

South Dakota Library Association

**PROCEDURAL MANUAL and BYLAWS**

Compiled by Edith B. Siegrist  
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## INTRODUCTION

This *Procedural Manual* has been compiled to clarify the duties assigned to the South Dakota Library Association officers, the Executive Board, sections, committees and other representatives. It includes those activities that are directed specifically to the annual conference as well as those that are operational and on going. It does not purport to be all-inclusive, but it should nevertheless prove to be beneficial in charting the purposes, duties and directions of officers, committee and section chairs, and other representatives as they attempt to carry on the activities and progress of the South Dakota Library Association. In this sense it will serve as a "when-to", "what-to" and "how-to" manual and thus promote efficiency and cohesiveness within the organization.

Conceived and authorized by President Joseph R. Edelen, Jr. during his term of office in 1984-85, it has been modeled roughly on a similar manual, which serves as guidebook of the Mountain Plains Library Association. The procedures described and outlined are based on the *Constitution*, *Bylaws* and *Code* of the South Dakota Library Association (October, 1982 and amended September, 1983) and on the 1985 *Bylaws*. These documents were augmented with information supplied by present and past officers and other Association leaders who analyzed their positions and duties and generously supplied details that they felt would be most useful to officers and leaders in succeeding years. I was assigned the task of editing these various contributions and compiling them into a functional manual. I would like to take this opportunity to thank all those contributors without whose assistance my task would have been most formidable if not impossible.

At the time I was writing the *Procedural Manual* Dora Ann Jones was chairing the Ad Hoc Committee that completely rewrote the *Bylaws* of the Association. Procedures established and briefly outlined in the *Bylaws* are developed in greater detail in this document. Designed to complement the *Bylaws*, this *Procedural Manual*, adopted by the Executive Board on June 21, 1985, becomes the official operating policy of the Association. It is to be **issued to each officer, committee or section chair or other representative** and should be read in its entirety to provide an overview of the Association's goals and specific areas of responsibility for meeting those goals. **Each committee chair should distribute to committee members the appropriate parts of the *Manual* that concern the committee itself.**

Edith B. Siegrist  
I. D. Weeks Library  
University of South Dakota  
September, 1985

## BYLAWS

Adopted Oct. 1985.

Revised Oct. 1991, Oct. 1995, Aug. 2000, Oct. 2006, Sept. 2007, Oct. 2010, Sept. 2015

### **Article I. NAME AND PURPOSE**

*1.01 The name of the Association shall be the South Dakota Library Association, hereinafter called the Association; its acronym shall be SDLA.*

*1.02 The purposes of the Association shall be:*

- (a) To promote library service of the highest quality for all present and potential users of libraries in the State of South Dakota;
- (b) To provide opportunities for professional involvement of all persons engaged in any phase of librarianship within the State; and
- (c) To further the professional development of librarians, trustees, and library employees in the State.

### **Article II. RESTRICTIONS ON THE ASSOCIATION'S ACTIVITIES**

*2.01 The Association shall not conduct or carry on activities not permitted to be conducted or carried on by an association exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be hereafter amended.*

*2.02 No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I, Section 2 hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on:*

- (a) By an association exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); or
- (b) By an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

*2.03 Upon dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all of*

*the remaining assets of the Association by gift to the South Dakota State Library, a non-profit organization operated exclusively for educational purposes.*

### **Article III. FISCAL YEAR**

*3.01 The fiscal year for the Association shall be from January 1 through December 31.*

### **Article IV. MEMBERSHIP**

*4.01 Any person, organization or institution engaged in library service or interested in the promotion of library service may apply for membership by payment of the appropriate annual dues.*

*4.02 There shall be the following classes of membership:*

- (a) **INDIVIDUAL:** Any person, upon application and payment of annual dues, shall be privileged to vote and be nominated for or appointed to any office or committee in the Association.
- (b) **LIFE:** A life member shall have all the privileges of an individual member without further payment of dues. Life memberships were closed in September 1983 by vote of the membership.
- (c) **HONORARY:** An honorary membership for one year, without dues, may be granted by vote of the Executive Board. The person so honored cannot vote or hold an office in the Association, but will receive *Book Marks* for the membership period.
- (d) **INSTITUTIONAL:** Any library, other organization or institution, upon application and payment of annual dues, shall become an institutional member. An institutional member shall not be entitled to sectional membership or other privileges of an individual member.
- (e) **FRIEND:** A group or individual desiring to support the work of the Association by contributing to the SDLA Leon Raney Endowment Fund may become a friend member. A friend member shall not be entitled to the privileges of an individual member.

*4.03 All individual members, without fee, may attend all business meetings of any board, committee, or other body of the Association at which Association business is discussed or at which any formal action is taken, and at which no program is presented.*

*4.04 Annual membership dues shall be as follows:*

- (a) For an **INDIVIDUAL** member, dues shall be determined by the following categories:

\$15.00 for Trustees, Retirees, Students;  
\$25.00 for salaries under \$15,000;  
\$35.00 for salaries of \$15,000 to \$24,999;  
\$45.00 for salaries of \$25,000 to \$34,999;  
\$55.00 for salaries of \$35,000 to \$44,999;  
\$70.00 for salaries of \$45,000 to \$54,999;  
\$80.00 for salaries of \$55,000 to \$64,999;  
\$100.00 for salaries \$65,000 and over

- (b) For a LIFE member, no dues after the payment of life membership is completed.
- (c) For an HONORARY member, no dues.
- (d) For an INSTITUTIONAL member, dues shall be computed on a sliding scale based on total library budget, as follows:

\$20.00 for libraries with a TOTAL budget under \$25,000;  
\$30.00 for libraries with a TOTAL budget \$25,000 to \$49,999;  
\$50.00 for libraries with a TOTAL budget \$50,000 to \$99,999;  
\$75.00 for libraries with a TOTAL budget \$100,000 to \$199,999;  
\$100.00 for libraries with a TOTAL budget \$200,000 to \$299,999;  
\$125.00 for libraries with a TOTAL budget \$300,000 to \$399,999;  
\$150.00 for libraries with a TOTAL budget \$400,000 to \$599,999;  
\$175.00 for libraries with a TOTAL budget \$600,000 to \$799,999;  
\$200.00 for libraries with a TOTAL budget \$800,000 to \$999,999;  
\$300.00 for libraries with a TOTAL budget \$1,000,000 to \$1,999,999;  
\$400.00 for libraries with a TOTAL budget \$2,000,000 to \$2,999,999;  
\$500.00 for libraries with a TOTAL budget \$3,000,000 to \$3,999,999;  
\$600.00 for libraries with a TOTAL budget \$4,000,000 and over.

\$100.00 for non-library institutions or organizations.

- (e) For a FRIEND member, contributions of \$50.00 or more shall be designated for the SDLA Leon Raney Endowment Fund.

4.05 *The membership year is one year from the date of joining or renewal.*

- (a) Any member who has not renewed a membership by three months after membership expiration date shall lose all membership privileges until such dues are paid.

(September 2012)

**Article V. ELECTED OFFICERS AND REPRESENTATIVES**

5.01 *All elected officers and representatives shall be members of the Association.*

5.02 *The officers shall consist of: President, Vice-President/President-Elect, Recording Secretary.*

- (a) The Vice-President/President-Elect shall be elected by ballot annually, and one year later shall assume the office of President.
- (b) The Recording Secretary shall be elected by ballot for a two-year term in even-numbered years.

5.03 *Officers shall assume their responsibilities at the joint Executive Board meeting immediately following the annual conference,*

5.04 *The representatives shall consist of: the ALA Councilor, and the MPLA Representative.*

- (a) The ALA COUNCILOR is a representative on the ALA Council and shall be elected by the members of the Association for a three-year term, and shall assume the office at the close of the annual conference of the Association in that year. The Councilor shall serve in accordance with ALA Bylaws and policies. The Councilor shall be a member of the American Library Association.
- (b) The MPLA REPRESENTATIVE shall be elected by the members of the Association to a three-year term, and shall assume the office at the close of the annual conference of the Association. The Representative shall be a member of the Mountain Plains Library Association.

(September 2015)

**Article VI. DUTIES OF ELECTED OFFICERS AND REPRESENTATIVES**

6.01 *The PRESIDENT shall:*

- (a) In general, have supervision over the entire program of the Association, including the work of all committees.
- (b) Appoint members to the committees as provided for in the *Procedural Manual*, and any other committees the President shall deem necessary.

6.02 *The VICE-PRESIDENT/PRESIDENT-ELECT shall-chair the Finance/Membership Committee and in the absence of or vacancy in the office of President, assume the duties and responsibilities of the President.*

6.03 *The RECORDING SECRETARY shall:*



- (a) Prepare the official minutes of each annual conference and of each Executive Board meeting.

