I. October 2022

II. Parliamentarian Report

III. Kristi Bergland, Parliamentarian; Ray Heigemeir, Assistant Parliamentarian

IV. Board Action Required

Note: BARs 04 and 05 only apply if the vote of the membership ending September 23, 2022 supports them.

BAR 01: Revise the following section of the Administrative Handbook:

Note: This change reflects the Board acceptance of the Education Committee’s request to move the MOUG Continuing Education Coordinator liaison’s ex-officio membership from the Education Committee to the Professional Development Workshops Subcommittee (Spring 2022 Board meeting, part 2, 10.g)

VI.H.3.c. PROFESSIONAL DEVELOPMENT WORKSHOPS SUBCOMMITTEE

CURRENT: The MLA Professional Development Workshops Subcommittee oversees the submission, review, and notification process for professional development workshop proposals; serves a support role for the selected proposals; and assesses the workshops each fiscal year. It also develops and maintains relevant procedural documents. The subcommittee shall work with the chair of the Education Committee, and consult with the MLA Board, Convention Manager, Program Committee Chair, and applicable MLA committees and interest groups as needed. All subcommittee members must be personal members of the Association in good standing. (2/2022)

REVISED: The MLA Professional Development Workshops Subcommittee oversees the submission, review, and notification process for professional development workshop proposals; serves a support role for the selected proposals; and assesses the workshops each fiscal year. It also develops and maintains relevant procedural documents. The subcommittee shall work with the chair of the Education Committee, and consult with the MLA Board, Convention Manager, Program Committee Chair, and applicable MLA committees and interest groups as needed. All subcommittee members must be personal members of the Association in good standing. In addition, the MOUG Continuing Education Coordinator serves on this subcommittee as an ex officio member. (2/2022) (rev. 6/2022)

CLEAN TEXT: The MLA Professional Development Workshops Subcommittee oversees the submission, review, and notification process for professional development workshop proposals; serves a support role for the selected proposals; and assesses the workshops each fiscal year. It also develops and maintains relevant procedural documents. The subcommittee shall work with the chair of the Education Committee,
and consult with the MLA Board, Convention Manager, Program Committee Chair, and applicable MLA committees and interest groups as needed. All subcommittee members must be personal members of the Association in good standing. In addition, the MOUG Continuing Education Coordinator serves on this subcommittee as an ex officio member. (2/2022) (rev. 6/2022)

BAR 02: Revise the following section of the Administrative Handbook:

Note: This proposed change reflects the request made that the Administrative Handbook be amended to reflect that the RILM/US Office Governing Board chair is “selected” not “elected”. (Spring 2022 Board meeting notes page 48; 11.c)

VI.I.3. CURRENT JOINT COMMITTEES

VI.I.3.b

CURRENT: b. American Musicological Society: Governing Board Of RILM-U.S. Office. The presidents of the two organizations each appoint one member of this committee, who in turn elect the chair annually. The committee oversees the operations of the RILM-U.S. Office, receives its reports, and takes responsibility for the financial support of the office. It makes financial and substantive reports to the two organizations and other funding organizations. (rev. 3/2011) (rev. 5/2014)

REVISED: b. American Musicological Society: Governing Board Of RILM-U.S. Office. The presidents of the two organizations each appoint one member of this committee, who in turn select the chair annually. The committee oversees the operations of the RILM-U.S. Office, receives its reports, and takes responsibility for the financial support of the office. It makes financial and substantive reports to the two organizations and other funding organizations. (rev. 3/2011) (rev. 5/2014) (rev. 6/2022)

CLEAN TEXT: b. American Musicological Society: Governing Board Of RILM-U.S. Office. The presidents of the two organizations each appoint one member of this committee, who in turn select the chair annually. The committee oversees the operations of the RILM-U.S. Office, receives its reports, and takes responsibility for the financial support of the office. It makes financial and substantive reports to the two organizations and other funding organizations. (rev. 3/2011) (rev. 5/2014) (rev. 6/2022)

BAR 03: Revise the following section of the Administrative Handbook:

Note: This change reflects the Board acceptance of the Membership Committee’s request to add an ex-officio member from the Public Libraries Committee to the Membership Committee. (Spring 2022 Board meeting, part 2, 10.k)
VI.H.19. MEMBERSHIP COMMITTEE
VI.H.19.a CHARGE

CURRENT: The charge of the Membership Committee is to increase and diversify significantly MLA’s membership in all categories by reaching out to the broad range of populations we serve, as well as develop and implement an active and successful means of retaining current and future members by identifying and promoting the benefits and added value of membership in our Association. The Membership Committee consults with MLStEP as needed. The Reduced Registration Program Coordinator, the Conference Roommate Clearinghouse Coordinator, the Diversity Committee Chair, Publicity & Outreach Officer, Membership Management Officer, and Assistant Membership Management Officer are ex officio members of the Membership Committee. (rev. 2/2012) (rev. 5/2019) (rev. 10/2020) (rev. 2/2022)

REVISED: The charge of the Membership Committee is to increase and diversify significantly MLA’s membership in all categories by reaching out to the broad range of populations we serve, as well as develop and implement an active and successful means of retaining current and future members by identifying and promoting the benefits and added value of membership in our Association. The Membership Committee consults with MLStEP as needed. The Reduced Registration Program Coordinator, the Conference Roommate Clearinghouse Coordinator, the Diversity Committee Chair, the Public Libraries Committee Chair, Publicity & Outreach Officer, Membership Management Officer, and Assistant Membership Management Officer are ex officio members of the Membership Committee. (rev. 2/2012) (rev. 5/2019) (rev. 10/2020) (rev. 2/2022) (rev. 6/2022)

CLEAN TEXT: The charge of the Membership Committee is to increase and diversify significantly MLA’s membership in all categories by reaching out to the broad range of populations we serve, as well as develop and implement an active and successful means of retaining current and future members by identifying and promoting the benefits and added value of membership in our Association. The Membership Committee consults with MLStEP as needed. The Reduced Registration Program Coordinator, the Conference Roommate Clearinghouse Coordinator, the Diversity Committee Chair, the Public Libraries Committee Chair, Publicity & Outreach Officer, Membership Management Officer, Assistant Membership Management Officer, and the Public are ex officio members of the Membership Committee. (rev. 2/2012) (rev. 5/2019) (rev. 10/2020) (rev. 2/2022) (rev. 6/2022)

VI.H.13. PUBLIC LIBRARIES COMMITTEE
CURRENT: The Public Libraries Committee identifies the problems and interests of public librarians who work with music materials and provides a forum for information exchange and discussion.

REVISED: The Public Libraries Committee identifies the problems and interests of public librarians who work with music materials and provides a forum for information exchange and discussion. The Public Libraries Committee Chair is an ex officio member of the Membership Committee. (rev. 6/2022)

CLEAN TEXT: The Public Libraries Committee identifies the problems and interests of public librarians who work with music materials and provides a forum for information exchange and discussion. The Public Libraries Committee Chair is an ex officio member of the Membership Committee. (rev. 6/2022)

BAR 04: Revise the following section of the Administrative Handbook:
Note: This change reflects the MLA membership vote in favor of revising the Constitution and Bylaws to allow student members to run for and hold office.

VI.A. APPOINTMENT OF COMMITTEES
VI.A.1. ELIGIBILITY

CURRENT: Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. MLA student members may not serve as committee chairs, as members of awards committees where members automatically rotate to chairpersonship, or on the Nominating Committee. (rev. 07/2011) (rev. 5/2014)

REVISED: Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. MLA student members may not serve as committee chairs, as members of awards committees where members automatically rotate to chairpersonship, or on the Nominating Committee. (rev. 07/2011) (rev. 5/2014) (rev. 10/2022)

CLEAN TEXT: Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. (rev. 07/2011) (rev. 5/2014) (rev. 10/2022)

BAR 05: Revise the following section of the Administrative Handbook:
Note: This change reflects the MLA membership vote in favor of revising the Constitution and Bylaws to allow for the Student/Early-Career Representative to become an elected and voting board position with a
two-year term.

