

Oklahoma Library Association

HANDBOOK

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Introduction

The purpose of the Oklahoma Library Association handbook is to provide guidelines and responsibilities for the newly-elected and appointed leaders of the Oklahoma Library Association. It is hoped that the careful study of this Handbook will result in a more efficient and productive use of time and energy for all concerned. Refer to it often, as you would to any basic reference tool for questions of policy and/or procedure of the Association.

An Oklahoma Library Association Handbook shall be written and maintained by the Constitution and Bylaws Committee at the direction of the Executive Board with the cooperation of the committee chairs and division and roundtable officers (Article XIII, Bylaws)

Our management organization is Amigos, hereinafter cited as “the association’s management company”.

Revised June 1981, March 1983, March 1984, March 1985, May 1986, May 1987, March 1988, May 1989, April 1990, April 1991, April 1992, April 1993, April 1994, April 1995, April 1996, April 1997, May 1998, March 1999, April 2000, April 2001, April 2002, March 2003, April 2004, April 2005, March 2006, May 2009, April, 2010, May 2014, May 2015, May 2016, June 2016, April 2017, Nov. 2017, May 2018, Dec. 2018.

Oklahoma Library Association Constitution

ARTICLE I. NAME

The name of this association shall be the Oklahoma Library Association.

ARTICLE II. PURPOSE

The purpose of the Oklahoma Library Association is to strengthen the quality of libraries and librarians in the state of Oklahoma and to promote and support library services and librarianship in Oklahoma.

VISION

The Oklahoma Library Association is an inclusive, innovative, and thriving organization that enriches the lives of all Oklahomans through proactive support of libraries and librarians and enduring commitment to shared professional values.

ARTICLE III. MEMBERSHIP

Section 1. The membership of the Oklahoma Library Association shall consist of two classes: personal and institutional.

Section 2. (a) Personal members shall be those persons who comply with the requirements for dues as stated in the Bylaws. Life members are those personal members who have received the Distinguished Service Award, prior to 1992.

(b) Institutional members shall be those institutions which comply with requirements for dues as stated in the Bylaws, and are interested in promoting library development throughout this state.

ARTICLE IV. OFFICERS

Section 1. The officers of the Oklahoma Library Association shall be a President, a President-elect who shall serve as Vice-president, the Immediate Past President, a Secretary, a Treasurer, and the Chairs of the Divisions. The President-elect, the Secretary, and the Treasurer shall be elected by mail ballot or by an electronic method such as e-mail from the personal members of the Association in good standing as provided in the Bylaws. The Chairs of the Divisions shall be elected according to the provisions of the Bylaws. The President-elect and the Secretary shall be elected for a term of one year and shall assume their duties on the first day of the new fiscal year. The Treasurer shall be elected in each odd numbered year and shall hold office for a term of two years. The terms of office shall coincide with the Oklahoma Library Association fiscal year.

Section 2. The offices of the President, President-elect, the Immediate Past President, Secretary, Treasurer, and the Division Chairs shall be filled by personal members of the Oklahoma Library Association in good standing.

ARTICLE V. EXECUTIVE BOARD

Section 1. The administration of the affairs of the Oklahoma Library Association shall be vested in and exercised by the President and/or the Executive Board. The Executive Board shall consist of the officers, the American Library Association Councilor, and the Mountain Plains Library Association Representative. Non-voting members shall include the editor of the *Oklahoma Librarian*, the Chair of the Marketing Committee, The Chair of the Communications Committee, the Folio Representative, and the Oklahoma Department of Libraries Coordinator. The President shall be the Chair of the Executive Board. A quorum of the Executive Board shall consist of six voting members. No elected member of the Executive Board, with the exception of the Treasurer, who has served a full term, may succeed oneself in office. The Treasurer may be elected to succeed her/himself for a second term of two years.

Section 2. The Executive Board shall fill vacancies in office with the exception of the offices of President and/or President-elect. A vacancy in the office of President shall be filled by the President-elect. If less than half of the term remains, the new President shall then serve the elected term as President. If more than half of the term remains, the new President shall not subsequently be expected to serve the term for which elected, and the vacancy in the Vice-presidency/President-elect shall be filled by vote of the membership from two candidates presented by the Nominating Committee. Vacancies in other offices shall be filled by appointment or by a vote of the membership from two candidates presented by the Nominating Committee.

Section 3. The Executive Board shall approve the annual budget and expenditure of funds in accordance with the provisions set forth in the Bylaws.

Section 4. A petition signed by ten percent of the personal members in good standing of the Oklahoma Library Association shall constitute an initiative petition to propose activities, functions or services of the Association. Such a petition shall be considered by the Executive Board within sixty days of receipt. A full report shall be made to the membership at the next annual meeting.

Section 5. The Association by a vote at Membership Meeting may refer any matter to the Executive Board with recommendations and may require the Executive Board to report on such matters at any specified session of the Association. Any question of policy may, by a majority vote of the Executive Board, be submitted to the Association to be voted upon either at a Membership Meeting or by mail or by an electronic method such as e-mail as the Executive Board may determine. Any action of the Executive Board or action of the membership at an annual business meeting may be set aside by a three-fourths vote at any membership meeting of the Association or by a majority vote by mail in which one-fourth of the members of the Association have voted. Such vote by mail or by an electronic method such as e-mail shall be held upon petition of ten percent of the members of the Association.

Section 6. The Executive Board shall have power to appoint an association management company. The duties, hours, and compensation shall be determined by the Executive Board.

Section 7. The Executive Board shall appoint one of its members with the concurrence of the FOLIO Executive Board, to serve as liaison representative between the two organizations.

Section 8. The President shall appoint an archivist, who shall administer the collection of materials important for the preservation of the history of the Oklahoma Library Association.

ARTICLE VI. COMMITTEES, DIVISIONS AND ROUNDTABLES

Committees may be appointed and divisions and roundtables of the Association may be organized and supported as provided in the Bylaws.

ARTICLE VII. MEETINGS

Section 1. The President and Executive Board shall arrange for a general Annual Conference of the Oklahoma Library Association and for such special meetings as they may consider advisable. The Annual Conference shall serve as the culmination of the specific plans, programs and objectives for the year. Notice of all meetings shall be sent to each personal member of the Association in good standing at least thirty days prior to the beginning date of any meeting.

Section 2. A majority of the personal members attending a business meeting of the Oklahoma Library Association shall constitute a quorum for conducting business.

Section 3. Votes of the Association by mail or by an electronic method such as e-mail may be authorized by the Executive Board between annual conferences. Twenty-five percent of the voting membership shall constitute a quorum and a majority of those voting shall be required to carry. The Executive Board shall have authority to set the time limit during which votes will be recorded, but if no such time limit is set no vote shall be counted unless received within thirty days from the date the text of the ballot or question voted upon was mailed properly addressed, according to the Association records, to those entitled to vote on the matter involved.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Oklahoma Library Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution or the Bylaws of the Association, or any special rules of order the Association may adopt.

[ARTICLE IX. BYLAWS](#)

Bylaws may be amended or adopted at any Annual Meeting of the Association if three-fourths of the personal members present vote in favor of such changes or by a vote by mail or an electronic method such as e-mail of a majority of the members of the Association voting in

which one-fourth of the members have voted. The Executive Board shall specify whether a vote shall be taken at a membership meeting of the Association or by mail, and if a mail or electronic vote is ordered the Executive Board shall fix the time for the beginning and closing of the balloting. Proposed amendments or new Bylaws shall be presented for a vote either upon recommendation of the Executive Board or upon receipt of a petition signed by ten percent of the personal members of the Association and filed in writing with the Secretary at least sixty days prior to the beginning date of said Annual Meeting. The Secretary shall send copies of all proposed amendments or new Bylaws to each of the other members of the Executive Board and to the members of the Constitution and Bylaws Committee within ten days of receipt. The Secretary shall notify each personal member of the Association of any such proposed amendments or new Bylaws or the date established for a vote by mail or electronic method.

ARTICLE X. AMENDMENTS

Section 1. This Constitution may be amended at any annual business meeting of the Association if three-fourths of the personal members present vote in favor of such changes or by a vote by mail or an electronic method such as e-mail of a majority of the members of the Association voting in which one-fourth of the members have voted. The Executive Board shall specify whether a vote shall be taken at a Membership Meeting of the Association or by mail or electronic method, and if a mail or electronic vote is ordered, the Executive Board shall fix the time for the beginning and closing of the balloting. Proposed amendments shall be presented for a vote either upon recommendation of the Executive Board or upon receipt of a petition signed by ten percent of the personal members of the Association and filed in writing with the Secretary at least sixty days prior to the beginning date of said Annual Meeting. The Secretary shall notify the personal members of the Association of any such proposed amendments at least thirty days prior to the beginning date of the Annual Conference or the date established for a vote by mail or electronic method.

Section 2. Within four months following the adoption of each amendment to the Constitution or Bylaws, the Editor of the [*Oklahoma Librarian*](#), as provided in the Bylaws, shall cause the amended Constitution to be reprinted in the journal.

ARTICLE XI. AFFILIATED ORGANIZATIONS

The Association may affiliate with other organizations whose goals are in accordance with the purpose of this Association.

ARTICLE XII. FORMER CONSTITUTION VOIDED

This document, when approved, supersedes any previous Constitution completely and all provisions and amendments thereof.

ADOPTED May 24, 1980. Revised Apr. 1, 2011, Apr. 2, 2014.

**OKLAHOMA LIBRARY
ASSOCIATION
BYLAWS**

ARTICLE I. FISCAL PERIOD

The fiscal period of the Oklahoma Library Association shall be July 1 to June 30 of the next year.

ARTICLE II. DUES AND FEES

Section 1. All dues are annual and shall be due and payable at each member's anniversary of joining each year. Reminder e-mails shall be sent in the month prior to the anniversary, and if dues are not paid by the third month after the anniversary, they shall be dropped from the roster as active members.

Section 2. Personal memberships.

- A. Personal membership dues for membership in the Oklahoma Library Association shall be the amount listed hereafter and based on the applicant's present salary. Membership in OKSL requires additional dues of \$10.00. Membership in all other division and roundtables requires additional dues of \$2.00 each. Free membership in OKSL will be offered to first year OLA members for their first year of membership only.

Librarian & Support Staff

Salary up to \$14,999	\$39.00
Salary \$15,000 to \$24,999	\$51.00
Salary \$25,000 to \$34,999	\$79.00
Salary \$35,000 to \$44,999	\$93.00
Salary \$45,000 to \$54,999	\$99.00
Salary \$55,000 to \$64,999	\$101.00
Salary \$65,000 to \$74,999	\$112.00
Salary \$75,000 and above	\$121.00

Full-time students (minimum 6 hours)	\$22.00
Trustees, Lay members, Friends	\$34.00
Retired or inactive librarians	\$34.00
Vendor representatives	\$61.00

- B. Life member shall be assessed no dues, but shall have all the rights and privileges of personal members.

Section 3. Institutional memberships

Dues for library institutions shall be the amount listed hereafter based on the library's total operating budget for the previous fiscal year.

Libraries	
Budget up to \$100,000	\$42.00
Budget \$100,000 to \$499,999	\$75.00
Budget \$500,000 to \$999,999	\$145.00
Budget \$1,000,000 to \$2,499,999	\$225.00
Budget \$2,500,000 to \$4,999,999	\$475.00

Budget \$5,000,000 to \$9,999,999	\$675.00
Budget \$10,000,000 to \$14,999,999	\$975.00
Budget \$15,000,000 and above	\$1,350.00

Non-library institutions \$80.00

Section 4. Only persons holding personal membership in good standing shall be entitled to vote at all membership meetings.

Section 5. Registration fees.

- A. The registration for each person, not a guest, attending any regular general meeting of the association shall be determined by the Executive Board.
- B. The Executive Board shall approve the registration fee charged for any meeting sponsored by any division, roundtable or committee of the Association.

Section 6. The schedule pertaining to dues and fees may be revised by the Executive Board without a vote of the Association no more often than once a year and only if the revision results in lowering dues and fees or an increase (necessitated by genuine financial need) of no more than 10 percent for any affected party.

ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1. Executive Board Officers

- A. The Nominating Committee shall request of the membership recommendations for candidates for each office on the Executive Board for which vacancies will occur at the next Annual Conference because of expiration of terms of office.
- B. In accordance with the time schedule set forth in the Appendix of the OLA Handbook, the Nominating Committee shall meet and select two nominees willing to serve for each office as set forth in Article IV, Section of the Constitution, except chairs of the Divisions, who are elected by the memberships of their respective Divisions. In appropriate years, the Nominating Committee shall also select nominees for the American Library Association Councilor, in accordance with provisions of Article IV, Section 1-B of the Bylaws, and the Mountain Plains Library Representative in accordance with provisions of Article IV, Section 2-B. The committee shall make its selection after considering recommendations of the membership and recommendations of the committee members, taking into consideration the desirability of maintaining a cross section of library interests.
- C. The slate of nominees shall be transmitted to the Chair of the Nominating Committee who shall be responsible for preparation of ballots for all individual members in good standing. The ballots may be transmitted and returned by an electronic method such as e-mail in accordance with the time schedule and procedures set forth in the Appendix of the OLA Handbook.
- D. In accordance with the time schedule and procedures set forth in the Appendix of the OLA Handbook, the Nominating Committee Chair will notify the chairs of the OLA Divisions and Roundtables of the results of the election. In the event of a tie between two of the nominees, the Chair

of the Nominating Committee shall select the successful candidate by lot. The chairs will notify each candidate for office to report the results. The results of the election will be presented at the Annual Conference.

- E. All nominees for officers must be members in good standing of the Oklahoma Library Association.

ARTICLE IV. LIBRARY ASSOCIATION AFFILIATES

Section 1. [American Library Association](#)

- A. The Association shall maintain its status as a member chapter of the American Library Association in accordance with the American Library Association's Constitution and Bylaws.
- B. Oklahoma Library Association members shall elect, at the appropriate time by electronic ballot, an Oklahoma Library Association Chapter Councilor to the American Library Association Council. The Councilor shall be a personal member of both the Oklahoma Library Association and the American Library Association and serve a three year term. Should the duly elected councilor be unable to complete the three year term in office, the President, with the consent of the Executive Board, shall appoint a successor to serve until the next election of the Association, at which time a councilor to fill the unexpired term shall be eligible for nomination to a regular term of office.

Section 2. [Mountain Plains Library Association](#)

- A. The Association shall maintain its status as a member of the Mountain Plains Library Association in accordance with the Mountain Plains Library Association's Constitution and Bylaws.
- B. Oklahoma Library Association members shall elect, at the appropriate time by mail or electronic ballot, an Oklahoma Library Association Representative to the Mountain Plains Library Association. The Representative shall be a personal member of both the Oklahoma Library Association and the Mountain Plains Library Association and serve a three-year term. Should the duly elected representative be unable to complete the three year term in office the President, with the consent of the Executive Board, shall appoint a successor to serve until the next election of the Association, at which time a representative to fill the unexpired term shall be eligible for nomination to a regular term of office.

Section 3. [Oklahoma Technology Association](#)

- A. The Association shall maintain affiliation with the Oklahoma Technology Association and coordinate activities in Encyclo-Media.

Section 4. [Other Affiliates](#)

- A. The Association may affiliate with other organizations or agencies to present continuing education opportunities for members and other purposes. The Association may serve as a vehicle for pass-through funds or for co-sponsoring groups under the guidelines for program production as delineated in [Appendix N](#).

ARTICLE V. DUTIES OF OFFICERS

Section 1. [Duties of the President](#).

The President shall preside at the general sessions of the Annual Conference and shall call and preside at meetings of the Executive Board and special meetings; shall be responsible for implementation of Presidential Initiatives aimed at moving the Association forward with the established framework of goals and objectives as set forth in the Strategic Plan; shall appoint committee chairs and committee members; shall represent the Association in an official capacity and shall speak for the Association on all established policies; shall coordinate the work of all officers, divisions, roundtables and committees; shall assume a major role in planning the Annual Conference; shall sign all contracts authorized by the Association or the Executive Board and all orders to the Treasurer for expenditures from the funds of the Association; and shall perform the other duties customarily incumbent upon such office, unless otherwise ordered by the Association through its Bylaws or the Executive Board.

Section 2. [Duties of the Vice-President/President-elect.](#)

The Vice-President/President-elect shall act for the President in case of the latter's absence; shall attend and vote at meetings of the Executive Board; shall work closely with the President on plans for the Annual Conference; shall serve as Chair of the Presidential Initiatives Committee, and shall work in other ways as required by the President to help achieve the objectives for the year.

Section 3. [Duties of the Immediate Past President.](#)

The Immediate Past President shall attend and vote at meetings of the Executive Board; shall work closely with the President to achieve the organization's objectives for the year; and shall serve as the Chair of the Budget and Finance Committee.

Section 4. [Duties of the Secretary.](#)

The Secretary shall keep the official minutes of the general sessions of the Oklahoma Library Association Annual Conference and shall submit them to the next regular meeting of the Executive for review and acceptance. The Secretary shall prepare and distribute the minutes of each Executive Board meeting. The Secretary shall report on matters concerning the Association as directed by the President or the Executive Board at meetings of the general membership or the Executive Board.

Section 5. [Duties of the Treasurer.](#)

The Treasurer shall be responsible for the current roster of the Association membership; shall receive and have custody of all funds of the Association; pay bills approved by the President or the Executive Board; shall maintain accurate records of the Association's financial affairs and make a detailed financial report at the end of the fiscal year, which shall be published in the *Oklahoma Librarian*; shall attend and vote at all meetings of the Executive Board and give a financial and membership report at each meeting, submitting copies to the Executive Board; shall serve on the Budget and Finance Committee and perform such duties as required by the President and the Executive Board.

Section 6. [Duties of the Division Chairs.](#)

- A. The chairs of the Divisions shall broaden the representation of library interests and considerations in the deliberations of the Executive Board.
- B. Division chairs shall attend Executive Board meetings and shall vote and perform such duties and assume responsibilities as the President or Executive Board may assign.
- C. Division chairs shall attend Program Planning Committee meetings in preparation for the Annual Conference of the Oklahoma Library Association.

Section 7. [Duties of the American Library Association Councilor.](#)

- A. The American Library Association Councilor shall perform the duties required by the American Library Association at the American Library Association Council meetings and shall report regularly on items of interest to the Oklahoma Library Association and the Executive Board.
- B. The American Library Association Councilor shall attend and vote on all matters brought before the Oklahoma Library Association Executive Board.

Section 8. [Duties of the Mountain Plains Library Association Representative.](#)

- A. The Mountain Plains Library Association Representative shall perform the duties required by the Mountain Plains Library Association at the Mountain Plains Library Association meetings and shall report regularly on items of interest to the Oklahoma Library Association and the Executive Board.
- B. The Mountain Plains Library Association Representative shall attend and have a vote on all matters brought before the Executive Board.

Section 9. Reports of Officers.

Officers whose terms expire at the close of the Annual Conference shall submit to the Association's management company within one month after the close of said Annual Conference any records or important correspondence in their possession and these shall become part of the archives.

Section 10. Officers' Attendance.

All officers are expected to attend the meetings of the Executive Board. Any officer who is absent for as many as three consecutive Board meetings may be removed from office at the discretion of the Board, in which case the Board shall take the appropriate action to fill the resulting vacancy. Members of the Program Committee for the Annual Conference or their designated alternates are expected to attend regularly the meetings of that Committee. The Board may take discretionary action to remove from office any member who does not attend the meetings or participate in the activities of the Committee.

ARTICLE VI. COMMITTEES

Section 1. General.

The members and chairs of most committees are appointed by the President. Exceptions to this rule are noted in the committee descriptions section of the OLA Handbook (e.g., Budget and Finance Committee, Continuing Education Committee, Legislative Committee, Program Committee, and Sequoyah Awards Administrative Committee). Appointments shall be made for one year, except where otherwise specified. No person shall be appointed to a committee who does not have a personal paid-up membership in the Oklahoma Library Association. Committees, other than those specified in the Bylaws, may be created or discontinued by the President. The authorization of new committees shall include their purpose and duties and whether any special authority to act for the Association is being granted. The President shall serve as a voting member of each committee except the [Nominating Committee](#).

Section 2. [Programs.](#)

Programs of committees are expected to follow the lead of the [President](#) by planning activities designed to help achieve the stated [Presidential Initiatives](#) for the year.

Section 3. Standing Committees.

- A. [Audit Committee](#). This committee shall examine on a regular basis the financial records of the Association and any other funds using the OLA federal tax identification number.
- B. [Awards Committee](#). This committee shall review and consider all requests for any honors, awards and citations offered by any division, roundtable or committee on behalf of the Association.
- C. [Budget and Finance Committee](#). This committee shall prepare a budget for the fiscal year and submit it to the Executive Board by the August meeting of the Executive Board each year. The committee shall also study the finances of the Association and make recommendations to the Executive Board.
- D. [Communications Committee](#). This committee will manage the internal communications of the Oklahoma Library Association and will oversee the various channels of communication utilized by the Association.
- E. [Constitution and Bylaws Committee](#). This committee will prepare any revisions of the Constitution and Bylaws as the Executive Board and President may direct, and shall recommend such amendments or changes it deems necessary to the President and Executive Board. It shall be responsible for the continuing revision of the Oklahoma Library Association Handbook.
- F. [Continuing Education Committee](#). This committee shall encourage the development of and participation in continuing education programs for the membership of the Oklahoma Library Association.
- G. [Endowment Fund Committee](#). This committee shall oversee the operation of OLA's Endowment Fund and shall promote donations and create activities and events to raise money for the fund.
- H. [Ethics Committee](#). This committee shall endeavor to increase the awareness of ethical practices for the members of the Oklahoma Library Association.
- I. [Intellectual Freedom Committee](#). This committee shall stand ready to protect the freedom of individuals to make their choice of library materials and to bring restrictions in this area to the attention of the Executive Board.
- J. [Leadership Institute Committee](#). This committee will inspire and develop future leaders for the Oklahoma library community by planning and presenting library leadership institutes.
- K. [Legislative Committee](#). This committee shall coordinate OLA's legislative involvement, promptly communicate with the officers and membership about state or federal legislation concerning Oklahoma libraries, and encourage understanding and involvement of members in the legislative process.

- L. [Marketing Committee](#). This committee will develop and administrate a marketing plan to promote libraries, library service, and the profession of librarianship within the state of Oklahoma.
- M. [Membership Committee](#). This committee shall carry out statewide promotional activities to encourage membership in the Oklahoma Library Association.
- N. [Mildred Laughlin Festival of Books Committee](#). This committee will plan, coordinate and execute the Mildred Laughlin Festival of Books biennially as a fundraiser for OLA.
- O. [Nominating Committee](#). This committee shall select a slate of candidates for office in accordance with Article III, Section 1 of these Bylaws and shall report at the first business meeting of session of each Annual Conference those elected in accordance with Article IV, Section 1 of the Constitution and Article III, Sections 1 and 2 of the Bylaws. Ballots for DRoC officers and results of the DRoC elections shall be sent to the Chair of the Committee, who will inform DRoC chairs of the election results.
- P. [Presidential Initiatives Committee](#). This committee shall formulate the presidential initiatives for the President-Elect's term of office, in support of the Association's Strategic Plan.
- Q. [Program Committee](#). This committee shall plan and have charge of the program for each Annual Conference of the Association in accordance with the policies of the President and Executive Board.
- R. [Resolutions Committee](#). This committee shall review and present resolutions that the President and Executive Board may direct, or that any active individual member of the Association may request for consideration by the Association membership.
- S. [Scholarship Committee](#). This committee shall be responsible for disseminating information about the Oklahoma Library Association Scholarship for Graduate Study, seeking applicants, screening applicants and selecting a candidate prior to each year who will receive the designated stipend.
- T. [Sequoyah Awards Administrative Committee](#). This committee shall be responsible for the Administration of the Sequoyah Book Awards in accordance with the Sequoyah Committee Handbook.
- U. [Sites Committee](#). This committee shall recommend to the Executive Board potential Annual Conference sites of the Oklahoma Library Association for at least four years in advance.
- V. [Tribal Libraries Committee](#). This committee shall foster a relationship between people working in tribal libraries and OLA and encourage all libraries in their service to American Indian populations.
- W. [Vendor Relations Committee](#). This committee will promote greater communications between OLA and vendors.

Section 4. [Accountability](#).