6.04 *The ALA Councilor shall represent the Association at all ALA Council meetings.*

6.05 *The MPLA Representative shall represent the Association at all MPLA Executive Board meetings.*

## **Article VII. EXECUTIVE BOARD**

7.01 *The President, Vice-President/President-Elect, and Recording Secretary, together with the immediate Past President, ALA Councilor, MPLA Representative, chair of each section of the Association, the Executive Secretary/Treasurer (ex-officio and non-voting), State Librarian/Federal Relations Coordinator (ex-officio and non-voting) and Editor of Book Marks (ex-officio and non-voting) shall constitute the Executive Board.*

7.02 *The Executive Board shall have full power to act for the membership of the Association in the administration of the affairs of the Association between meetings of the membership, fill any vacancy on the Board that may occur because of death, resignation or inability to serve, and shall perform such other duties as are specified in these Bylaws.*

7.03 *The Executive Board shall hire all Contracted Labor who will serve under the general supervision of the Board, attend all Board meetings, and perform all duties set forth in the Procedural Manual. (October 1995)*

7.04 *The Executive Board shall hire a Newsletter Editor should Book Marks continue as a newsletter who will serve under the general supervision of the Board, attend all Board meetings, and perform all duties set forth in the Procedural Manual. (October 2005)*

## **Article VIII. MEETINGS**

8.01 *The annual conference of the Association shall be held at such time and place as may be determined by the Executive Board.*

8.02 *Special meetings of the Association may be called by the President, upon approval of the Executive Board, provided that one month's notice shall be given to the membership.*

8.03 *Fifteen percent of the members privileged to vote and present at the annual conference shall constitute a quorum.*

8.04 *The Executive Board shall meet on the call of the President at any time and at least once in the interim between annual conferences of the Association. Any three members of the Executive Board may request a meeting by one month request to the President, who shall then call such a meeting.*

**Article IX. SECTIONS, INTEREST GROUPS, OR ROUNDTABLES**

9.01 *The Association encourages the establishment of sections based upon types of libraries or library-related status. Membership in the Association is a prerequisite for membership in any section.*

9.02 *The sections are Academic/Health Sciences/Special, Public Library/Trustees, School Library/Media, and Support Staff.*

9.03 *The objectives of sections shall be stated in the Bylaws of each section and will not be in conflict with the purposes of the Association.*

9.04 *Any group of 15 or more members of the Association may notify the Executive Board of its intent to organize as a section of the Association.*

- (a) A new section may have two years to frame and submit its *Bylaws*.
- (b) A section may choose to dissolve itself by a membership vote in which fifty percent of its members vote.
- (c) Sections may merge by separate membership votes in which fifty percent of their members' vote and by adopting and filing revised *Bylaws* within one year for approval by the Executive Board.

9.05 *Any group of ten or more members of the Association may notify the Executive Board of its intent to organize as a roundtable of the Association.*

- (a) A roundtable must file a statement of purpose with the Executive Board for its approval at the time of organization.
- (b) A roundtable may be dissolved by one month notification to the Executive Board.

9.06 *A section or roundtable may be dissolved and its assets returned to the general fund of the Association if it becomes inactive by failing to elect officers or membership drops below 15 members for a section or 10 members for a roundtable.*

- (a) The Executive Board will recommend such dissolution to the membership at its annual conference;
- (b) The membership will vote to determine whether the section or roundtable should be dissolved.

## **Article X. NOMINATIONS AND ELECTIONS**

*10.01 The Nominating Committee shall nominate candidates from among the eligible individual members for the positions requiring elections in any given year as required by Article V.*

*10.02 Any member of the Association may present a petition signed by not fewer than fifteen members of the Association proposing additional nominations. Such petitions shall be submitted to the Nominating Committee at least three months before the annual meeting.*

*10.03 The Nominating Committee shall also serve as the Committee on Election. It shall have charge of the conduct of the regular elections of the Association and the counting and tabulation of all ballots cast, as well as all ballots cast at the annual conference.*

*10.04 For each office, the candidate receiving the largest number of votes shall be elected. In the case of a tie vote, the winner shall be determined by lot conducted by the Executive Board.*

## **Article XI. COMMITTEES AND APPOINTED POSITIONS**

*11.01 The standing committees and appointed positions are Auditing, Bylaws and Procedures, Finance/Membership, Historian, Intellectual Freedom, Library Issues, Nominating, Professional Development Grants, Public Relations and Social Media.*

*11.02 Special or temporary committees may be created or abolished by a majority vote of the membership at the annual conference.*

*11.03 The Vice-President/President-Elect shall announce the appointment of members of the standing committees and appointed positions of the Association at the annual conference at which the Vice-President/President-Elect is to assume office as President. In addition, the President may appoint any special committees and additional members when such appointments are deemed necessary. Committee members must be members of the Association.*

## **Article XII. OFFICIAL PUBLICATIONS**

*12.01 The official publication of the Association is Book Marks which shall be sent to all members. The official website is <http://sdlibraryassociation.org>.*

*12.02 The editor of Book Marks shall be appointed by the Executive Board.*

## **Article XIII. PARLIAMENTARY AUTHORITY**

*13.01 The new rules contained in the current edition of the Standard Code of Parliamentary Procedure, by Alice Sturgis, shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.*

## **Article XIV. AMENDMENTS**

*14.01 Proposed amendments or the repeal of the Bylaws shall be submitted to the Executive Board at least three months prior to the annual conference.*

*14.02 Proposed amendments or the repeal of the Bylaws as approved by the Executive Board shall be included with the Official Ballot provided to the membership at least six weeks prior to the annual conference.*

*14.03 Amendments or the repeal of the Bylaws shall be adopted by a 2/3 vote of the members of the Association voting.*

## **PROCEDURES and POLICIES**

1. Proposed changes to Association Polices and Procedures shall be submitted to the Executive Board by officers, committee or section chairs, or SDLA members by the summer board meeting.
2. Proposed changes to Association Procedures and Policies shall be acted on by the Executive Board. Policy and procedure decisions made by the Executive Board will be reported in the Bylaws and Procedures Committee's report to the Membership at the annual conference.

(June 2006)

## **GENERAL LEADERSHIP RESPONSIBILITIES**

Acceptance of a position as an officer or committee chair of SDLA is not to be entered into lightly. As in any organization, acceptance of an office or appointment carries with it the obligation to exhibit responsibility and to make a worthwhile contribution to the organization involved. People so honored should fully expect to spend time in completing assigned tasks and in attending meetings with other committee or section members and/or with the Executive Board. There will be occasions when such meetings may be at inconvenient times or in areas requiring travel. However, in accepting the honor of leadership one concurrently accepts the responsibility such leadership entails with its demands on time and talent.

Additionally, acceptance of a position implies that the member's local library administration is willing to provide released time for professional responsibilities and for necessary secretarial assistance and that either the member or the member's library is willing to fund travel expenses in those cases that do not qualify for reimbursement by the Association.

Any officer, section, or committee chair delinquent in SDLA dues payment after a one month reminder from the Executive Secretary is subject to removal and replacement.

(June 2007)

## REPORTING

At least one month before the annual conference, officers, committee and section chairs and other representatives are required to submit written annual reports to the President and to the Executive Secretary, who will distribute the reports to the membership prior to the conference. In addition to these officers, chairs and/or representatives may be requested to present written reports at Executive Board meetings. For uniformity these reports should be on 8 1/2" x 11 paper and clearly dated to indicate the period covered.

Common sense is desirable in selecting the content of a report. Too-long reports will not be read; too-short reports may omit important information. The following items are vital in providing an on-going history of the Association:

1. Procedural changes.
2. Problems that have arisen and their solutions (or lack of solutions).
3. Financial statements, including budget requests.
4. Programs initiated, accomplished, or recommended for the future.

The nature of a committee's report depends upon the nature of the committee. The Nominating Committee's report is the slate of officers; the Finance Committee's report is the recommended budget; the Professional Development Grants Committee report is its list of recipients. Committees that are production or program oriented, such as the Public Relations Committee, need to report on their production or programs.

Reports should be included as vital parts of the documents that are passed from committee and section chairs to their successors. The President shall also call upon these chairs to report orally at the annual conference general session. In addition a brief one month report may be published in the post-conference issue of *Book Marks*.

### Reports Requested by Other Agencies and Individuals:

Survey forms and requests for SDLA information, statistics, opinions, etc., received from agencies and/or individuals by SDLA officers, committee chairs or individual members should be forwarded to the SDLA President, who will in turn route them to the appropriate officer, committee, or individual SDLA member best positioned to make a response. Copies of the reports so generated should be retained with the respondent's office and duplicate copies of responses should be forwarded to the President.

