1) year term; other members serve according to their elected terms.

Duties & Responsibilities:

- Compiles a slate of officers in accordance with the Bylaws. The position of President-Elect will be on the ballot each year. The positions of Secretary, Treasurer, and the Regional Representatives will be on the ballot every other year depending upon the staggered rotation. The positions of Councilor to the American Library Association and Representative to the Mountain Plains Library Association will be on the ballot every third (3<sup>rd</sup>) year in compliance with the terms established by those organizations.
- Present a complete slate for elected offices and a list of appointees for appointed offices to the Executive Board at least forty-five (45) days prior to the Annual Conference according to the schedule approved by the Executive Board.
- Adhere to additional policies governing the nominations of AzLA officers in the Bylaws.
- Provide biographical information and election statements to the Association Manager in ample time to assure the distribution of the ballots according to Arizona Library Association Bylaws.
- Receive support from the AzLA Association Manager in the verification of membership status and the tabulation of election results.
- Confirm recommendations by Division and Interest Group leadership for Chair and other appointments. If recommendations fail to be made by the leadership of either a Division or an Interest Group, the Committee begins the process of identifying and appointing Chairs and other officers for derelict Divisions and / or Interest Groups.
- Refers to the Executive Board those units failing to recommend a list of officers as the Bylaws suggest that said groups should be considered for disbanding.
- Make necessary reports to the Executive Board including the proposed Committee schedule for the election year, the slate of candidates, the list of appointees, and the Annual Report.
- Submit to appropriate library journals and local and state newspapers and other media and the ALA Chapter Relations Office the results of AzLA elections. The ballot of Association-wide elections shall be published in the *AzLA Newsletter* immediately following the election with the name of the winners highlighted.
- Present past files of the Committee to the incoming Committee Chair as soon as that individual is appointed.

Governance Committee

Established by Board Action as an Ad Hoc Committee 2012OCT05

Confirmed as Standing Committee 2013APR25

Purpose: To regularly review the AzLA Bylaws, as well as the bylaws of Divisions, Interest Groups, and Committees, the AzLA Handbook, and the AzLA Policy Manual to ensure that they are consistent with each other and are revised or updated as needed; to make recommendations to the AzLA Executive Board for revisions to either the Bylaws or the Handbook as needed; to monitor AzLA Board Minutes to ensure that all policies approved by the Board have been included in the Policy Manual and are reflected, if appropriate in the Handbook; to review policy and procedure manuals that any Committee, Division, or Interest Group maintains; to monitor status of Divisions and Interest Groups to ensure they are in compliance with the stated requirements.

It is, also, the responsibility of the Governance Committee to manage the operational aspects of the Sunset Provision policy.

Membership: Chair, others (no specifications).

Horner Fellowship Committee  
Established by Board Action Date

Click on Icons for further information.



Horner -  
Application.pdf



Horner -  
Criteria.pdf



Horner - Emergency  
Contact.pdf



Horner - Liability  
Release.pdf



Horner - Memo of  
Understanding.pdf



Horner - Model  
Release.pdf

Intellectual Freedom Committee  
Established by Board Action Date

Purpose: To promote and encourage free access to library materials and information to citizens and residents of Arizona.

Membership: The Chair and another member shall be appointed according to AzLA procedures. It is recommended that the Chair be selected from the members of the Intellectual Freedom Committee, but this is not required. There shall be two (2) appointments from each Division appointed by Division chair. It is suggested that TLD appoint one (1) member who works at the elementary level and one (1) who works at the middle / high school level. There shall be one (1) staff member of ASLAPR appointed by ASLAPR Director.

Terms of Office: All members serve a term of one (1) year. Re-appointment is possible.