II.A.4.f.1. GENERAL

CURRENT: The Board of Directors comprises the eleven officers of the Association. Nine of these officers are elected and are voting members of the Board: President, Vice-President/Past President, Recording Secretary, and six members-at-large; the remaining two, the Chief Financial Officer and Assistant Chief Financial Officer, are appointed by the Board and may not vote. Decisions are made by a majority of the Board’s voting members. (rev. 3/2011) (rev. 2/2022)

The Board of Directors comprises the twelve officers of the Association. Ten of these officers are elected and are voting members of the Board: President, Vice-President/Past President, Recording Secretary, and six members-at-large, and Student/Early Career Representative; the remaining two, the Chief Financial Officer and Assistant Chief Financial Officer, are appointed by the Board and may not vote. Decisions are made by a majority of the Board’s voting members. (rev. 3/2011) (rev. 2/2022) (rev. 10/2022)

II.A.5.e. ANNUAL REPORTS; ACTIVITIES, FINANCIAL, COMMITTEE, SPECIAL OFFICERS, AND CHAPTER

The Board maintains free and open communications with the membership. To this end, at or prior to the annual meeting of the Association, the Board receives and distributes the following reports to the members: through the Recording Secretary, an annual report of the Board’s activities and the minutes of the Association’s last meeting; an annual, audited financial report which the Chief Financial Officer submits to the membership at the annual meeting and which is published in the MLA Annual Report; annual reports of the committees, the representatives to other organizations and special officers collected by a member-at-large; annual reports of the chapters collected by the Vice-President/Past President. (rev. 3/2011) (rev. 5/2014) (rev. 5/2012; edited 9/2019) (rev. 2/2022)
The Board maintains free and open communications with the membership. To this end, at or prior to the annual meeting of the Association, the Board receives and distributes the following reports to the members: through the Recording Secretary, an annual report of the Board's activities and the minutes of the Association's last meeting; an annual, audited financial report which the Chief Financial Officer submits to the membership at the annual meeting and which is published in the MLA Annual Report; annual reports of the committees, the representatives to other organizations and special officers collected by a member-at-large the Student/Early Career Representative; annual reports of the chapters collected by the Vice-President/Past President. (rev. 3/2011) (rev. 5/2014) (rev. 5/2012; edited 9/2019) (rev. 2/2022) (rev. 10/2022)

The Board maintains free and open communications with the membership. To this end, at or prior to the annual meeting of the Association, the Board receives and distributes the following reports to the members: through the Recording Secretary, an annual report of the Board's activities and the minutes of the Association's last meeting; an annual, audited financial report which the Chief Financial Officer submits to the membership at the annual meeting and which is published in the MLA Annual Report; annual reports of the committees, the representatives to other organizations and special officers collected by the Student/Early Career Representative; annual reports of the chapters collected by the Vice-President/Past President. (rev. 3/2011) (rev. 5/2014) (rev. 5/2012; edited 9/2019) (rev. 2/2022) (rev. 10/2022)

II.E.4. RATIFICATION OF EMERGENCY ACTION

CURRENT: At the following Board meeting, the members-at-large vote to ratify the emergency actions taken by the President, Recording Secretary and Vice-President/Past President.

REVISED: In the event that emergency actions are taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President, all emergency action is subject to ratification by the members-at-large and Student/Early Career Representative at the next Board meeting. (rev. 10/2022)

CLEAN TEXT: In the event that emergency actions are taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President, all emergency action is subject to ratification by the members-at-large and Student/Early Career Representative at the next Board meeting. (rev. 10/2022)

[NOTE: As the entirety of II.H. is new text, it is presented as clean text]
II.H. Student/Early Career Representative

II.H.1. CHARGE

The Student/Early Career Representative is a member-at-large who specifically advocates for the interests and needs of student and early career members of MLA. The Student/Early Career Representative collects annual reports of special officers, committee chairs, editorial boards, and representatives to other organizations. The reports are compiled and published on the MLA website in conjunction with the Web Manager. The Student/Early Career Representative also serves on the Planning Committee of the Board during their first year of service, and Finance Committee the second. (10/2022)

II.H.2. TERM OF OFFICE

The Student/Early Career Representative is elected by the membership for a term of two years. As this position became permanent by a vote of the membership in September 2022, an election will be held on the fall 2022 ballot and every two years thereafter. (10/2022)

II.H.3. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM

The Student/Early Career Representative is reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Expenses covered for the Board meeting held before the MLA Annual Meeting are lodging and half per diem only, limited to the days of the Board meeting. Reimbursement is limited to those expenses not covered by the person's own institution. Requests for reimbursement, accompanied by receipts for transportation and lodging, are submitted to the Chief Financial Officer. (10/2022)

II.H.4. RATIFICATION OF EMERGENCY ACTION

In the event that emergency actions are taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President, all emergency action is subject to ratification by the members-at-large and Student/Early Career Representative at the next Board meeting. (10/2022)

II.H.5. APPOINTMENTS
The President consults with the Board regarding the appointments of committee chairs, representatives and special officers, the editors of publications and the members-at-large who will serve as Fiscal Officer and Assistant Fiscal Officer. The Board appoints the Chief Financial Officer, Assistant Chief Financial Officer, and editor of \textit{NOTES}. (10/2022)

\textbf{II.H.6. APPROVAL OF BOARD ACTIONS}

In consultation with the rest of the Board of Directors, the Student/Early Career Representative approves all those actions taken in the areas outlined in section II.A. of this Handbook. (10/2022)

\textbf{II.E.7. MEMBERSHIP ON COMMITTEES}

The Student/Early Career Representative may serve on committees of the Association, but are discouraged from serving as committee chairs except in extenuating circumstances. (10/2022)

\textbf{II.H.8. COMPILATION OF ANNUAL REPORTS}

The Student/Early Career Representative collects annual reports of special officers, committee and subcommittee chairs, editorial boards, and representatives to other organizations. The reports are compiled and published on the MLA website in conjunction with the Web Manager. (10/2022)

V. Other activities

\textbf{a. Parliamentarian Pending Task Timeline}

<table>
<thead>
<tr>
<th>Task</th>
<th>Due</th>
<th>Collaborators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web updates from 2/2022 - present to Web Cmte</td>
<td>October 2022</td>
<td>Web Cmte</td>
</tr>
<tr>
<td>Develop training handbook materials for Student/Early Professional Rep</td>
<td>Late October-early November 2022</td>
<td>President, Vice President, Student/Early Professional Rep</td>
</tr>
<tr>
<td>MLA-L mediator review panel changes</td>
<td>November 2022</td>
<td>?</td>
</tr>
<tr>
<td>Dispersal of Publicity &amp; Outreach Officer job duties</td>
<td>December 2022/January 2023</td>
<td>?</td>
</tr>
</tbody>
</table>
b. **Administrative Handbook updates**
   
i. Most of the Administrative Handbook updates presented and approved in the Parliamentarian’s Report at the Feb 2022 meeting have been reflected on the MLA website, and the updated full-text searchable version has been made available in Dropbox. Other website updates still pending.

c. **Parliamentarian Handbook**
   
i. No updates were made to the Parliamentarian Handbook since the last report.

d. **Constitution/Bylaws revisions** - revisions drafted for membership vote
   
i. Student member eligibility for holding office
   
ii. Proposed Student/Early Career Member Board position
   
iii. Student member voting

e. **The following changes were made to the Administrative Handbook that are the result of previous Board votes:**

Table of Contents

- II.B.5.b. Annual Reappointment and Evaluation of **Administrative Chief Financial** Officer and Assistant **Administrative Chief Financial** Officer

- **II.F. Administrative Chief Financial** Officer

- **II.G. Assistant Administrative Chief Financial** Officer

- **III.J. Membership Management Officer / Assistant Membership Management Officer**

**Administrative Handbook**

**II.A.2. BOARD MEMBERSHIP**
The Board of Directors comprises the eleven officers of the Association. Nine of these officers are elected and are voting members of the Board: President, Vice-President/Past President, Recording Secretary, and six members-at-large; the Administrative Chief Financial Officer and Assistant Administrative Chief Financial Officer are appointed by the Board and may not vote. (rev. 3/2011) (rev. 2/2022)

II.A.4.f.1. GENERAL

The Board of Directors comprises the eleven officers of the Association. Nine of these officers are elected and are voting members of the Board: President, Vice-President/Past President, Recording Secretary, and six members-at-large; the remaining two, the Administrative Chief Financial Officer and Assistant Administrative Chief Financial Officer, are appointed by the Board and may not vote. Decisions are made by a majority of the Board’s voting members. (rev. 3/2011) (rev. 2/2022)

II.A.5.b. APPOINTMENTS AND EVALUATIONS

1) Annual Appointment of Administrative Chief Financial Officer, and Assistant Administrative Chief Financial Officer. The Board appoints or reappoints the Administrative Chief Financial Officer and Assistant Administrative Chief Financial Officer at the annual meeting. After the first, second, and third terms, the Board will assume that the Administrative Chief Financial Officer is interested in seeking reappointment for another term unless notified in writing by the incumbent thirty days prior to the fall Board meeting. Appointed officers serve up to four consecutive years. (rev. 3/2011) (rev. 3/2016) (rev. 2/2022)

2) Annual Evaluation of and Assignment of Annual Duties to the Administrative Chief Financial Officer and Assistant Administrative Chief Financial Officer. During its fall meeting, the Board makes an annual performance evaluation of the Administrative Chief Financial Officer and Assistant Administrative Chief Financial Officer. It may also assign duties to be performed by these officers beyond those specified in the constitution and by-laws. (rev. 3/2011) (rev. 3/2016) (rev. 2/2022)

II.A.5.c. FISCAL DUTIES

...  