(July 2016)

## E-VOTE PROCEDURE

### GENERAL

Types of motions suitable for e-votes include: minutes, items that have already been discussed and revised, emergency items, or items not requiring further in-depth discussions.

When there is a document under consideration, the President will make it available to the Board.

### Schedule

1. Announcements of forthcoming e-votes will be posted by the Executive Secretary Treasurer the first week of the month (week is defined as Monday through Friday).
2. The President calls for a motion and a second to the topic, initiating the e-vote.
  - a. Once the motion and second are established (approx. 48 hrs) the President identifies a 48 hour time period (excluding weekends) for discussion.
  - b. After 48 hours, discussion concludes. The President calls for the vote.
3. The Executive Secretary Treasurer (EST) creates the e-vote on the Board Intranet, enters a beginning and ending date for the e-vote, then informs the President the document is ready for e-vote.
4. The President announces the e-vote to the Board.
  - a. E-voting will remain open for 48 hours (excluding weekends).
  - b. The President can designate longer a timeframe for the vote to be completed, pending a majority quorum.
5. The EST will notify the board twice during the time the e-vote is open of the remaining votes needed for a majority number. A majority of voting board members (six) is necessary for a vote to carry.
6. Upon completion of the e-vote, the EST will inform the board of the results and the official recording of e-vote results will be added to the minutes of the next Executive Board meeting.

(Aug 2007)



## EXPENSE REIMBURSEMENT POLICIES

### GENERAL:

SDLA will attempt, when financially able, to pay reasonable and appropriate travel and phone expenses incurred by Executive Board members, Section, Committee and Interest Group chairs in the course of SDLA Executive Board-related business if the members or their parent libraries are unable to do so. (Section, Committee and Interest Group chairs' phone calls may be paid for if the amounts are within their approved budget.)

All qualifying expenses from Board members, Section, Committee and Interest Group Chairs shall be submitted with an expense voucher (below) and receipts to the Executive Secretary within thirty (30) days following the event to insure payment by the Association. If there are questions, the President's approval will be obtained before reimbursement is tendered.

### TRAVEL:

Travel expenses shall include room, meals, mileage (at the current IRS rate) or most economical airfare. Receipts and/or mileage calculation must be submitted to the Executive Secretary as described above.

In recognition of the need to hold costs of governance to a minimum, the SDLA Executive Board appreciates members seeking travel support from their employing institution. If this is not possible, the following policies apply:

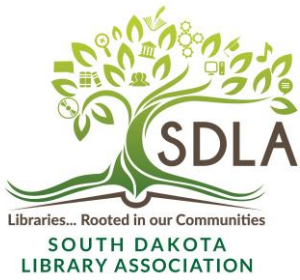
1. SDLA does not pay travel expenses to Executive Board members for attendance at the annual conference. Travel expenses may be paid for board meetings, other than the annual conference board meeting.
2. When the chair of a Committee, Section or Interest Group is directed in writing by the President to be present at an Executive Board meeting, travel expenses will be reimbursed if necessary.
3. For meetings requiring one-way travel over 200 miles, members may be reimbursed for one night's lodging at the state rate. If one-way travel required is less than 200 miles, lodging will not be reimbursed.
4. Travel expenses for the SDLA President may be paid for in-state trips made on SDLA business, except for the annual conference board meetings.
5. Travel expenses for the *Book Marks* Editor and the Executive Secretary shall be covered for:
  - a. Local mileage for SDLA business.
  - b. In-state travel for SDLA business (board meeting, site-selection visits, Section and committee meetings, etc).
  - c. Attendance at SDLA and other conferences if attendance is required by the Executive Board.

### PHONE CALLS:

The Association may pay for phone calls pertaining to SDLA business made by the President, Officers, and Association office.

Other expenses are not reimbursable.

(October 2006)



## South Dakota Library Association Expense Reimbursement

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Travel dates \_\_\_\_\_

Reason for travel \_\_\_\_\_

<b>EXPENSES</b>			
<b>Type</b>	<b># or Amt</b>	<b>Rate</b>	<b>Total</b>
Auto (\$0.42/Mile)			
Airplane		N/A	
Lodging per night			
Meals (breakfast)			
Meals (lunch)			
Meals (dinner)			
Phone			
Other Expenses (explain below)			
<b>Total submitted for reimbursement</b>			

**Other Expenses explanation:**

I declare under penalty of perjury that the foregoing is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return form to:  
SDLA Executive Secretary/Treasurer  
PO Box 283 Lennox, SD 57039**

Allow 2-4 weeks for reimbursement.

## EXECUTIVE BOARD

### MEMBERSHIP:

President (elected)  
Vice-President/President-Elect (elected)  
Recording Secretary (elected)  
Executive Secretary Treasurer (ex-officio and non-voting)  
Immediate Past President  
ALA Councilor (elected)  
MPLA Representative (elected)  
*Book Marks* Editor (ex-officio and non-voting)  
State Librarian (ex-officio and non-voting)  
Four Section Chairs (elected):  
    Academic/Health Sciences/Special  
    Public Library/Trustees  
    School Library/Media  
    Support Staff (1998)

### MEETINGS:

1. Meetings of the Executive Board shall be held upon call of the President or upon one month request of at least three members of the Board.
2. Meetings are generally held at least four times annually in addition to the conference meetings.
3. Members of both the old and new Executive Boards shall attend the meeting at the annual conference at which time the affairs of each office shall be turned over to the succeeding officers.
4. Time and place for Executive Board meetings are arranged by the President, taking into consideration a location convenient for most members.
5. Executive Board members must be notified of all meetings in sufficient time to arrange to attend.
6. Six members shall constitute a quorum of the Executive Board.

### DUTIES:

- 1) General duties:
  - a) The Executive Board has full power to act for the Association in executive and financial matters during the interval between the annual meetings, subject to the provisions of the Bylaws. In addition the Executive Board shall:

- i) Formulate and execute policies of the Association acting always as a representative of the membership.
  - ii) Establish and implement the objectives of the Association, including both immediate and long-range goals.
  - iii) Transact business and act for the membership between meetings of the Association.
  - iv) Adjust, approve and adopt the operating budget prepared by the Finance/Membership Committee and supervise the financial administration of the Association.
  - v) Fill vacancies that may occur for offices as enumerated in the Bylaws or elsewhere in this manual.
  - vi) Determine by lot the successful candidate for office in the event of a tie vote of the membership.
  - vii) Fill the vacancy that may occur should a candidate for office withdraw from candidacy in the period between the mailing of ballots and the beginning of the new term of office, when the candidate's election is successful.
  - viii) Approve resolutions and awards presented by the Public Relations Committee.
  - ix) Authorize publications of the Association.
  - x) Receive and consider suggestions or recommendations from committees or any member of the Association.
  - xi) Set the time and place for the annual conference (at least two years in advance for reservation availability and planning purposes).
  - xii) Cooperate with the American Library Association, Mountain Plains Library Association and the Executive Boards or authorized committees of other state or regional library associations in planning for or participating in regional programs undertaken by the regional groups.
  - xiii) Authorize and set an honorarium for the Editor of Book Marks.
  - xiv) Appoint the Editor of Book Marks and review his/her work annually.
  - xv) Grant honorary memberships and present this information to the members of the Association at the annual conference.
- 2) Continuing Education Committee Board Members Related Duties and Activities:
- a) Meet, usually in the late fall or winter, to coordinate annual conference plans with the local arrangements chair, his/her sub-committee chair and other committee officers to:
    - i) Select the annual conference theme, if this has not already been done.

- ii) Consider possible annual conference speakers and the amount of funds that may be allocated for each including honoraria, transportation, housing, meals, etc.
  - iii) Set registration and exhibit fees for the annual conference.
  - iv) Receive reports from the annual conference chair and other committee persons to determine what has been accomplished thus far, what problem areas exist and how they may be resolved.
- b) Meet, usually in late spring or summer to:
- i) Discuss and resolve last minute annual conference problems.
  - ii) Review the annual conference program to insure that changes in the printed program are noted and to insure that the membership will be advised of them at the first general session.
  - iii) Discuss the financial status and viability of the organization with input from the President and annual conference chair.
  - iv) Discuss and approve changes in the Bylaws and Procedural Manual, including those to be referred to the membership for approval at the annual conference.
- c) Meet at close of the annual conference with retiring Executive Board members to
- i) Act on organization of new sections, mergers of existing sections or dissolution of inactive sections including:
    - Approve constitutions and/or bylaws of new sections.
    - Approve revised constitutions and/or bylaws of existing sections whose members have recorded a majority vote favoring a merger.
    - Recommend to the membership at the next annual conference dissolution of sections that have indicated inactivity by failing to elect officers and failing to maintain a section membership of at least 15 persons.
  - ii) Take action to implement recommendations that have received a favorable vote of the membership and/or committees.
  - iii) Transfer materials from outgoing to incoming officers.
  - iv) Within 90 days of the close of annual conference, receive the final report of the local arrangements committee detailing profits, losses, problems, etc. as a basis for recommendations to the following year's committee.