No committee shall incur expense on behalf of the Association except as authorized, nor shall any committee commit the Association by any declaration of policy.

ARTICLE VII. DIVISIONS

Section 1. General.

- A. Divisions shall be based upon type of library. Divisions shall discuss, plan, and study the activities, problems, service and coordination of effort of libraries within their respective categories, and shall make recommendations thereon to the President and Executive Board. The divisions shall aid in executing action decisions of the Association membership and the Executive Board that are within their respective spheres of activity.
- B. No person shall be a member of a division who does not have a personal paid-up membership in the Oklahoma Association.

Section 2. Programs.

Programs of divisions are expected to follow the lead of the President by planning activities designed to help achieve the Presidential Initiatives for the year.

Section 3. Officers.

Officers of each division shall be a Chair, who shall also serve as a member of the Executive Board. Vice-Chair/Chair-elect, and other officers as deemed necessary who shall assume their duties on the first day of the new fiscal year and shall serve for one year. The Vice-Chair/Chair-elect shall serve the following year as Chair. Division elections will be held in accordance with Article III, Section 2 of the Bylaws.

Section 4. Existing Divisions.

The divisions of the Oklahoma Library Association currently existing are Oklahoma School Librarians (OKSL), University and College (UCD), and Public Libraries (PLD).

Section 5. Formation of New Divisions.

The Executive Board may approve formation of new divisions based on type of library upon receipt of a petition containing signatures of at least ten percent of the Association membership as of December 31st, who wish to become members of the proposed new division. The petitions should include the proposed name of the division, a precise statement of its area of interest and responsibility, the proposed budget for the first year's operation, and the name and responsibility of the person designated by the signers to present the petition to the Executive Board. Copies of the petition with the names of the signatories should be distributed to the members of the Executive Board at least twenty days prior to the meeting of the Board at which the petition is to be presented. At this meeting the designated person will be present to discuss the proposed division and answer questions posed by the Board. Formal Board action must be taken before the division can become official. New divisions shall become operative only at the time a new Executive Board takes office.

Section 6. Dissolution of Divisions. Any division which does not develop and maintain a year-round program of activities may be dissolved by the Executive Board after two consecutive years of such inactivity. The Executive Board shall review division activities on an annual basis. Any division which is so dissolved may apply to the next Executive Board for reinstatement according to the provisions of Article VIII, Section 5 of these Bylaws.

Section 7. [Accountability](#).

No division shall incur expense on behalf of the Association except as authorized, nor shall any division commit the Association by any declaration of policy.

[ARTICLE VIII. ROUNDTABLES](#)

Section 1. General.

A roundtable is a membership unit established to promote a field of librarianship not within scope of any single division. Roundtables shall discuss, plan and study the activities, problems, service and coordination of effort of libraries in the field of interest, and shall make recommendations to the President and the Executive Board. No person shall be a member of a roundtable who does not have a personal paid-up membership in the Oklahoma Library Association.

Section 2. Programs.

Programs of roundtables are expected to follow the lead of the President by planning activities designed to help achieve the Presidential Initiatives for the year.

Section 3. Existing Roundtables.

The roundtables of the Oklahoma Library Association are Supervisors, Managers and Administrators (SMART), Information Technology (IT), Children and Teens (CATS), Social Responsibilities (SRRT), and Technical Services (TSRT).

Section 4. Officers.

Officers of each roundtable shall be a Chair, a Vice-chair/Chair-elect, and other officers as deemed necessary, who shall assume their duties on the first day of the new fiscal year and shall service for one year.

Section 5. Formation of a Roundtable.

The Executive Board may approve formation of a roundtable upon receipt of a petition containing the signatures of 15 members of record as of December 31st, who wish to become members of the proposed roundtable. The petition should include the name of the roundtable, a precise statement of its areas of interest and responsibility, and the name of the person designated by the signers to present the petition to the Executive Board. Copies of the petition with the names of the signatories should be distributed to the members of the Executive Board at least twenty days prior to the meeting of the Board at which the petition is to be presented. At this meeting the designated person will be present to discuss the proposed roundtable and answer questions by the Board. The Board shall consider the petition in light of such factors as the furthering of the objectives of the Association, probable long-range need for such a roundtable, and possible duplication of areas of interest with existing divisions and/or other roundtables. Formal action must be taken before a roundtable can become official. New roundtables shall become operative at the beginning of the next fiscal year.

Section 6. Roundtable Changes.

A roundtable may change its name, scope, and/or areas of interest with approval of the membership of the roundtable and the Executive Board. After membership approval, such changes shall be presented to the Executive Board by the chair of the roundtable. After Board approval, changes will take effect at the beginning of the next fiscal year.

Section 7. Accountability. No roundtable shall incur expense on behalf of the Association except as authorized, nor shall any roundtable commit the Association by any declaration of policy.

Section 8. Dissolution of Roundtables.

Any roundtable which does not develop and maintain a year-round program of activities may be dissolved by the Executive Board after two consecutive years of such inactivity. The Executive Board shall review roundtable activities on an annual basis. Any roundtable which is so dissolved may apply to the Executive Board for reinstatement according to the provisions of Article VIII, Section 5 of the Bylaws.

ARTICLE IX. DISCUSSION GROUPS

Section 1. General.

Discussion Groups may be formed by ten or more members of OLA interested in common concerns which fall within the purpose of OLA, but which are not the responsibility of an existing OLA division, roundtable, or committee. Discussion Groups may be formed to address common problems and solutions, to serve as a support group for people in like situations or jobs, and to provide the Continuing Education Committee with input concerning training needs.

Section 2. Formation.

The Executive Board may approve the formation of Discussion Groups upon receipt of a petition containing signatures of at least ten members. Each group will select a convener.

Section 3. Operation.

OLA, upon request of a discussion group, may provide assistance in communications and publicity and will provide meetings pace at annual conferences. Discussion groups are encouraged to provide ideas for workshops and conference programs to OLA divisions, roundtables and committees.

Section 4. Dissolution.

When the members of a discussion group determine there is no longer a need for the group, it may be dissolved with a letter to the Executive Board.

Section 5. Accountability.

No discussion group shall incur expense on behalf of the Association except as authorized, nor shall any discussion group commit the Association by any declaration of policy.

ARTICLE X. AWARDS, HONORS, AND CITATIONS

Section 1. General.

The Oklahoma Library Association recognizes meritorious achievement in the field of library service by presenting awards, honors and citations at the Annual Conference. Nominations for these shall be made to the Executive Board by the Awards Committee under the conditions and terms of Article VI, Section 3-B of these Bylaws.

Section 2. Awards

- A. Distinguished Service Award.

At each general Annual Meeting of the Association one Distinguished Service Award may be granted, under conditions established in this practice, to a professional librarian holding either a Master of Library Science degree or an equivalent certification or to an individual not normally associated with a particular library in recognition of inspired leadership, devoted service, and unusual contributions to Oklahoma libraries and to the profession of librarianship. The recipient of this award shall have effectively demonstrated for a period of five years or more a valid, thorough, and imaginative concept of librarianship and library service in Oklahoma, having expressed that concept in actual practice. The recipient of this award must be a current member of the Oklahoma Library Association. This award is the highest honor OLA bestows on its members. This award is not necessarily presented every year.

B. [Citizens Recognition Award.](#)

At each general Annual Meeting of the Association one or more Citizens Recognition Awards may be granted to individuals, groups, or other non-library related organizations which have demonstrated a sound and special interest in libraries and/or library service on a community and/or state-wide level. They have given effective and important service to the advancement of libraries over a period of time. This award is not necessarily presented every year.

C. [Special Project Award.](#)

At each general Annual Meeting of the Association one or more Special Project Awards may be granted to individuals who have made an outstanding contribution on one project for OLA or who have played a key role in a noteworthy library project in their local community. This award is appropriate for both librarians and non-librarians. This award is not necessarily presented every year.

D. [Special Meritorious Service Award.](#)

At each general Annual Meeting of the Association, a Special Meritorious Service Award may be granted to individuals for leadership and/or service, and for whom the Distinguished Service Award is not appropriate. The purpose is to recognize service to the profession above and beyond regular duties over a significant period of time. The recipient of this award must be a current member of the Oklahoma Library Association. This award should not be considered in competition with, nor conflicting with, the Distinguished Service Award. This award is not necessarily presented every year.

E. [Outstanding New Librarian Award.](#)

At each general Annual Meeting of the Association one Outstanding New Librarian Award may be granted to a librarian in recognition of significant contributions to librarianship and potential for professional development. The recipient of this award must have five or fewer years since graduating with either a master's degree in library and information studies or a master's degree with a specialty in school library media. In addition, the recipient of this award shall have worked as a professional librarian in Oklahoma libraries for at least

two of those years. Consideration will be given to leadership in innovative programs or services, exceptional use of local, state or national library resources, significant contribution towards the betterment of library and community relations, and activity in professional library organizations at the local, state or national level. The recipient of this award must be a member of the Oklahoma Library Association. This award is not necessarily presented every year.

F. [Oklahoma Library Service Award.](#)

At each general Annual Meeting of the Association, one or more Oklahoma Library Service Awards may be granted to individuals working in Oklahoma libraries in recognition of significant achievements or outstanding service delivery at the local level. The purpose of this award is to celebrate expertise and creativity in the provision of library service. The recipient of this award must be a current member of the Oklahoma Library Association.

G. [Support Staff Person of the Year Award.](#)

At each general Annual Meeting of the Association one Support Staff Person of the Year Award may be granted to an individual who has worked at least two years in a library of any type in a supportive role and who does not have a master's degree in library or information science. OLA membership is required to win this award.

H. [Robert T. Motter, Jr. Appreciation Award.](#)

At each general Annual Meeting of the Association, the Robert T. Motter, Jr. Vendor Appreciation Award may be granted to a vendor who has longevity in participation at Oklahoma Library Association conferences, made significant contributions to the support of the Association, and provided an outstanding level of service and support to Oklahoma libraries.

I. [Library Excellence Award.](#)

At each general Annual Meeting of the Association, this award may be granted to one or more libraries that provide an outstanding level of service to library users over a sustained period of time.

J. [Oklahoma Library Legends Award.](#)

At each general Annual Meeting of the Association, this award may be given to one person or group named a Library Legend to supplement the 100 Legends selected in 2007. Recognition is based on significant contributions to the growth, development, and excellence of Oklahoma's libraries.

[Section 3. Nominations.](#)

Nominations for these awards shall be made to the Executive Board by the Awards Committee under conditions and terms of Article VI, Section 3 of these Bylaws. Upon selection of a recipient or recipients for the following honors, the Distinguished Service Award, Citizens Recognition Award, Special Project Award, Special Meritorious Service Award, Robert J. Motter Award, Library Excellence Award, Excellence in Library Marketing Award, Support

Staff Person of the Year Award, Oklahoma Library Service Award, Oklahoma Library Legend Award, and the Outstanding New Librarian Award, presentations will be made at the Annual Conference on behalf of the membership.

ARTICLE XI. ARCHIVES

The Oklahoma State University Archives shall be the depository of minutes, papers, and archives of the Oklahoma Library Association. These papers shall be open for inspection at times, and they shall be lent to the President or to others with the approval of the Executive Board.

ARTICLE XII. PUBLICATIONS

Section 1. *Oklahoma Librarian.*

The official organ of the Association shall be the *Oklahoma Librarian*. The editor shall be appointed for two years by the President in consultation with the Executive Board. The editor shall be eligible for reappointment.

Section 2. Other Publications.

Other official publications may be created by petitioning the Executive Board.

Section 3. Subscription Rates.

The Executive Board, in consultation with the Editor, shall determine the subscription rates for non-members and determine the charges for advertising.

Section 4. Archiving.

One copy of each official publication shall be retained by the Association's management company.

Section 5. *OLA Website.*

The OLA website shall also be an official publication for the Association. The President, in consultation with the Executive Board, shall appoint the Webmaster for two years. The Webmaster shall be eligible for reappointment.

ARTICLE XIII. OKLAHOMA LIBRARY ASSOCIATION HANDBOOK

An Oklahoma Library Association Handbook shall be written and maintained by the Constitution and Bylaws Committee at the direction of the Executive Board with the cooperation of the committee chairs and the division and roundtable officers.

ARTICLE XIV. FORMER BYLAWS VOIDED

This document when approved supersedes any previous Bylaws completely, and all provisions and amendments thereof.

ADOPTED May 24, 1980. REVISED March 30, 1983, March 22, 1984, March 21, 1985, April 25, 1986, April 24, 1987, March 11, 1988, June 5, 1989, April 20, 1990, April 19, 1991, April 2, 1993, April 29, 1994, April 28, 1995, April 5, 1996, May 1, 1997, May 1, 1998, March 26, 1999, March 2003, April 16, 2004, October 1, 2004, March 31, 2006, April 21, 2010, April 22, 2014.

OLA OFFICER DUTIES

President

- I. See [Constitution](#): Article IV, Section 1 and 2; Article V, Sections 1 and 2; Article VII, Section 1
[Bylaws](#): Articles V, Section 1; Article VI, Section 1; Article XI, Section 1
- II. Term.
The President-elect succeeds to the office of the President for the term of one year following the elections. The office of President shall be announced at the Opening General Session of the Annual Conference.
- III. Duties and Responsibilities.
The President shall perform duties customarily incumbent upon that office, including:
 - A. To determine the meeting dates, agenda, places and to announce Executive Board meetings. Traditionally, these meetings have been held on the third Friday.
 - B. To preside at meetings of the Executive Board, General Sessions of the Conference, and specially called meetings.
 - C. To understand, interpret, and implement the strategic plans of the Association.
 - D. To communicate with the membership as provided by the President's column in the *Oklahoma Librarian*, and by other correspondence as deemed necessary.
 - E. To be familiar with the Constitution and Bylaws of the Association, to enforce its provisions, and to ensure that the provisions of the Constitution and Bylaws conform to current philosophy and practice of the Executive Board.
 - F. To appoint committee chairs and memberships.
Guidelines:
 1. Encourage members' participation on committees through distribution of the "Committee Preference Form."
 2. Send a list of suggested members to the new chairs for approval, suggestions, and substitutions.
 3. Contact prospective committee members.
 4. Send a form letter of thanks to those agreeing to serve.
 - G. To appoint the Editor of the *Oklahoma Librarian*.
 - H. To appoint Sequoyah Reading Teams members (1-year appointment), on the recommendation of the Sequoyah Awards Administrative Committee Chair.
 - I. To serve as a voting member of all committees, except the Nominating Committee.
 - J. To coordinate the work of all officers, divisions, roundtables, committees and discussion groups.
 - K. To sign all claim forms, accept receipts from workshops, and forward them to the Treasurer for reimbursement.
 - L. To plan the Annual Conference.

Vice-President/President-Elect

- I. See [Constitution](#): Article IV, Section 1 and 2; Article V, Section 2
[Bylaws](#): Article V, Section 2
- II. Term.
The Vice-President/President-elect succeeds to the office of President for a term of one year on July 1st following the elections. The name of the Vice-President/President-elect shall be announced at the last session of the Annual Conference.
- III. Duties and Responsibilities.
The President-elect, who is the Vice-President, shall act for the President in case of the latter's absence and have the following responsibilities:
 - A. To attend and vote at meetings of the Executive Board.
 - B. To work closely with the President on plans for the Annual Conference.
 - C. To perform special duties as the President may assign.
 - D. To fill a vacancy in the office of President. If less than half of the term remains, the new President shall then serve his/her elected term as President. If more than half of the term remains, the new President shall not subsequently be expected to serve the term for which he/she was elected, and the vacancy in the Vice-President/President-elect shall be filled by vote of the membership from two candidates presented by the Nominating Committee.
 - E. To serve as Chair of the Presidential Initiatives Committee.

Secretary

- I. [Constitution](#): Article IV, Sections 1 and 2
[Bylaws](#): Article V, Section 3
- II. Term.
The Secretary shall hold office for one year and shall assume duties on July 1st following elections.
- III. Duties.
 - A. To attend and vote at all meetings of the Executive Board.
 - B. To keep minutes of all Executive Board meetings and to prepare reports of the meetings to be sent to the President as soon as possible after the meetings.
 - C. To keep the official minutes of the General Sessions of the Annual Conference and to prepare a report on each meeting to be submitted to the next regular meeting of the Executive Board for review and acceptance.
 - D. To report on matters concerning the Association as directed by the President or the Executive Board at meetings of the general membership or the Executive Board.

TREASURER

- I. See [Constitution](#): Article IV, Sections 1 and 2
[Bylaws](#): Article V, Section 4

- II. Term.
The Treasurer shall be elected in each odd numbered year and shall hold office for a term of two years. The terms of office shall coincide with the Oklahoma Library Association fiscal year.

- III. Duties and responsibilities.
The Treasurer shall receive and have custody of all funds of the Association and shall keep the following records:
 - A. Ledger.
This is the primary record for all of the Association's income and expenses related to the General Fund Checking Account. Entries must be detailed enough to reconstruct the nature, amount and date of each item in the record. The ledger record shall be kept current and shall be the basis for the Treasurer's monthly reports to the Oklahoma Library Association Executive Board.

 - B. The following records shall be kept which relate directly to the ledger:
 1. Income File:
Detailed records of all income in the General Fund Checking Account shall be kept in a separate file and must be accurate and up-to-date when cross-checked with income in the ledger. (Included in this category are all deposit receipts).
 2. Expense file:
Detailed records of all expenses in the General Fund Checking Account shall be kept in a separate file and must be accurate and up-to-date when cross-checked with expense items in the ledger. (Included in this category are all Requisition and Treasurer's Authorization for Payment Forms, duly signed and dated by the President, and bearing the check number, amount, date, recipient's name and address, and a statement as to the purpose of the payment).
 3. Monthly bank statement:
These statements must be kept in a separate file and carefully cross-checked with the entries in the ledger to ensure accuracy in every detail.

 - C. General Savings/Special Accounts-Special Ledger Record.
The Treasurer shall maintain a separate ledger record for stocks and certificates of deposit owned by the Association, including the Kemper U.S. Mortgage Fund, the Past President's Fund certificate of deposit, and the Tulsa Area Library Cooperative (TALC) Fund. The record shall reflect all transactions which have a bearing on the account, including the nature of any deposits, the disposition of any withdrawals, and the amount and frequency of accrued interest, so that the transactions may be reconstructed with accuracy and detail if necessary. Up-to-date records of the account(s) shall be kept in the form of certificates of deposit and fund reports. These records shall be checked against the ledger for accuracy and uniformity on a quarterly basis.

D. The Oklahoma Library Association Treasurer shall prepare and submit the following reports:

1. Monthly Reports to the Executive Board.
The reports shall be of two kinds: (1) a line item record of the Association's expenses since the last meeting of the Executive Board, and (2) a line item cumulative record of the Association's income and expenses since the beginning of the current fiscal year. The cumulative report should also reflect the current balance in the Oklahoma Library Association's general savings account(s), in the Past Presidents' savings account(s), and in the money market funds or other forms of investments or savings. These reports are currently kept in a separate file labeled "OLA Financial Reports".
2. Annual Federal and State Income Tax Returns.
The Oklahoma Library Association is duly registered as a non-profit Association with the Federal Government and with the State of Oklahoma. The Association has been assigned an Employer's Identification Number by the Internal Revenue Service (73-6104044); the same number is used by the State of Oklahoma. The tax returns must be completed and mailed each year by November 15th following the end of the fiscal year. If one or more of the forms has not been received by October 15th, they should be requested immediately by telephoning the following number in Oklahoma City: Internal Revenue Service (405-272-9531) and Oklahoma Tax Commission (405-521-3125). Ask specifically for the form entitled "Return of Organization Exempt from Income Tax". Copies of the annual returns should be kept in a separate file.
3. Quarterly Withholding Statements.
Forms must be completed four times a year to report withholding information to the Internal Revenue Service and to the Oklahoma Tax Commission for OLA employees. Such reports and the accompanying payments must be made not later than the following dates: January 31st for the first quarter, and April 30th for the second quarter; July 31st for the third quarter, and October 31st for the fourth quarter. Forms to complete should be received at least one month before they are due to be submitted. If they are not received, they may be requested by telephoning the following numbers in Oklahoma City: Internal Revenue Service (405-272-9531) and Oklahoma Tax Commission (405-521-3155). Copies of the quarterly reports, together with any notes used to calculate the withholding, should be kept in a separate file for the record.
4. Year-End Withholding Statement.
Not later than January 30th following the end of the calendar year (January 1-December 31), multi-part withholding statement for the entire year is completed. Care should be taken to ensure the year-end report coincides with the total of the quarterly reports submitted for the same period. Copies of the report are sent as follows: OLA employees (3); Internal Revenue Service (1); Oklahoma Tax Commission (1); Oklahoma Library Association file (1).
5. Conference Financial Report.

As soon as the Annual Conference income has been received and all bills have been paid, the Treasurer prepares a report for the Executive Board which summarizes Conference income and expenses. A file of such reports is maintained by the Treasurer.

E. General Guidelines for the Treasurer.

1. The Treasurer does not make payments without written authorization from the President. The only exceptions are the monthly salary check for the OLA employees, Legislative Liaison and building rental as authorized by the Executive Board, and the monthly withholding payments to the Internal Revenue Service and the Oklahoma Tax Commission for the OLA employees, which are routine payments.
2. All payments should be made promptly (i.e., within 2-4 days of receipt of a "Treasurer's Authorization for Payment" form with attached invoice which has been signed by the President.
3. The Treasurer assumes primary responsibility to monitor payments made on behalf of the Association to ensure that they do not exceed the budgeted amounts approved by the Executive Board at the beginning of the fiscal year. Authorizations for payment received from the President which exceed the approved budget shall be reflected in the next monthly report of the Treasurer to the Executive Board and noted in the Board's minutes of that meeting.
4. The Association has an employer's liability policy and pays standard workman's compensation annually to the State Insurance Fund of Oklahoma for OLA employees. The premium usually covers the period April 1st-March 31st. A file is kept by the Treasurer for this policy.
5. The Treasurer is responsible to receive Conference income (e.g., payment for registration meals, exhibitors' fees, and other related income) during the Annual Conference of the Association. A person designated by the Chair of the Local Arrangements Committee is responsible for registration and will receive and safeguard income at the Conference. While it is understood that Conference refunds may not be made during the Conference it is the responsibility of each Program Committee to establish and publicize a date beyond which requests for refunds will not be honored. The Association's management company assumes responsibility to receive and verify the accuracy of all Conference bills and forward them within thirty days to the President, who shall authorize payment by the Treasurer. The Treasurer shall present a written summary of Conference income and expenses to the Executive Board within sixty days following the Conference.
6. The major sources of income for the Association are the Annual Conference and membership fees. While it is not the Treasurer's responsibility to verify each item of miscellaneous income, the Treasurer should confer with the President if any questions arise concerning the accuracy or source of such funds.

DIVISION CHAIRS

- I. See [Constitution](#): Article V, Sections 1 and 2
[Bylaws](#): Article V, Section 5
- II. Term.
Chairs of the Divisions shall serve for one year and assume duties on July 1st following the elections.
- III. Duties and Responsibilities.
The purpose of the Division Chairs is to broaden the representation of library interests and considerations in the deliberations of the Executive Board. Their duties shall be:
 - A. To attend Executive Board meetings and to vote.
 - B. To perform such duties and assume responsibilities as the President or Executive Board may assign.

Executive Board

- I. See [Constitution](#): Article V, Sections 1-9
- II. Membership and Meetings.
The administration of the Oklahoma Library Association shall be vested in the President and/or the Executive Board. The Executive Board shall consist of the officers, the American Library Association Councilor, and the Mountain Plains Library Association Representation. Non-voting members shall be the Editor of the [Oklahoma Librarian](#), the Chair of the [Marketing Committee](#), the Chair of the [Communications Committee](#), the [Oklahoma Department of Libraries Coordinator](#), and the FOLIO Representative. The [President](#) shall be the Chair of the Executive Board. A quorum of the Executive Board shall consist of six voting members. Board members unable to attend a meeting should advise the President. If a quorum is not expected, the meeting may be cancelled or rescheduled. No elected member of the Executive Board who has served a full term may succeed her/himself in office. The Treasurer may be elected to succeed her/himself for a second term of two years. The Executive Board meetings of the Oklahoma Library Association are open meetings. Members are invited and encouraged to attend meetings. The Oklahoma Department of Libraries Director has a standing invitation to attend all Board meetings and report on items of interest to the Association.
- III. Duties and Responsibilities.
 - A. Strategic goals shall be reexamined periodically.