2) Authorizes Financial Depositories. In consultation with the Administrative Chief Financial Officer, the Board approves the depository for monies and negotiable instruments in the name, and to the credit, of the Music Library Association.

II.A.5.e. ANNUAL REPORTS; ACTIVITIES, FINANCIAL, COMMITTEE, SPECIAL OFFICERS, AND CHAPTER

The Board maintains free and open communications with the membership. To this end, at or prior to the annual meeting of the Association, the Board receives and distributes the following reports to the members: through the Recording Secretary, an annual report of the Board’s activities and the minutes of the Association’s last meeting; an annual, audited financial report which the Administrative Chief Financial Officer submits to the membership at the annual meeting and which is published in the MLA Annual Report; annual reports of the committees, the representatives to other organizations and special officers collected by a member-at-large; annual reports of the chapters collected by the Vice-President/Past President. (rev. 3/2011) (rev. 5/2014) (rev. 5/2012; edited 9/2019) (rev. 2/2022)

A summary of Board actions prepared by the Recording Secretary appears in the MLA Newsletter prior to each annual meeting. The Recording Secretary indexes Board policies.

II.A.5.j. AMENDMENT OF THE CONSTITUTION AND BY-LAWS

The Board reviews proposed amendments to the constitution and by-laws. Amendments may be proposed in writing to the Board by individual voting members of the MLA, by the Parliamentarian or by a committee appointed by the Board to revise the constitution and by-laws. Amendments approved by the Board are distributed by the Administrative Chief Financial Officer to be voted on by the membership not less than one month before the date the ballot is due. Revised copies of the constitution and by-laws are made available on the MLA website. (rev. 2/2022)

II.B.1. CHARGE

The President serves as the executive officer and official representative of the Music Library Association. In order to realize the purposes of the MLA, the President coordinates all functions of the Association and keeps in close touch with the Vice-
President/Past President, Administrative Chief Financial Officer, the Board of Directors and committee activities. The President maintains especially close contact with the Publications Committee, as the President countersigns all contracts negotiated by the Association with publishers. The President may serve ex officio on all committees except the Nominating Committee. The President acts as the President of the US national branch and represents MLA at the International Association of Music Libraries, Archives, and Documentation Centres (IAML) Council and General Assembly meetings or sends a delegate. (rev. 3/2011) (rev. 5/2014) [rev. 2/2022]

II.B.3.b. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM

The President is reimbursed for expenses incurred in connection with Association business, including transportation, lodging and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Expenses covered for the Board meeting held before the MLA Annual Meeting are lodging and half per diem only, limited to the days of the Board meeting. Reimbursement is limited to those expenses not covered by the person's own institution. Requests for reimbursement accompanied by receipts for travel and lodging are submitted to the Administrative Chief Financial Officer. (rev. 4/2009) (rev. 3/2011) (rev. 5/2014) (rev. approved 5/2013, updated 7/2018) [rev. 2/2022]

II.B.5.a. GENERAL INFORMATION

In consultation with the Board of Directors, the President appoints:

1. a member-at-large to be Fiscal Officer
2. a member-at-large to be Assistant Fiscal Officer
3. a member-at-large to be Parliamentarian and to maintain and update the Administrative Handbook (rev. 5/2014)
4. a member-at-large to be Assistant Parliamentarian, and to assist with the maintenance of the Administrative Handbook (rev. 5/2014)
5. a member-at-large to be Planning and Reports Officer
6. a member-at-large to be the Assistant Planning and Reports Officer
7. the Chairs of all other committees and task forces, in consultation with outgoing chairs and other members of the committees
8. Chairs of joint committees (e.g. RISM, RILM) and representatives to other organizations
9. all other Special Officers (e.g. Convention Manager, Placement Officer, Publicity & Outreach Officer, Development Officer)
10. the editors of the MLA Newsletter, the Music Cataloging Bulletin, the MLA Technical Reports, and the MLA Index and Bibliography Series (rev. 4/2009)
11. the coordinators of the Program for Cooperative Cataloging (PCC) funnels: NACO Music Project, SACO Music Funnel, and BIBCO Music Funnel (added 2/2016)
12. interest group coordinators (added 3/2016) (rev. 9/2016)

The Board appoints or reappoints the Administrative Chief Financial Officer and Assistant Administrative Chief Financial Officer. No appointee to the position of Administrative Officer/Assistant Administrative Officer serves beyond the four-year term sequence of the position. The Board also appoints the editor of NOTES, usually for a period of five years. Editors should be reviewed annually at the fall Board meeting. (rev. 7/2011) (rev. 2/2022)

The President appoints members of the Nominating Committee. The President may, with the approval of the Board, appoint a member as representative to another organization for the term required by the organization. In the absence of a specified duration, the President of the MLA sets the term of appointment.

In consultation with the Vice-President/Past President, the President annually and no less than one year in advance of the next national meeting, appoints two new members to the Program Committee for three year terms; of these two, one will chair the committee during the second year of their term. (rev. 9/2013) (rev. 3/2016)

The President provides a written charge for every committee and individual appointee to clarify to whom each appointee must report, how, how often and under what circumstances. Annual or more frequent reports, budget requests and attendance at meetings are specified. The President will forward written committee charges to the Parliamentarians for inclusion in the Administrative Handbook, and to the Administrative Chief Financial Officer for inclusion in the Administrative Structure. (rev. 2/2022)

After consultation with the Board the President removes from such office or other appointed position those not able to fulfill their charge. The President also reports to the Board about the formation or cessation of any appointed position or group.
II.B.5.b. ANNUAL REAPPOINTMENT AND EVALUATION OF ADMINISTRATIVE CHIEF FINANCIAL OFFICER AND ASSISTANT ADMINISTRATIVE CHIEF FINANCIAL OFFICER

The Board appoints or reappoints the Administrative Chief Financial Officer and Assistant Administrative Chief Financial Officer on an annual basis. Annual performance evaluations of these officers are conducted at the fall Board meeting. If an incumbent does not wish to serve another year's term, said incumbent must notify the Board in writing thirty days prior to the fall Board meeting. If such notification is not received, the vote on reappointment shall be taken following the performance evaluation. The incumbents shall be notified of the reappointment decision in writing. If an incumbent Administrative Chief Financial Officer or Assistant Administrative Chief Financial Officer does not wish to seek reappointment for another term, the President shall make interim arrangements for the handling of duties until a new one is appointed. (rev. 3/2011) (rev. 2/2022)

II.B.6. MAINTENANCE OF THE OFFICIAL CALENDAR

The President and Administrative Chief Financial Officer prepare and maintain the official calendar of the Association and a calendar of appointees so that the four-year service limitation may be observed. Copies of the calendar are distributed by the Administrative Chief Financial Officer to all whose responsibilities are specified in it or are related to the scheduled items. (rev. 3/2011) (rev. 2/2022)

II.B.10. ACKNOWLEDGEMENT OF GIFTS

The President acknowledges all gifts to the Association over $500, and notifies the Administrative Chief Financial Officer of these gifts. The Administrative Chief Financial Officer acknowledges all gifts under $100 with a receipt and sends a quarterly report of gifts received to the President and to the chair of the Development Committee. (rev. 2/2022)