(July 2016)

## **PRESIDENT**

### GENERAL:

- 1) The term of office shall be for one year, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual conference.
- 2) The President is a voting member of the Executive Board, serves as its chair during his/her term and remains as a member of the Executive Board as Immediate Past President the following year.

### DUTIES:

- 1) Conduct an annual review session of the SDLA Strategic Plan for Board review and Membership Input. Establish annual goals with objectives and identify those completed for a Membership update at the Annual Conference.
- 2) Provide a Board Member Orientation Session at or before the first Board meeting following the Annual Conference.
- 3) Review the Bylaws and Procedures annually.
- 4) Provide a draft legislative platform for Board approval prior to the annual conference. The Library Issues Chair develops the draft platform.
- 5) Prior to the legislative session with the Library Issues Chair and the Lobbyist see legislative bill sponsorships.
- 6) In general have supervision over the entire program of the Association including the work of all committees, Association projects, meetings and professional responsibilities.
- 7) Call and preside at all meetings of the Association and at all meetings of the Executive Board unless unable to do so, in which case the Vice-President/President-Elect shall preside.
- 8) Appoint committee chairs, other committee members and other special committees as appropriate, define the duties of these special committees and submit committee membership lists to the Editor of *Book Marks* and the SDLA Website for publication.
- 9) Appoint an interim ALA Councilor if the Councilor position is vacant and an ALA Council meeting is scheduled before the next annual election of the Association.
- 10) Appoint an interim MPLA Representative if the Representative position is vacant and an MPLA Executive Board meeting is scheduled before the next annual election of the Association.
- 11) Chair the Continuing Education group of Section Chairs and VP/Pres. Elect for the Annual Conference and other SDLA CE events. Appoint CE Local Arrangement Chairs for CE events. .
- 12) Work closely with other officers and committee chairs to direct the business of the Association between Executive Board meetings.

- 13) Compile an agenda for each Executive Board meeting.
- 14) Write regular comments for each issue of *Book Marks* and the SDLA Website.
- 15) Carry on Association correspondence, delegating it when appropriate.
- 16) Sign all checks over the designated approval amount.
- 17) Represent the Association in all official capacities, except in cases where other officers clearly have such responsibilities.
- 18) Speak for the Association on all established policies.
- 19) Act as liaison between the Association and other official bodies and/or organizations.
- 20) Call for progress reports from committee chairs at any time deemed necessary.
- 21) Turn over to his/her successor all Association files not previously submitted to the SDLA Historian.

(March 2007)



## **VICE-PRESIDENT / PRESIDENT-ELECT**

### **GENERAL:**

- 1) The term of office shall be for one year, beginning at the conclusion of the annual conference and ending at the time he/she takes over as President.
- 2) The Vice-President/President-Elect serves as chair of the Membership Committee.
- 3) In the event that the Vice-President/President-Elect is unable to complete his/her term of office, the Executive Board shall fill the office by one of the following means:
  - a) By majority vote of the Board.
  - b) Ask the current President to serve an additional year as President.
  - c) Appoint the other nominee in the most recent Vice-President/President-Elect election to serve out the term of office and succeed as President.
  - d) Charge the Nominating Committee to hold a special election to elect another Vice-President/President-Elect.

### **DUTIES:**

- 1) Appoint committee chairs and in discussion with chairs appoint other committee members to standing committees and to any other committees deemed necessary for the work of the Association. The Executive Secretary Treasurer shall provide a list of member interest in committees and section to the VP/Pres. Elect with the interested candidates list. These appointees shall assume official roles at the close of the conference at which he/she takes office as President.
- 2) Preside at meetings of the Association or of the Executive Board in the absence of the President.
- 3) As the Chair of the Membership Committee, deals with the fiscal and membership concerns of the Association.
- 4) Approve and sign the annual conference contract that is two years in advance from the Executive Secretary for signature.
- 5) Draft of the Association budget for the forthcoming year and submit for Board approval at the July Board meeting.
- 6) Assume the office of President should a vacancy occur.

(March 2007)

## EXECUTIVE SECRETARY TREASURER

### GENERAL:

In 2005 the SDLA membership voted to eliminate the Treasurer position and assign the treasurer duties to the Executive Secretary, thus expanding the responsibilities of the position. The Executive Secretary Treasurer (EST) is under direct supervision of the President and general supervision of the SDLA Executive Board and will attend all Board meetings and official Association meetings as an ex-officio member. The contract is a three-year commitment. Renewal of the contract is contingent upon performance. The EST's performance will be evaluated annually at the summer Executive Board meeting.

### MINIMUM REQUIREMENTS:

1. Demonstrate effective organizational skills.
2. Have access to a personal computer and internet.
3. Demonstrate effective written and oral communication skills.
4. Library experience strongly desired.
5. Experience using bookkeeping software preferred.
6. Knowledge of managing investment accounts (i.e., interest-bearing savings accounts and CDs) preferred.

### EXECUTIVE SECRETARY DUTIES:

1. Attend all Board meetings and official association meetings.
2. Assist the President in developing and distributing meeting documents and setting up Board meetings.
  - a. Distribute materials prior to Executive Board meetings including agenda and committee reports.
  - b. Set up e-votes.
3. Handle Association correspondence and telephone inquiries.
  - a. Notifies, within 30 days, Section, Committee, and Roundtable chairs of any Executive Board action pertaining to their group activities.
  - b. Remind chairpersons of meetings, and distribute minutes of the Executive Board meetings to appropriate officers and members.
  - c. Maintain SDLA US Postal address.
4. Assist nominating committee with association elections
  - a. Develop online ballot
  - b. Report results to nominating committee chair
5. Keep the national association officers aware of present slate of officers.
6. Maintain membership records.
  - a. Provide instruction as needed for using the online membership directory.
  - b. Maintain address label file for the quarterly publication of *Book Marks* to include complimentary subscriptions for state and federal legislators.
  - c. Send out reminder notices for dues to individual members, institutional members, and trustees one month prior to renewal date and every month for three months thereafter.

- d. Provide lists of committee preferences to the Vice President/President-Elect by June 1.
  - e. Send one month reminders to Executive Board members and/or committee members who are delinquent in their dues payment.
  - f. Transmit to the President list of Executive Board members and/or committee members who are delinquent in the SDLA dues payments. Non-payment of dues will result in Board member's removal and replacement.
  - g. Quarterly transmit list of unpaid memberships to the Editor of *Book Marks* by publishing deadline for stamping "last issue unless membership renewed" notice on issues of *Book Marks*.
  - h. Quarterly transmit list of unpaid memberships, and send to the VP/Membership Committee Chair.
  - i. Maintain the online membership directory, including SD legislators who receive a complimentary membership.
  - j. Sell SDLA membership list to library-related groups. SDLA will charge library-related non-profits \$.10 per name for our membership list. Library-related for-profit organizations will be charged \$.20 per name. (July 14, 2006).
7. Become an ex-officio member of continuing education local arrangements committees.
    - a. Provide evaluation summaries of previous events
    - b. Work to develop online registration and payment forms for the association's website
    - c. Provide registration lists to the local arrangements committee.
    - d. Compile and duplicate materials (annual reports, etc.) that are to be distributed to the membership at the annual meeting of the Association. (October 1997)
    - e. Maintain names and addresses of annual conference exhibitors.
    - f. Maintain names and addresses of annual conference attendees.
  8. Submit activity log at each Executive Board meeting.
  9. Deposit material within the SDLA Archives at USD.
  10. Track and sign lobbyist authorization forms for submission to Secretary of State's office.
  11. Post copies of annual reports on Affiniscape information page.
  12. In the absence of the Book Marks editor and upon request of the SDLA Board, take photos at SDLA events.
  13. Notify President of new individual members so they may send out welcome message.
  14. When endorsements are requested by organizations and are a matter of operational tasks and not position statements of the Association, the EST will send a recommendation to the President and upon response, the EST will complete the correspondence.
  15. The EST receives an honorarium negotiated at the time of contract renewal.

#### FINANCIAL DUTIES

1. Have custody of all financial records and funds belonging to the Association.
  - a. Maintain associations' financial records using bookkeeping software.
  - b. Deposit itemized revenue received into appropriate SDLA accounts in a timely manner.
  - c. Submit copy of monthly bank reconciliation to President for review.
2. Pay all SDLA bills when the expenditures fall within the budget guidelines approved by the Executive Board. Expenditures not within the budget are to be approved by the Executive Board.