- B. The use of the Association's name as sponsor, participant, publisher, or endorser, or the use of the Association's mailing list must have the permission of the Executive Board.
- C. The Executive Board shall fill vacancies in office with the exception of the offices of President and/or Vice-President/President-elect. A vacancy in the office of President shall be filled by the Vice-President/President-elect. If less than half of the term remains, the new President shall then serve his elected term as President. If more than half of the term remains, the new President shall not subsequently be expected to serve the term for which he was elected, and the vacancy in the Vice-President/President-elect shall be filled by vote of the membership from two candidates presented by the Nominating Committee.
- D. The Executive Board shall approve the annual budget and expenditure of funds in accordance with the provisions set forth in the Bylaws.
- E. A petition signed by ten percent of the personal members in good standing of the Oklahoma Library Association shall constitute an initiative to propose activities, functions or services of the Association. Such petition shall be considered by the Executive Board within sixty days of receipt. A full report shall be made to the membership at the next Annual Conference.
- F. The Association by a vote at a membership meeting may refer any matter to the Executive Board with recommendations and may require the Executive Board to report on such matters at any specified session of the Association.
- G. Any questions of policy may, by a majority vote of the Executive Board, be submitted to the Association to be voted upon either at a membership meeting or by mail as the Executive Board may determine.
- H. Any action of the Executive Board or action of the membership at an annual business meeting may be set aside by a three-fourths vote at any membership meeting of the Association or by a majority vote by mail or by an electronic method in which one-fourth of the members of the Association have voted. Such vote by mail or electronic method shall be held upon petition of ten percent of the members of the Association.
- I. The Executive Board shall have power to hire an association management company which shall fulfil its duties at the Board's pleasure. The duties, hours, and compensation of the association management company shall be determined by the Executive Board.
- J. The Executive Board shall appoint one of its members, with the concurrence of the FOLIO Executive Board, to serve as liaison responsibility between the two organizations.
- K. The Executive Board shall have the responsibility to see that a formal evaluation and analysis of the Association's organization and operations shall be conducted at least every three years, to assure the continued viability of the Association.

American Library Association Chapter Councilor

- I. See [Constitution](#): Article V, Section 1
[Bylaws](#): Article IV, Section 1B, Article V, Section 6
- II. Term.
 - A. The American Library Association Chapter Councilor is elected by members of the Oklahoma Library Association.
 - B. The term of office is three years and begins at the conclusion of the summer conference of the American Library Association following the election of the Councilor.
 - C. To be nominated for the position of the American Library Association Chapter Councilor, a candidate must:
 - 1. Be a personal member of both the Oklahoma Library Association and the American Library Association.
 - 2. Be an active member of both organizations.
 - 3. Be thoroughly familiar with the concerns, plans and programs of the Oklahoma Library Association.
- III. Duties and Responsibilities:
 - A. To act as liaison between the Oklahoma Library Association and the American Library Association.
 - B. To participate in the deliberations of the American Library Association Council and to vote on issues which come before the Council.
 - C. To represent the Oklahoma Library Association in special meetings, including those of the American Library Association Relations Committee.
 - D. To attend and vote at all meetings of the Oklahoma Library Association Executive Board.
 - E. To prepare written reports for the [Oklahoma Librarian](#).

Mountain Plains Library Association Representative

- I. See [Constitution](#): Article V, Section 1
[Bylaws](#): Article V, Section 8
- II. Term.
 - A. The Mountain Plains Library Association Representative is elected by the members of the Oklahoma Library Association.

- B. The term of office is three years.
- C. To be nominated for the position of the Mountain Plains Library Association Representative, a candidate must:
 - 1. Be a personal and active member of both the Oklahoma Library Association and the Mountain Plains Library Association.
 - 2. Be thoroughly familiar with the concerns, plans, and programs of the Oklahoma Library Association.

III. Duties and Responsibilities.

- A. Attend all OLA Executive Board meetings and participate in its deliberations.
- B. As a representative of OLA to MPLA, serve three broad purposes, as defined by MPLA:
 - 1. MPLA membership promotion.
 - 2. Transmittal of publicity (both MPLA to state and vice-versa).
 - 3. Serve as liaison between the MPLA Executive Board the OLA Executive Board.
 - 4. Present reports on the activities of MPLA to the Board when requested to do so by the President.
 - 5. Attend MPLA Executive Board meetings and report on the activities of OLA.
 - 6. Annually provide the MPLA Executive Secretary with an up-to-date list of all potential MPLA members in the state for purposes of mailing membership brochures and letters.
 - 7. Represent MPLA at the OLA annual conference; request time during the business meeting to speak on MPLA activities and to promote membership.
 - 8. Obtain membership brochures, ribbons and other MPLA information from the MPLA Executive Secretary for distribution at OLA annual conferences.
 - 9. Notify the MPLA Executive Secretary of OLA's conference dates and location at least six months before the conference and make arrangements to obtain the MPLA traveling display.
 - 10. Submit MPLA publicity to the Editor of the Oklahoma Librarian.
 - 11. Provide the MPLA Newsletter Editor with library news of the state, including: Association officers, activities, programs, conference dates, library personnel changes, and innovative programs. Investigate the possibility of joint MPLA/OLA convention chair if an annual convention is to be held in Oklahoma.
 - 12. Submit an annual report to the President, summarizing MPLA actions that directly affect OLA as well as any other important actions that in the Representative's judgement should be brought to the attention of the membership.

Oklahoma Department of Libraries Coordinator

- I. Duties:
 - A. To act as a liaison between the Oklahoma Department of Libraries and the membership of the Oklahoma Library Association.
 - B. To act as a liaison between the State Department of Education and the membership of the Oklahoma Library Association.
 - C. To attend monthly Oklahoma Library Association Executive Board meetings to report on activities of the Oklahoma Department of Libraries, and on relevant federal or state legislative activities.

OLA Divisions

Oklahoma School Librarians (OKSL)

Approved September 11, 1981

Revised June 8, 1990

Revised December 13, 1993

Approved April 29, 1994

Revised May 2, 2000

Approved April 20, 2001

Revised August 1, 2012

I. See Constitution: Articles IV, V, VI

Bylaws: Articles II, 2A; III, 2;, V, 5, 7; Vi, 3K; VII, 1-5

See also OKSL Constitution and Bylaws (Officer's HANDBOOK)

II. Purposes and functions

- A. To bring together school librarians for a concerted effort to improve school library programs in the state of Oklahoma.
- B. To stimulate professional growth by offering workshops on topics of concern to school librarians.
- C. To plan and present programs at the Annual Conference of significance to school librarians.
- D. To cooperate with other divisions, roundtables, and committees which have activities common to the services of school libraries.

III. Membership

Any person in good standing with OLA who desires to participate in the activities of this organization can be a member by paying an additional \$10.00 in dues.

IV. Meetings

Two annual meetings are held: one in the spring at the OLA annual conference and one in the fall at a conference.

V. Dues

All dues are annual and are payable to the Oklahoma Library Association.

VI. Officers

There are five elected officers of this organization: Chair, Chair-elect, Secretary, Treasurer, and ALA/AASL Assembly Delegate. These officers must be members in good standing of OLA and must be certified school library media persons. All officers shall take office on July 1 after the election.

VII. Executive Board

The Executive Board shall consist of Chair, Chair-elect, Secretary, Treasurer, Immediate Past Chair, and ALA/AASL Assembly Delegate. The Nominations Chair and Awards Committee Chair shall be ex-officio members.

VIII. By-Laws

By-laws may be amended or adopted at the annual meetings of the association if three-fourths of the individual members present vote in favor of such changes or by a vote by mail or electronic mail or a majority of the members of the association voting in which one-fourth of the members have voted. The Executive Board shall specify whether a vote shall fix the time for the beginning and closing of the balloting. Proposed amendments of new by-laws shall be presented for a vote either upon recommendation of the Executive Board or upon receipt of a petition signed by ten percent of the individual members of the association and filed in writing with the secretary at least 60 days prior to the beginning of said annual meeting. The secretary shall notify each individual member of the association of any such proposed amendments or new by-laws at least 30 days prior to the beginning date of the annual meeting or the date established by a vote by mail.

IX. Amendments

This constitution may be amended by any annual meeting of the association if three-fourths of the individual members present vote in favor of such changes or by a vote by mail or electronic mail

of the majority of the members of the association voting in which one-fourth of the members have voted. The Executive Board shall specify whether a vote shall be taken at a membership meeting or the association or by mail; and, if a mail vote is ordered, the Executive Board shall fix the time for the beginning and closing of the balloting. Proposed amendments shall be presented for a vote either upon recommendation of the Executive Board or upon receipt of a petition signed by ten percent of the individual members of the association and filed in writing with the secretary at least 60 days prior to the beginning date of said annual meeting. The secretary shall send copies of all proposed constitutional amendments to each of the other members of the Executive Board and to the members of the Constitution and By- Laws Committee association of any such proposed amendments at least 30 days prior to the beginning date of the annual meeting or the date established for a vote by mail or electronic mail.

X. Former Constitution

This document, when approved, superseded any previous constitution completely and all provisions and amendments thereof.

OKSL By-Laws

I. Nominations and Elections

- A. Prior to the fall meeting, the Chair shall appoint a nomination committee of not fewer than three members in good standing.
- B. It shall be the duty of the Nominating Committee to prepare a slate of two nominees per office to serve as Chair-elect (every year), Secretary, and Treasurer (every two years/one office), and ALA/AASL Assembly Delegate (every three years). The chair of the committee shall notify the Chair of the OLA Nominating Committee and members of the Executive Board of the slate of nominees upon receipt from the Nominating Committee.
- C. The slate of nominees shall be transmitted to the Chair of the OLA Nominating Committee who shall be responsible for preparation of ballots for all individual members in good standing in accordance with the time schedule and procedures set forth in the Appendix of the OLA Handbook.
- D. In accordance with the time schedule and procedures set forth in the Appendix of the OLA Handbook, the Nominating Committee Chair or designated representative shall count ballots received from the membership. In the event of a tie between two of the nominees, the Chair of the Nominating Committee shall select the successful candidate by lot. The election results shall be reported according to the procedures set forth in the Appendix of the OLA Handbook.
- E. Results shall be sent to Chair of the OLA Nominating Committee before the annual conference.
- F. Elected members of the Executive Board are required to attend monthly OKSL Executive Board meeting and uphold the duties outlined in the Bylaws. Failure to meet these expectations can result in removal from the Board by a vote of the Executive Board. If an officer is removed or resigns for any reason, the Executive Board shall appoint a replacement until the next general election. The general election will then elect someone to fulfill the remainder of the term.

II. Duties of the Officers

A. Chair

- 1. Presides at annual meetings and represents OKSL all executive board meetings
- 2. Appoints committees to facilitate the work and objectives of the organization. These committees might include
 - a. Nominating Committee
 - b. Legislative Network Committee
 - c. Awards committee(s)
 - d. Public Relations Committee
 - e. Other ad hoc committees

3. Represents the organization in an official capacity and acts as spokesperson for the association in all established policies.
4. Serves on the OLA Executive Board, which meets monthly and on the OLA Program Committee.
5. Serves as OKSL program chair for the OLA Annual Conference. This involves making all preparations for the organization including place and time, reservations, speakers, etc. with the approval of the OLA Executive Board.
6. Submits an annual budget request to the Chair of OLA and an annual program budget for the spring conference; prepares the OKSL operating budget and presents it for approval of the OKSL membership at the fall annual meeting.
7. Calls and presides at a turn-over meeting at the end of his/her term of office to facilitate induction of new officers; transfers all OKSL records in his/her possession to the incoming Chair by July 1.
8. Serves as an official representative for OKSL at the American Association of School Librarians Conference and/or ALA Mid-Winter (if an ALA/AASL member). The OKSL Executive Board will budget at the beginning of each year an amount toward expenses incurred to attend conferences. If the Chair cannot attend, he/she will appoint an alternate.
10. Presents all awards at the appropriate meetings.
11. Maintains social networking, online, media, and e-mail presence of OKSL.

B. Chair-elect

1. Presides at meetings in the absence of the Chair. If the Chair cannot complete his/her term of office, the Chair-elect automatically succeed to the office of Chair.
2. Revises and updates the Constitution and Officer Handbook as needed. Suggestions for revision must be submitted for approval of the OKSL and OLA Executive Board 30 days prior to the OLA meeting. Provides copies of the Constitution and Handbook for all incoming officers and Committee chairs at the turn-over meeting.
3. Transfers all OKSL records in his/her possession to the incoming Chair-elect by July 1.

C. Secretary

1. Prepares and sends a list of new officers to the OLA President and to AASL after the annual meeting of OLA in the spring.
2. Records minutes of all OKSL Executive Board meetings and the business meetings, with copies of the same to all officers and members of the Executive Board.
3. Arranges for OKSL mailings with the OLA Marketing Committee.
4. Transfers all the OKSL records in his/her possession to the incoming secretary by July 1.

D. Treasurer

1. Receives and deposits in a special account all monies received by OKSL. All monies shall be deposited immediately, and quarterly financial statements will be sent to the elected officers of OKSL.
2. Keeps financial records up to date, and submits a report at each meeting of the OKSL Executive Board and at each meeting of the OLA Executive Board.
3. Pays all bills of the organization.
4. Presents the financial records of OKSL to the OLA Auditing Committee upon request. The auditor's report shall be attached to the Treasurer's Report, and copies sent to the Chair by August 1.
5. Transfers all OKSL records, including the Auditor's report, to the incoming Treasurer by July 1.

E. Past Chair

1. Serves in an advisory capacity as a voting member of the Executive Board for one-year immediately following his/her term as Chair.

F. ALA/AASL Assembly Delegate

1. Serves as the liaison between Oklahoma School Librarians and the American Association of School Librarians.
2. With the OKSL Chair, attends the ALA/AASL National Conferences and AASL Delegate Assembly, participates in the deliberations of the Delegate Assembly, and votes on resolutions and other business of the assembly. The OKSL Executive Board will budget at the beginning of each year an amount toward expenses incurred to attend conferences. If the ALA/AASL Assembly Delegate cannot attend, the OKSL Executive Board will appoint an alternative.
3. Represents Oklahoma school librarians in issues, special concerns, and resolutions as discussed and voted upon in all meeting of the American Association of School Librarians.
4. Attends and votes at all meetings of the OKSL Executive Board.
5. Prepares a written report for OKSL to be presented at the annual spring and fall meeting
6. Maintains an online and email presence providing information about AASL resources, activities and initiatives.
7. Holds this office for three consecutive years. If resigns or is otherwise unable to complete the term of office, the OKSL Executive Board will appoint a replacement to finish the term of office.
8. Has the following qualifications for this office:

- a. those specified in article VI of the OKSL Constitution;
- b. personal membership in OLA, OKSL, ALA, and AASL;
- c. experience/participation in OLA and OKSL;
- d. experience/participation in ALA and/or AASL.

OKSL Standing Committees

I. Nomination

A. Term – One year

B. Duties

It shall be the duty of the Nomination Committee to prepare a slate of two nominees per office to serve as Chair-elect (every year), Secretary (every two years/ opposite year of Treasurer), Treasurer (every two years/ opposite year of Secretary), and ALA/AASL Assembly Delegate-(every three years) (OKSL By-law I, B)

C. Nomination Committee shall follow OLA By-laws Article III, Sections 1 and 2 for nominations and elections.

D. A slate of nominees shall be transmitted to the Executive Board of the Association who shall be responsible for preparation of ballots for all individual members in good standing not later than forty-five days prior to the Annual Conference.

II. Legislative Network

A. Term – Two years

B. Members

Appointed by the OKSL Chair and representing a geographic balance of the state to work through the legislative process at both the state and national level. The OKSL Chair shall appoint the Chair of the OKSL Legislative Network Committee.

C. Purpose

The Legislative Network Committee will take the responsibility for leadership in planning, promoting, and finalizing action, both state and national, that could have potential effect on school library media programs.

D. Duties

1. Prepare a budget to present to the OKSL Chair in the spring to be submitted to OLA as part of the OKSL budget request. This request would include national lobbying trip expenses.
2. Draft state legislative goals.
3. Prepare brochures and publicity for legislative goals.
4. Solicit legislative sponsor for legislative goals.
5. Lobby for legislative goals.
6. The Chair of this committee or their designee attends the monthly OLA Legislative Committee Meetings.

7. The Chair of this committee or their designee reports the proceedings of the monthly OLA Legislative Committee Meetings to the OKSL Board.

E. Regional committee members will establish networks in their respective regions to contact and work with regional legislative representatives.

III. Awards Committee

A. Term – One year

B. Duties

1. Review OLA and OKSL calendars and establish and follow a time line.
2. Solicit donations from sponsors to cover expenses.
3. Review and distribute nomination forms for all OKSL awards and review OLA awards for possible candidates.
4. Select members for the committee to read award nomination applications; committee members are specified in the instructions for each award. Schedule a date after award applications are due, including Polly Clarke Award, OKSL Barbara Spriestersbach Award, OKSL Technology Award, and the School Administrator Award.
5. Notify the OKSL Chair of all selected recipients. The OKSL Chair will notify the OLA Board of recipients. Nominations awards will be presented for consideration to the OLA Awards Committee.
6. Notify recipients of award and/or the person(s) nominating them.
7. Obtain appropriate engraved plaques, and any appropriate honorable mention certificates. Make arrangements with sponsors if applicable.
8. Arrange publicity and news releases with newspapers, OLA, social media, and other appropriate outlets.

C. OKSL Chair will present the School Administrator Award, the Polly Clarke Award , and the Barbara Spriesterbach Award at the annual spring meeting. OKSL Chair will present the OKSL Technology Award at the annual fall conference.

IV. PR Committee

A. Term – One year

B. Members

Appointed by the OKSL Chair

C. Purpose

The PR Committee will take the responsibility for leadership in planning a communication effort designed to increase interest in membership, publicize the division's achievements, and share general information about school library programs.

D. Duties

1. Promote OKSL and the role of school librarians

2. Manage social media accounts for OKSL and work with the Chair to share information and promote OKSL's goals and vision on various SM platforms.

University and College Division (UCD)

- I. See [Constitution](#): Articles IV, V, VI
[Bylaws](#): Articles II, Section 2A; III, Section 2; VI, Sections 5 and 7; VII, Section 3K; VIII, Sections 1-5
- II. Purposes and functions.
 - A. To provide a forum for library personnel who serve academic communities in community colleges, private colleges, and state colleges and universities.
 - B. To discuss, plan and study the problems, services, and interlibrary cooperation common to the academic library community and to make recommendations of mutual concern to the [President](#) and the [Executive Board](#) of the Oklahoma Library Association.
 - C. To aid the Association membership and the Executive Board in executing decisions relating to academic library services.
 - D. To stimulate professional growth by offering workshops on topics of concern to academic libraries.
 - E. To plan and present Annual Conference programs of significance to academic librarians.
 - F. To cooperate with other divisions, roundtables, and committees which have activities common to the services of academic libraries.
 - G. To exchange ideas and update information relative to statewide academic personnel and service.
- III. Each division member must have a personal paid-up membership in the Oklahoma Library Association.
- IV. Officers.
Officers shall be a Chair, a Vice-Chair/Chair-elect, and a Secretary.

A. Term.

1. Officers are elected for one year and shall assume their duties on July 1st following the elections.
2. The Vice-Chair/Chair-elect shall serve the following year as Chair.

B. The Vice-Chair/Chair-elect shall study the [election procedures](#) as outlined in the Bylaws, Article III and prepare a slate of at least two nominees to serve for the offices of Vice-Chair/Chair-elect, Secretary and other offices as deemed necessary by the Division. All nominees must be a member of the Association for the current year and must agree to permit their names to appear on the [ballot](#).

C. The Vice-Chair/Chair Elect shall submit a slate of officers to the Chair of the OLA Nominating Committee by December 15th. The Chair of the OLA Nominating Committee will cause Division ballots to be transmitted with the ballots for election of Association officers.

D. All ballots will be returned to the Chair of the Nominating Committee who will set a ballot counting date at least thirty days prior to the Annual Conference.

E. The results of the election will be reported to the Chair of the OLA Nominating Committee who will report to the Division Chair. The Division Chair will report to the elected officers and the Division membership.

V. Chair.

The duties and responsibilities shall include:

A. To the Executive Board:

1. To attend all meetings of the [Executive Board](#).
2. To participate in the deliberations and activities of the Executive Board as described in the Handbook.
3. To represent the interests of the Division in the business of the Executive Board.

B. To the [Program Committee](#):

1. To attend all meetings of the OLA Program Committee.
2. To assist in planning the Annual Conference programs.
3. To representing the interests of the Division in the planning of the programs and/or exhibits.

C. To the Division membership:

1. To determine a program of activities for the year which is designed to help achieve the goals and objectives as stated by the Association leadership.
2. To assume leadership in planning a Division workshop:
 - a. To poll the membership to ascertain interest in sponsoring a Division workshop, an Annual Conference program, and other divisional activities.
 - b. To lead the membership in planning and preparing a workshop program.
 - c. To prepare a self-supporting workshop budget and submit a proposal for a program and budget to the Continuing Education Committee and the Executive Board, following the guidelines suggested in the [Continuing Education Committee](#)'s "Guide to Workshop Production Within the Oklahoma Library Association".
 - d. To report on Division activities, idea exchanges, personnel changes, and concerns of the Division to the [Oklahoma Librarian](#).
 - e. To clear all divisional meeting dates and workshop dates with the Association's management company and the official OLA calendar.
 - f. To provide the Board with a copy of workshop and/or preconference announcements at least three months in advance.
 - g. To assume responsibility for official Division records:
 1. Save all division meeting agendas and minutes to the Division's website.
 2. Turn over current Division records over to the incoming Chair at the Leadership Retreat.
 3. Prepare an annual report summarizing Division activities during the year, which shall be due to the President and saved on the DRoC's webpage on June 1st.

Public Libraries Division (PLD)

- I. See [Constitution](#): Articles IV, V, VI
[Bylaws](#): Articles I, Section 2A; III, Section 2, VI, Sections 5 and 7; VII, Section 3K; VIII, Sections 1-5
- II. Purposes and functions.
 - A. To provide a forum for studying and discussion of problems, activities and coordination of services common to the public libraries of Oklahoma, and to reflect those trends to the [President](#) and [Executive Board](#).

- B. To discuss and study progressive improvement of standards for public libraries.
- C. To aid the Association membership and the Executive Board in executing decisions related to public library services.
- D. To stimulate professional growth by planning activities such as programs, workshops, seminars or demonstrations in which public libraries will participate.
- E. To coordinate the efforts of public libraries for progress.
- F. To cooperate with other Oklahoma Library Association divisions, roundtables, and committees which have helpful activities relating to public library services.
- G. To exchange ideas and promote friendly relationships among public librarians of the state and to update information about statewide activities relating to public libraries.

III. Each Division member must have a person paid-up membership in the Oklahoma Library Association.

IV. Officers.

Officers shall be a Chair, a Vice-Chair/Chair-elect, and a Secretary.

A. Term.

1. Officers are elected for one year and shall assume their duties on July 1st following the elections.
2. The Vice-Chair/Chair-elect shall serve the following year as Chair.

B. Elections.

1. The Vice-Chair/Chair-elect shall study the [election procedures](#) as outlined in the Bylaws, Article III and prepare a slate of at least two nominees to serve for the offices of Vice-Chair/Chair-elect, Secretary and other offices as deemed necessary by the Division. All nominees must be a member of the Association for the current year and must agree to permit their names to appear on the [ballot](#).
2. The Vice-Chair/Chair Elect shall submit a slate of officer nominations to the Chair of the OLA Nominating Committee by December 15th. The Chair of the Nominations Committee will cause Division ballots to be transmitted with the ballots for election of Association officers.

3. All ballots will be returned to the Chair of the OLA Nominating Committee who will set a ballot counting date at least thirty days prior to the Annual Conference.
4. The results of the election will be reported to the Division Chair. The Division Chair will report to the elected officers and the Division membership.