II.C.3. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM

The Vice-President/Past President is reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and a per diem for meals (up to half
II.D.3. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM

The Recording Secretary is reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Expenses covered for the Board meeting held before the MLA Annual Meeting are lodging and half per diem only, limited to the days of the Board meeting. Reimbursement is limited to those expenses not covered by the person’s own institution. Requests for reimbursement, accompanied by receipts for transportation and lodging, are submitted to the Administrative Chief Financial Officer. (rev. 4/2009) (rev. approved 5/2013, updated 7/2018) (rev. 2/2022)

II.E.3. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM

Members-at-large are reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Expenses covered for the Board meeting held before the MLA Annual Meeting are lodging and half per diem only, limited to the days of the Board meeting. Reimbursement is limited to those expenses not covered by the person’s own institution. Requests for reimbursement, accompanied by receipts for transportation and lodging, are submitted to the Administrative Chief Financial Officer. (rev. 4/2009) (rev. 3/2011) (rev. approved 5/2013, updated 7/2018) (rev. 2/2022)
II.E.5. APPOINTMENTS

The President consults with the Board regarding the appointments of committee chairs, representatives and special officers, the editors of publications and the members-at-large who will serve as Fiscal Officer and Assistant Fiscal Officer. The Board appoints the Administrative Chief Financial Officer, Assistant Administrative Chief Financial Officer, and editor of NOTES. (rev. 3/2011) \(^{(rev. 2/2022)}\)

II.E.12.g. QUARTERLY REVIEW OF INCOME AND EXPENDITURES

FOR THE CURRENT FISCAL YEAR

The Administrative Chief Financial Officer alerts the Fiscal Officer when on any given expense budget line more money is being asked for or spent than was budgeted. The Fiscal Officer will bring the discussion to the Finance Committee for possible action if a discrepancy of 0.1% of the total budgeted operating expenses develops on any expense budget line entered at the second decimal point level (e.g., 6.02 for the Assistant Administrative Chief Financial Officer under 6.0, Management Services). This policy supersedes all previous policies. (rev. 5/2011) (rev. 9/2012) (rev. 6/2016) \(^{(rev. 2/2022)}\)

II.F. ADMINISTRATIVE CHIEF FINANCIAL OFFICER

(Sections of the constitution and by-laws applicable to this section: III.E.2; IV.A, C.2, D.3, E.4, 5, 6; V.B.2, 7; VII.D; X.B, C.)

II.F.1. CHARGE

The Administrative Chief Financial Officer/Assistant Administrative Chief Financial Officer oversees the financial accounts of the Association, including the dues and subscription service, coordinates the planning of the annual meeting and coordinates the dissemination of the administrative records of the Association (Calendar, Administrative Structure, Handbooks, etc.). The Board may assign to the Administrative
II.F.2. VOTING PRIVILEGES

The Administrative Chief Financial Officer is a non-voting member of the Board of Directors and an ex-officio voting member of the Finance Committee, Publications Committee and Development Committee, as well as the MLA Marketing Subcommittee. (rev. 9/2011; rev. 5/2013) (rev. 2/2022)

II.F.3. TERM OF OFFICE

The Administrative Chief Financial Officer succeeds to the position after a one-year term as Assistant Administrative Chief Financial Officer. After two years as Administrative Chief Financial Officer, the incumbent returns to the position of Assistant Administrative Chief Financial Officer for one final year. Incumbents may not succeed themselves. (rev. 3/2011) (rev. 2/2022)

II.F.4. ANNUAL EVALUATION; REAPPOINTMENT

The Board gives the Administrative Chief Financial Officer an annual performance evaluation during the fall Board meeting. The Board appoints or reappoints the Administrative Chief Financial Officer at the annual meeting, for up to a total of four years. After the first, second, and third terms, the Board will assume that the Administrative Chief Financial Officer is interested in seeking reappointment for another term unless notified in writing by the incumbent thirty days prior to the fall Board meeting. If such notification is not received, the vote on reappointment shall be taken at the annual meeting. The incumbent shall be notified of the reappointment decision in writing. (rev. 3/2016) (rev. 2/2022)

II.F.5. HONORARIUM/REIMBURSEMENT/PER DIEM

The Administrative Chief Financial Officer receives an honorarium, gratis MLA regular membership, MLA annual meeting early-regular-member registration, and is reimbursed
for expenses incurred in connection with Association business, including transportation, lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Expenses covered for the Board meeting held before the MLA Annual Meeting are lodging and half per diem only, limited to the days of the Board meeting. Reimbursement is limited to those expenses not covered by the Administrative Chief Financial Officer's institution. Requests for reimbursement, accompanied by receipts for transportation and lodging, are submitted to the President. (rev. 3/2009) (rev. 3/2011) (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev. 2/2022)

II.F.6. BUDGET REQUEST

The Administrative Chief Financial Officer submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting to cover the expenses of transportation, lodging, per diem, telephone, photocopying, postage, and other services as needed. (rev. 3/2011) (rev. 7/2011) (rev. 2/2022)

II.F.7. COMMITTEE MEMBERSHIP

The Administrative Chief Financial Officer is a voting member of the Finance and Publications Committees and as such participates in the preparation of the budget and in the plans and products of the Publications Committee. The Administrative Chief Financial Officer assists the Development Committee and the Publications Committee in the conducting of subscription campaigns. The Administrative Chief Financial Officer is an ex officio member of the Development Committee and the MLA Marketing Subcommittee. (rev. 3/2011) (rev. 5/2013) (rev. 2/2022)

II.F.8. RECORD KEEPING; PAYMENT OF BILLS

The Administrative Chief Financial Officer, in conjunction with the MLA Business Office, monitors and keeps accurate records of the Association's financial transactions. The Administrative Chief Financial Officer pays all bills through checks drawn on the account of the Music Library Association. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval of the Fiscal Officer, the Vice-President/Past President, the President, and the Board of Directors. The Administrative Chief Financial Officer alerts the Board through the
II.F.9. FINANCIAL REPORTS

All Board members receive copies of the full budget at Board meetings. The Administrative Chief Financial Officer prepares quarterly and annual financial reports of income and expenditures for the Board of Directors. The reports must be clear and demonstrate any problems or significant trends in a manner that requires little explanation. Reports should include current year actual and projected income and expenditures. Any reference to fiscal years is to be described by mentioning both years, separated by a slash.

The Administrative Chief Financial Officer presents an annual financial report to the membership at the annual business meeting. The report is published in NOTES. The Administrative Chief Financial Officer submits required reports to the Internal Revenue Service and with the MLA Business Office prepares the accounts for an annual audit by a licensed independent professional accounting firm. (rev. 2/2022)

II.F.10. DEPOSIT OF MONIES AND NEGOTIABLE INSTRUMENTS

The Administrative Chief Financial Officer deposits monies and negotiable instruments in the name, and to the credit, of the Music Library Association in such depositories as the Board of Directors may from time to time designate.

The Administrative Chief Financial Officer is authorized to move investments among existing like instruments in order to maximize potential earnings with the approval of the MLA President, Vice-President/Past President and Fiscal Officer, such activity to be subsequently ratified by the full Board. (rev. 9/2011)

The Administrative Chief Financial Officer oversees the transfer of funds from the designated checking account to the designated short-term investment funds when appropriate, in order to obtain the highest possible interest rate on Music Library Association liquid assets. Transfer of funds should depend on the necessary checking account balance based on established cash flow patterns. The Administrative Chief Financial Officer also oversees the transfer of assets to the MLA temporarily restricted and unrestricted investment funds quarterly; the Officer will notify the Fiscal Officer and the Investment Subcommittee immediately upon transfer of funds, and will include
information on all such transfers in financial reports to the Finance Committee and Board of Directors. (rev. 2/2022)

II.F.11. MAINTENANCE OF RECORDS

The Administrative Chief Financial Officer maintains the records of the office of Administrative Chief Financial Officer/Assistant Administrative Chief Financial Officer so that they may be turned over to the next appointed Administrative Chief Financial Officer and Assistant in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives. For further information, consult the MLA Archives page on the MLA website. (rev. 5/2015) (rev. 2/2017) (rev. 2/2022)