- a. The EST may write checks up to \$750. Checks for amounts over \$750 must be co-signed by the President.
  - b. The EST will submit monthly itemized bills to the President for approval of expenditures.
  - c. The EST facilitates adding the incoming President to the SDLA bank accounts including online access.
  - d. Bills for various continuing education events are submitted to the EST by the local arrangements chair and then paid by the EST.
3. Administer the SDLA Investment Policy.
  4. Receive from the Editor of *Book Marks* notification of all billing for advertising.
  5. Collect membership dues.
  6. Assist the Vice President/President Elect in budget preparation.
  7. Pay SDLA scholarship and grant recipients under the direction of the Professional Development Grants Committee.
  8. Prepare financial reports for each meeting of the Executive Board and for the general business meeting at the annual conference. Prepare copies of the annual report to be posted online prior to the annual conference.
  9. Post copies of financial reports on the Affiniscape information page.
  10. Prepare a preliminary year-end financial report for the January board meeting.
  11. Prepare financial documents for the annual audit by organizing a financial binder with all documents from the previous year, including checkbook registers, receipts, bank statements, CD statements, and send to the auditor or Chair of the Auditing Committee in Feb. Note: tax records, IRS filings, and supporting documentation must be kept for seven years.
  12. Ensure that proper tax filings are completed.
    - a. Coordinate completion of tax form 990EZ with the Auditing Committee or designated accounting firm if in a professionally audited tax year.
    - b. Pay SD sales tax for merchandise sold and SD use tax for speaker honorariums (if necessary) at years' end.
    - c. Prepare IRS 1099 Misc forms for contracted employees (i.e., Executive Secretary Treasurer and Book Marks editor).
  13. Update online payment pages.
    - (June 2006)
    - (February 2009)
    - (November 2009)
    - (January 2013)

## INVESTMENT POLICY

The South Dakota Library Association is guided by three considerations in handling and investing funds. In priority order, they are:

1. Security of funds
2. Rate of return on investment
3. Liquidity

### **Investment Responsibilities**

The Executive Board is responsible for establishing the investment policy and for annually reviewing the investment accounts. The Chair of the Finance and Membership Committee in consultation with the Executive Secretary Treasurer is responsible for proposing new accounts and/or investments. The Executive Board approves all new accounts and/or investments.

### **Investment Goals**

It is the association's goal to maintain a Reserve Fund of 30% of the annual general operating expenses. Reserve Funds in excess of this amount are designated to be used to supplement the Association's strategic goals of continuing education and legislative activities.

At each statement date, there is no more than two months operating expenses in the checking account. All funds in excess of the two months projected expenses will be transferred into an investment account.

Further, the association supports the South Dakota Library Association Leon Raney Endowment Fund under the management of the South Dakota Community Foundation with all distributions earned by the account to be used for professional development grants and scholarships.

### **Investment Instruments**

The association does not invest in stocks or bonds. Association cash assets may be invested in any of the following:

1. Interest-bearing savings accounts in any South Dakota bank with assets exceeding \$500,000,000 with deposits not to exceed the insurance provided by the specific institution per account.
2. Certificates of deposit (CDs) that are FDIC and FSLIC insured.
3. Mutual funds that are SIPC insured.
4. Guaranteed U.S. Government Obligations.

Maturities should match anticipated fiscal operating requirements. The term of any investment should not exceed two years.

### **Cash Management**

1. The Executive Secretary Treasurer promptly deposits all undesignated receipts in the association checking account.

2. Moneys designated for the SDLA Leon Raney Endowment Fund are promptly deposited in the SDLA Leon Raney Endowment Fund by the Executive Secretary Treasurer.
3. The Executive Secretary Treasurer continuously monitors checking account balances, transferring funds to higher interest paying approved savings or other accounts when appropriate.
4. The Executive Secretary Treasurer recommends to the President when cash requirements permit purchase of CDs or other forms of investment.
5. There is an annual audit of the accounts by the Auditing Committee. A professional audit is recommended once every three years.

(November 2006)  
(updated August 2008)  
(January 2013)

**South Dakota Library Association  
Evaluation Survey Form for Executive Secretary**

Person being evaluated:

Person completing evaluation form:

Position of person completing form:

Evaluation period: from \_\_\_\_\_ to \_\_\_\_\_

**Part 1. Job Description**

The job duties of the Executive Secretary are included in the SDLA Bylaws and Manual of Procedures. Results of the evaluation will be confidential and summarized by the Immediate Past President for review by the Executive Board.

**Part 2. Performance Areas**

Please circle the category that best describes performance. Mark N/A if you have no knowledge of performance in an area. Please make your comments specific.

1. Functions as the Fiscal Officer of the Association including accounting for all monies and paying bills promptly, supplying information to the President, maintaining accurate spreadsheets, and distributing financial report at annual conference business meeting and at Board meetings.

N/A    Unsatisfactory    Marginal    Acceptable    Above-Average    Outstanding

Comments:

2. Assists *Book Marks* editor with SDLA website, updates it with appropriate materials and coordinates services with Affiniscape.

N/A    Unsatisfactory    Marginal    Acceptable    Above-Average    Outstanding

Comments:

3. Maintains accurate membership files and sends out dues renewal notices on schedule defined in job description.

N/A    Unsatisfactory    Marginal    Acceptable    Above-Average    Outstanding

Comments:

4. Maintains positive relations with conference planning committees in sites hosting and preparing to host SDLA annual conference and other events.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

5. Maintains positive Board relations by supplying financial information at board meetings, and working cooperatively with the Audit Committee.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

6. Maintains current mailing list for SDLA Newsletter.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

7. Fulfills responsibilities related to the election process as defined in job description.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

Overall Evaluation of Performance

Unsatisfactory Marginal Acceptable Above-Average Outstanding

General Comments:



## RECORDING SECRETARY

### GENERAL:

- 1) The Recording Secretary shall be elected for a two-year term in even numbered years; the term shall run from the conclusion of the annual conference in the year in which the election occurs to the conclusion of the annual conference two years later.
- 2) In the event that the Recording Secretary is unable to complete his/her term of office, the President shall fill the vacancy between annual meetings. The appointed Recording Secretary shall serve until the next general election except that a vacancy during the first year of the two-year term shall result in the office being filled by appointment for the remainder of the year; the vacancy shall then be filled by election for a one-year term at the next annual election.
- 3) The Recording Secretary is a voting member of the Executive Board.

### DUTIES:

- 1) Attend all Executive Board meetings and participate in its deliberations.
- 2) Prepare the official minutes of the annual conference and of each Executive Board meeting.
- 3) Submit a copy of the board meeting minutes within one week of the meeting to the President for board approval.
- 4) Assist the President with official correspondence upon request.
- 5) Submit a copy of any resolution presented at the annual conference to each officer..
- 6) Transfer all working papers and files to the incoming Recording Secretary at the conclusion of the annual conference.
- 7) Update the *Procedural Manual* as approved by the Board within 30 days of the action taken.
- 8) Update *Bylaws* as approved by the membership within 30 days of the action taken.

(April 2009)

(July 2007)

## IMMEDIATE PAST PRESIDENT

### GENERAL:

- 1) The term of office shall be for one year, beginning at the conclusion of the annual conference at which he/she presides as President and ending at the conclusion of the next conference.
- 2) The Immediate Past President serves on the Executive Board as a voting member.

### DUTIES:

- 1) Attend all Executive Board meetings and participate in its deliberations.
- 2) Advise and assist the new President.
- 3) Advise the incumbent Executive Board of the actions of the preceding Executive Board.
- 4) Before the annual conference ascertain the current President's preferred form of name and confirm with the Publicity Committee to have this name with the dates of service inscribed on an Immediate Past President's plaque for presentation to the outgoing President at the conference.
  - a) As Chair of the Personnel Committee (President, VP/Pres. Elect and Past President) administers the annual contract performance evaluations according to policy and procedures, enters into all labor contract negotiations on behalf of the Board's approval.
- 5) Assists with orientation of the new Executive Board at the first meeting of the Board following the annual conference.
- 6) Monitors and reports progress on the association's strategic plan at board and the annual membership meetings.
- 7) Annually review the Association's Bylaws and Policies and Procedures and recommend revisions to the board no later than the July meeting.

(June 2006)

(June 2008)

(July 2016)

## PERFORMANCE EVALUATION PROCEDURE

**The Executive Board reviews the Executive Secretary/Treasurer and Book Marks Editor positions annually.**

- The Past President sends Performance Evaluation (P.E.) forms to Board members and contracted positions (contracted positions only perform a self-evaluation) three weeks prior to the summer Board meeting.
- Board members send completed form to Past President within one week of receiving.
- Past President compiles individual Board member responses into the P.E. template and sends out prior to the Board meeting for discussion in Executive Session.
- The voting Board members hold an executive session to discuss the performance evaluation.
- Past President meets with the contracted employees to discuss the Board summary. The original is stored in the Past President files.