C. Chair.

The duties and responsibilities of the Chair shall be:

1. To the Executive Board:
 - a. To attend all meetings of the [Executive Board](#).
 - b. To participate in the deliberations and activities of the Executive Board as described in the Handbook.
 - c. To represent the interests of the Division in the business of the Executive Board.
2. To the Program Committee:
 - a. To attend all meetings of the Oklahoma Library Association [Program Committee](#).
 - b. To assist in planning the Annual Conference programs.
 - c. To represent the interests of the Division in the planning of the programs and/or exhibits.
3. To the Division membership:
 - a. To determine a program of activities for the year which is designed to help achieve the goals and objectives as stated by the Association leadership.
 - b. To assume leadership in planning a Division workshop:
 1. To poll the membership to ascertain interest in sponsoring a Division workshop, an Annual Conference program, and other divisional activities.
 2. To lead the membership in planning and preparing a workshop program.
 3. To prepare a self-supporting workshop budget and submit a proposal for a program and budget to the [Continuing Education Committee](#) and the [Executive Board](#), following the guidelines suggested in the Continuing Education Committee's "Guide to Workshop Production Within the Oklahoma Library Association".
 - c. To prepare a divisional budget for presentation to the Executive Board that realistically supports the divisional efforts for the year.
 - d. To report divisional activities, idea exchanges, personnel changes, and concerns of the Division to the [Oklahoma Librarian](#).

- e. To clear all divisional meeting dates and workshop dates with the Association's management company and the OLA calendar.
- f. To provide Executive Board with a copy of all workshop and/or preconference announcements at least 3 months in advance.
- g. To attend the Leadership Retreat for all Association officers and chairs.
- h. To assume responsibility for official Division records.
 - 1. Save a copy of all divisional meeting agendas and minutes to the Division's website.
 - 2. Turn over current Division records to the incoming Division chair at the Leadership Retreat.
- i. To prepare an annual report summarizing Division activities during the current year. The report shall be due to the President and on the DRoC webpage on June 1st.

D. Trustees Planning Committee.

A Trustees Planning Committee will be formed within the Public Libraries Division to assist the Division in identifying and meeting the needs of the Trustees. The Committee shall consist of, but not be limited to, the following representation:

- 1. At least two public library trustees. Trustees shall be appointed by the President of OLA in consultation with the PLD officers.
- 2. At least one ODL consultant.
- 3. PLD officers.

OLA Roundtables

Supervisors, Managers, & Administrators Roundtable (SMART)

- I. See [Constitution](#): Article V
 [Bylaws](#): Article III, Section 2; Article VIII
- II. Purposes and functions.
 - A. To disseminate information to library administrators and others with an interest in library administration.
 - B. To serve as a forum for the sharing of ideas.

- C. To provide continuing education for library administrators to aid in the development of leadership skills.
 - D. To recognize common problems of members and seek solutions.
 - E. To take an active role as advocates for library issues on local, state and national levels.
- III. Membership is open to all library administrators and others with an interest in library management. Each roundtable member must have a personal paid-up membership in the Oklahoma Library Association.
- IV. Officers.
Officers shall be a Chair, Vice-Chair/Chair-elect, and other officers as deemed necessary.
- A. Term.
 - 1. Officers are elected for one year and shall assume their duties on July 1st after the elections.
 - 2. The Vice-Chair/Chair-elect shall serve the following year as Chair.
 - B. Election.
 - 1. The Vice-Chair/Chair-elect shall study the [election procedures](#) outlined in the Bylaws, Article III, and prepare a slate of two nominees each to serve for the offices of Vice-Chair/Chair-elect and other offices as deemed necessary by the Roundtable. All nominees must be a member of the Association for the current year and must agree to permit their names to appear on the ballot.
 - 2. The Vice-Chair/Chair-elect shall prepare a [ballot](#) and submit it to the Chair of the OLA Nominating Committee by December 15th. The Division ballots will be distributed by email with the ballots for election of Association officers.
 - 3. All ballots will be returned to the Chair of the OLA Nominating Committee who will contact the Chair to report the election results prior to the Annual Conference. The Chair will inform the membership.
- V. Chair.
The duties and responsibilities shall be:
- 1. To the Program Committee:
 - a. To attend all meetings of the Oklahoma Library Association [Program Committee](#).
 - b. To assist in planning the Annual Conference program.
 - c. To represent the interests of the Roundtable in the planning of the program and/or exhibits.
 - 2. To the Roundtable membership:

- a. To assume leadership in planning a roundtable workshop or other roundtable activities by:
 1. Polling the membership to ascertain specific interests in a workshop
 2. Leading the membership to prepare a workshop program.
 3. Preparing a self-supporting workshop budget and submitting a proposal for a program and budget to the [Executive Board](#) (following the guidelines suggested in the [Continuing Education Committee](#)'s "Guide to Workshop Production Within the Oklahoma Library Association").
- b. To report Roundtable activities, idea exchanges, and concerns of the Roundtable to the [Oklahoma Librarian](#).
- c. To prepare an Annual Report summarizing activities during the current year. The report is due to the President and posted to the DRoC's webpage by June 1st.
- d. To clear all Roundtable meeting dates and workshop dates with Association's management company and the official calendar.
- e. To provide a copy of workshop and/or preconference announcements to the Executive Board at least 3 months in advance.
- f. To attend the Leadership Retreat for Association officers and chairs.

Information Technology Roundtable (ITRT)

- I. See [Constitution](#): Article V
[Bylaws](#): Article III, Section 2; Article VIII
- II. Purposes and functions.
 - A. To provide a forum for roundtable members to discuss, consider, and be aware of practices, trends, and developments in the areas of technology and electronic services as related to libraries.
 - B. To aid in the professional growth of interested library personnel by presenting workshops of relevant content.
 - C. To cooperate with other roundtables, divisions, and committees to provide activities of general interest.
- III. Each roundtable member must have a personal paid-up membership in the Oklahoma Library Association.
- IV. Officers.

Officers shall be a Chair, a Vice-Chair/Chair-elect, and other officers as deemed necessary .

A. Term.

1. Officers are elected for one year and shall assume their duties on July 1st after the elections.
2. The Vice-Chair/Chair-elect shall serve the following year as Chair.

B. Election.

1. The Vice-Chair/Chair-elect shall study the [election procedures](#) outlined in the Bylaws, Article III, and prepare a slate of two nominees each to serve for the offices of Vice-Chair/Chair-elect and other offices as deemed necessary by the Roundtable. All nominees must be a member of the Association for the current year and must agree to permit their names to appear on the ballot.
2. The Vice-Chair/Chair-elect shall prepare a [ballot](#) and submit it to the Chair of the OLA Nominating Committee by December 15th. The Division ballots will be distributed by email with the ballots for election of Association officers.
3. All ballots will be returned to the Chair of the OLA Nominating Committee who will contact the Chair to report the election results prior to the Annual Conference. The Chair will inform the membership.

C. Chair.

The duties and responsibilities shall be:

1. To the Program Committee:
 - a. To attend all meetings of the Oklahoma Library Association [Program Committee](#).
 - b. To assist in planning the Annual Conference program.
 - c. To represent the interests of the Roundtable in the planning of the program and/or exhibits.
2. To the Roundtable membership:
 - a. To assume leadership in planning a Roundtable workshop or other Roundtable activities by:
 1. Polling the membership to ascertain specific interests in a workshop
 2. Leading the membership to prepare a workshop program
 3. Preparing a self-supporting workshop budget and submitting a proposal for a program and budget to the Executive Board (following the guidelines suggested in the [Continuing Education Committee](#)'s "Guide to Workshop Production Within the Oklahoma Library Association").
 - b. To report roundtable activities, idea exchanges, and concerns of the Roundtable to [Oklahoma Librarian](#).
 - c. To prepare an annual report summarizing the activities during the current year. The report is due to the President and on the DRoC's webpage on June 1st.
 - d. To clear all Roundtable meeting dates and workshop dates with the Association's management company and the official calendar.

- e. To forward a copy of all workshop and/or preconference announcements to the Executive Board 3 months in advance.
- f. To attend the Leadership Retreat for Association officers and chairs.
- g. To assume responsibility for official Roundtable records.
 - 1. Save copies of all Roundtable meeting agendas and minutes to the Roundtable's website.
 - 2. Turn over current records of the Roundtable to the incoming Chair at the Leadership Conference.

Children and Teens Services Roundtable (CATS)

- I. See [Constitution](#): Article VI
 [Bylaws](#): Article III, Section 2; Article XI

- II. Purposes and functions.
 - A. To provide a forum for library personnel who serve children and teens as library patrons and/or who are interested in library service to children and teens.
 - B. To discuss, plan and study the activities, problems, service and coordination of service to children and teens and to make recommendations thereon to the [President](#) and [Executive Board](#) of the Oklahoma Library Association.
 - C. To aid the Association membership and the Executive Board in executing decisions relating to library service for children and teens.
 - D. To stimulate professional growth by offering workshops in areas of interest to children's and teen's librarians.
 - E. To plan and present Annual Conference programs of interest to children's and teen's librarians.
 - F. To cooperate with other Oklahoma Library Association divisions, roundtables and committees which have activities relating to library services for children and teens.
 - G. To exchange ideas and update information about statewide activities relating to library services for children and teens.

- III. Each roundtable member must have a personal paid-up membership in the Oklahoma Library Association.

IV. Officers.

A. Term.

1. Officers are elected for one year and shall assume their duties on July 1st after the elections.
2. The Vice-Chair/Chair-elect shall serve the following year as Chair.
3. The Chair serves the following year as Past Chair.

B. Election.

1. The Vice-Chair/Chair-elect shall study the election procedures outlined in the Bylaws, Article III and prepare a slate of two nominees each to serve for the office of Vice-Chair/Chair-elect and other offices as deemed necessary by the Roundtable. All nominees must be a member of the Association for the current year and must agree to permit their names to appear on the ballot.
2. The Vice-Chair/Chair-elect shall prepare a ballot restricted to one page and submit it to the Chair of the Nominating Committee by December 15th. The Roundtable ballot is distributed with the ballots for election of Association officers.
3. The Chair of the Nominating Committee reports the results of the election to the Roundtable Chair, and the Chair communicates the results to the members.

C. Chair.

Duties and responsibilities shall be:

1. To the Program Committee:
 - a. To attend all meetings of the Oklahoma Library Association Program Committee.
 - b. To assist in planning the Annual Conference program.
 - c. To represent the interests of the Roundtable in the planning of 1-2 Conference programs dealing with children and teens and/or exhibits.
2. To the Roundtable membership:
 - a. To assume leadership in planning a roundtable workshop and/or other roundtable activities by
 1. Polling the membership to ascertain specific interests in a workshop
 2. Leading the membership to prepare a workshop program every other year.
 3. Preparing a self-supporting workshop budget and submitting a proposal for a program and budget to the Executive Board (following the guidelines suggested in the Continuing Education Committee's "Guide to Workshop Production Within the Oklahoma Library Association").
 - b. To report roundtable activities, idea exchanges, and concerns of the Roundtable to the Oklahoma Librarian.
 - c. To prepare an annual report summarizing activities during the current year. The report is due to the President and on the DRoC's webpage by June 1st.

- d. To clear all Roundtable meeting dates and workshop dates with the Association's management company and the official calendar.
- e. To forward copies of workshop and/or preconference announcements to the Executive Board 3 months in advance.
- f. To attend the Leadership Retreat for Association officers and chairs.
- g. To assume responsibility for official Roundtable records.
 - 1. Save a copy of all Roundtable meeting agendas and minutes to the DRoC's webpage.
 - 2. Turn over current Roundtable records to the incoming Chair at the Leadership Retreat.

Small Oklahoma Library Roundtable (SOLR)

- I. See Constitution: Article VI
Bylaws: Article III, Section 2; Article IX
- II. Purposes and functions
 - A. To provide a forum to discuss, plan, and study the activities, problems, services and trends relating to, or from the perspective of, small public libraries that serve populations of less than 15,000.
 - B. To stimulate professional growth of library personnel by offering workshops in areas of interest to the Roundtable membership.
 - C. To plan and present one or more programs at the Annual Conference of interest to technical services personnel.
 - D. To cooperate with other roundtables, divisions, and committees whose activities relate to those of the Technical Services Roundtable.
- III. Each Roundtable member must have a personal paid-up membership in the Oklahoma Library Association.
- IV. Officers.
Officers shall be a Chair, a Vice-Chair/Chair-elect, a Secretary, and others as deemed necessary.
 - A. Term.
 - 1. Officers are elected for one year and shall assume their duties on July 1st after the elections.
 - 2. The Vice-Chair/Chair-elect shall serve the following year as Chair.
 - B. Election.
 - 1. The Vice-Chair/Chair-elect shall study the election procedures as outlined in the Bylaws, Article III, and prepare a slate of two nominees each to serve for the offices of Vice-Chair/Chair-elect, Secretary, and other offices as deemed necessary by the Roundtable.
 - 2. All nominees must be current members of the Roundtable and must agree to permit their names to appear on the ballot.

3. The Vice-Chair/Chair-elect shall prepare a ballot restricted to one page and submit it to the Chair of the Nominating Committee by December 15th. The Roundtable ballots will be distributed with the ballots for election of Association officers.
4. The Chair of the Nominating Committee reports the results of the election to the Roundtable Chair, and the Chair communicates the results to the members.

C. Chair.

The duties and responsibilities shall be:

To the Program Committee:

1. To attend all meetings of the Oklahoma Library Association Program Committee.
2. To assist in planning the Annual Conference program.
3. To represent the interests of the Roundtable in the planning of the program and/or exhibits.

To the Roundtable membership:

1. To assume leadership in planning a Roundtable workshop or other Roundtable activities by:
2. Polling the membership to ascertain specific interests in a workshop
3. Leading the membership to prepare a workshop program
4. Preparing a self-supporting workshop budget and submitting a proposal for a program and budget to the Executive Board (following the guidelines suggested in the Continuing Education Committee's "Guide to Workshop Production Within the Oklahoma Library Association")
5. To report Roundtable activities, idea exchanges, and concerns of the Roundtable to the Oklahoma Librarian.
6. To prepare an annual report summarizing activities during the current year. The report is due to the President and on the Roundtable's webpage on June 1st.
7. To clear all Roundtable meeting dates and workshop dates with the Executive Director and the official calendar.
8. To forward copies of workshop and/or preconference announcements to the Executive Board 3 months in advance.
9. To attend the Leadership Retreat for Association officers and chairs.
10. To assume responsibility for Roundtable records.
11. Save a copy of all Roundtable meeting agendas and minutes to the Roundtable's website.
12. Turn over current Roundtable records to the incoming Chair at the Leadership Retreat.

D. Vice-Chair/Chair-Elect

The duties and responsibilities shall be:

1. Assist the Chair in the Chair's duties.
2. Assume responsibility for preparation of a ballot for Roundtable officers.

E. Secretary.

The duties and responsibilities shall be:

1. Attend all meetings and take minutes.
2. Post the draft minutes on the SOLR webpage within four weeks of the meeting date.
3. If any changes to the minutes are approved, post the corrected minutes to the SOLR webpage within four weeks after the minutes are approved.

Social Responsibilities Roundtable (SRRT)

- I. See [Constitution](#): Article VI
[Bylaws](#): Article III, Section 2; Article XI

Mission Statement.

Our mission is to reach marginalized and/or underserved populations by providing a forum to discuss equitable library services; by promoting awareness of information barriers; and by encouraging library staff to provide all community members with nonjudgmental, professional services.

II. Purposes and functions.

A. Purposes.

1. To increase awareness and understanding of social responsibility issues among libraries and librarians.
2. To encourage libraries and librarians to provide services and programs to people whose information needs are underserved. The [Ruth Brown Memorial Award](#) will be awarded in response to this need.
3. To promote the role of libraries as centers for the exchange of information and the importance of serving all library users by providing balanced collections and services.
4. To recognize libraries or individuals and organizations affiliated with libraries that respond creatively to social concerns.
5. To plan and present a program at the Annual Conference.
6. To plan and present workshops.

B. [Ruth Brown Memorial Award](#) (Citation of Merit)

Purpose: The [Social Responsibilities Roundtable](#) of the Oklahoma Library Association offers the Ruth Brown Memorial Award to encourage and recognize programming that addresses issues of social concern as they impact libraries, library collections, and the communities served by these libraries.

1. General guidelines

- a. Entries are limited to libraries OR individuals OR organizations affiliated with a library in the state of Oklahoma.
 - b. This award is not necessarily presented every year.
 - c. The winner will be recognized at the Annual Conference of the Oklahoma Library Association (OLA).
 - d. Winning entries immediately become ineligible for re-entry.
 - e. Entries will be used by SRRT for the purpose of publicizing outreach efforts and other activities which increase awareness of social concerns in the Oklahoma library community.
 - f. Entries must be recent (completed within the last 3 years) or ongoing projects.
 - g. Current members of the SRRT Award Committee are not eligible to submit entries.
2. Entry procedures.
 - a. Obtain entry forms from the Association's management company.
 - b. Return completed entry forms and supporting documentation to the Association's management company.
 - c. Deadline for entries is February 15th.
3. Judges.
 - a. The SRRT Award Committee will be responsible for selecting the winner.
 - b. The Award Committee consists of the following SRRT members: immediate past chair, Chair, Vice-Chair/Chair-elect, and two additional members to be selected each year by the SRRT Chair.
 - c. The incoming Chair of SRRT will serve as Chair of the Award Committee.
4. Judging procedures.
 - a. The SRRT Award Committee will review, score, and rank all entries.
 - b. The entry with the highest ranking will be the winner.
 - c. A summary of the entries received and the name(s) of the winner will be reported to the Executive Board of the Oklahoma Library Association at least one month prior to the OLA Annual Conference.
5. Judging criteria.

Entries should demonstrate:

 - a. Creative response to a social issue.
 - b. Fills a demonstrated need.
 - c. Has measurable impact on the community using acceptable performance measures.
 - d. Fosters creative use of library resources to address issues of social concern.
 - e. Adaptability for use by others in the library community.

II. Each Roundtable member must have a personal paid-up membership in the Oklahoma Library Association.

III. Officers.

Officers shall be a Chair, Vice-Chair/Chair-elect, a Scribe (reporter), and other officers as deemed necessary by the Roundtable.

A. Term.

1. Chair and Vice-Chair/Chair-elect are elected for one year and shall assume their duties on July 1st after the elections.
2. The Vice-Chair/Chair-elect shall serve the following year as Chair.
3. The Scribe is not an elected office but is appointed by the Roundtable. The Scribe's position will generally be for one year but may be extended if necessary.

B. Election.

1. The Vice-Chair/Chair-elect shall study the election procedures outlined in the [Bylaws](#), Article III, and prepare a slate of two nominees to serve for the offices of Vice-Chair/Chair-elect and other offices as deemed necessary by the Roundtable.
2. All nominees must be a member of the Association for the current year and must agree to permit their names to appear on the ballot.
3. The Vice-Chair/Chair-elect shall prepare a [ballot](#) restricted to one page and submit it to the Chair of the OLA Nominating Committee by December 15th. The Roundtable ballot shall be distributed with the ballots for the Association officers.
 1. The Chair of the OLA Nominating Committee reports the results of the election to the Roundtable Chair, and the Chair communicates the results to the members.

C. Chair.

The duties and responsibilities shall be:

To the Program Committee:

1. To attend all meetings of the Oklahoma Library Association [Program Committee](#).
2. To assist in planning the Annual Conference program.
3. To represent the interests of the Roundtable in the planning of the program and/or exhibits.

To the Roundtable membership:

To assume leadership in planning a Roundtable workshop or other Roundtable activities by:

1. Polling the membership to ascertain specific interests in a workshop
2. Leading the membership to prepare a workshop program

3. Preparing a self-supporting workshop budget and submitting a proposal for a program and budget to the Executive Board (following the guidelines suggested in the [Continuing Education Committee](#)'s "Guide to Workshop Production Within the Oklahoma Library Association")
4. To report Roundtable activities, idea exchanges, and concerns of the Roundtable to the [Oklahoma Librarian](#).
5. To prepare an annual report summarizing activities during the current year. The report is due to the President and the DRoC's webpage on June 1st.
6. To clear all Roundtable meeting dates and workshop dates with the Association's management company and the official calendar.
7. To forward copies of workshop and/or preconference announcements to the Executive Board 3 months in advance.
8. To attend the spring Leadership Retreat for Association officers and chairs.
9. To assume responsibility for Roundtable records.
10. Save a copy of all Roundtable meeting agendas and minutes to the Roundtable's web page.
11. Turn over current Roundtable records to the incoming Chair at the Leadership Retreat.

Technical Services Roundtable (TSRT)

- I. See [Constitution](#): Article VI
[Bylaws](#): Article III, Section 2; Article IX
- II. Purposes and functions
 - A. To provide a forum to discuss, plan, and study the activities, problems, services and trends relating to acquisition, identification, cataloging and classification and the preservation of library materials.
 - B. To stimulate professional growth of library personnel by offering workshops in areas of interest to the Roundtable membership.
 - C. To plan and present one or more programs at the Annual Conference of interest to technical services personnel.
 - D. To cooperate with other roundtables, divisions, and committees whose activities relate to those of the Technical Services Roundtable.

- I. Each Roundtable member must have a personal paid-up membership in the Oklahoma Library Association.
- II. Officers.
Officers shall be a Chair, a Vice-Chair/Chair-elect, a Secretary, and others as deemed necessary.
 - A. Term.
 1. Officers are elected for one year and shall assume their duties on July 1st after the elections.
 2. The Vice-Chair/Chair-elect shall serve the following year as Chair.
 - B. Election.
 1. The Vice-Chair/Chair-elect shall study the election procedures as outlined in the [Bylaws](#), Article III, and prepare a slate of two nominees each to serve for the offices of Vice-Chair/Chair-elect, Secretary, and other offices as deemed necessary by the Roundtable.
 2. All nominees must be current members of the Roundtable and must agree to permit their names to appear on the ballot.
 3. The Vice-Chair/Chair-elect shall prepare a [ballot](#) restricted to one page and submit it to the Chair of the OLA Nominating Committee by December 15th. The Roundtable ballots will be distributed with the ballots for election of Association officers.
 4. The Chair of the OLA Nominating Committee reports the results of the election to the Roundtable Chair, and the Chair communicates the results to the members.
 - C. Chair.
The duties and responsibilities shall be:
To the Program Committee:
 1. To attend all meetings of the Oklahoma Library Association [Program Committee](#).
 2. To assist in planning the Annual Conference program.
 3. To represent the interests of the Roundtable in the planning of the program and/or exhibits.
 - D. To the Roundtable membership:
 1. To assume leadership in planning a Roundtable workshop or other Roundtable activities by:
 2. Polling the membership to ascertain specific interests in a workshop
 3. Leading the membership to prepare a workshop program
 4. Preparing a self-supporting workshop budget and submitting a proposal for a program and budget to the Executive Board (following the guidelines suggested in the [Continuing Education](#)

[Committee](#)'s "Guide to Workshop Production Within the Oklahoma Library Association")

5. To report Roundtable activities, idea exchanges, and concerns of the Roundtable to the [Oklahoma Librarian](#).
6. To prepare an annual report summarizing activities during the current year. The report is due to the President and on the DRoC's webpage on June 1st.
7. To clear all Roundtable meeting dates and workshop dates with the Association's management company and the official calendar.
8. To forward copies of workshop and/or preconference announcements to the Executive Board 3 months in advance.
9. To attend the Leadership Retreat for Association officers and chairs.
10. To assume responsibility for Roundtable records.
11. Save a copy of all Roundtable meeting agendas and minutes to the Roundtable's web page.
12. Turn over current Roundtable records to the incoming Chair at the Leadership Retreat.

A. Vice-Chair/Chair-Elect

The duties and responsibilities shall be:

1. Assist the Chair in the Chair's duties.
2. Assume responsibility for preparation of a ballot for Roundtable officers.

B. Secretary.

The duties and responsibilities shall be:

1. Attend all meetings and take minutes.
2. Post the draft minutes on the TSRT webpage within four weeks of the meeting date.
3. If any changes to the minutes are approved, post the corrected minutes to the TSRT webpage within four weeks after the minutes are approved.

Young Professionals Discussion Group

I. See [Bylaws](#): Article IX, Sections 1-3

II. Purposes.

- A. To provide an opportunity for young, new library professionals to meet informally to discuss the challenges they experience as new professionals and share ideas for moving the profession positively forward.
- B. To provide a way for young professionals to meet their counterparts from across the state, stay engaged, collaborate, and connect with the Association and each other.