II.F.12. PUBLICATION/DISTRIBUTION OF ADMINISTRATIVE WORKING DOCUMENTS

The Administrative Chief Financial Officer coordinates the dissemination of the administrative documents and records of the Association (Calendar, Administrative Structure, Handbooks, Minutes, Financial Statements, etc.) in consultation with the MLA Board and Special Officers, using the appropriate communication mechanisms available (websites, Notes, listservs, etc.). (rev. 2/2022)

II.F.13. OFFICIAL CALENDAR

The Administrative Chief Financial Officer and President prepare the calendar. The Administrative Chief Financial Officer ensures that the current calendar is available via the web and submitted to the Archives. (rev. 2/2022)

II.F.14. PLANNING THE ANNUAL MEETING

The Administrative Chief Financial Officer serves as a liaison between the Convention Manager, the Business Office, which will handle mailings, and the Board of Directors. (rev. 2/2022)

II.F.15. NATIONAL ELECTION BALLOTS

The Administrative Chief Financial Officer prepares ballots for the national election. Voting shall take place at least eight weeks in advance of the national meeting. The ballots are accompanied by brief curriculum vitae for the candidates on the ballot (prepared by the Nominating Committee). (rev. 3/2011) (rev. 2/2022)

II.F.16. TELLER FOR NATIONAL ELECTIONS
The Administrative Chief Financial Officer acts as the chief teller for national elections. The Administrative Chief Financial Officer counts the ballots and notifies the President of the results no later than three weeks before the annual meeting. (rev. 3/2011) (rev. 2/2022)

II.F.17. SUPERVISION OF THE BUSINESS OFFICE; BOOK PUBLISHER

The Administrative Chief Financial Officer is authorized by the President and the Board of Directors to serve as the overseer of and sole official liaison with the Business Office and the Book Publisher. As such, the Administrative Chief Financial Officer directs the Business Office to send notices of the annual meeting of the Association to the membership and commence registration. (rev. 3/2011) (rev. 2/2022)

The Administrative Chief Financial Officer monitors all invoices and reports received by the Association from the Business Office. The Administrative Chief Financial Officer transmits the report from the Book Publisher to the Board regarding our inventory of publications. The Administrative Chief Financial Officer ensures that the Business Office: 1) annually bills the members of the Association, the non-member subscribers to NOTES, and the subscribers to all other publications; 2) maintains records for same; 3) prepares all bulk mailings; 4) fills individual orders for all publications of the Association; 5) prepares mailing lists for sale on order and bills the same; and 6) invoices NOTES advertising. (rev. 2/2022)

The Administrative Chief Financial Officer, in consultation with the Publications Committee, makes recommendations to the Board concerning inventory withdrawals, when necessary to keep storage costs down. (rev. 2/2022)

II.F.18. ACKNOWLEDGEMENT OF GIFTS

The Administrative Chief Financial Officer acknowledges all gifts to the Association under $500 with a receipt, and sends a quarterly report of gifts received to the President and to the chair of the Development Committee. The President acknowledges all gifts over $500, and notifies the Administrative Chief Financial Officer of these gifts. Donors of cash gifts are noted in the contributors lists. (rev. 9/2011) (rev. 2/2022)

II.F.19. PUBLICATION EXCHANGE

All newsletters and other publications acquired on exchange from other organizations should be received by the Administrative Chief Financial Officer, who forwards material as appropriate to committee chairs or other individuals within the administrative structure. (rev. 2/2022)

II.G. ASSISTANT ADMINISTRATIVE CHIEF FINANCIAL OFFICER
II.G.1. CHARGE

The Assistant Administrative Chief Financial Officer assists the Administrative Chief Financial Officer in performing the duties of the position, and may serve in the role of Administrative Chief Financial Officer in emergencies or for specific duties as requested by the Administrative Chief Financial Officer. The Administrative Chief Financial Officer directs the work of the Assistant Administrative Chief Financial Officer as needed. (rev. 2/2022)

II.G.2. VOTING PRIVILEGES

The Assistant Administrative Chief Financial Officer is a non-voting member of the Board of Directors, an ex-officio voting member of the Development, Finance, and Publications Committees, as well as the MLA Marketing Subcommittee. (rev. 9/2011) (rev. 5/2013) (rev. 2/2022)

II.G.3. TERM OF OFFICE

The Assistant Administrative Chief Financial Officer serves for one year, succeeds to the position of Administrative Chief Financial Officer for two years, and then returns for a final year as Assistant Administrative Chief Financial Officer. The Assistant Administrative Chief Financial Officer is appointed every two years. Incumbents may not succeed themselves. (rev. 2/2022)

II.G.4. ANNUAL EVALUATION; REAPPOINTMENT

The Board gives the Assistant Administrative Chief Financial Officer an annual performance evaluation during the fall Board meeting. A new Assistant Administrative Chief Financial Officer is appointed every two years. The Board reappoints the incumbent at the annual meeting, through the four-year sequence of the position. After the first, second, and third terms, the Board will assume that the incumbent is interested in seeking reappointment unless notified otherwise by the incumbent at least thirty days prior to the fall Board meeting. If such notification is not received, the vote on reappointment shall be taken at the annual meeting. The incumbent shall be notified of the reappointment decision in writing. (rev. 3/2016) (rev. 2/2022)

II.G.5. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM

The Assistant Administrative Chief Financial Officer receives gratis MLA regular membership, MLA annual meeting early-regular-member registration, and is reimbursed for expenses incurred in connection with Association business, including transportation,
lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Expenses covered for the Board meeting held before the MLA Annual Meeting are lodging and half per diem only, limited to the days of the Board meeting. Reimbursement is limited to those expenses not covered by the Assistant Administrative Chief Financial Officer’s institution. Requests for reimbursement, accompanied by receipts for transportation and lodging, are submitted to the President. (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev. 2/2022)

II.G.6. BUDGET REQUEST

The Assistant Administrative Chief Financial Officer submits an annual budget request to the Finance Committee four weeks in advance of the Spring Board meeting to cover the expenses of transportation, lodging, per diem, telephone, photocopying, postage, and other services as needed. (rev. 7/2011) (rev. 5/2014) (rev. 2/2022)

The Administrative Chief Financial Officer submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting to cover the expenses of transportation, lodging, per diem, telephone, photocopying, postage, and other services as needed. (rev. 7/2011) (rev. 2/2022)

II.G.7. COMMITTEE MEMBERSHIP

The Assistant Administrative Chief Financial Officer is an ex-officio voting member of the Development, Finance, and Publications Committees, as well as the MLA Marketing Subcommittee. (rev. 9/2011)(rev. 5/2013) (rev. 2/2022)

III.B. CONVENTION MANAGER/ASSISTANT CONVENTION MANAGER

III.B.1. CHARGE AND PROCEDURES

The Convention Manager and Assistant Convention Manager are authorized by the President and the Board to coordinate and oversee the planning of national meetings of the Association. The Convention Manager oversees the technical and onsite management of national meetings. For meetings being planned, the Convention Manager serves as liaison among the Program Committee Chair, the Publicity & Outreach officer, the Chair of the Education Committee (if a pre-conference workshop is being planned), the Administrative Chief Financial Officer and the Board. The Convention Manager negotiates with hotels for future meetings, signs contracts (countersigned by the President) to secure accommodations for meeting and sleeping
rooms and makes all solicitations and arrangements concerning exhibitors whose publications, products, and services are displayed at meetings. (rev. 2/2022)

The Convention Manager assists the Program Committee chair in preparing the program proposal and prepares the budget for the national meeting in consultation with the Fiscal Officer, transmitting these to the Board and the Finance Committee respectively. At each annual meeting the Convention Manager reports on recent, current and future national meetings. The Convention Manager maintains relevant documents and statistics, making them available as needed to the Administrative Chief Financial Officer, to the Board and to planning committees, and when appropriate, submits papers and correspondence and convention material from the registration packets to the MLA Archives. Intended to serve both as historical records of conventions and as aids to future convention committees, such documents and statistics include:


2. Manual for the MLA Program Committee chair, to be sent to these officers when they are newly appointed, with encouragement to suggest revisions that will be helpful to their successors.

3. Financial reports submitted following the conference by each convention's budget officer.

4. Statistics of numbers of paid registrants for workshops and the meeting itself, hotel sleeping rooms reserved, banquet registrants and number of exhibitors, to be sent to the newly appointed Program Committee chair.