(July 2007)

## ALA COUNCILOR

### GENERAL:

- 1) Nominees for ALA Councilor must be current members of both ALA and SDLA.
- 2) Election is by full SDLA membership.
- 3) An ALA Councilor delinquent in SDLA dues payment after a one month reminder from the Executive Secretary is subject to removal and replacement.
- 4) In the event of a vacancy, the Association shall elect a member to fill that vacancy, except that the President may appoint a temporary Councilor if any ALA Council meeting is scheduled before the next annual election of SDLA. The vacancy shall then be filled for a full three-year term at the next annual election.
- 5) The term of office is for three conference years beginning at the first meeting of the ALA Council following the election of the Councilor.
- 6) Councilors elected by chapters must be accredited by the Chapters to the secretary of the Council in advance of the first meeting after election. ALA initiates this request.
- 7) The ALA Councilor is a voting member of the SDLA Executive Board.
- 8) An annual allowance to partially reimburse the ALA Councilor for travel expenses is incorporated into SDLA's budget and approved by the Executive Board.

### DUTIES:

- 1) Attend all SDLA Executive Board meetings and participate in its deliberations.
- 2) Represent SDLA at the annual and mid-winter meetings of ALA and attend all sessions of the ALA Council and membership meetings.
- 3) Participate in the deliberations of the ALA Council and vote on issues that come before the Council.
- 4) Act as liaison between SDLA and ALA and coordinate mutual activities and programs.
- 5) Represent SDLA at special meetings, including those of the ALA Chapter Relations Committee.
- 6) Keep in close touch with SDLA, and keep the President and Executive Board informed of important actions of the ALA Council.
- 7) Maintain files of the Council Minutes, ALA Executive Board Minutes and pertinent reports.
- 8) Submit appropriate reports on ALA activities and Council action to the Editor of *Book Marks*.

- 9) Present written reports at Executive Board meetings when requested to do so by the President.
- 10) The ALA Councilor's annual report should summarize all ALA Council actions that directly affect SDLA as well as other important actions that in the Councilor's judgment should be brought to the attention of the membership.

## **MPLA REPRESENTATIVE**

### **GENERAL:**

- 1) Nominees must be current members of both MPLA and SDLA.
- 2) Election is by full SDLA membership.
- 3) An MPLA Representative delinquent in SDLA dues payment after a one month reminder from the Executive Secretary is subject to removal and replacement.
- 4) In the event of a vacancy, the Association shall elect a member to fill that vacancy, except that the President may appoint a temporary Representative if any MPLA Executive Board meeting is scheduled before the next annual election of SDLA. The vacancy shall then be filled for a full three-year term at the next annual election.
- 5) The term of office is for three years, beginning at the conclusion of the annual SDLA conference in the year in which he/she is elected and continuing until the conclusion of the annual SDLA conference three years later.
- 6) The MPLA Representative is a voting member of the SDLA Executive Board.
- 7) The MPLA Representative is also a voting member of the MPLA Executive Board.
- 8) An annual allowance to partially reimburse the MPLA Representative for travel expenses is incorporated into SDLA's budget and approved by the Executive Board.

### **DUTIES:**

- 1) Attend all SDLA Executive Board meetings and participate in its deliberations.
- 2) The representative of SDLA to MPLA shall serve three broad purposes, as defined by MPLA:
  - a. MPLA membership promotion.
  - b. Transmittal of publicity (both MPLA to state and vice-versa).
  - c. Provision of two-way liaison between the MPLA Executive Board and the SDLA Executive Board.
- 3) Attend SDLA Executive Board meetings and present written reports on the activities of MPLA when requested to do so by the President.
- 4) Attend MPLA Executive Board meetings and report on the activities of SDLA.
- 5) Represent MPLA at the SDLA annual conference; request time during the business meeting to speak on MPLA activities and to promote membership.

- 6) Obtain membership brochures, ribbons and other MPLA information from the MPLA Executive Secretary and the Public Relations Committee approximately one month before the SDLA conference and arrange for their inclusion in conference packets.
- 7) Notify the MPLA Executive Secretary of SDLA's conference dates and location at least six months prior to the conference and make arrangements for obtaining the MPLA traveling display.
- 8) Submit MPLA publicity, including that generated by the Public Relations Committee, to the Editor of *Book Marks*.
- 9) Provide the *MPLA Newsletter* Editor and the Public Relations Committee Chair with library news of the state, including:
  - a) Association officers, activities, programs, conference, dates, etc.
  - b) Library personnel changes.
  - c) Innovative programs.
- 10) Investigate the possibilities of joint MPLA/SDLA conferences and places in South Dakota to hold MPLA conferences.
- 11) Actively assist the MPLA conference chair if an annual conference is to be held in South Dakota.
- 12) Publicize MPLA Leadership Institute to SDLA members and assist the SDLA President in selecting Library Institute candidate from South Dakota applicants.
- 13) The MPLA Representative's annual report should summarize MPLA action that directly affects SDLA as well as other important action that in the Representative's judgment should be brought to the attention of the membership.

(June 2006)

(July 2016)

## **SDLA FEDERAL RELATIONS COORDINATOR**

### **GENERAL:**

1. This position is held by the South Dakota State Librarian, or, in the event that is not feasible, this position is appointed by the President.
2. A Federal Relations Coordinator delinquent in SDLA dues payment after a one month reminder is subject to removal and replacement.
3. The Coordinator is an ex-officio and nonvoting member of the Executive Board.
4. The SDLA pays for the registration fee for the Federal Relations Coordinator to attend the ALA National Legislative Day.

### **DUTIES:**

1. The SDLA Federal Relations Coordinator monitors federal library and related legislation and makes regular reports to the Executive Board.
2. The Coordinator also informs members of the Association about federal legislation through regular communication in Book Marks and an annual report to the Association
3. The Federal Relations Coordinator is an ex-officio member of the Library Issues Committee.
4. The Coordinator exchanges information with the ALA Councilor about pending federal legislation related to issues such as library funding, copyright and intellectual property rights, government information, and school libraries.

(Sept 2005)



## NEWSLETTER EDITOR

### HISTORICAL BACKGROUND:

In 1913 arrangements were made to include local SDLA notes with mailings of the *Wisconsin Library Bulletin*. In 1914 SDLA joined the South Dakota Library Commission in sponsoring the *South Dakota Library Bulletin*, which combined Association and library news with more extensive articles. Over time the *South Dakota Library Bulletin* became more clearly a State Library publication, and in 1949 a mimeographed newsletter, the *News*, was started to offer news of libraries and library workers, including publicity methods, summer reading projects, and, at first, book reviews. In the early 1970s the *News* underwent two title changes to *Catalyst* and *Book Marks*, and in 1973 the *South Dakota Library Bulletin* ceased publication to be followed by a South Dakota State Library *Newsletter*. Some overlap in scope has occurred since 1973.

### GENERAL PURPOSE AND SCOPE OF BOOK MARKS:

The purpose of *Book Marks*, as the official publication of SDLA, is to further the objectives of the Association by informing members of the business, financial status, policies and actions of the Association, its sections and committees. Such information may include but is not limited to:

1. Minutes of the annual conference, of Executive Board meetings and of annual section meetings as submitted by section chairs.
2. Biographical information concerning candidates for office.
3. Forms for nominating candidates for Association awards.
4. Proposed amendments to the *Bylaws* and/or changes in the *Procedural Manual*.
5. News notes of libraries and librarians in South Dakota.
6. Other news that may impact libraries in the State.
7. Occasional in-depth articles, either solicited or unsolicited.
8. Reviews of books about South Dakota or by South Dakota authors.
9. Enclosures such as ballots, surveys, registration forms, etc. (at the President's direction or the discretion of the Editor).

### EDITOR OF *BOOK MARKS*:

#### 1) General

- a) Appointed by the Executive Board for a 2-year term, renewable for an additional two years, with either the editor or the Board able to recommend non-renewal, undergoing annual review at the first Board meeting at the annual conference.
- b) An *ex-officio* member of the Executive Board.
- c) Receives an honorarium set by the Executive Board.