III. Functions.

- A. Organize Young Professionals mixers.
 - B. Host speakers on topics unique to young professionals
 - C. Plan and present conference programs and workshops on issues of interest to young professionals.
- IV. Each discussion group member must be a current member of OLA. This group is open to librarians and support staff from any library type, as well as to students in library programs at any Oklahoma college or university.

OLA COMMITTEES

Audit Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VII, Section 3 (A)
- II. Term
Members are appointed by the President to serve a one year term of office beginning July 1st.
- III. Duties and responsibilities
The Audit Committee regularly examines the financial records of the Association, Division, and Library Association Affiliates. In addition, the committee:
 - A. Submits a signed, completed, and final audit of the Association's financial records to the Executive Board, along with any other related audits conducted.
 - B. Establishes and reviews guidelines for the conduct of audits.
- C. Duties and responsibilities of the Chair
 - 1. Notify the [President](#) of any change desired in the membership of the committee.
 - 2. Notify the Association's management company of all committee meeting dates and locations.
 - 3. Appoint a secretary to record minutes of each meeting and ensure that a copy of the agenda and minutes is saved to the Committee's webpage.
 - 4. Prepare and submit a proposed [budget](#) to the [Budget and Finance Committee](#) by July 1st.
 - 5. Maintain records of activities and correspondence. Pass these on to the incoming chair.
 - 6. Prepare an annual report and send it to the President. The report is due to the President and on the DRoC's webpage June 1st.
 - 7. Notify the [Continuing Education Committee](#) of plans to conduct a workshop or program for the membership.

8. At the end of the chair's term of office, guidelines of the committee in the Oklahoma Library Association's Handbook should be reviewed.

Recommended Auditing Procedures and Guidelines for the Audit Committee

Within 30 days of receipt of the financial records from the CPA, the Audit Committee shall meet with the [Treasurer](#) of the Association to examine the financial records of the Association for the prior fiscal year, and review the account procedures followed by the Treasurer. The audit of the financial records shall be made on a random basis in line with standard auditing procedures. Items shall be selected at random and examined under the following categories:

Internal Control

Cash

Income

Expenses

Fixed Assets

The Treasurer should supply the following documents for each entity audited. These documents should cover all months of the audit year.

1. Bank statements, reconciliations, and checks
2. Authorizations for payment
3. Deposit records
4. Profit/loss reports (or whatever shows revenue, expense and net income)
5. Balance sheets for current fiscal year and June 30th of the prior fiscal year (amount in bank)
6. Investment statements
7. Budget vs. actual report

The Treasurer should supply the fixed assets list (available one month before audit so inventory can be taken)

Internal Control

1. Determine that the movement of documents through the accounting system is in accordance with the prescribed accounting procedures and guidelines for the Treasurer of the Association.
 - a. Review the procedures followed for approval of invoices, approval of other payment authorizations, preparation of checks, signature of checks, mailing of checks, posting to the Expense File, etc.
 - b. Review the procedures followed in the receipt of income, preparation of deposit slips, actual physical deposit of funds, posting to the Income File, etc.
2. In this review of procedures, determine that there exists an adequate separation of duties (i.e., the person who approves the invoices payment does not sign the checks, etc.)
3. Select disbursements on a random basis and make sure that such disbursements agree with Expense Files as to date, payee, check number, amount, account classification, and endorsement.

4. Select income receipt transactions on a random basis and make sure that such receipts agree with validated deposit slips and the Income File as to date, amount, and classification. Review for unusual items.
5. Review annual profit/loss report.

Cash

1. Review the bank statements for the fiscal period to determine that they are reconciled properly and on a timely basis.
2. Follow-up any unusual reconciling items or unusual bank transactions (i.e., debit memos from the bank for payments that should have been made by check, deposits less cash, fund transfers via telephone, etc.)
3. Review the bank reconciliation for the last month of the accounting period.
4. Confirm independently with the bank the balance.
5. Review the cut-off statement.
6. Be alert for cancelled checks made payable to "Cash" or that could otherwise be negotiated.
7. Determine that the cash balance at the beginning of the fiscal year agrees with the prior year's ending balance.
8. Determine that excess funds are invested in saving accounts in accordance with approved investment policies and on a timely basis.

Income

1. Select specific income accounts on a random basis and test for proper classification.
2. Where applicable, perform an over-all test on a selected income account (i.e., if the registration fee for a conference or workshop is \$60 and 100 people attend, the revenue from such a conference should be \$6000).
3. Determine that income from savings accounts and investments has been properly classified.
4. Review receipts for billed revenue (i.e., advertising in publications of the organization, fees from exhibitors at conferences, etc.).
5. Review miscellaneous and small income accounts on a random basis.

Expenses

1. Select test months, or random transactions, and make sure the cancelled checks agree with the accounting entries.
2. Compare salary expense to approved salaries authorized by the organization.
3. Perform over-all test on salary expense to determine that payroll tax expense is reasonable.
4. Review payroll tax reports to determine that they are prepared properly and filed on a timely basis.

5. Be alert for illegal payments that might have some effect on the organization's tax-exempt status (i.e., political contributions, kickbacks, etc.).

Fixed Assets

1. Review fixed assets to determine that all property is listed.
2. Review the last physical inventory of fixed assets.
3. Determine that any equipment or property purchased during the current accounting period has been added to fixed assets records. Include only items costing \$200.00 or more.
4. Review deletion from fixed assets for proper approval.

Conclusion

Following the audit, the Audit Committee shall submit a signed statement to the Executive Board of the Association. This statement shall state whether or not the financial records and accounting procedures followed by the Treasurer were in good order. Included in the statement, or attached to it, shall be any recommendations from the Audit Committee for corrections in the records or changes in procedures. The statement may also include a commendation of the Treasurer for work well done.

Awards Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VII, Section 3, B; 10
- II. Term
Members are appointed by the [President](#) to a one year term of office to begin on July 1st. Members of this committee are generally those who have been active in the Association and are familiar with those Association members who have made a special contribution to the profession and the Association. The Committee shall be composed of five members, including one past president of the OLA, one former [Distinguished Service Award](#) recipient, one librarian appointed at-large who will serve as chair of the committee, and one carry-over committee member from the previous year.
- III. Duties and Responsibilities
The Oklahoma Library Association recognizes meritorious achievement in the field of library service by presenting awards, citations, and honors at the Annual Conference. The Committee makes nominations to the Executive Board under conditions and terms of Article VII, Section 3, B. By action of the Executive Board, additional duties and responsibilities are as follows:
 - A. The Awards Committee must publicize a request for nominations no later than December 1 of each year.

- B. Nominations to be considered by the Awards Committee should be sent to the Committee by January 1 of each year with thorough documentation of service and accomplishments.
- C. The Awards Committee should meet not later than February 1 to consider suggestions and other nominations that the committee should bring.
- D. Following the in-depth study of all nominees according to OLA [Bylaws](#), Article X, the Awards Committee shall make its recommendations for Executive Board consideration. The Committee shall not feel compelled to select a candidate for each award each year.
- E. At least one month before the Annual Conference, the Chair of the Awards Committee shall present the Committee's report to the [Executive Board](#) meeting in Executive Session for appropriate action. Nominees are known only to the Committee and the Board.
- F. The Chair of the Committee or a designated alternate has the responsibility of presenting the respective awards during the Annual Conference.
- G. The Chair of the Awards Committee in conjunction with the President shall order the awards. The plaque should read:
 - “Presented in recognition of inspired leadership,
devoted service, and unusual contribution to Oklahoma
libraries and to the profession of librarianship.”
 The [Citizen's Recognition Award](#) and the [Special Project Award](#) are in a printed form with the recipient lettered in. The awards are framed.

IV. Awards

- A. [Distinguished Service Award](#) (Article IX, Section 2, A)
At the Annual Conference, one Distinguished Service Award may be granted to a professional librarian holding either a Master of Library Science degree or an equivalent certification or to an individual not normally associated with a particular library in recognition of inspired leadership, devoted service, and unusual contributions to Oklahoma libraries and to the profession of librarianship. The recipient shall have effectively demonstrated for a period of five years or more a valid, thorough, and imaginative concept of librarianship in Oklahoma, having expressed that concept in actual practice. The recipient of this award must be a current member of the Oklahoma Library Association. This award is the highest honor OLA bestows on its members. This award is not necessarily presented every year.
- B. [Citizen's Recognition Award](#) (Article X, Section 2, B)

At the Annual Conference, one or more Citizen's Recognition Awards may be granted to individuals, groups or other non-library related organizations which have demonstrated a sound and special interest in libraries and library service on a statewide level. They have given effective and important service to the advancement of libraries over a period of time. This award is not necessarily presented every year.

C. **Special Project Award** (Article X, Section 2, C)

Granted to individuals who have made an outstanding contribution to one project for OLA or who have played a key role in a noteworthy library project in their local community. This award is appropriate for both librarians and non-librarians. This award is not necessarily presented every year.

D. **Special Meritorious Service Award** (Article X, Section 2, D)

At the Annual Conference, a Special Meritorious Service Award may be granted to individuals for leadership and/or service and for whom the Distinguished Service Award is not appropriate. The purpose is to recognize service to the profession above and beyond regular duties over a significant period of time. The recipient of this award must be a current member of the Oklahoma Library Association. This award should not be considered in competition with, or conflicting with, the Distinguished Service Award. This award is not necessarily presented every year.

E. **Outstanding New Librarian Award** (Article X, Section 2, E)

Granted to a librarian in recognition of significant contributions to the profession of librarianship and potential for professional development. The recipient must have five or fewer years of experience as a professional librarian with at least two of those years of experience within Oklahoma. Consideration will be given to leadership in innovative programs or services, exceptional use of local, state or national library resources, significant contribution towards the betterment of library and community relations, and activity in professional library organizations at the local, state, or national level. The recipient of this award must be a current member of the Oklahoma Library Association. This award is not necessarily presented every year.

F. **Oklahoma Library Service Award** (Article X, Section 2, F)

At the Annual Conference, one or more Oklahoma Library Service Awards may be granted to individuals working in Oklahoma libraries in recognition of significant achievements or outstanding service delivery at the local level. The purpose of this award is to celebrate expertise and creativity in the provision of library service. The recipient of this award must be a current member of the Oklahoma Library Association.

IV. Chair's Duties and Responsibilities

The Awards Committee reviews suggestions for the above and any additional awards. In addition, the Award Committee Chair should do the following:

- A. Notify the President of any change desired in the membership of the Committee.
- B. Notify the Association's management company of all Committee meeting dates and locations.
- C. Appoint a secretary from among the Committee members to record and to ensure that a copy of meeting agendas and minutes-is posted on the Committee's web page.
- D. Prepare and submit a proposed budget to the Budget and Finance Committee by July 15th.
- E. Maintain records of activities and correspondence. Pass these on to the incoming Chair.
- F. Prepare an annual report of activities of the current year. Send it to the President and save it to the DRoC's webpage. The report is due on June 1st.

Budget and Finance Committee

- I. See [Constitution](#): Article V, Section 3
[Bylaws](#): Article VII, Section 3, C

- II. Term
Members serve a one year term of office. The President, Vice-President/President-elect, and Treasurer are members of the Budget and Finance Committee. In addition, the President appoints to the Committee a former President and Treasurer, and a member of the Association. The Immediate Past President serves as Chair.

- III. Duties and responsibilities
The Budget and Finance Committee prepares the budget for the fiscal year and submits it to the Executive Board for consideration no later than the August Board meeting.
 - A. Committees, Roundtables, and Divisions submit their budget requests to the Budget and Financial Committee by July 1st.
 - B. The Committee meets to consider budgetary requests submitted and prepares a budget for the Executive Board to consider.

- C. The Committee reviews the monthly financial reports prepared by the Treasurer and makes recommendations to the Board regarding budget revisions throughout the year.
- D. The Chair prepares an annual report and sends it to the President and saves it on the DRoC's webpage. The report is due on June 1st.

Communications Committee

- I. See [Constitution](#): Article V, Section 1
[Bylaws](#): Article VI, Section 3, E
- II. Membership
 - A. The OLA Communications Committee is composed of:
 1. [OLA President](#)
 2. [OLA Vice-President/President-Elect](#)
 3. [Marketing Committee](#) Chair(s)
 4. [Webmaster\(s\)](#)
 5. [Information Technology Roundtable](#) Chair
 6. [Oklahoma Librarian](#) Editor
 7. Public Information Officer of the Oklahoma Department of Libraries
 8. [Communications Committee](#) Chair
 9. Two members-at-large
- III. Term
 - A. The President appoints the Committee Chair and the two members-at-large to one-year terms beginning July 1st.
 - B. At-large members may serve more than one term.
 - C. The Chair is a non-voting member of the Executive Board and may serve more than one term.
- IV. Purpose and function
 - A. Manage the internal communications of the Oklahoma Library Association.
 - B. Oversee the various channels of communications utilized by the Association, including (as of 2010):

1. [OLA website \(www.oklibs.org\)](http://www.oklibs.org), including all Division, Roundtable, and Committee pages/sites.
 2. OLA Calendar
 3. OLA e-mail discussion list
 4. [*Oklahoma Librarian*](#)
 5. [All online social media](#) used by the Association and its Divisions, Roundtables and Committees
- C. Maintain the [OLA Communications Guidelines](#) and recommend needed changes to the Executive Board.
- D. Explore and recommend new ways of communicating to the Executive Board and the Association as technology develops.
- V. Chair Duties and responsibilities
- A. Notify the Association's management company of all committee meetings and their locations for inclusion on the OLA Calendar.
- B. Attend all meetings of the Executive Board and the Program Committee.
- C. Prepare and submit a proposed budget for the coming year by July 1st, if needed, to the Budget and Finance Committee.
- D. Notify the President of any change desired in the membership of the Committee.
- E. Appoint a Secretary to record minutes of each meeting and to ensure that a copy of each agenda and minutes is posted to the Committee's webpage.
- F. Forward records of activities and correspondence to the incoming Chair.
- G. Prepare an annual report each spring summarizing the Committee's activities during the current year and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.
- H. Communicate with Divisions, Roundtables and Committees to determine what kind of information should be shared with the membership.
- I. Keep the Communications Committee section of the OLA Handbook current.

Communications Guidelines for the Oklahoma Library Association

OLA's communications channels serve two basic purposes:

- To provide the Association members and the general public with access to official OLA information
- To distribute information relevant to the professional interests and needs of Oklahoma librarians

Guidelines for OLA website homepage

The OLA Website serves as the primary resource for current and historical information concerning the Oklahoma Library Association and its activities. Certain sections of the site are password protected and restricted to OLA members; the remainder of the site is available to the general public.

- Any information that is to be added to the main OLA homepage must be posted by the OLA Webmaster, or the President.
- At a minimum, the following will be accessible from the homepage:
- Workshop information with links to other relevant information
- Information about and links to Divisions, Roundtables, and Committees (DRoCs)
- OLA Calendar
- Endowment
- [Oklahoma Librarian](#)
- [Sequoyah Awards](#)
- Membership forms
- Contact information for the Association
- Social networking accounts identified as the Oklahoma Library Association are used to disseminate information and the Executive Board will make decisions on adding, changing and/or deleting the account(s) that are linked from the homepage.
- Concerns about homepage content should be submitted to the [Communications Committee Chair](#), the Association's management company, and the [President](#).

Guidelines for Divisions, Roundtables and Committees (DRoCs)

General Guidelines

- DRoC chairs will use the online membership list in the member area to communicate with their members.
- DRoC chairs will insure that their online member lists are up-to-date.
- Each DRoC chair will either serve as or appoint a communications officer at the beginning of the OLA fiscal year. This officer will be responsible for updating the DRoC webpage and coordinating communications with the Association's management company, the [Oklahoma Librarian](#), and the [Communications Committee](#).

Website

- DRoCs shall maintain a public webpage, accessible to everyone, and a member area, accessible only to current OLA members.
 - A. Public pages (at a minimum) should provide a description of the DRoC, contact information for the current chair, a link to the OLA calendar for information on upcoming meetings, and a link to the member area.
 - B. The member area (at a minimum) should make available meeting minutes, a link to the OLA Calendar for information on upcoming meetings, and a link to a list of the current DRoC membership.
- To meet IRS guidelines, meeting minutes must be posted to the DRoC pages within two weeks of approval by the DRoC.
- Draft (unapproved) minutes may be posted to the DRoC pages as long as they're clearly labeled as draft.
- Use of copyrighted material requires written permission and the permission will be documented on website with the use of the phrase "Used with permission". It is the responsibility of the DroC to be in compliance with copyright laws.
- DRoCs are responsible for the accuracy and currency of the site's content and for presenting a professional and positive image of the Oklahoma Library Association. Hyperlinks to websites outside OLA should be relevant to the interests of DRoC members and should be checked at regular intervals to insure that they are still "live" (i.e., linked to the site and page they're supposed to be).
- Any content determined not to adhere to OLA's mission may be removed at the discretion of the the OLA President, the Executive Board, and/or the Communications Committee.

DroC Meetings

- DRoCs doing the work of the Association that involves deliberations regarding individuals or other confidential information (e.g., Awards Committee, Scholarship Committee or Nominating Committee) should be conducted face-to-face or via teleconference or videoconference to preserve privacy. Do not assume that electronic discussions are private. If you are unsure if the business of your DroC involves confidential or private information, consult with the Communications Committee Chair.
- It is recommended that the first meeting of each DRoC at the beginning of a new OLA year be held face-to-face. At that meeting, the DRoC may decide to conduct business using various forms of electronic communication.
- When a DRoC holds meetings via distance conferencing (e.g., WebEx, Polycom, videoconferencing, etc.), it is important for the Chair to communicate access points and contact information for joining the meeting to the President, and the DroC membership.

Guidelines for the OLA Calendar

- OLA, MPLA, and ALA meetings and events will be posted on the OLA calendar by the Association's management company. Other library-related events which may affect the work of the Association will also be posted at the discretion of the Association's management company.

- Calendar events of DRoCs including meetings, workshops and conferences are to be submitted by the DRoC Chair to the Association's management company.

Guidelines for [Oklahoma Librarian](#)

- Published 6 times per year, the first week of January, March, May, July, September, and November
- Deadline for article submission is the 15th of the following months: February, April, June, August, October, and December
- Send submissions to the newsletter editor at editor@oklibs.org.
- Content may include: book reviews, information about workshops and events, opinion pieces, and articles and columns relevant to the library profession.
- Submitted photographs must be 300 dpi and must include attribution as well as any relevant permissions.
- For additional information refer to [Appendix G](#) of the Oklahoma Library Association Handbook.

Policy for Approval and Operation of Social Networks

This policy provides a governance of content created on official OLA social media channels by OLA membership. For the purpose of these guidelines social network is identified as any official OLA online community by which OLA membership uses electronic communication to share information, ideas, personal messages, and other content (such as video) concerning OLA and Oklahoma library-related issues and subjects. Examples of social media networks include but are not limited to Twitter, Facebook, Instagram, Pinterest, YouTube, Periscope, OLA website, etc. This policy applies to all social media content generated for official OLA social media channels. The social media policies are meant to work in correlation with existing OLA communication guidelines.

- Requests for DRoC social networking sites must be submitted to the Communications Committee which is responsible for approval and set up.
- All DRoCs must provide the Communications Chair with administrative access (username and password).
- The Association's management company and the Communications Chair will maintain a master list of OLA DRoC administrative access to OLA social networks.
- Working in coordination with the Association's management company the Communications Chair will assure DRoC leadership access to social media platforms is uninterrupted during DRoC leadership transitions.

- DRoC Chairs should contact the Communications Chair for administrative access to their DRoC's social media network(s).
- DRoC and OLA leadership will have their administrative access to their affiliated OLA social network removed upon completion of their term by the Communications Chair.

Posting Social Media Content

- The DRoC Chair is the ultimate spokesperson for that DRoC. Therefore, DRoC members must comply if the Chair asks that members limit their social media activity on a DRoC social media platform. Chair should remind DRoC members of this at the start of each conference year.
- OLA social media contributors should abide by the terms of service, terms of use, privacy policies, and all other policies and requirements of the service on which content is posted (e.g., Facebook, Twitter).
- If posting content other than your own (with permission), credit the author and/or rights appropriately.
- You may **not** post content that:
 - Criticizes in any way other than constructively an OLA DRoC, member, partner, or sponsor of OLA itself, or the work of any of these.
 - Without prior permission of the OLA President, and/or the Communications Committee, any comment other than neutral comments about any sponsor, partner, or vendor/exhibitor of OLA. This includes but is not limited to endorsements, comparisons, product reviews, complaints, and criticisms.
 - Contains information about award committee activities prior, during, or after closed award committee meetings, discussions, or votes.
 - Constitutes hate speech or defamation, is personally insulting, is threatening, infringes on someone else's privacy, or is in any other way inappropriate for or harmful to the purpose of OLA generally or any of its DRoCs.
 - Serves to bully, intimidate, or harass any person or other treat any person in an intentionally demeaning or hurtful manner.
 - Calls for a boycott of a product or company.
 - Endorses or opposes any federal, state, or local candidate running for political office.
- If any sanctioned OLA generated social media content may violate the OLA Social Media Policy notify the OLA Communications Committee or the OLA President.
- Any content determined not to adhere to OLA's mission may be removed at the discretion of the OLA President, or the Communications Committee.

Best practices for Social Media

Social media is an invaluable tool for communicating the mission and efforts of OLA and engaging the Oklahoma library community. Social media content can increase OLA's impact and aid in expanding OLA's reach.

While an essential communication tool, social media can present challenges. The following is a guide to assist OLA and DroC leadership when crafting their unique and effective social media voice to reflect the core values of OLA.

- Ask yourself if the content will improve the knowledge or skills of OLA members, contributes directly or indirectly to the improvement of OLA, builds a sense of community, or helps to promote OLA's mission.
- Use images when possible. Be sure to provide appropriate citation especially if you did not generate the image. Consider whether you have permission of any individuals that may appear in your image.
- Consider the makeup of your audience. Create content that reflects your role with your DRoC or OLA. Share information about the work of OLA or your DRoC, news and announcements, or content related to your DRoC's mission. Keep content concise and to the point, but ensure value is provided.
- Provide attribution and/or include link to content source that is not comprised of your own original work.
- Post content regularly. Consider posting content a minimum of once a week. Recommend three posts per week as appropriate for the channel format. For example, it is realistic to make three Facebook posts a week, but perhaps for a YouTube channel, posting less frequently is a more sensible practice.
- Remember to retain the "social" aspect of social media. Engage your audience often as opposed to continually pushing information out. For example, post questions and entertaining content periodically. Also reply to comments and questions publicly on the social media channel as opposed to privately.
- Keep in mind that interactions in social media are not private. Consider whether your content reflects a personal or professional dialogue. Maintain respect and civility when crafting social media content that represents OLA in an official capacity.
- Use specific tags when posting content (e.g., #OLA, #iCon2015) to help facilitate that your message reaches its target audience.
- Strive to ensure content is factual and professional (always verify any facts, dates, etc. before posting).
- Check spelling and grammar.
- Monitor your social media channel regularly for activity. Be responsive to comments and interactions that need attention, ideally responding to posts within 3 days. Consider not censoring negative comments. Use your discretion when considering a civil and professional response versus ignoring a comment all together. If unsure how to handle a

challenging situation, do not hesitate to seek assistance from the OLA Communications Committee, which includes the OLA President.

- Bring out your own personality and share thoughts in a respectful and professional tone.
- Avoid social media arguments and debates. Inform the OLA Communications Committee if you see a misrepresentation made about OLA on social media.
- Consider whether the content you are sharing might be deemed confidential or proprietary.
- As appropriate for context, use your real name and identify the capacity you serve for OLA or your DRoC.

Original version approved by the OLA Executive Board July 16, 2010.

Revision approved by the OLA Executive Board March 21, 2014.

2nd revision approved by the OLA Executive Board March 25, 2016.

Constitution and Bylaws Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VII, Section 3, E; Article XIV
- II. Term
Members are appointed by the President to serve a one-year term of office beginning in July after the election.
- III. Duties and responsibilities
The Committee prepares any revisions to the Constitution and Bylaws and the Executive Board and President may direct, and recommends amendments or changes it deems necessary to the President and Executive Board. In addition,
 - A. The Committee, with the cooperation of committee Chairs and officers of divisions and roundtables, is responsible for revisions to the Oklahoma Library Association Handbook.
 - B. The Committee oversees the submission and voting on changes to the Constitution and Bylaws by the membership.
 - C. The Chair prepares an annual report and submits it to President. The report is due on the Committee's web page by June 1st.