5. Others that are deemed appropriate. (rev. 3/2016) (rev. 2/2022)

III.B.2. HONORARIUM/REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM

The Convention Manager receives an honorarium. The Convention Manager and Assistant Convention Manager receive gratis MLA regular membership, MLA annual meeting early-regular-member registration, and are reimbursed for expenditures incurred in connection with MLA convention business, including transportation, lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement is limited to those expenses not covered by the person’s own institutions. Requests for reimbursement accompanied by receipts are
III.F. DEVELOPMENT OFFICER

The Development Officer oversees the development/fund-raising functions of the Association, and works closely with MLA's Board of Directors, Administrative Chief Financial Officer, Business Office, and President to foster a culture of philanthropy that supports fund development and the organization's mission. (rev. 2/2022)

The Development Officer is responsible for providing general oversight of all the Association’s fund-raising activities, chairs the Development Committee and monitors its activities, and that of its subcommittees, through coordination with the Board, MLA Business Office, and other appropriate committees. In collaboration with the Board, the Development Officer charts the Association’s course of fund development, and acknowledges all contributions to the Association. If questions regarding the appropriateness of, desirability for, or intended end use of fundraising efforts arise, the Board of Directors shall have final approval.

The duration of appointment for the Development Officer is one year, beginning 1 July annually, with reappointment possible for a total of four years. The Board reviews the performance of the Development Officer annually. The President reappoints upon successful review and the desire of the incumbent to continue.

The Development Officer may attend Board meetings at the President’s discretion. (rev. 5/2014)

The Development Officer receives gratis MLA regular membership and MLA annual meeting early-regular-member registration, as well as support for expenses necessary to carry out the responsibilities of the position (telephone, postage, supplies, etc.). (3/2014) (rev. 10/2021)

IV.A.4.c REIMBURSEMENT

Receipts for approved expenditures are submitted by the representative to the Administrative Chief Financial Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases. (rev. 5/2014) (rev. 2/2022)

V.A.2. INVENTORY AND SALES
The Administrative Chief Financial Officer (see II.F.17.) oversees activities of the Association’s Book Publisher and transmits the report from the Book Publisher to the Board regarding our inventory of publications. Vendors may return MLA publications for credit of the purchase price only, during a period no earlier than six months after purchase and no later than twelve months after purchase. (rev. 5/2014) (rev. 2/2022)

The Publicity & Outreach Officer shares information about MLA’s publications in appropriate electronic and print venues.

**V.E.2. EDITOR**

The editor of the *MLA Index and Bibliography Series* is responsible for the acquiring and editing of all titles published in the series; the editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts for publication. Upon the submission being approved by A-R Editions, the President signs the publication contract. The editor oversees the final editing of the manuscripts prior to publication. The publisher oversees the publication and distribution process for each volume. The publisher notifies the Administrative Chief Financial Officer of all publishing dates in advance, so that the Business Office and the Publicity & Outreach Officer may prepare for distribution and advertising. The editor submits three reports to the President each year: the Annual Report (see section VI.D.7.), due prior to the Annual Meeting; a Spring report, due prior to the Board’s Spring meeting (usually May); and a Fall report, due prior to the Board’s Fall meeting (usually September) and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee and receives a per-title honorarium. (rev. 2/2009) (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev. 2/2022)

**V.F.2. EDITOR**

The editor of the *MLA Technical Reports* is responsible for the acquiring and editing of all titles published in the series; the editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts for publication. Upon the submission being approved by A-R Editions, the President signs the publication contract. The editor oversees the final editing of the manuscripts prior to publication. The publisher oversees the publication and distribution process for each volume. The publisher notifies the Administrative Chief Financial Officer of all publishing dates in advance, so that the Business Office and the Publicity & Outreach Officer may prepare for distribution and advertising. The editor submits three Board reports each year (see V.A.3.a) plus an Annual Report (see section VI.D.7.) and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee and receives a per-title honorarium. (rev. 2/2009) (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev. 2/2022)
V.G.2. EDITOR

The editor of the Basic Manual Series receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts for publication. Upon the submission being approved by A-R Editions, the President signs the publication contract. The editor oversees the final editing of the manuscripts prior to publication. The publisher oversees the publication and distribution process for each volume. The editor notifies the Administrative Chief Financial Officer of all publishing dates in advance, so that the business office and the Publicity & Outreach Officer may prepare for distribution and advertising. The editor submits three reports to the President each year: the Annual Report (see section VI.D.7.), due prior to the Annual Meeting; a Spring report, due prior to the Board’s Spring meeting (usually May); and a Fall report, due prior to the Board’s Fall meeting (usually September) and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee and receives a per-title honorarium. (rev. 2/2009) (rev. 3/2014) (rev. 2/2022)

V.J.2. EDITOR

The Open Access Editor manages the strategic vision for and facilitates implementation of open access activities of the Association. The editor collaborates with the Chair of the Publications Committee, MLA monographic series editors, and various MLA committees, group coordinators, and chapters to identify and prioritize opportunities for open practices in publishing where appropriate. The editor also collaborates with other committees, such as the Web Committee, to review and recommend infrastructure projects to support open access publication and discovery. The editor receives and solicits proposals and manuscripts, and consults with appropriate readers in the selection of projects or manuscripts for publication, and coordinates any peer review of submissions (if applicable). The editor, in collaboration with publishing partners, establishes timelines and workflows. The editor edits content for publication, or collaborates with more appropriate editors in subject specialties. With other MLA representatives (such as the Business Office, Administrative Chief Financial Officers, Web Manager, among others) the editor oversees contract agreements and content specifications for any OA platform. (rev. 2/2022)

The editor submits three Board reports each year (see section V.A.3.a) plus an Annual Report (see section VI.D.7) and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee. The editor receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (approved 07/2018; rev. 7/2018) (rev. 10/2021)

VI.E.3. REIMBURSEMENT
Receipts for approved committee expenditures are submitted by the committee chair to the Administrative Chief Financial Officer of the Association for reimbursement. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval by the Board of Directors. This includes travel expenses that must have been budgeted and approved in advance even if the Board has approved the activity requiring the travel. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases. (rev. 5/2014) (rev. 2/2022)

VI.H.2.b. MEMBERSHIP

The Development Committee includes the Publicity & Outreach Officer ex officio, the President ex officio, the Vice-President/Past President ex officio, the Administrative Chief Financial Officer ex officio, the Assistant Administrative Chief Financial Officer ex officio, the Marketing Subcommittee chair ex officio, the Advertising Manager ex officio, and one other MLA member not currently serving on the Board. (rev. 5/2013) (rev. 3/2019) (rev. 2/2022)

VI.H.2.d. MARKETING SUBCOMMITTEE

The Marketing Subcommittee plans, coordinates, and executes the selling of merchandise as promotional and fundraising initiatives for the Association. All MLA merchandise must be approved by the Board of Directors in advance of its sale, and must display the full name and/or official logo of the Association. The Subcommittee coordinates the installation and staffing of the MLA Shop at annual Association meetings. The Publicity & Outreach Officer, and Administrative Chief Financial Officer serve as ex officio members of the subcommittee. (rev. 5/2013) (rev. 3/2019) (rev. 2/2022)

VI.H.4.b. MEMBERSHIP

The Finance Committee consists of six voting members, of which the Fiscal Officer (who serves as Chair of the committee) is specified by the constitution. Additionally, the constitution specifies that the Administrative Chief Financial Officer works with the Finance Committee on fiscal matters and prepares the budget with the Finance Committee. The Administrative Chief Financial Officer, Assistant Administrative Chief Financial Officer, Assistant Fiscal Officer, President and Vice/Past President customarily meet with the Finance Committee and are voting members. (rev. 4/2009) (rev. 3/2011) (rev. 5/2014) (rev. 2/2022)
VI.H.4.d. INVESTMENTS SUBCOMMITTEE