Duties & Responsibilities:

- Co-ordinates activities as necessary with the Legislation Committee.
- Monitor legislation or administrative policy at the state, local, and school district level which might place library collections in jeopardy, or which might restrict, prejudice, or otherwise interfere with selection, acquisition, or other professional activities of libraries.
- Monitor legislation or administrative policy in the general field of communication of knowledge and ideas that might be beneficial to and support the concept embodied in the phrase "Freedom to Read" & "Freedom to View."
- Keep the Association informed of any legislation and / or policies affecting access to information.
- Provide assistance when an incident or controversy occurs. Said assistance may include liaison with appropriate national-level offices at the American Library Association.
- Promote the development of selection policies for all libraries throughout the state.
- Keep the Association apprised of significant Intellectual Freedom activities on the national level including, but not limited to, the American Library Association's Office of Intellectual Freedom, Intellectual Freedom Round Table, Social Responsibilities Round Table, and the Freedom to Read Foundation.

Legislation Committee  
Established by Board Action Date

Purpose: To take a leadership role in promoting effective, collaborative political action in support of libraries and to facilitate communication among all stakeholders regarding library legislation at the state and federal levels. The Legislative Toolkit includes local government, but this level is not of primary concern.

Leadership: The Chair shall be appointed according to AzLA procedures. Co-chairs having staggered terms are preferable. There shall be two (2) members from each Division appointed by the Division Chair. The Regional Representatives are members. A staff member of the Arizona State Library, Archives, and Public Records shall be appointed by the Director of the agency. The Chair of Intellectual Freedom Committee or designated representative of that Committee also serves as a member of this Committee. Additional members appointed as needed by the Chair.

Membership: The Chair and members shall serve for one (1) year, re-appointment possible.

Duties & Responsibilities (where applicable working with the Association's Lobbyist\*):

- Recommend legislative policy and programs for Executive Board approval and take necessary steps for implementation.
- Promote legislation beneficial to libraries and library service.
- Oppose legislation detrimental to libraries and library service.
- Ask for legislative action from AzLA membership.
- Inform legislators about the possible effects on libraries or librarians of existing or pending legislation.
- Inform AZLA membership and / or Executive Board about State and Federal legislative activities of interest and importance to Arizona libraries and librarians.
- Forward legislative announcements and requests for action as directed by the Executive Board.
- Promote cooperative legislative activity with such external, related associations and / organizations.
- Advocate financial support for the Arizona State Library, Archives, and Public Records agency. Work closely on this with the State Librarian.
- Provide a leadership role in promoting legislative advocacy among members of AzLA.
- Participate in the ALA Legislative Day activities.

Marketing & Advocacy Committee  
Established by Board Action as an Ad Hoc Committee 2012OCT05  
Confirmed as Standing Committee 2013APR25

Statement: The Marketing & Advocacy Plan should focus on raising the visibility and emphasizing the importance of all types of libraries and library workers in their communities and across the State.

Purpose: To develop and keep up-to-date a marketing and advocacy plan for AzLA; to develop initiatives to support state-wide marketing and advocacy; to serve as a support for local initiatives; to co-ordinate advocacy plans with the Legislation Committee; to provide marketing assistance to the Membership and other Committees as they carry out other marketing activities.

Membership: Chair, Regional Representatives (or designees), others.



Membership Committee  
Established by Board Action Date

Purpose: To recruit and retain members for AzLA.

Membership: The Chair shall be appointed according to AzLA procedures. There shall be provision for one (1) member from each Division. Additional members appointed as needed by the Chair. There shall be one (1) staff member of Arizona State Library, Archives, and Public Records appointed by the Director.

Terms of Office: The Chair and members serve a one (1) year term. Members may be reappointed.

Duties & Responsibilities:

- Assist Association Manager to maintain membership records.
- Assist Association Manager in updating the membership brochure as needed.
- Recruit members of AzLA through annual solicitation and with special campaigns as needed.
- Arrange for a display of membership materials at the Annual Conference, the Regional Forums, other meetings of the Association, and other related professional meetings.
- Manage the Conference Scholarship Program awarding five (5) free registrations in exchange for volunteer hours at the Conference and an essay reviewing the experience for publication in the Newsletter.
- Advise Association Manager on possible changes needed on the membership application form.

Newsletter Editorial Committee  
Established by Board Action 2013APR25

Purpose: To develop and recommend policies for the AzLA Newsletter to the AzLA Executive Board; to encourage submissions from units and members for content; to support the Editor as needed.