Continuing Education Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VII, Section 3, F
- II. Duties and responsibilities
The Committee is responsible for encouraging the development of and participation in continuing education programs for the members of the Oklahoma Library Association by:
 - A. Serving as a consultant to divisions, roundtables and committees planning and implementing workshops, conferences, and continuing education programs. It is a responsibility of the Chair to assign a member of the Continuing Education Committee to those committees, divisions and roundtables that are planning programs. Each Division, Roundtable, and Committee Chair informs the Chair of the Continuing Education Committee when a program is being planned. The Continuing Education consultants attend all program planning meetings to assist in making sure that all aspects of planning a successful program have been considered and implemented.
 - B. Training members of the Committee to serve as consultants to divisions, roundtables, or committees. Early in the year a program training session will be held, directed by the Oklahoma Department of Libraries Coordinator or Continuing Education. A manual with guidelines will be given to each committee member serving as a consultant.
 - C. Working closely with the Oklahoma Department of Libraries to implement the ODL CE State Plan to enable librarians to receive continuing education credits for attending programs. The Committee shall also work closely with the Oklahoma State Department of Education to provide in-service training credits for school libraries.
- III. Committee membership
Twelve members, including a Chair, shall be appointed by the President. The Chair is appointed for a one-year term. The Secretary is appointed by the Chair for a one-year term. Each member is appointed to a three-year term of office on a rotating basis. The Coordinator of Continuing Education at the Oklahoma Department of Libraries shall serve as an advisor. A library school educator with responsibilities for continuing education may be invited to serve as an advisor. The Chair shall notify the President of any change desired in the membership of the Committee.
- IV. Chair: Duties and responsibilities
 - A. The Chair carries out the standard duties of an OLA Chair, including scheduling meetings, reporting on committee activities, preparing budgets and submitting an

- annual report. The Chair notifies the Association's management company of all meetings, dates and locations.
- B. The Chair arranges for members to carry out the standard committee activities during the year and to plan and implement any other programs approved by Committee members.
 - C. The Chair attends all meetings of the Oklahoma Library Association [Program Committee](#), to assist in planning the Annual Conference program.
 - D. The Chair participates in the Leadership Retreat to discuss plans for continuing education activities in the coming year. The Coordinator of Continuing Education at the Oklahoma Department of Libraries and/or members of the Continuing Education Committee present a session on program planning at the Leadership Retreat.
 - E. The incoming Chair meets informally with the outgoing Chair soon after appointment to provide necessary continuity.
 - F. The Chair prepares an annual report of current activities and forwards it to the President and saves it to the DRoC's webpage. The report is due June 1st.

Endowment Fund Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3, G
- II. Term
Co-Chairs are appointed by the President for a one-year term of office beginning in July. Co-Chairs may serve more than one term. Members are appointed by the President to a one-year term. Members may be reappointed.
- III. Co-Chair duties and responsibilities
 - A. Appoint a secretary to records minutes of each meeting and ensure that copies are saved to the Committee's webpage.
 - B. Plan and present workshops and conference programs as appropriate.
 - C. Attend meetings of the [Program Committee](#).
- A. Prepare and submit a proposed budget for the year and forward it to the [Budget and Finance Committee](#).

- B. Notify the [President](#) of any change desired in the committee membership.
- C. Prepare an annual report summarizing activities during the current year and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.

IV. Purpose of the Endowment Fund

- A. Provide guaranteed income to sponsor nationally prominent speakers for OLA workshops, seminars, and other educational opportunities for librarians
- B. Support the administration of the Oklahoma Library Association
- C. All the Association to respond quickly to new opportunities to forge partnerships and address critical challenges
- D. Fund scholarships
- E. Foster greater innovation in continuing education opportunities in Oklahoma libraries
- F. Create a permanent home office for the Association which will:
 - 1. Provide meeting space for:
 - a. Training workshops and seminars for librarians
 - b. Conference planning activities
 - c. OLA Executive Board meetings
 - d. Literary, arts and humanities groups
 - 2. House OLA Administrative personnel
 - 3. Generate income through the rental of unscheduled space as available

Ethics Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3, H
- II. Term
Members are appointed by the President to a one-year term of office beginning July 1st.
- III. Statement of purpose

The Ethics Committee shall endeavor to increase the awareness of ethical practices and Professional conduct for members of the Oklahoma Library Association.

IV. Duties and responsibilities

The Ethics Committee will fulfill its purpose by the following means:

A. Plan and present a program related to professional ethics at the Annual Conference

B. Plan and present a non-Annual Conference workshop related to professional ethics during the year.

C. Submit articles and/or case studies to *Oklahoma Librarian* on issues related to professional ethics.

D. Ensure that the OLA web page maintains current links to:

1. ALA Library Bill of Rights
2. ALA Freedom to Read Statement
3. ALA Freedom to View Statement
4. ALA/OLA Amplified Statement on Professional Ethics
5. Oklahoma Confidentiality of Library Records Law

E. Prepare an annual report summarizing the activities of the Ethics Committee during the current year, and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.

F. Maintain and correspondence to pass on to the incoming chair.

Intellectual Freedom Committee

I. See [Constitution](#): Article VI
[Bylaws](#): Article VII, Section 3, J

II. Term
Members are appointed by the President to a one-year term of office beginning July 1st.

III. Duties and responsibilities
The Committee is responsible for protecting the freedom of individuals to make their choice of library materials and to bring restrictions in this area to the attention of the Executive Board. The Committee also assumes the coordination of the Right-to-Read effort.

V. Chair: duties and responsibilities

- A. Attend all meetings of the [Program Committee](#).
- B. Plan and present a workshop at the Annual Conference, by submitting a proposal for the workshop to the [Continuing Education Committee](#) and the [Executive Board](#).
- C. Create a self-supporting workshop budget, following the guidelines in the [Guide to Program Production](#) of the Oklahoma Library Association.
- D. Notify the President of any change desired in the membership of the Committee.
- E. Notify the Association's management company of all committee meeting dates and locations.
- C. Appoint a committee member to take and distribute minutes of each meeting and to ensure a copy of the agenda and minutes is saved to the Committee's webpage.
- D. Maintain records of activities and correspondence, and pass these on to the incoming Chair.
- E. Prepare an annual report summarizing activities during the current year and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.

Leadership Institute Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3, L
- II. Term
Members are appointed by the President to a one year term of office beginning July 1st. There will be representation on the committee from academic, public, school, and special libraries.
- III. Statement of purpose
In order to strengthen the Oklahoma Library Association, the committee will inspire and develop future leaders for Association by planning, coordinating, and offering leadership institutes and other leadership opportunities for the OLA membership.

- IV. Duties and responsibilities of the Committee
 The Leadership Institute Committee will offer the opportunity for individuals with or without an M.L.I.S. to participate in an OLA Gold Leadership Institute. The Leadership Institute will be a comprehensive and focused program designed to develop the leadership abilities and skills of participants. The committee will be responsible for the selection of participants and mentors, and for publicity, program program and curriculum development and evaluation, site selection and fundraising. It is the committee's duty to work with the mentors to determine their roles and expectations for each individual Leadership Institute. It will be the responsibility of the committee to track and reinforce the leadership advancement of each Institute class through follow-up sessions (OLA conference and non-conference workshops) and to encourage active participation in OLA committee. The committee is responsible for providing leadership development opportunities for OLA members.
- VI. Duties and responsibilities of the Chair/Co-Chairs
 The committee will be headed by a Chair or Co-Chairs. The Chair/Co-Chairs will preside at meetings, report on committee activities, prepare a budget, and submit an annual report to the President and post it to the DRoC's webpage. The report is due on June 1st. The Chair/Co-Chairs will maintain records and correspondence to be passed on to the incoming chair.

Legislative Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VII, Section 3, M
- II. Term
 Members are appointed by the President to a one year term of office beginning in July. Members may be reappointed to second and third terms. The Chair is appointed by the President. The Chair-designate is appointed by the President on the recommendation of the Chair. The Chair works with the President in recommending members to the committee to equally represent the academic, public, and school library fields.
- III. Chair: duties and responsibilities
- A. Appoint a secretary to record minutes of each meeting and ensure that copies are saved to the Committee's webpage.
- B. Plan and present workshops on current library legislation as needed (See below: V. Committee: Duties and Responsibilities) Attend meetings of the [Program Committee](#)
- C. Prepare and submit a proposed budget for the year to the [Budget and Finance Committee](#).
- D. Notify the President of any change desired in the committee membership.

E. Prepare an annual report summarizing activities during the current year and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.

F. Coordinate and activate the legislative information network.

V. Committee: duties and responsibilities

The Committee's responsibility is to coordinate OLA's legislative involvement, promptly communicate with the officers and membership about state or federal legislation concerning Oklahoma libraries, and encourage understanding and involvement of members in the legislative process.

A. Prior to the year's first meeting of the Committee, the Chair meets with the past Chair, the [President](#), and the [Oklahoma Department of Libraries Coordinator](#) to discuss objectives and plans for action during the coming legislative year. The objectives may be carried over into the following year.

B. The Committee will hold regular monthly meetings and special meetings as needed. At the first meeting, the highlights of the past legislative year's activities should be reviewed. Orientation materials, gathered with the assistance of the Oklahoma Department of Libraries staff, should be distributed. Committee members should be encouraged to describe :

1. The needs of their libraries
2. The benefits which have resulted from previous federal or state funds.
3. Suggestions for future planning.

The Committee should consider budgetary needs which will be presented to the Executive Board for consideration. The budget recommendation is submitted on the Budget Request Form.

C. To maintain a legislative information network responsible for contacting legislators and state and federal officials when library legislative action is required. The call for action will be initiated by the Chair, who works closely with the lobbyist, the President, the Oklahoma Department of Libraries, and the Department of Education to determine legislative matters needing the attention of the Committee and action by network participants. The Oklahoma Department of Libraries Coordinators should be informed on all action taken at the federal level and the lobbyist should be notified of all contacts made with legislators to maintain a complete record of all action taken and responses received.

D. To annually develop and disseminate the Association's "Legislative Goals" to focus attention on those issues of highest current importance to Oklahoma libraries.

E. To develop, recommend to the [Executive Board](#), and distribute to the membership position statements or "fact sheets" about legislative and regulatory issues of concern to Oklahoma libraries.

- F. To review the performance of the lobbyist and make a contract recommendation to the Executive Board before the Board's September meeting.
- G. To plan and conduct an annual Legislative Day, co-sponsored with FOLIO. Elected state officials and each legislator should be seen, given an explanation of OLA's legislative goals, and asked for support.
- H. To send a representative from the committee to the National Legislative Day activities in Washington, D.C., who will visit the Oklahoma delegation and describe the library needs of the citizens of Oklahoma and how to meet them.
- I. To publicize the activities of the Committee through the [*Oklahoma Librarian*](#), the President's newsletter, or any other source.
- J. To plan and present programs during the Annual Conference that will inform and involve the membership in current and coming library legislative issues.

IV. Lobbyist: Duties and Responsibilities

- A. To review and screen legislative bills, resolutions, and proposals and to alert the Chair, President, and Committee to measures of likely concern to Oklahoma libraries.
- B. To inform legislators and state officials of the needs and concerns of Oklahoma libraries, particularly those involving pending or possible legislation.
- C. To assist the OLA officers, Legislative Committee, and membership in making effective contact with state legislators and officials.
- D. To advise on and assist with the development, introduction, and passage of OLA's legislative goals.
- E. To make regular reports to the Committee.
- F. To prepare an annual report of current activities and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.

Marketing Committee

- I. See [Constitution](#): Article V, Section 1
[Bylaws](#): Article VI, Section 3, O

- II. Membership
 - A. The OLA Marketing Committee is composed of:
 - i. Marketing Chair
 - ii. [President](#)
 - iii. 8-10 at-large members from the Association

- III. Term
 - A. The President appoints the Marketing Chair to a one-year term beginning July 1st.
 - B. At-large members may serve more than one term.
 - C. The Chair is a non-voting member of the Executive Board and may serve more than one term.
 - D. The Chair is a voting member of the [Communications Committee](#).
 - E. The Chair is a member of the Program Committee.

- IV. Purpose and function
 - A. Oversee the general marketing activities utilized by the Oklahoma Library Association including:
 - i. Developing and administering an association-wide marketing plan
 - ii. Developing general marketing materials used to advertise OLA
 - iii. Administering and posting content to official OLA social media accounts currently in use
 - iv. Working with the Read Y'all liaison on selecting people to be considered for posters and marketing the posters accordingly
 - v. Operating the OLA store, both in-person and online
 - vi. Approving content submitted by DRoCs for inclusion on official OLA social media accounts
 - vii. Reviewing and/or developing general marketing brochures requested by other committees/divisions within the organization (i.e., Legislative Primer, etc.)

viii. Other tasks in the realm of marketing, advertising, and communicating for the Association as assigned and/or needed.

- B. Conduct workshops and/or preconference workshops on various marketing topics to help libraries across the state increase their presence in the media and other technological avenues while promoting the library profession.
- C. Explore and recommend new ways of marketing the Association, libraries, and librarianship as further technologies are developed.
- D. Members will be assigned as liaisons to the DRoCs who regularly conduct workshops to assist in the marketing of the workshop and the branding of OLA, although any DRoC can ask the committee for assistance in marketing.
- E. Members will operate the OLA store during Annual Conference, Encyclo-Media, and/or workshops. They will also assist with operating the online store, including, but not limited to, preparing merchandise for shipping and taking inventory.

V. Chair: duties and responsibilities

- A. Notify the Association's management company of all committee meetings and their locations for the OLA Calendar.
- B. Attend all meetings of the [Executive Board](#), the [Program Committee](#), and the [Communications Committee](#).
- C. Prepare and submit a proposed budget for the coming year, if needed, to the [Budget and Finance Committee](#) by July 1st.
- D. Lead operations of the OLA Store and coordinate committee member and volunteer assistance for the store.
- F. Notify the [President](#) of any desired changes in the membership of the Committee.
- G. Appoint a secretary to record minutes of each meeting and to ensure that a copy of the agenda and minutes is posted to the Committee's webpage.
- H. Maintain records of activities and correspondence and pass them on to the incoming Chair.

- I. Prepare an annual report each spring summarizing the committee’s activities during the current year. Submit the report to the President and post it to the DRoC’s webpage. The report is due on June 1st.
- J. Communicate with divisions, roundtables, and committees to determine which kinds of information should be shared with the membership.
- K. Keep the Marketing Committee section of the OLA Handbook current.

Membership Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3, P
- II. Term
Members are appointed by the President to a one-year term of office beginning July 1st. There will be representation on the committee from academic, public, school, and special libraries.
- III. Statement of purpose
In order to strengthen the Oklahoma Library Association, the committee will participate in recruitment and recruitment activities and explore incentives for maximizing the benefits members receive from their membership in the Association.
- IV. Duties and responsibilities of the Committee
The Membership Committee will carry out statewide promotional activities to encourage membership in the Oklahoma Library Association. These activities include but are not limited to:
 - A. Developing and updating promotional materials and membership forms
 - B. Staffing a membership booth at selected professional meeting including Encyclo-Media and the OLA Annual Conference
 - C. Managing the Institutional Ambassador Program, hosting receptions at library schools
 - D. Sponsoring events at the annual conference for new members and first-time conference attendees, participating in scheduled regional meetings, and

conducting surveys related to the needs and involvement of the membership.

V.

Duties and responsibilities of the Chair

The Chair will preside at scheduled meetings, report on committee activities, and prepare and submit an annual report of current activities of the committee to the President and post it to the DRoC's webpage. The report is due on June 1st. The Chair will notify the Association's management company of meeting times, dates, and locations. It is the responsibility of the Chair to attend or appoint a representative to attend all meetings of the Program Committee. The Chair will maintain records and correspondence to be passed on to the incoming Chair, and save committee meeting agendas and minutes to the-committee's webpage.

Mildred Laughlin Festival of Books Committee

See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3, O

I. Purpose of the Committee:

- A. To enhance the critical evaluation and enjoyment of children's and young adult literature by educators and the children and teens they serve in Oklahoma through providing:
1. Three presentations by award-winning or critically recognized authors (2) and an illustrator (1) of children's and young adult literature in a day-long program on the last Thursday of October in even-numbered years.
 2. The authors/illustrators books for sale to participants, with the option of having them autographed, so quality literature may be readily accessible to children and teens after the festival.
 3. A bibliography of titles and a display of books as the Festival Review Collection, comprised of recent, recommended juvenile titles for review and evaluation by participants for selection and use with their young students and customers.
 4. A forum for participant discussion of juvenile literature.
 5. An educational event of broad appeal that is of great value in promoting quality books for children and teens.

- B. Functions of the Committee are to plan, coordinate and execute the Mildred Laughlin Festival of Books biennially as a fundraiser for OLA, including but not limited to the following:

1. Contacts authors
2. Secures Venue

3. Develops appropriate paper work for OLA, ODL and SDE
4. Manages the book sale of the authors books
5. Plans lunch
6. Secures payment for authors
7. Provides adequate publicity through various venues.
 - i. Website
 - ii. Professional journals
 - iii. Local news

II. Officers

Officers shall be Chair, Vice Chair/Chair-Elect, Secretary, Book Sale Chair, Publicity Chair and Website Chair.

III. Terms

1. Chair and/or Chair -Elect designates are appointed by the OLA President based on the recommendation of the current chair in July of odd number years to fulfill a three year term.
2. The Committee will recruit new chair(s) in every odd numbered year.
3. Members are appointed by the President to serve a two year term beginning in July.
4. Consultants are the Consultant for Children's Services Division of the Oklahoma Department of Libraries and the Coordinator of Library Resources Division at the Oklahoma Department of Education.

IV. Duties and Responsibilities

A. Chair/ Chair Elect

1. Attend the Association Leadership Retreat in June
2. Attend all meetings of the Oklahoma Library Association [Program Committee](#), and represent the interests of the committee in the planning of programs or exhibits.
3. Prepare an annual report of the current year's activities and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.
4. Send thank you notes after the Festival to appropriate persons and entities.
5. Include the President in all communications, including meeting agendas.
6. Clear all committee meeting dates with the Association's management company.

B. Secretary

1. Take minutes of all committee meetings
2. Send minutes to the webpage liaison within one month of meetings
3. Include the President in all communications including distribution of minutes.

- C. Webpage Liaison
 - 1. Add minutes to the OLA website within one month of the meeting.
 - 2. Take responsibility for upkeep and content of the Committee's webpage including:
 - a. Online registration
 - b. Online order form

- D. Publicity Chair
 - 1. Develop all promotional material for the Festival, including posters, fliers and save the date materials
 - 2. Market the Festival in professional journals, the website and local news.
 - 3. Report all committee activities to the association newsletter

- E. Book Sale Chair
 - 1. Coordinate with chair/authors which books to sell
 - 2. Must have support of employee's library
 - 3. Returns profit from sale to OLA

- F. Committee members
 - 1. Must be members of OLA
 - 2. Participate in planning and implementing the Festival
 - 3. Presence is mandatory at the Festival (must pay for attendance)
 - 4. Markets and publicizes

Nominating Committee

- I. See [Constitution](#): Article IV, Section 1; Article VI
[Bylaws](#): Article III, Section 1; Article VII, Section 3Q;
 Appendix E

- II. Term
 Members are appointed by the [President](#) for a one year term of office to begin in July. Normally two members from each type of library are appointed to this committee.

- III. Duties and Responsibilities
 This committee selects a slate of candidates for office in accordance with Article III, Section 1 of these Bylaws and reports at the first business session of the Annual Conference those elected in accordance with Article IV, Section 1, of Constitution and Article III, Sections 1 and 2 of these Bylaws. It is well to

consider the representation of the various types of libraries, the size of library the candidate represents, and the normal rotating pattern the Association has followed: public, academic, special, and school. Candidates for the office of President-elect are to provide the Committee with biographical information and a statement of their goals and objectives.

A. Officers

1. At least ninety (90) days prior to each Annual Conference, the Nominating Committee requests of the membership recommendations for candidates for each office on the Executive Board for which vacancies will occur at the next Annual Conference because of expiration of terms of office.
2. The Nominating Committee meets at least sixty (60) days before the Annual Conference and selects two nominees for each office, as set forth in Article IV, Section 1, of the [Constitution](#). The Committee shall make their selection after considering the recommendations of the membership and recommendations of the Committee members, taking into consideration the desirability of maintaining a cross section of library interests.
3. The slate of nominees for OLA officers is transmitted to the Chair of the Nominating Committee, who is responsible for preparing the ballots for all individual members in good standing not later than forty-five (45) days prior to the Annual Conference.
4. Ballots for each DRoC officer are sent to the Nominating Committee Chair. The Committee collates, edits and sends the version of the ballot for each position to the Association's webmaster, who then creates electronic ballots on the website, restricting access to logged in members only. About one month prior to the OLA Conference, the webmaster sends out ballots electronically to each member, containing bios and candidate photos. At the end of the two-week voting period, the webmaster takes down the ballots, tabulates the votes for each position. The webmaster transmits results of each ballot to the Nominating Committee Chair and the President at least one week before the Annual Conference. The Chair distributes them to the DroC Chairs.

C. Election results are announced at the last general session of the Annual Conference.

E. The Chair writes an annual report of current committee activities and submits it to the President and posts it to the DRoC's webpage. The report is due on June 1st.

Presidential Initiatives Committee

See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3

- I. Members are appointed by the President to a two-year rotating term of office beginning in July. The President-elect serves as Chair of this committee.

- II. Duties and Responsibilities
This Committee shall formulate the presidential initiatives for the President-elect's term of office in support of the Association's strategic plan. It shall annually review and evaluate the effectiveness of the Association, and recommend such changes in the OLA structure as may be needed.

- III. Chair: Duties and Responsibilities
 - A. Presents a report to the Executive Board as needed.
 - B. Notifies the Association's management company and the [President](#) of all Committee meeting dates and locations.
 - C. Notifies the President of any changes in the membership of the Committee.
 - D. Appoints a secretary to record and distribute the minutes.
 - E. Prepares an annual report that summarizes the activities of the current year and submits it to the President and saves it to the Committee's website. Report is due on June 1st.
 - F. Maintains records and correspondence to pass to the incoming Chair.
 - G. Reports to the membership as directed by the President.

Mission: The purpose of the Oklahoma Library Association is to strengthen the quality of libraries and librarians in the state of Oklahoma and to promote and support library services and librarianship in Oklahoma.

Vision: The Oklahoma Library Association is an inclusive, innovative, and thriving organization that enriches the lives of all Oklahomans through proactive support of libraries and librarians and enduring commitment to shared professional values.

Core Organizational Values:

Advocacy: OLA members have a shared vision to promote, support and advocate for Oklahoma libraries which are an essential public good and are fundamental institutions in democratic societies.

Collaboration: OLA works to develop partnerships with groups and organizations that share common values and goals.

Inclusiveness: OLA is inclusive and welcoming of all people and supports equality. All types of libraries, all levels of staff, Trustees, Friends, and other groups and individuals working to improve library services are encouraged to participate. Communication among membership must be transparent and inclusive.

Innovation: OLA is continuously monitoring the changing landscapes in which libraries operate to proactively prepare to meet these challenges.

Integrity: OLA strives to be accountable to the highest standards of professional ethics. The organization fosters an environment where members treat each other collegially and with respect.

Intellectual Freedom: OLA supports the role libraries and librarians play in providing equal access to information, as well as the principle of free, open and unrestricted access to information and ideas. OLA recognizes privacy and confidentiality as essential components of intellectual freedom.

Professional Development: OLA provides both excellent and timely professional growth and development opportunities

Relationships: OLA provides opportunities to network and develop friendships both professionally and socially.

Goals:

Inclusiveness
External:

Collaboration: To develop partnerships with groups and organizations that share common values and goals

Access: To advocate for equitable access to information and library services and to promote intellectual freedom and literacy

Internal:

Relationships: To increase opportunities to network both professionally and socially

Diversity: To encourage participation of all types of libraries, all levels of staff, Trustees, Friends and others working to improve library services

Innovation

Advocacy: To proactively share the value of libraries in Oklahoma

Visibility: To market and communicate the importance of the Association to libraries in Oklahoma and develop tools to better facilitate communication to meet the changing needs of our stakeholders

Financial Stability: To explore alternate revenue sources

Professional Development: To provide professional growth, leadership, and continuing education opportunities

Thriving Organization

Membership: To communicate the benefits of membership to attract and retain members

Communication: To be transparent and inclusive among members

Integrity: To hold ourselves accountable to the highest professional standards

Administration: To maintain a staff structure and facility to enhance the work of the association.