The Investments Subcommittee tracks and monitors MLA’s investments, provides information and advice to the Finance Committee and Board about investments, and reports on the performance of investments, in accordance with the financial objectives and policies set by the Board and in the context of MLA’s relationships with professional investment advisers. The Subcommittee will periodically evaluate MLA’s risk profile to ensure that it continues to meet the Association’s financial objectives. Membership consists of: Administrative Chief Financial Officer, chair; Assistant Administrative Chief Financial Officer, Fiscal Officer, Assistant Fiscal Officer (ex officio); three MLA members each serving three-year staggered terms. (rev. 12/2012) (rev. 5/2014) (rev. 2/2022)

VI.H.5. NOMINATING COMMITTEE

VI.H.5.a. CHARGE

The Nominating Committee seeks candidates for offices whose terms are next to expire and recommends persons to receive citations.

a) In choosing candidates, the committee consults with members of the Association, chapter and committee chairs, and members of the Board of Directors. Candidates for office must be personal members of the Association. Candidates for Vice-President/President-Elect must be members of IAML prior to standing for election. Membership need not be a pre-requisite to the receiving of a citation, but the recipient should have contributed to the national affairs of the Association and to the furthering of the Association’s aims, even if not via MLA directly. (rev. 3/2011) (rev. 5/2013)

b) The chair of the committee secures written expression of the willingness of a candidate to run for office and to perform the duties of office if elected, accompanied by a diversity statement. The chair also informs candidates that those elected are invited to attend the Board meeting following their election. The Association will fund lodging and 50% of the per diem for the days before the Annual Meeting; transportation is not funded. (rev. approved 5/2013, updated 7/2018, rev 10/2020)

c) The slate and the names of those recommended for citations are submitted for approval to the Board of Directors no fewer than sixty days before the annual meeting (usually at the Board's last meeting before the date in the official calendar by which notice of the names of candidates is to be received by the business office). The Nominating Committee regards the recommended slate as confidential and labels it as such in written form until the Board has approved it. The chair makes it clear to the
candidates that they are not officially nominated until the Board approves the slate and candidates should be urged to keep their candidacy confidential.

d) Upon approval of the slate, the chair obtains biographical and professional information from candidates for office for inclusion on the ballot. The chair sends camera-ready copy for the ballot to the Administrative Chief Financial Officer by the date indicated in the official calendar. (rev. 2/2022)

e) The President at the annual business meeting of the Association makes announcement of the recipients of citations. (The President is responsible for having the text of the citation written and commissions a calligrapher to prepare the presentation version of the citation).

f) The file documenting the committee’s work is submitted to the President by the annual meeting.

VI.H.7.a. CHARGE

The MLA Publications Committee provides general direction for the Association’s publications program (both print and electronic), which is currently represented by the quarterly journal Notes, three co-published monographic series, the MLA Newsletter, the Music Cataloging Bulletin, and the Basic Music Library. Working closely with MLA’s co-publisher, A-R Editions, the committee establishes general policies and procedures; provides a forum for the exchange of ideas, problems, and concerns relating to MLA’s publications; and, under the direction of the MLA Board, initiates regular strategic planning within the context of an ever-changing publications landscape. The committee does not approve individual publications or make editorial decisions; however, it is available to provide guidance to editors, committees, and chapters. (rev. 2/2013)

1) Budget requests for the MLA Technical Reports, the MLA Index and Bibliography Series, the MLA Basic Manual Series, the Music Cataloging Bulletin, the MLA Newsletter, and the MLA website are solicited by the Fiscal Officer from each editor; the Publications Committee does not perform any approval function in this process. The budget request for NOTES is transmitted directly from its editor to the Fiscal Officer. (rev. 5/2014) (rev. 2/2017)

2) Each chapter chair, or their representative, keeps the chair of the Publications Committee informed of chapter projects that may result in publications. The chair of the Publications Committee, in turn, serves as liaison with the Board of Directors regarding chapter publications along with the Vice-President/Past President, who has general responsibility for liaison between the Board and chapters.
As chapters formulate plans for publications, the Publications Committee is available for advice and consultation, especially as to whether a proposed publication might be suitable for national rather than regional release and distribution. The chapter chair sends a final draft copy of each proposed publication to the chair of the Publications Committee, indicating when publication is expected and the proposed price to be charged. After release, a copy of each publication is sent to the Vice-President or Past President, the archives, and the Administrative Chief Financial Officer. Copies or news of publications may be sent to the editors of *NOTES* and the *Newsletter*. (rev. 2/2022)

Chapters may recover the full editorial, production, and distribution costs of publications. A reasonable additional sum may also be included in the price to help underwrite future editions or other publications.

Chapter newsletters, announcements of meetings, and the like, are exempted from the regulations above. Copies of such releases, however, are routinely sent to the President, Vice-President/Past President, Administrative Officer, the archives, and editors of the *MLA Newsletter* and *NOTES*.

3) Committees that wish to publish the products of their work in *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, the *MLA Technical Reports*, the *MLA Index and Bibliography Series*, or the *MLA Basic Manual Series* submit manuscripts to the appropriate editor. Other materials intended for publication or distribution under the Association's name, imprint or logo are submitted to the Publications Committee for review and then to the Board for approval. (rev. 5/2014)

4) Vendors may return MLA publications for credit of the purchase price only, during a period no earlier than six months after purchase and no later than twelve months after purchase.

**VI.H.7.b. MEMBERSHIP**

The membership of the Publication Committee consists of the following: an appointed chair who oversees the work of the committee's charge and is ultimately responsible for its implementation. They report to the Board as outlined in section VI.A-G above, but because the work of this committee generates part of the Association's income as well as its expenses, the chair stays in especially close contact with the President (see also II.B.1.); the Administrative Chief Financial Officer of the Association; the Assistant Administrative Chief Financial Officer of the Association; the Advertising Manager, the editor of *NOTES*; the Assistant Editor for Electronic Vendors of *NOTES*; the editor of the *MLA Newsletter*; the editor of the *Music Cataloging Bulletin*; the editor of the *MLA Technical Reports*; the editor of the *MLA Index and Bibliography Series*; the editor of the *MLA Basic Manual Series*; MLA Web Manager; the editor of the *Copyright for Music Librarians*.
VII.C. GENERAL REQUIREMENTS AND POLICIES

Though chapter Chairs must be members of the Association, other members need not be either personal members of the Association or official designees to the Association from their institution. Individuals may join more than one chapter. Each chapter must have at least two officers, a Chair, who must be a member of the Music Library Association, and a Secretary. No term of office may be longer than two years. The chapter decides whether incumbents may succeed themselves.

Chapters adopt their own rules or by-laws in consonance with the Constitution and By-laws of the Association (included should be clauses similar to articles IIB and XII, which protect their potential for tax-exempt status) and with such guidelines as may be provided by the Board of Directors.

Chapters may assess annual dues to cover expenses connected with chapter activities.

In addition to holding meetings, the chapters may engage in any activities which conform to the purposes of the Association as set forth in Article II of the Constitution and By-laws and to such guidelines as may be approved by the Board.

A report of chapter activities and a list of chapter officers should be submitted annually to the Vice-President/Past President by the date specified in the official calendar. The report should be in a form appropriate for publication.

Any changes in chapter officer information should be submitted quarterly to the Vice-President/Past President as per the schedule published in the MLA official calendar.

Changes to a Chapter's by-laws, structure, or chair and a description of gross income over $25,000 must be reported to the Administrative Chief Financial Officer annually by the date specified in the official calendar in order to retain the Chapter's tax-exempt status with the IRS.

VII.E. CHAPTER PUBLICATION POLICY

Each Chapter Chair, or their representative, keeps the Chair of the Publications Committee of the Association informed of Chapter projects that may result in publications. The Chair of the Publications Committee, in turn, serves as a liaison with the Board of Directors regarding chapter publications along with the Vice-President/Past President, who has general responsibility for liaison between the Board and chapters.
As chapters formulate plans for publications, the Publications Committee is available for advice and consultation, especially as to whether a proposed publication might be suitable for national rather than regional release and distribution. The Chapter Chair sends a final draft copy of each proposed publication to the Chair of the Publications Committee, indicating when publication is expected and the proposed price to be charged. After release, a copy of each publication is sent to the Vice-President or Past President, the archives and the Executive Secretary/Treasurer. Copies or news of publications may be sent to the editors of *NOTES* and the *MLA Newsletter*.

Chapters may recover the full editorial, production, and distribution costs of publications. A reasonable additional sum may also be included in the price to help underwrite future editions or other publications.