Membership: Chair (Newsletter Editor), others

Professional Development Committee  
Established by Board Action as an Ad Hoc Committee 2012OCT05  
Confirmed as Standing Committee 2013APR25

Statement: One benefit of being an AzLA member is the Professional Development opportunities provided, so this Committee will focus its efforts on providing enhanced Professional Development opportunities for members of AzLA.

Purpose: To increase knowledge, skills, and abilities of library and information professionals broadly across the state of Arizona; to organize and / or co-ordinate ongoing Professional Development opportunities, both in person and online, throughout the year; to work collaboratively with the State Library's Continuing Education Department, the AzLA Annual Conference Planning Committee, and the Membership Committee.

Membership: Chair, Continuing Education Consultant (ASLAPR), representative from Conference Committee, one member from each Division.

University of Arizona's  
School of Information Resources & Library Science Advisory Committee  
Established by Board Action Date

**Purpose:** To advise and assist the Director and faculty of the School of Information Resources and Library Science of the University of Arizona.

**Membership:** The Chair shall be appointed by the AzLA procedures. There shall be up to two (2) members of each AzLA Division appointed by the respective Division Chair. There shall be up to five (5) additional members of the Association may be appointed by the Committee Chair in consultation with the SIRLS Director, if needed or desired. One (1) staff member of Arizona State Library, Archives and Public Records is to be appointed by the Director of the agency.

**Terms of Office:** The Chair and members shall serve for one (1) year, re-appointment is possible.

**Duties & Responsibilities:**

- Advise the Director of the University of Arizona's School of Information Resources and Library Science on the broad range of issues affecting library and information science education in the State of Arizona and the mission and role of the School of Information Resources and Library Science related thereto.
- Act as a sounding board for proposed innovations at the School of Information Resources and Library Science.
- Assist the School of Information Resources and Library Science in recruiting highly qualified candidates.
- Assist the School of Information Resources and Library Science to obtain external funding.
- Appraise the Association of goals, trends, and needed membership involvement.
- Report regularly to the AzLA Executive Board.
- Meetings shall be held at least twice a year.
- An annual report shall be filed with AzLA.

Louise A Stephens Memorial Scholarship Committee  
Established by Board Action 2007?

Click Icon for further information.



Louise Stephens  
Memorial Scholarshi

Web & Social Networking Committee  
Established by Board Action 2013APR25<sup>5</sup>

Purpose: To develop and recommend policies for the AzLA website and social networking outlets to the AzLA Executive Board; to advise those who are responsible for these sites on the enrichment and organization of these; to encourage broad input and activity from AzLA units and members; to assist those responsible for these sites as needed.

Membership: open.

Webmaster is part of said Committee, click Icon for Position Description.



Webmaster  
Position Description

---

<sup>5</sup> Changed “computing” to “networking” in the name of the Committee and in the charge by request of the committee following its first meeting

Bylaws – Article IX – Communication & Information Dissemination

No interpretations needed.

Bylaws – Article X – Conferences

No interpretations needed.

Bylaws – Article XI – Affiliations with Other Associations

Associations / Government organs<sup>6</sup> sending Representatives to AzLA  
Representatives Powers & Duties vis-à-vis AzLA

- Attends all regular and special meetings of the AzLA Executive Board.
- Serves as a non-voting, ex-officio member of the AzLA Executive Board.
- Communicates association's / agency's activities to the AzLA Executive Board.
- Communicates to home association / agency activities of AzLA.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the AzLA Annual Report, which is distributed at the Annual Conference.
- Executes duties as delegated or assigned by either the AzLA President or the parent organization that are relevant to position.
- Makes appointments, as appropriate, to AzLA Committees as identified herein.

---

<sup>6</sup> Associations with this status currently are: Arizona Association of County Librarians; Arizona Department of Education; Arizona State Library, Archives, & Public Records; and Museum Association of Arizona. Previously, the now defunct Arizona Library Friends held this status.



Bylaws – Article XII – Amendment

No interpretations needed.

Bylaws – Article XII – Parliamentary Authority

No interpretations needed.