Affiliations: To cultivate participation in state, regional and national library organizations

Approved by OLA Executive Board 2/15/13

Long-Range Financial Plan for the Oklahoma Library Association

In order to provide a stable organization for its members, the Oklahoma Library Association must work with a Long Range Financial Plan in concert with its Long Range Program Plan.

The

financial and program plans offer both continuity and flexibility in order to serve the membership well.

I. Background

The Oklahoma Library Association is a nonprofit 501 (C)3 organization which strengthens libraries, library services, and librarianship within the state.

II. Program Goals

The Oklahoma Library Association maintains an office. The Association, working through its members, provides a diverse program of continuing education, government relations, advocacy, publication, and communication. The primary program responsibility is to facilitate members' activities and initiatives by providing coordination and support. OLA supports the following program assumptions:

- A. Sponsor an annual conference.
- B. Offer high quality, cost-effective continuing education programs throughout the state.
- C. Continue to provide an advocacy role within the state.
- D. Maintain effective channels of communication with the membership including publishing the [Oklahoma Librarian](#) and maintaining an [Association Web site](#).
- E. Maintain and strengthen the financial stability of the Oklahoma Library Association and actively seek sources of income for the organization.

III. Financial Goals

Financial stability is a function of adequate and dependable revenues from diverse sources. While some fund balance is appropriate to cover unexpected revenue shortfalls or unbudgeted expenses; as a member organization, most of our money should provide benefits for our members. In addition, it is assumed that expenses will not exceed revenues and that prudent fiscal management is the joint responsibility of President, the [Budget and Finance Committee](#), and the [OLA Board](#).

IV. General Financial Objectives

- A. Financial Stability: Revenues are generated from a mix of dues and non-dues sources.
 - 1. Membership dues should cover personnel and administrative costs (for example, payment for the Association's management company and salary for the legislative liaison). If personnel and administrative costs exceed the dues revenue (personal and institutional), a review of the dues structure will be undertaken.
 - 2. Non-dues revenue includes continuing education, conference, donations and grants. Continuing education workshops and the annual conference are revenue generating activities.
 - a. Workshops and the annual conference should provide for the operating costs of the Association; for example, printing, postage, computer, and utilities. Funds generated from the annual conference will be used in the next year for operation of the Association.
 - b. Workshop minimum registration (with the exception of Legislative Day which is not a workshop) will be \$30.00. Administrative costs for workshops will be included in workshop budgets.

- c. All divisions, roundtables, and committees are responsible for a minimum of one workshop annually as well as one conference program.
 - 3. Divisions, roundtables, and committees are expected to submit an annual budget for their respective division, roundtable, and committee by July 1 of each year. All divisions, roundtables, and committees should operate within the prepared OLA budget approved each year by the OLA Board. Funding requests from divisions, roundtables, and committees should follow the approved requisition procedure to secure funds for payment of invoices.
 - 4. Programs and services made available to nonmembers will be priced at a higher rate than to members.
- B. Financial Planning
 - 1. External funding for programs and services will regularly be sought.
 - 2. Continuing education opportunities will be marketed to new audiences.
 - 3. Certain services may be reserved for the exclusive benefit of the Association's members.
- C. Opportunities for Growth

New programs and services which generate new revenue and/or increase membership will be investigated and evaluated.

Program Committee

- I. See [Constitution](#): Article VI
 [Bylaws](#): Article VI, Section 3, R
- II. Term

The chair of each division and roundtable is a member of this Committee for a term of one year.
- III. Duties and responsibilities

The Committee is charged with the selection of the theme, speakers, and all programs for the Annual Conference of the Oklahoma Library Association. Read the manual on Annual Conference for more detail. Plan to meet with the whole committee with these specific objectives in mind.

The following schedule is recommended:

- A. Within one month after beginning term, choose the theme of the Annual Conference, conforming to the desires of the [President](#).
- B. By September 1st, choose the principal speakers; and, if possible, make definite arrangements. Call for progress reports from division and roundtable chairs.

- C. By December 1st, see that original programs are arranged by division. Four months before the Conference, the chair should check with the [Vendor Relations Committee](#) for possible problems in working out arrangements with the exhibitors.
- D. Two months before the Conference, meet with the Local Arrangements Committee to work out mutual problems.
- E. One month before the Conference, have the program printed.
- F. During the final weeks, keep in touch with the President and the Local Arrangements Committee.
- G. Work with the President on seating of head tables to make sure that speakers have been assigned hosts by the Local Arrangements Committee.
- H. Prepare an annual report of the current year's activities and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.

Resolutions Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VII, Section 3, S
- II. Term
Members are appointed by the President to serve a one-year term of office beginning in July.
- III. Duties and responsibilities
The Committee reviews and presents resolutions that the President and the Executive Board have directed and/or resolutions requested by active members of the Association.
 - A. Resolutions are presented for consideration by the Association membership during the business meeting at the Annual Conference.
 - B. Approved resolutions will be posted on the OLA website.

Scholarship Committee

- I. See [Constitution](#): Article V
[Bylaws](#): Article VI, Section 3, T
- II. Term
Members are appointed by the President to a one-year term of office beginning July 1st. Membership should include representatives from various types of libraries.
- III. Duties and responsibilities
This Committee is responsible for disseminating information about the Oklahoma Library Association Scholarship for Graduate Study. In addition to the Scholarship for Graduate Study, the Association offers the Connie Van Fleet Memorial Scholarship. While applicants may apply for both the regular and the Connie Van Fleet Memorial Scholarship, only one scholarship per year per applicant will be awarded. The committee is also responsible for seeking applicants and selecting one or more candidates to receive the designated scholarship stipends each year. The scholarships have been established to assist promising persons to enter the library profession, or to advance in the profession by undertaking a course of study in a formal degree or certification program with the specific goal of completion and entering the library profession.
 - A. The Chair, with input from the Committee members, will establish timelines and specific responsibilities of the Committee members early in the organizational year.
 - B. The Committee will follow the specific guidelines that have been set by this group.
 - C. The Committee will follow the designated criteria for choosing an applicant(s) to receive the stipend(s).

Applicant Eligibility Criteria

1. Must be an Oklahoma resident.
2. Must be a current member in good standing of the Oklahoma Library Association.
3. Must hold an undergraduate degree from an accredited institution of higher education.
4. Must have completed at least six hours in a formal course of graduate study that will result in a degree or certification leading to librarianship as a profession in an accredited institution of higher education in Oklahoma. Must have at least one semester of graduate study remaining.

5. Must submit a formal application for consideration by the OLA Scholarship Committee.
 6. Must submit official transcripts of all undergraduate and graduate studies completed to date.
 7. Must submit an essay of no more than 750 words demonstrating their commitment to intellectual freedom and/or public libraries.
 8. A personal interview with the Scholarship Committee or its representative(s) may be required.
- D. The Committee will make copies of the Scholarship Application available for distribution.
- E. The Chair shall prepare an annual report summarizing activities during the current year and submit it to the President and post it to the DRoC's webpage. The report is due on June 1st.
- F. The Committee reserves the right to withhold the award in any year in which there is no qualified applicant.

**OKLAHOMA LIBRARY ASSOCIATION
SCHOLARSHIP APPLICATION FOR GRADUATE STUDY**

Name _____

Date _____

Present Address _____

Telephone _____

E-Mail _____

Current Position _____

Previous Employment (include dates):

List Colleges and Universities Attended:

Name

Location

Major

Dates Degree

Briefly describe any special skills, experience, awards or publications you have which the review committee should know about in considering your application.

PLEASE ATTACH TO THIS FORM A STATEMENT OF YOUR OBJECTIVES IN PURSUING GRADUATE STUDIES. BE SPECIFIC ABOUT THE PROGRAM IN WHICH YOU PLAN TO ENROLL. HOW LONG

YOU FEEL YOU NEED TO COMPLETE THE STUDIES, YOUR PLANS AFTER COMPLETING THE PROGRAM, AND HOW THIS SCHOLARSHIP WOULD HELP IN ACHIEVING THIS GOAL.

Return Completed Form and Attached Statement To the Chair of the Scholarship Committee.

Sequoyah Awards Administrative Committee

- I. See [Constitution](#): Article V
[Bylaws](#): Article VI, Section 3,U
- II. Term
Committee members are appointed by the President to a three (3) year term on a rotating basis. Reading team members are appointed as follows: no more than an equal balance of five (5) school librarians, five (5) public librarians, and a library educator who serves as a consultant to the reading team. The Administrative Committee is composed of former members of the reading teams and includes the Chair, Chair-elect, and past Chair.
- III. Duties and responsibilities
The Committee is responsible for the administration of the Sequoyah Book Awards and the guidelines by which the program is developed.

- A. The Awards Program is sponsored by the Oklahoma Library Association, and encourages Oklahoma girls and boys in grades three through twelve to read books of literary quality.
- B. A Masterlist of notable books is compiled by the Awards Committee. Any Oklahoma student in grades three through twelve may participate, but all students in a class do not have to vote. Children should read books that are on their level of reading ability, so it is not necessary to read all of the books on the Masterlist. A student should have read or heard at least three books from the Masterlist in order to cast his/her vote for a favorite. It is desirable to encourage the participants to read as many of the titles as possible. The winning author is announced in February. The Sequoyah Book Award Presentation is held during the Annual OLA Conference.
- C. Check the Sequoyah Committee Handbook for further information.
- D. The Chair prepares an annual report and submits it to the OLA President and posts it to the DRoC's webpage. The report is due on June 1st.
- E. Revisions to the Sequoyah Committee Handbook will be submitted to the OLA Executive Board for approval before revised manuals are distributed.

Sites Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3, V
- II. Term
Members are appointed by the President to a one-year term of office beginning in July. Generally, a representative of the exhibitors is appointed to this committee.
- III. Duties and responsibilities
This Committee recommends to the Executive Board the best locations for Annual Conference.
 - A. Recommends locations up to four (4) years in advance of conference.
 - B. Recommends meeting dates based on:
 1. Available facilities in late March or early April.
 2. Conflicts with the meeting dates of neighboring states.
 - C. Normal rotation is between the cities of Oklahoma City and Tulsa.
 - D. Consideration is given to:
 1. Meeting and banquet rooms

2. Hotel accommodations
 3. Exhibitor space and location
 4. Food, services, and parking
- E. The Chair prepares an annual report of current activities of the committee, and submits it to the President and posts it to the DRoC's webpage. The report is due on June 1st.

Site Selection Guidelines – Oklahoma Library Association

- A. It is in the interest of the Oklahoma Library Association to provide an excellent location for its premier annual professional continuing education event, the Annual Conference. The location must meet the needs of three primary customers:
1. Conferencegoers
 2. Exhibitors
 3. Program Presenters
- B. Focusing on our primary customers for the Annual Conference, the Oklahoma Library Association has identified the following list of requirements as the minimum facilities, equipment and connectivity that we expect to have available in a site which is selected to house the Conference.
1. Hotel rooms available for locations outside of Oklahoma City must number at least 350.
 2. Hotel rooms in the Oklahoma City metro area must number at least 200.
 3. Exhibit space onsite must equal at least 11,000 – 12,000 square feet.
 4. Site must be willing to offer OLA the option to provide and operate its own electronic and audiovisual equipment for the conference events.
 5. Preference will be given to locations where all space is under one roof.
 6. When sites are competing in a location, preference may be given to locations where parking is easy to access and free to conferencegoers.
- C. Since session attendance can be large and frequently simultaneous, the site must be able to provide the following room accommodations for conference events:
1. General session must seat 350 – 400
All Conference Event must seat 350 – 400
 2. Banquet halls must seat up to 150 each for two lunches on each conference day.
 3. Break-out rooms: 7 rooms simultaneously, which seat 40 – 100 people
 4. Sequoyah Awards events: 500 seats for YA, and 1000 seats for Children's

5. Preconferences: Space for three to four sessions with an area suitable for a group luncheon.
- D. Three final considerations must be met to present a desirable OLA conference location.
1. The site must have sufficient online, telephone, and electrical outlets accessible to accommodate up to 7 programs per time slot *and* accommodate all exhibitors (about half) who request online access in the exhibit hall.
 2. The site must offer exhibits location that has the ability to be secured after hours to provide adequate protection of exhibitor items.
 3. The location should be geographically central enough to the majority of members of the Association that travel distances that it will not present a barrier to attendance *or* present and exhibit shipment barriers for exhibitors.

The guidelines stated are presented with the hope that they will give Conference planners and those proposing to host the Oklahoma Library Association's largest events a checklist of needs that will assist in advance planning and preparation. Site visits for assessment will always be made when OLA planners have a serious interest in the sites proposed.

A site visit does not guarantee that the Association will seek an agreement with the proposed site. When they are made, site visits will be followed by a letter explaining the decision with the elements taken into consideration in making the decision. The letter may or may not make suggestions that could lead to a future event in the proposed location.

Tribal Libraries Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3,W
- II. Term
 - A. Recommendations are made to the [President](#) by the outgoing Chair(s). Chair(s) are appointed by the President for one-year terms. They may serve more than one term.
 - B. Members can request to be on the Committee. They are appointed by the President for one-year terms. They may serve more than one term.
- III. Chair: Duties and Responsibilities.
 - A. Notify the Association's management company of all committee meetings and their locations for inclusion on the OLA Calendar.

- B. Attend all meetings of the [Program Committee](#).
 - C. Prepare and submit by July 1st a proposed budget for the coming year, if needed, to the [Budget and Finance Committee](#).
 - D. Notify the [President](#) of any change desired in the membership of the Committee.
 - E. Appoint a secretary to record minutes of each meeting and to ensure a copy of the agenda and minutes is sent to the OLA President and posted to the-Committee's webpage.
 - F. Maintain records of activities and correspondence and pass these on to the incoming Chair.
 - G. Prepare an annual report each spring summarizing the Committee's activities during the current year. Submit this report to the President and post it to the DROC's webpage. Report is due on June 1st.
 - H. Keep the Tribal Libraries Committee section of the *OLA Handbook* current.
- IV. Purpose and Functions.
- A. To increase input from those interested in American Indian issues into the OLA planning process. This includes people who work with American Indian collections in non-tribal libraries, as well as those interested in American Indian services and programs.
 - B. To promote relationships between librarians and library staff members who work in public, school, college or university, and special libraries, as well as those who work in tribal libraries or archives.
 - C. To increase involvement in OLA on the part of those working in or with the special libraries and archives that serve American Indian communities, especially those who work in and with tribal libraries or archives. Many of the tribal nations have established or are establishing libraries, archive collections, and college libraries, so it is important to include them in the state's largest library organization.
 - D. To plan and present workshops and/or preconferences and/or Annual Conference programs that have significance concerning Native American issues or related topics.
 - E. To plan two events per year to be held at a tribal library, college, or other tribal entity, as an OLA outreach event.
- V. Committee Duties and Responsibilities.
- A. To support the purposes of the Committee.
 - B. To help plan and present workshops and/or conference programs.
 - C. To help plan outreach events.
 - D. To support librarians and other staff working within a tribe or special collection and to encourage the building of relationships between them and OLA.

Vendor Relations Committee

- I. See [Constitution](#): Article VI
[Bylaws](#): Article VI, Section 3, X
- II. Term
Co-Chairs are appointed by the President for a one year term of office beginning in July. The Co- Chairs may serve more than one term. Members are appointed by the President to a one year term. Members may be reappointed.
- III. Functions
In honor of OLA's centennial, the Vendor Appreciation ad hoc committee was formed in June 2006. The committee was charged to find various ways in which the Association could honor the attending conference vendors for their years of service and support. The ad hoc committee became a standing committee in 2010 and was renamed the Vendor Relations Committee.
- IV. Duties and Responsibilities:
 - A. The annual [Robert Motter Vendor Appreciation Award](#), voted on and approved at the Centennial 2007 OLA Conference.
 - B. An annual gift to the vendors, usually in the form of a conference mug filled with candy and personally delivered by members of the Committee.
 - C. Continued one-on-one communication with vendors during the Conference. The vendors are very receptive to this form of communication. The vendors have repeatedly said that they feel more welcome at OLA than any other conference.
- IV. Purpose:
 - To promote greater communication between OLA and vendors.
 - To promote and nominate a vendor for the [Robert Motter Vendor Appreciation Award](#).
 - A. To solicit vendor information for the Association.
 - B. To liaison with the Local Arrangements Committee.
 - C. To liaison with the [Endowment Committee](#) to provide space and help with baskets at the annual conference.

- D. To liaison with the [President](#) and help in soliciting sponsorships and prize donations for the annual conference.
- E. To communicate to vendors the date and location of the annual conference.
- F. To work with the Association's management company in maintaining an up-to-date vendor database.
- I. To be ever present at the annual conference to work with vendors distribute vendor gifts.

V. Co-Chair: Duties and Responsibilities

- A. Attend all meetings of the [Program Committee](#)
- B. Attend all meetings of the Local Arrangements Committee
- C. Prepare and submit a proposed budget for the year to the [Budget and Finance Committee](#) by July 1.
- D. Prepare and submit a proposed conference budget to the Program Committee Chair by year's deadline.
- E. Notify the [President](#) of any change desired in the membership of the Committee.
- F. Notify the Association's management company of all committee meeting dates and locations.
- G. Appoint a secretary to record minutes of each meeting and to ensure a copy of the agenda and minutes is saved to the committee's webpage.
- H. Maintain records of activities and correspondence. Pass these on to the incoming Chair.
- I. Prepare an annual report summarizing activities during the current year and submit to the President and post it to the DRoC's webpage. The report is due on June 1st.

APPENDICES

Appendix A

Past Presidents of OLA

Year	President	Conference Location
1907	Milton J. Ferguson	Oklahoma City
1908	L. L. Dickerson, acting	Shawnee
1909	Mrs. J.C. Parker	Guthrie
1910	Mrs. I. N.	Oklahoma City
1911	Edith Allen Phelps	Chickasha
1912	Edith Allen Phelps	Enid
1913	Jane Abbott	Muskogee
1914	Cora Case Porter	El Reno
1915	Cora Case Porter	Oklahoma City
1916	Anna L. LeCrone	Arkansas City (with Kansas Library Assoc.)
1917	Mary E. Radford	Shawnee
1918	Mrs. T. S. Funk	Tulsa
1919	Mrs. T. S. Funk	Sapulpa
1920	Alma Reid McGlenn	Norman
1921	Alma Reid McGlenn	Oklahoma City
1922	Jesse Lee Rader	Muskogee
1923	Jesse Lee Rader	Hot Springs (with Arkansas Library Assoc.)
1924	Jesse Lee Rader	Chickasha
1925	Mrs. T. S. Funk	Stillwater
1926	E. C. Wilson	Tulsa (with SWLA)
1927	Elsie D. Hand	Oklahoma City
1928	Jesse Lee Rader	Oklahoma City (with OEA)
1929	Elsie D. Hand	Oklahoma City
1930	E. C. Wilson	Norman
1931	Ruth Brown	Weatherford
1932	Lyndall Swofford	Little Rock (with SWLA)
1933	Lyndall Swofford	Tulsa
1934	Gertrude K. Sterba	Ponca City
1935	Florence Lundell	Tulsa
1936	Mary Elizabeth Kitchens	Frederick
1937	James J. Hill	Shawnee
1938	Gertrude Bryan Davis	Kansas City, MO (with SWLA)
1939	Gertrude Bryan Davis	Ada
1940	Anna M. Anderson	Albuquerque (with SWLA)
1941	Anna M. Anderson	Tulsa

1942	Helen Hancock	no meeting
1943	Helen Hancock	Oklahoma City
1944	Mary Hays Marable	no meeting
1945	Mary Hays Marable	no meeting
1946	Frances Kennedy	Phoenix, Arizona (with SWLA)
1947	Frances Kennedy	Muskogee
1948	James E. Gourley	Shawnee
1949	Edmon Low	Norman
1950	Lee B. Spencer	Norman
1951	Esther M. McRuer	Norman
1952	Gaston Litton	Chickasha
1953	Eugenia Maddox	Ponca City
1954	Virginia LaGrave	Stillwater
1955	Leta Dover	Oklahoma City
1956	Allie Beth Martin	Pawhuska
1957	John Stratton	Oklahoma City
1958	Irma Tomberlin	Norman
1959	James E. Gourley	Sequoyah State Park
1960	William H. Lowry	Ada
1961	Elizabeth Cooper	Alva
1962	Gerald Coble	Stillwater
1963	Mary Ann Wentroth	Norman
1964	Trean Maddox	Oklahoma City
1965	Della Thomas	Enid
1966	T. Eugene Hodges	Tulsa
1967	Jane Stevens Northcutt	Stillwater
1968	Arthur McAnally	Norman
1969	Virginia Owens	Ardmore
1970	Roderick G. Swartz	Oklahoma City
1971	Thelma H. Jones	Oklahoma City
1972	Roscoe Rouse	Stillwater
1973	Dee Ann Ray	Tulsa
1974	Elizabeth Geis	Oklahoma City
1975	Leonard Eddy	Tulsa
1976	James Wilkerson	Oklahoma City
1977	Alfreda Hanna	Stillwater
1978	Anne Masters	Tulsa
1979	Pat Woodrum	Oklahoma City
1980	Polly Clarke	Tulsa
1981	Aarone Corwin	Oklahoma City
1982	John Walker	Tulsa
1983	Mary Sherman	Oklahoma City
1984	Frances Alsworth	Tulsa
1985	Norman Nelson	Stillwater
1986	Lee Brawner	Tulsa
1987	Donna Skvarla	Norman

1988	Susan McVey	Tulsa
1989	Stephen Skidmore	Oklahoma City
1990	Marilyn Hinshaw	Tulsa
1991	Joel Robinson	Oklahoma City
1992	Carol Casey	Tulsa
1993	Edward R. Johnson	Oklahoma City
1994	Jan Keene	Tulsa
1995	Robert Swisher	Tulsa
1996	Jan Sanders	Oklahoma City
1997	Clinton M. Thompson, Jr.	Shangri-La (with MPLA)
1998	Susan D. Wright	Tulsa
1999	Debra Engel	Enid
2000	Donna Morris	Tulsa
2001	Sharon Saulmon	Oklahoma City
2002	Wayne Hanway	Tulsa
2003	Kathryn Roots Lewis	Oklahoma City
2004	Anne Prestamo	Tulsa
2005	Lynn McIntosh	Norman
2006	Jeanie Johnson	Tulsa
2007	Pat Weaver-Myers	Oklahoma City
2008	Jan Bryant	Tulsa
2009	Kathy Latrobe	Midwest City
2010	Charles Brooks	Oklahoma City
2011	Leslie Langley	Tulsa
2012	Cheryl Suttles	Norman
2013	Sarah Robbins	Ardmore
2014	Lynda Reynolds	Tulsa
2015	Shari Clifton	Midwest City
2016	Calypso Gilstrap	Tulsa
2017	Melody Kellogg	Norman
2018	Linda Pye	Tulsa

Appendix B

RECIPIENTS OF OLA AWARDS

Distinguished Service Award

Mrs. J. R. Dale, 1950
 Jesse Lee Rader, 1950
 Ida M. Sherman, 1950
 Metta M. Woodward, 1950
 Carl Hastings Milam, 1951
 Mary Hayes Marable, 1952
 Robert T. Motter, Sr., 1953

Cora Case Porter, 1955
Edmon Low, 1958
Allie Beth Martin, 1961
Letta Soder Dover, 1962
Frances Kennedy, 1965
Beth Welch Heimann, 1967
Della Farmer Thomas, 1969
Esther Mae Henke, 1971
William Houston Lowry, 1973
Dee Ann Ray, 1974
Mary Ann Wentroth, 1973
Irma Tomberlin, 1976
James Wilkerson, 1978
Roscoe Rouse, 1979
John Hinkle, 1980
Anne Masters, 1981
Pat Woodrum, 1982
Lee Brawner, 1983
Alfreda Hanna, 1984
Mildred Laughlin, 1985
Mary Sherman, 1986
Wilna Tipps, 1987
Barbara Priestersbach, 1988
Robert T. Motter, Jr., 1989
Marilyn Vesely, 1990
Kay Boies, 1993
Sharon Saulmon, 1995
Robert Swisher, 1996
Lotsee Patterson, 1997
Susan McVey, 1998
Carol Casey, 2000
Donna Skvarla, 2002
Jan Keene, 2003
Dr. Edward R. Johnson, 2004
Patrick Brennen, 2005
Marty Thompson, 2006
Oliver Delaney, 2007
Marilyn Hinshaw, 2008
Dr. June Lester, 2009
Wayne Hanway, 2010
Lynn McIntosh, 2011
Pat Weaver-Meyer, 2013
Donna Morris, 2014
Charles Brooks, 2015
Leslie Langley, 2016
Helen Clements, 2017