Chapter newsletters, announcements of meetings, and the like are exempted from the regulations above. Copies of such releases however are routinely sent to the President, Vice-President/Past President, Administrative Chief Financial Officer, Archives, and editors of the *MLA Newsletter* and *NOTES*. (rev. 2/2022)

**VIII.G. BOARD LIAISON**

The Assistant Planning and Reports Officer will act as the liaison between the Board and the interest group coordinators and will schedule meetings with the coordinators as needed. The Board liaison is charged with maintaining the list of current interest group coordinators and sending any changes to the list to the Administrative Membership Management Officer. (rev. 5/2014) (rev. 9/2016) (rev. 2/2021) (rev. 2/2022)

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III.J. Membership Management Officer / Assistant Membership Management Officer

Administrative Handbook

II.A.4.i. HONORARIA/REIMBURSEMENT/PER DIEM

No elected officer, member, or delegate of a member receives compensation as such. The Administrative Chief Financial Officer, Convention Manager, Membership Management Officer, Notes Editor, Open Access Editor, and Web Manager receive an honorarium, the amount determined by the Board. The Administrative Chief Financial Officer, Assistant Administrative Chief Financial Officer, Advertising Manager, Archivist,
Convention Manager, Assistant Convention Manager, Development Officer, Membership Management Officer, Assistant Membership Management Officer, Placement Officer, Publicity & Outreach Officer, Web Manager, Assistant Web Manager, MLA-L Mediator, MLA-L Assistant Mediator, Copyright Website Editor, Music Cataloging Bulletin Editor, Notes Editor, Notes Assistant Editor, Notes Book Review Editor, Notes Music Review Editor, MLA Newsletter Editor, and Open Access Editor receive gratis MLA regular membership and MLA annual meeting early-regular-member registration during years in which they serve. (rev. 6/2008) (rev. 3/2011) (rev. 3/2014) (rev 2/2017) (rev. 6/2021) (rev. 2/2022)

The Board will review all honoraria at the spring meeting of the Association. All Board members are reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Both sitting Board members and incoming Board members are reimbursed for expenses incurred during the Board meeting held before the MLA Annual Meeting. Expenses covered for that meeting are lodging and half per diem only, limited to the days of the Board meeting. With Board approval, the Vice-President/Past President or other designated Board member may receive reimbursement for travel to and from one regional chapter meeting. In all cases such reimbursement is only for that part of the specified expenses not covered by Board members' institutions, is requested from the Administrative Chief Financial Officer in writing and is accompanied by written receipts for travel and lodging. When appropriate, the tax-exempt number (Employer Identification Number) 52-6056338 is used in making MLA purchases. (rev. 6/2008) (rev. 3/2011) (rev. 5/2015) (approved 5/2013, updated 7/2018) (rev. 2/2022)

II.C.4. LIAISON WITH CHAPTERS

The Vice-President/Past President serves as a liaison with the chapters to ensure effective communications between the chapters and the Board. The Vice-President/Past President receives a copy of every chapter's newsletter and meets with the chapter chairs at the annual meeting of the Association. The Vice-President/Past President solicits and collects chapter reports, which are subsequently published in the MLA Newsletter. The Vice-President/Past President attends at least one chapter meeting per year in addition to their own and provides the Administrative Chief Financial Officer, Membership Management Officer, and Recording Secretary with a current list of chapter officers. The Vice-President/Past President collects and presents chapter grant applications to the Board of Directors for consideration and serves ex officio on the
II.E.13.a. CHARGE

The Parliamentarian advises the Board on matters pertaining to interpretation of the constitution and by-laws, and this Administrative Handbook, and serves as the authority on parliamentary procedures at Board meetings and the annual business meeting of the Association.

The Assistant Parliamentarian assists the president with generating appointment and thank you letters, updating the website with appointments, updating the chair and coordinator email distribution lists and related web pages, and generating the annual snapshot of the administrative structure for the archives.


III. SPECIAL OFFICERS

(Sections of the Constitution and By-Laws applicable to this section: II.B.)

III.A. GENERAL INFORMATION

III.A.1. CURRENT SPECIAL OFFICERS

There are eleven thirteen special officers of the Music Library Association: the Convention Manager, the Assistant Convention Manager, the Placement Officer, the Publicity & Outreach Officer, the Advertising Manager, the Development Officer, the Archivist, the Web Manager, the Assistant Web Manager, the MLA-L Mediator, and the MLA-L Assistant Mediator, the Membership Management Officer, and the Assistant Membership Management Officer. They coordinate and oversee the annual convention, the MLA Placement Service, publicity for the MLA, advertising in NOTES, development activities, the MLA Archives, the MLA website and Web Committee, and application of the MLA Code of Conduct in the Association listserv, and the currency of Association membership information respectively. (The Convention Manager and the Placement Officer have separate manuals.) Special officers must be personal members of MLA in good standing. (rev. 5/2011) (rev. 6/2012) (rev. 9/2012) (rev. 2/2017) (rev. 6/2021) (rev. 2/2022)
The Membership Management Officer and the Assistant Membership Management Officer work closely with the MLA Business Office; IAML Treasurer; and MLA Web Manager, Chief Financial Officer, President, chapter treasurers, and various committee chairs to:

- Fulfill duties relating to individual memberships in MLA, IAML-US, MLA chapter memberships handled through the Association’s online platform, and MLA’s membership in other organizations;
- Keep MLA’s Administrative Structure current and accurate in all its forms; and
- Maintain the currency of listservs for committee chairs, interest group coordinators, and chapter chairs.

The Membership Management Officer and Assistant Membership Management Officer serve as *ex officio* members of the Membership Committee and the Web Committee.

The Membership Management Officer succeeds to the position after a two-year term as Assistant Membership Management Officer.

The Membership Management Officer receives an honorarium. The Membership Management Officer and Assistant Membership Management Officer received gratis MLA regular membership and MLA annual meeting early-regular-member registration, as well as support for expenses necessary to carry out the responsibilities of the position (telephone, postage, supplies, etc.). (2/2022)

### VI.H.19. MEMBERSHIP COMMITTEE

#### VI.H.19.a CHARGE

The charge of the Membership Committee is to increase and diversify significantly MLA’s membership in all categories by reaching out to the broad range of populations we serve, as well as develop and implement an active and successful means of retaining current and future members by identifying and promoting the benefits and added value of membership in our Association. The Membership Committee consults with MLStEP as needed. The Reduced Registration Program Coordinator, Conference
Roommate Clearinghouse Coordinator, Diversity Committee Chair, and Publicity & Outreach Officer, Membership Management Officer, and Assistant Membership Management Officer are ex officio members of the Membership Committee. (rev. 2/2012) (rev. 5/2019) (rev. 10/2020) (rev. 2/2022)

VI.H.22. WEB COMMITTEE

The Web Committee maintains the Association’s website and related online tools. Members of the committee will be assigned functional responsibilities related to the website (or other online tools) for which they are responsible. The Committee will solicit and maintain content that is accurate and current. Committee members are responsible for clear, consistent communication with assigned constituencies in MLA (chapters, committees, special officers, the Board, business office), and they ensure that members' needs are being met to the greatest extent possible. The Committee works with the Web Manager and Assistant Web Manager to advise the Board and the Association in all matters related to publishing web content and related web-based technologies. It establishes general policies and procedures related to the Association’s web presence, formulating policy related to website design, maintenance, style, and content. The Membership Management Officer and Assistant Membership Management Officer are ex officio members of the Web Committee. (rev. 2/2017) (rev. 10/2021) (rev. 2/2022)

VI. Alignment with the 2022-2030 Strategic Plan Objectives

Goal 1 Objective 1.1 - Review and update MLA’s Mission and Core Values to reflect MLA’s priorities and promote a culture of inclusivity, innovation, collaboration, and information sharing – by ensuring that MLA meetings are run in an organized and equitable manner and by maintaining the Administrative Handbook, so that the MLA membership has access to important information about the organization

Goal 3 Objective 3.5 - Prioritize accessibility at all MLA events, in-person and virtual, and in all MLA virtual spaces – by working to keep MLA documentation accessible and readily available

Goal 4 Objective 4.2 - Streamline the MLA website and conduct user studies on how both members and external constituents find information about MLA on the website – by getting MLA Administrative Handbook changes up as efficiently as possible