2) Duties:

- a) Attend all Executive Board meetings and participate in its deliberations.
- b) Report to the Executive Board at each Board meeting and provide a report to the membership at the annual conference's general business meeting.
- c) Determine the content of *Book Marks* within its scope, purposes and space availability.
- d) Solicit and receive copy, editing and organizing it for inclusion in *Book Marks* on a quarterly basis.
- e) Assume responsibility for the layout and printing of *Book Marks*.
- f) To report highlights of Executive Board and general Association business in *Book Marks* and to advise members, by notation, that official minutes may be secured from the Association Secretary (September 17, 1 986)--(original *Manual* said: Print, without editorial revision, minutes of the Executive Board meetings, of the annual conference and of proposed changes in the *Bylaws* and/or *Procedural Manual*).
- g) Refrain from setting forth positions on controversial issues that commit the Executive Board and the Association to specific positions, except under direction from the Board or from the membership by resolution at the annual conference.
- h) Recommend to the Executive Board the most advantageous format for printing *Book Marks* considering appearance, timeliness and cost.
- i) Highlight individuals and/or institutions in each edition of *Book Marks*.
- j) Responsible for the distribution of *Book Marks*.
- k) Assume responsibility to maintain and update the content of the publicly accessible portions of the SDLA website.

3) Business Management and Advertising:

- d) Submit an annual budget request to the Vice-President/President-Elect for inclusion in the Association's annual budget.
- e) Maintain the Association's third class, non-profit bulk mailing permit; supervise each *Book Marks* mailing including special inserts as directed by the President or the Executive Board. Recommend an advertising rate schedule for the approval of the Executive Board.
- f) Notify EST of any advertising that needs to be billed. Advertisers do not receive complimentary copies of *Book Marks* since a complete issue and tear sheet are sent with every bill (September 26, 1987).
- g) Run position openings advertisements at no charge to SDLA institutional members. Charge non-members at a rate of \$10.00 per column inch.

- h) Print display advertisements for the American Library Association and the Mountain Plains Library Association free of charge; print other display advertisements from non-profit library associations free of charge when such advertisements constitute a service useful to South Dakota librarians.
- i) Starting with the March/April 1986 issue, the Board decided that all South Dakota Legislators would receive complimentary issues of *Book Marks*. (April 5, 1986).

4) Printing Schedule:

**January-February-March:** Legislative round-up

**April-May-June:** Pre-conference issue; conference schedule and registration; nominees for office announced; mail free to all libraries and to all librarians, including those who have not paid their dues.

**July-August-September:** Conference issue; information for award nominations.

Publication should be scheduled so that issues will be received by the second week of the second month.

5. Subscriptions:

- a. Individual or institutional members receive *Book Marks* as part of their SDLA membership.
- b. Libraries in the State of South Dakota may receive *Book Marks* only through institutional membership in the Association.
- c. Subscriptions to *Book Marks* are at an annual rate of \$20 and do not include any membership benefits.
- d. All subscriptions are for the calendar year.
- e. The Library of Congress receives a complimentary subscription.
- f. The mailing list is cleared of non-renewals before mailing the July-August-September issue.
- g. The pre-conference issue (April-May-June) is sent free of charge to all libraries in the state (for both members and non-members). A list of libraries may be obtained from the South Dakota State Library.

6. Printing Runs and Back Files:

- a. Print runs are set to provide at least 25 extra copies to allow for spoilage, claims and such future use as submission with invoices to advertising agencies.
- b. Complete back files are maintained for two years.
- c. Two copies of each issue are sent to the Historian via the courier.

- d. After a year's time back files of extra copies can be reduced to ten copies per issue.
- e. Back issues for the year may be sent to institutional members upon request; individual members who join or rejoin late in the year are not normally supplied with back issues.

7. Advertising rate schedule as of Jan 2007

Full page	\$100
Half page	\$50
Quarter page	\$25
Business Card ad	\$10

(April 2009)  
(October 2009)  
(November 2009)  
(July 2016)

**South Dakota Library Association  
Evaluation Survey Form for Newsletter Editor**

Person being evaluated:

Person completing evaluation form:

Position of person completing form:

Evaluation period from \_\_\_\_\_ to \_\_\_\_\_

### Part 1. Job Description

The job duties of the Newsletter Editor are included in the SDLA Bylaws and Manual of Procedures. Results of evaluation will be confidential and summarized by the Immediate Past President for review by the Executive Board.

### Part 2. Performance Areas

Please circle the category that best describes performance. Mark N/A if you have no knowledge of performance in an area. Please make comments specific.

1. SDLA Newsletter edited, printed, and mailed to members on the established schedule.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

2. Communicates with members to obtain newsletter copy.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

3. Provides annual report, including finances and policy to membership at annual conference.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

4. Maintains positive working relationship with Executive Secretary, members of Board, advertisers, and conference planning committees.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

5. Produces an attractive, accurate, and unbiased newsletter product.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

Overall Evaluation of Performance

Unsatisfactory Marginal Acceptable Above-Average Outstanding

General Comments:

## **HISTORIAN**

### **MEMBERSHIP:**

The duties of SDLA Historian are assigned to the USD staff member appointed to the USD Archives Collection, and works directly with the SDLA Collection. The SDLA President confirms this appointment annually.

### **PURPOSE:**

The SDLA Historian is responsible for assuring that materials are deposited to the SDLA Archives at USD according to policy. Collection of materials is identified in the SDLA procedures.

### **DEPOSITORY:**

The I. D. Weeks Library at the University of South Dakota is the official depository of SDLA archival records per written agreement.

### **DUTIES:**

1. Serve as custodian of the historical and archival records of the Association.
2. Keep a complete file of print documents as noted in the Archival Policy. For items missing, notification will be sent to the EST.
3. Arrange materials chronologically in durable containers appropriately labeled so that information can be located when desired.
4. To maintain the integrity of the archival records, circulate Photostat copies of documents upon request (do not circulate the original documents).
5. Present written reports at Executive Board meetings when requested to do so by the President.
6. To update the finding aid (index) as materials are added.

July 2007

June 2008

## **SDLA Archives Policy**

### **PURPOSE:**

The purpose of the South Dakota Library Association (SDLA) archives is to retain and preserve the administrative and historical records of SDLA.

### **DEPOSITORY:**

The Archives and Special Collections, University Libraries at the University of South Dakota is the official depository of the SDLA Archives and archival records.

Archives and Special Collections will:

1. Serve as custodian of the permanent historical and archival records of the Association.
2. Keep a complete file of print documents as noted in the Archives Policy.
3. Arrange materials chronologically in durable containers appropriately labeled so that information can be located when desired.
4. Maintain the integrity of the archival records, circulate reproductions of documents upon request (do not circulate the original documents).
5. Present written reports at Executive Board meetings when requested to do so by the President.
6. Update the finding aid (index) as materials are added.

### **COLLECTING RESPONSIBILITY:**

The SDLA Executive Secretary/Treasurer and the Book Mark Editor/Webmaster are responsible for submitting material bi-yearly to the SDLA Archives at USD. SDLA Executive officers and committee officers should submit materials to the Executive Secretary/Treasurer and the Book Mark Editor/Webmaster for the SDLA Archives.

### **MATERIALS:**

The following items shall be deposited in the SDLA archives for permanent retention:

- SDLA general meeting minutes
- Executive Board minutes and reports
- Bylaws and Procedures Manuals
- Official SDLA Publications including but not limited to: Book Marks, conference and/or convention programs, membership directory.

Other materials deposited in the SDLA Archives may include but are not limited to: correspondence, Presidential correspondence and reports, Advisory Board minutes and reports, financial records, financial reports, treasury reports, secretary reports, committee files and reports, reports and exhibits, officer materials, project information and files, newsletters, grant planning proposals and related materials, educational activities, fundraising materials, photographic and audio visual materials (with people and events identified), materials or publication created by or in conjunction with SDLA, all materials relevant to the history and administration of the association.

### Originating Offices for SDLA Materials

Materials in the SDLA Archives may include, but are not limited to the following documents. For each document, the originating office of the official copy is indicated in (parentheses).

- Executive Board Minutes and Reports (Executive Secretary/Treasurer)
- Committee files and reports (Committee Chair)
- Conference and/or convention programs, reports and exhibits (Book Mark Editor/Webmaster)



- Constitution and Constitutional Revisions (Committee Chair)
- Correspondence (Executive Secretary/Treasurer; Executive Board Officers)
- Educational activities (Committees; Membership)
- Executive Board Minutes and Reports (Executive Secretary/Treasurer)
- Financial Reports, Treasurer Reports (Executive Secretary/Treasurer)
- Fundraising materials (Committees; Membership)
- Grant planning, Proposals and related materials (Membership)
- Handbooks (Executive Secretary/Treasurer)
- History (Membership; Executive Board)
- Membership lists and directories (Executive Secretary/Treasurer)
- Officer materials (Officers)
- News clippings (Executive Secretary/Treasurer; Membership)
- Presidential Correspondence and Reports (Executive Officers)
- Project information and files (Committee Chairs; Membership)
- Publications created in coordination with SDLA (Executive Secretary/Treasurer)
- Publications, Newsletters (Book Mark Editor/Webmaster)
- SDLA Minutes (Executive Secretary/Treasurer)
- Secretary Reports (Executive Secretary/Treasurer)

**Additional guidelines on materials for deposit:**

Association members who wish to donate materials to the SDLA archives should contact the Executive Secretary/Treasurer.