Kathryn Lewis, 2018

Special Meritorious Service

Allie Beth Martin
Leta Dover
Alice Pattee
Edmon Low
Esther Mae Henke
William Lowry, 1987
Roscoe Rouse, 1987
Mildred Laughlin, 1989
Wayne Felts, 1990
Anne Masters, 1990
Joanne Callard, 1991
Vicki Stewart, 1991
Betty Riley, 1993
Barbara Spriestersbach, 1993
Edward R. Johnson, 1994
Robert Swisher, 1994
Erma Stewart, 1996
Pat Woodrum, 1996
Sharon Saulmon, 1999
Lee Brawner, 1999
Robert L. Clark, 2001
Judy Zarro Kishner, 2001
Robert B. Segal, 2001
Julia Ratliff, 2002
Gail Miller, 2002
Jan Sanders, 2002
Glenda Lamb, 2003
Ray Lau, 2003
Phil Moss, 2005
Pat Weaver-Meyer, 2006
Rowdy Williams, 2006
Mary Sherman, 2007
Rosemary Moran, 2007
Richard Parker, 2007
Jennifer Paustenbaugh, 2007
Debra Engel, 2008
Buffy Edwards, 2010
Bill Young, 2010
Bill Struby, 2010
Gary Kramer, 2010
Charles Brooks, 2011

Sharon Saulmon, 2011
Connie Van Fleet, 2013
Clinton M. Thompson, Jr., 2013
Jan Bryant, 2014
Gary Phillips, 2014
Martha Stalker, 2016

Special Project Award

Jeff Weems, 1995
Governor Henry Bellmon, 1995
Molly Boren, 1995
Donna Deniston, 1996
Beverly Jones, 1996
Donna Skvarla, 1996
Dr. Arthur Ward Kennedy, 1996
Dr. Chester Craft, 1996
Latimer County Foundation for the Future
Leycel Burger
Mavis Martin
David Rouse
Joyce Shelton
John Shero
Friends of the McCloud Library
Elfrige Nikkel
John Rogers
Mary Tello
Friends of the Ralph Ellison Library, 1997
(Oklahoma City Metropolitan Library System)
Tulsa City-County Library System Campaign Leaders, 1999
Sally Frasier
Michael Wallis
Claudia Meiling
Harold Charney
Oklahoma Department of Libraries, 1999
Kiwanis International of Shawnee, 1999
Elmo Pipp
Haylor Fisher
Broken Bow Library Leaders, 1999
Bea Norris
David Norris
Mike Guthrie
Coalgate Public Library Leaders, 1999
Johnny D. Ward
Jimmye Weston

Hartshorne Library Trustee
Frances Schiller, 1999
Mona Hatfield, 2000
Edward R. Johnson, 2003
Ginny Dietrich, 2004
Dr. Marianne Dunlap, 2004
SONIC-America's Drive-in
Choctaw County Library, Inc.
Marilyn Custer
Brent Shain
Steve Eddy, 2006
Kathryn Lewis, 2007
Pat Weaver-Meyer, 2007
Lynn McIntosh, 2007
OLA Marketing & Communications Committee, 2007
Jennifer Kidney, 2007
First Lady Kim Henry, 2007
Larry Pulliam, 2007
Laurie Ann Williams, 2007
Shannon McIntosh, 2007
Mrs. Robert S. Kerr, Jr., 2007
Joseph R. Castiglione, Sr., 2007
Michael Wallis, 2007
Career Recruitment and Retention Committee and
Rose State College, 2008
(For Information Matrix Camp)
Oklahoma Literary Landmarks Centennial Project, 2008
Julia Brady Ratliff
Michael Wallis
OLA Gold Leadership Committee for OLA Gold Leadership Institute, 2008
Mike Kennerson, Heavener, OK City Manager, 2010
Kathy Latrobe, 2010
Valerie Kimble, 2010
Sara Schieman, 2010
Tulsa City County Library, 2011
McFarlin Library, University of Tulsa, 2011
Lynda Reynolds, 2012
Scott Freeman, 2012
Jim Smith, 2012
Gene Langley, 2013
Bryn Pickering, 2013
Vicki Mohr, 2014
Judy Tirey, 2014
Cathy Van Hoy, 2014
Anne Masters, 2014
Aiden Street, 2014

Ashley Miller, 2014
Donna Morris, 2014
Gary Schafer, 2014
OLA Legislative Committee, Snapshot Day, 2016

Certificates of Appreciation

Cathy Audley, 1979
H. Wayne Morgan, 1979
Frosty Troy, 1979
Don Johnson, 1980
Anne H. Morgan, 1982
Millie Audas, 1983
L. L. Blandon, 1983
James Houston, 1983
Katy Joachim, 1983
Ada Jones, 1983
Marcus Salazar, 1983
Delores Summer, 1983
Dr. Robert R. Matthews, 1984
Marguerite Schmitt and the Eufaula Public Library Board, 1985
Oliver Delaney, 1986
Aarone Corwin, 1986
Duane Meyers, 1988
Raymond "Bud" Munkres, 1989
Governor Henry Bellmon, 1990
Nancy Hester, 1990
Bill Young, 1991
Marcus Salazar, 1991
Patricia Neuwirth, 1991
Members of Steering Committee for the Governor's Conference on Libraries and Information Services, 1991
Senator Ed Long, Chair, Task Force on Public Library Laws, 1992
Representative Bill Widener, Chair, Task Force on Public Library Laws, 1992
Edmond Educational Endowment, Inc., 1994
Jeffrey L. Edwards, 1994
Stillwater Public Library, 1994
Karleen Krywucki, 1994
Roy Brock, 1994
Ralph Espach, 1994

Citizen's Recognition Awards

Ted Rodarm, 1979

Leo Mayfield, 1980
Lillian Norberg, 1981
Cleta Deathridge, 1981
Governor George Nigh, 1982
Peggy Helmrich, 1985
Larry K. Hayes, 1986
State Senator Paul Taliaferro, 1986
State Senator Al Terrill, 1986
State Representative Roy B. Hooper, Jr., 1986
State Representative Carolyn Thompson, 1986
State Representative Penny Williams, 1986
Phil Dessauer, 1987
Agnes Olive, 1987
Judy Moody, 1988
William J. Lundeen, 1989
Kay Martin, 1989
Don and Nancy Bodard, 1989
Dr. Carl Westbrook, 1991
Friends of Tulsa City-County Library, 1993
Sue Nelson, 1993
Jean, Walter, Joan & Allan Neustadt, 1993
Senator Bernice Sheddric, 1993
Craig A. Stephenson, 1993
Bruce K. Stone, 1993
Irene Wickham, 1993
Sally Freeman Frasier, 1994
State Senator Ben H. Robinson, 1994
Robert M. Bird Society, 1995
Gail Miller, 1995
Frosty Troy, 1995
Ethard Smith, 1998
Beverly Dieterlen, 1999
Claud Miller, 2000
Choctaw Library Guild, 2000
Friends of the Metropolitan Library System, 2003
Merilyn Goodwin, Anadarko Community Library, 2004
Lou Kerr, 2005
State Senator Kathleen Wilcoxson, 2006
State Representative Susan Winchester, 2006
Michael Wallis, 2007
McClain County Library Election Committee, 2009
David Cockrell, Mustang City Manager and Mayor
Grayson Bottom, 2012
Friends of Libraries in Oklahoma, 2016
Carolyn Wright, 2016

Outstanding New Librarian

Mary Marcum Evans, 1989
Jeanie Johnson, 1991
David Corbly, 1993
Beth DeGeer, 1994
Shari Clifton, 1998
Anne Prestamo, 1999
Julia Crawford, 2000
Marilyn Hudson, 2003
Sarah Robbins, 2004
Karen Antell, 2006
Marcia Hull, 2007
Roy Degler, 2009
Kathryn Plunkett, 2010
Nicole Sump-Crethar, 2011
Elizabeth Murray, 2015
Kelsey Barker, 2016
Cassie Spindle, 2017
Tara Jaronek, 2018

Oklahoma Library Service Award

Elizabeth Neff, 2002
Doris Stevenson, 2003
Kathy Latrobe, 2003
Donna Norvell, 2003
William R. Young, 2004
Christina Owen, 2004
Alice Withrow, 2007
Carol Burgess, 2010
Linda Potts, 2015
Glenda Stokes, 2016
Stacy Delano, 2017

SIRS Intellectual Freedom Award

Lee Brawner, 1997
State Senator Cal Hobson, 1998

Ruth Brown Memorial Award

Positive Tomorrows, 1998

Allied Arts and Humanities Council of Bartlesville and Bartlesville Public Library, 1999
Anadarko Public Library, 2000
Oak Hall Episcopal School, Ardmore, 2001
Spiro Public Library, 2002
Norman Public Schools, 2003
University of Oklahoma Health Sciences Center, 2004
Mabel C. Fry Library, Yukon, 2005
Oak Hall Episcopal School, Ardmore, 2006
St. Luke's Episcopal Church, Bartlesville, 2006
First Presbyterian Church of Chickasha and Chickasha Public Library, 2007
Tulsa City-County Library, 2008
Lawton Public Library, 2009
Computer Training Center, Norman Public Library, 2010
Webster Community Library, Bokoshe, 2011
Pioneer Library System, 2012
Iowa Tribal Library, 2013
Mercy School Institute Reading Program, Edmond, 2014
Norman High School, 2015
Wister Public Library, 2016
Women in Recovery Book Club, 2017

Support Staff Person of the Year

Carla Hickey, 2003
Beverly Jemison, 2004
Diana McMahan, 2005
Shirley Folson, 2006
Earlene Piercy, 2007
Sandy Qualls, 2008
Dotty Brawley, 2009
Joanne Huff, 2010
Sharon Barnes, 2012
Leigh Gorman, 2016
Gwyn Dominick, 2017

Bill Lowry Champion Award

Governor Brad and Mrs. Kim Henry, 2004
Senator Johnnie Crutchfield, 2005
Senator Mike Morgan, 2007

Robert T. Motter, Jr. Vendor Appreciation Award

Robert T. Motter, Jr., 2007
Vance Hunt, 2008
Wendall Fields, 2009
EBSCO, 2010
(Kirk Gordon, Mark Sinclair, and Brian Duncan)
Donna Bigbee, 2011
Kyle and Kenneth Brown, 2012
University of Oklahoma Press, 2013
(Jo Ann Reece and Sandy See)
OU SLIS, 2014
(Maggie Ryan and Cecy Brown)
Amigos Library Services, 2015
(Bonnie Juergens and Christine Peterson)
Oklahoma Department of Libraries, 2016
(Susan McVey)
Vicki Raynes, World Book, 2017
Mike Perrine (W.T. Cox), 2018

Library Legends

See <http://www.oklibs.org> for list of original one hundred legends

Mary Hardin, 2008
Lynn McIntosh, 2009
Kathryn Lewis, 2010
Ellen Duecker, 2016
David Oberhelman, 2018

Library Excellence Award

Tina Ham and Stephanie Brucks
Will Rogers College Jr. High and High School, 2017

Appendix C

Oklahoma Library Association Treasurer's Authorization for Payment

Amount: _____

Payee: _____

Address: _____

Debit (DRoC Chair or President will complete): _____

For: _____

Submitted by: _____

Date Approved: _____

President's Signature: _____

Date paid: _____

Check No.: _____

Treasurer's Initials: _____

NOTE: BEFORE PAYMENT CAN BE MADE, BE CERTAIN THAT REQUEST FOR FUNDS IS APPROVED BY THE PRESIDENT AND/OR EXECUTIVE BOARD AND PUT INTO THE BUDGET. THIS AUTHORIZATION AND ANY APPROPRIATE RECEIPTS MUST BE SENT TO THE TREASURER.

Appendix D

OKLAHOMA LIBRARY ASSOCIATION GENERAL BUDGET REQUEST FORM – DIVISIONS, ROUNDTABLES, COMMITTEES

NOTE: Do not use this form for workshops and/or OLA Annual Conference programs.

Name of Division, Roundtable, or Committee: _____

Person Submitting Request: _____

Address: _____

Telephone: _____

_____ Check here if you are not requesting general funds for your group.

Complete the following items only if you are requesting general funds.

Expenditures

A. Communication

- 1. Postage _____
- 2. Telephone _____
- 3. Printing _____
- 4. Other (Specify) _____

Total \$ _____

B. Operating Expenses

- 1. Supplies _____
- 2. Other (Specify) _____

Total \$ _____

C. Personnel: Speakers' fees, consultants, etc. List each name & amount separately.

Total \$ _____

D. Travel Expenses

- 1. Transportation _____
- 2. Lodging _____
- 3. Meals _____

Total \$ _____

Grand Total of Expenditures \$ _____

H. Anticipated Income: List separately all sources of income & amounts (excluding workshops and OLA Conference:

Total \$ _____

I. Funds requested: Subtract total anticipated income from Grand Total of Expenditures

Total \$

Appendix E



OLA Event Planning Form

(Please use the OLA Workshop Planning Form for workshops, mini-conferences, and other education-centric events.)

Instructions: Complete form and email the form without the instructions to:

OLA Executive Board
Oklahoma Library Association
1190 Meramec Station Road
Suite 207
Ballwin, MO 63021-6902
ola@amigos.org

Certification Specialist (If Seeking CEUs)
Office of Library Development
Oklahoma Department of Libraries
200 NE 18th Street
Oklahoma City, OK 73105-3298
<http://libraries.ok.gov/contact-staff/>

1. Sponsor(s): _____

2. Event Contact Person: _____

3. Address: _____

4. Telephone (Mobile): _____ (Other): _____

5. Event Title: _____

6. Date of Event: _____

7. Time: _____

8. Location (Include city, facility, room): _____

9. Charge for Attendance and/or Participation: _____

10. Number of Participants Expected: _____

11. Target Audience: _____

12. Goal/Purpose of the Event: _____

13. Describe Event (schedule, activities, etc.): _____

14: Hosts, Facilitators, Entertainers, etc. (list names and rationale for choices): _____

15. Proposed Budget: Attach the Oklahoma Library Association Event Request Form. _____

16. Evaluation: Attach a copy of your evaluation (if applicable). _____

17: Publicity: Attach a copy of the flyer and social media graphic to be used (if applicable). _____

18: List the publications to which publicity will be sent (if applicable): _____

19. Verification Statement: I, the Contact Person, confirm that I contacted the necessary people to plan this event. I have the option to use a Continuing Education Committee Consultant, a Marketing Liaison, and the ODL Certification Specialist to plan this event. If I use their services, I will send them an electronic copy of this form.

Name of CE Consultant (if applicable):
Name of Marketing Liaison (if applicable):
Name of ODL Certification Specialist (if applicable):

20. Signature of Contact Person: _____

21. Date of Application: _____

OLA Executive Board Recommendation:

- Approved
- Pending
- Disapproved

Certification Specialist Recommendation:

- Approved
- Pending
- Disapproved

TEMPLATE FOR THE REGISTRATION WEBSITE (If Applicable. Edit if need be.)

Please fill out this form as you would like it to appear on the website.

Title: _____

Sponsors: _____

When: _____

Where: _____

Cost (if applicable): _____

CEUs (if applicable): _____

Lunch (if applicable): _____

Description: _____

Agenda (or schedule): _____

Contact (Include email and phone): _____

Any other info: _____

Website will also include information concerning the registration deadline, the deadline to request for refunds, and contact information to help with the registration process. Please include any information that might be pertinent.

OLA EVENT FORM INSTRUCTIONS

NOTE: Special instructions correspond to line numbers on the application form. Use as much space as is needed to thoroughly complete application form.

1. **SPONSORS:** The name(s) of the division(s), committee(s) roundtable(s) and/or discussion group(s) sponsoring the program. It may also be a different organization.
2. **EVENT CONTACT PERSON:** This is the person, directly responsible for this program, who will be notified of the OLA Executive Board's decision on the application or who will be contacted if additional information is needed about the program.
3. **ADDRESS:** Include the complete address of the Event Contact Person.
4. **TELEPHONE:** Include two telephone numbers to best contact Event Contact Person. Be sure to include area code and extension (if applicable).
5. **EVENT TITLE:** The complete name of the event. Title should be as descriptive of the event as possible.
6. **DATE:** Date of the event.
7. **TIME:** Hours of event.
8. **LOCATION:** Describe where the event will be offered.
9. **CHARGE FOR ATTENDANCE AND/OR PARTICIPATION:** Cost must be approved by the Executive Board. Describe as needed. Volunteer events might not have a charge.
10. **NUMBER OF PARTICIPANTS EXPECTED:** Offer the most realistic estimate possible of the number of registrations and/or participants you expect for this program.
11. **TARGET AUDIENCE:** Identify the type of participants for whom the event is planned.
(Criteria for Approval: Has a target audience been identified and is the event designed for the target group?)
12. **GOAL/PURPOSE OF THE EVENT:** A one or two sentence description of the goal of the entire program.
(Criteria for Approval: Does the stated goal describe what the program will accomplish?)
13. **DESCRIBE EVENT:** Includes as much information as is necessary for the Executive Board to have a clear picture of the event.
14. **HOST, FACILITATORS, ENTERTAINERS, ETC.:** Describe the number and types of leaders and staff the event will need.

15. **PROPOSED BUDGET:** The OLA Event Budget Request should be completed and attached.

16. **EVALUATION:** Include a copy of the evaluation form (if applicable).
(Criteria for Approval: Is the evaluation related to the objectives of the program?)

17. **PUBLICITY:** Work with Marketing Committee Liaison and attach a copy of the flyer, social media graphic, news release, and/or other publicity to be used.

18. **LIST OF PUBLICATIONS:** Potential sources for publicity include the Oklahoma Librarian, the Library Media Section of the Oklahoma State Department of Education, the Oklahoma Special Libraries Association and the Oklahoma chapter of ACRL.

19. **VERIFICATION STATEMENT:** The sponsors may use a Continuing Education Committee Consultant and a Marketing Committee Liaison when planning an event. Consultants give insight into the details of planning, and Liaisons assist in the promotion of the event, especially with social media. Likewise, the ODL Certification Specialist can approve this application for an event and assign the number of CEUs that ODL will grant to the participants (if the event is educational). Check the box if you have contacted them and provide their names. If you need a Consultant or a Liaison, contact the chairs of the Continuing Education Committee and the Marketing Committee.



OLA Event Budget Request

Note: This form must be submitted to the Executive Board in a timely manner. Please see the OLA Handbook for more information on hosting specific events.

Name
Email
DRoC/Sponsor
Telephone

Event Details

Title
Date

Location
 Description
 Dates of Planning Meetings
 Continuing Education Committee Consultant (If Applicable)
 Marketing Liaison (If applicable)

Anticipated Attendance Income

# of OLA Members		
X Registration Fee	\$	
= Registration Income	-	
# of Non-OLA Members		
X Registration Fee	\$	
= Registration Income	-	
# of others (Please explain in "Notes" field)		
X Registration Fee	\$	
= Registration Income	-	

Anticipated Income

	Income	Expenditures
Donations	\$	
Merchandise Sales	\$	
	\$	
OLA Member Registrations	-	
	\$	
Non-OLA Member Registrations	-	
	\$	
Other Types of Registrations	-	
Vendors/Exhibitors/Sponsors	\$	
Other:	\$	

Anticipated Expense

Postage	\$
Printing	\$
Publicity (Including that used by Marketing Committee, \$25 minimum)	\$
Supplies	\$
Site Fee	\$
Decorations	\$
Personnel (fee, transportation, lodging, meals)	\$

Transportation		\$
Other (Specify)		\$
Total Income and Expenses (before overhead/food)	\$	\$ -
Overhead (50% of expenses minus food)		\$ -
Food		\$ -
Total Expenses		\$ -
Anticipated Profit		\$

Please feel free to submit further budget justification with this form.

Notes:

Last Updated: December 2017

Appendix F-1

Election Procedures

- A. The Vice-Chair/Chair-Elect of each Division or Roundtable shall study these election procedures and Article III of the Bylaws by September 15th, in order to be ready to solicit nominees for officers during the fall months.
- B. The Vice-Chair/Chair-Elect of each division or roundtable shall solicit officer nominees by communicating with the membership at meetings, and via electronic means such as e-mail and social media.
- C. All nominees for officers must be members of the Oklahoma Library Association and the division or roundtable for which they are nominated.
- D. Each Vice-Chair/Chair-Elect shall produce an election ballot, including names and brief bios of each candidate. Ballots should be brief and limited to one page, if possible (See Appendix J)
- E. An electronic copy of each ballot shall be submitted to the Chair of the Nominating Committee no later than December 15th. The Chair of the Nominating Committee will then prepare all ballots (Association, division, and roundtable) for simultaneous transmission to the membership.

- F. All ballots will be returned to the Chair of the Nominating Committee. The votes will be tabulated electronically and all election results will be returned to the Chair of the Nominating Committee.
- G. The Chair of the Nominating Committee will report the results of the elections to each candidate, each division and roundtable chair, and the President. The division and roundtable chairs will report election results to the membership.

Appendix F-2

Sample Ballot Format

Name of division or roundtable:

Vice-Chair/Chair-elect nominee:

Biographical Sketch of Candidate

Vice Chair/Chair-elect nominee:

Biographical Sketch of Candidate:

Secretary nominee:

Biographical sketch of candidate:

Secretary nominee:

Biographical Sketch of Candidate:

Appendix G

Oklahoma Librarian
Editorial Policies/General Purpose

The *Oklahoma Librarian* is the official, bi-monthly publication of the Oklahoma Library Association. As such, its principal purpose is to “promote library services and leadership” as stated in the Constitution and implemented in the Bylaws of the Association.

The *Oklahoma Librarian*’s chief role is that of communication. It functions to membership informed of the Association’s business, its financial status, and the policies and actions of its officers and committees. As the official organ of the Oklahoma Library Association, the *Oklahoma Librarian* is the voice of OLA and its publication of record. It includes the President’s messages, highlights of the meetings of the Executive Board, Annual Conference meetings, and other documents of official record.

The *Oklahoma Librarian* encourages the publication by Association members and others of articles of interest to Oklahoma libraries and Oklahoma librarians. The work of nonmembers may be published when the subject matter seems particularly germane to Oklahoma librarianship.

The *Oklahoma Librarian* recognizes its responsibility to keep its readers informed of new developments in the broad areas of librarianship and the information sciences. To this end, it encourages contributors to relate their topics not only to the state, but also to the regional and/or national scenes.

The opinions expressed in the *Oklahoma Librarian* by contributors do not necessarily reflect those of the Oklahoma Library Association.

Recommendations for changes in editorial policy must be directed to the [Communications Committee](#) for consideration.

Goal

To inform Oklahoma Library Association members of Association activities, statewide library news, and present issues of general interest to Oklahoma librarians.

Objectives

1. Notify OLA members of workshops, meetings, and other professional activities.
2. Report and analyze new developments of potential impact to Oklahoma libraries.
3. Publish contributions and opinions related to Oklahoma librarianship.

Appendix H

Guidelines for Dealing with Affiliates Having OLA as Custodian of a Pass-Through Account

1. All Federal and State IRS regulations will be observed.
2. All Federal and State laws governing employment will be observed.
3. OLA Executive Board must be notified of any full or part-time staff employment.
4. Any equipment purchased becomes the property of the Oklahoma Library Association.
5. All income-generating events must provide a preliminary budget for OLA Executive Board approval.
6. All income-generating events must provide OLA with a statement of account following that event, including a statement of intent (pending Board approval), for profits earned.
7. Executive Board shall have prior approval of any project grants submitted from any affiliated agencies for which OLA serves as fiscal agent.
8. Line item monthly financial reports will be submitted to the Executive Board.
9. Financial records will be included in OLA annual audit.