Donations from Executive Officers:

All documents will be held by Executive officers until they are no longer used, and therefore are rendered inactive. The Executive Officer should remove copies of all official SDLA publications before transferring documents the Executive Secretary/Treasurer to the Archives.

Donations from Committee Officers:

All documents will be held by Committee Officers until they are no longer used and therefore rendered inactive. The Committee Officers should send a single packet of materials representative of the actions of each committee to the Archives. Duplicate materials should be removed.

Documents for Retention:

Records are categorized within the following main Series:

- **Correspondence:** Will consist of all correspondence to and from the organization.
- **Administration:** Will consist of materials pertaining to the administration of the organization, including materials from the Annual Conference and records generated by SDLA Officers and the Executive Board. This Series will contain the meeting minutes, financial information and reports, policies and by-laws, documents of association, strategic planning and other documents of administrative significance.
- **Photographs:** Will consist of photographs documenting SDLA events and members.
- **Printed Materials:** Will contain the publications of SDLA, including *Bookmarks* and membership lists.

- **Subject Files:** Will include Committee and Section reports, correspondence and materials organized in topical files.
- **Typescripts:** Will include typescripts of materials, which may or may not have been published but are present in the collection in draft form.
- **Ephemera:** Will include any non-documentary material that contributes to a historical understanding of the organization of SDLA.
- **Audio-visual:** Will include any video or audio materials.

#### Disposition

Documents in a series will be reviewed when accretions are added to a series, to eliminate duplicates and evaluate the scope of the collections. Materials held will be preserved indefinitely, until the processor working on the collection or Executive Board requests that records be considered for destruction.

Documents considered for destruction will be evaluated by the Archives and Special Collections and a recommendation will be given to the SDLA Executive Board.

(July 2017)

(September 2017)

## **SECTIONS**

### **INTRODUCTION:**

Information provided under this heading applies to all sections operating under the general parent SDLA organization. Officers of sections should become familiar with the procedures and guidelines cited herewith in addition to the specific procedures listed under named sections and to the current section bylaws and/or constitution. General procedures listed here are not repeated under individual section headings unless such procedures are specifically listed in the section bylaws and/or constitution.

### **GENERAL:**

12) Membership in SDLA is a prerequisite for membership in any section.

13) The Association encourages the establishment of sections based upon types of libraries or library-related status. Current sections include:

- a) Academic/Health Science /Special.
- b) Public Library/Trustees.
- c) School Library/Media.
- d) Support Staff Section.

14) New Sections

- a) New sections have two years to frame and submit bylaws and/or constitutions for Executive Board approval. If such documents are not filed within two years the section in question is not reimbursed for dues and will not be reimbursed until such time as the section is in compliance with this provision.
- b) Existing sections may merge following a majority vote of existing sections and Executive Board approval of the revised bylaws and/or constitutions.

15) Dissolution of sections:

- a) The Executive Board shall recommend to the membership at the annual conference dissolution of inactive sections.
- b) A section may choose to dissolve itself by a membership vote in which fifty percent of its members vote.
- c) Assets of dissolved sections return to the SDLA general fund.

16) Membership: Each individual member may, at the time annual dues are paid, designate two sections in which membership is desired. Additional sections may be designated for a cost of \$5 each.

- 17) Additional dues may be levied by sections with the approval of a majority of section members.
- 18) Sections may formally affiliate with regional or state chapter subdivisions of the American Library Association or with other national or regional library associations for common purposes, as each section desires. SDLA does not pay personal memberships in other associations or organizations (July 1992).
- 19) Section Chairs delinquent in their SDLA dues payment after a one month reminder from the Executive Secretary are subject to removal and replacement by appointment of the Executive Board from among other members of the section.
- 20) Membership in sections is limited to individuals and does not extend to institutional members.
- 21) Each Section's budget appears as a line-item within the Association budget. No Section shall maintain a separate bank account or other monetary holdings.
- 22) Sections may raise money for their activities by assessing their members, as well as by other fund-raising methods. Such funds will be retained by SDLA and under control of the sections and may be used to pay personal membership dues to national organizations as approved by the membership of the section. Sections may request inclusion of special projects in SDLA's budget. However, such projects require Executive Board authorization.
- 23) Section Officers:
  - a) Section officers are elected annually in conjunction with the SDLA officer elections. The terms of office are designated in the section *Bylaws*. Their term begins at the conclusion of the annual conference and runs until the conclusion of the conference in either one or two year terms as noted in the section bylaws.
  - b) Section officers include a Chair (or President) and a Secretary/Treasurer (unless otherwise stated in the section's *Bylaws*).
  - c) Section Chairs. Duties and Activities:
    - i) Are voting members of the Executive Board, attend all Board meetings, participate in its deliberations, and inform the Board of major section activities, meeting plans and projects.
    - ii) Based on the deadline established by the Vice-President/Chair of the Finance/Membership Committee, Section Chairs shall submit an estimate of their expected expenditures for the coming year.
    - iii) Attend the conference Executive Board meeting and invite incoming chair to make the transition to the new board.
    - iv) In coordination with the Conference Program Chair plan the sectional meetings that are held during the annual conference. This includes

- Planning programs. Notifying program chairs of speakers sought or confirmed and anticipated honoraria.
  - Securing approval of the President for programming funds prior to committing such funds.
  - Estimating other expenses.
  - Listing requirements for meeting rooms, meals, and special equipment needed (projectors, microphones, etc.)
- v) Prepare agendas and conduct all section meetings.
- vi) Immediately following section meetings provide the Association's Recording Secretary with the names and addresses of officers.
- vii) Appoint persons to fill vacancies on section committees.
- viii) Submit written minutes of annual meetings to the Editor of *Book Marks*.
- ix) Submit copies of records, projects, and announcements to the Historian.
- x) Use MemberClicks (online membership database) to contact section members each quarter (March, June, Sept, Dec) to welcome new members and encourage involvement in their chosen section.

24) Procedures and Policies

- a) Amendments to Procedures and Policies governing individual sections or section committees shall be submitted by section officers to the Executive Board for approval.

(Jan 2007)

(July 2016)

## **ACADEMIC, HEALTH SCIENCE, AND SPECIAL LIBRARY SECTION**

### **HISTORY:**

A Round-Table for School and College Librarians was first held in 1920. By 1927 this group had developed into the Academic Library Section. Later, the section was expanded to include Special libraries and renamed the Academic/Special Library Section. In 2000 the section again expanded to include the SDLA Health Science Section. The new section is now named, the Academic, Health Science, and Special Library Section.

### **GENERAL:**

The Academic, Health Science, and Special Library Section meets as the South Dakota Chapter of the Association of College and Research Libraries for part of each SDLA convention meeting.

### **PURPOSE:**

1. To provide an opportunity for discussion and exchange of ideas for persons interested in the problems of university, college, health science, and special libraries.
2. To encourage professional growth.

### **OFFICERS:**

1. Officers shall consist of a Chair and Secretary/Chair-elect. The Secretary/Chair-elect shall be elected annually and one year later shall assume the office of Chair.
2. The Chair and the Secretary/Chair-elect (or a delegate) shall comprise the Section's two representatives to the ACRL Chapters Council. The Chair, Secretary/Chair-elect and the delegate must be members of ACRL.

### **COMMITTEES:**

The Chair may appoint committees as deemed necessary to carry on the work of the section.

### **MEETINGS:**

1. This Section shall hold at least one meeting each year at the annual convention.
2. A second meeting may be held during the spring. The Chair may select the date and location of this meeting.
3. A business session shall be held at the meeting during the annual convention.
4. The members attending a scheduled meeting shall constitute a quorum.

### **DUTIES AND ACTIVITIES:**

1. Section officers plan the convention program. The Section will sponsor a poster session at the SDLA Annual Conference.
2. Minutes are prepared annually for members of the Section
3. Prior to the annual convention, the Section officers will prepare an annual report to be presented to the President and the Executive Secretary.

(September 2008)  
(November 2009)

## **PUBLIC LIBRARY/TRUSTEES SECTION**

### **HISTORY:**

At the 1920 conference a Round-Table for Librarians of Public Libraries was held. The first Library Trustee Conference was held in 1923. By 1929 there were both a Public Libraries Round-Table and a Trustees Round-Table. The Trustee Section formed its own organization in 1960 but ten years later it petitioned SDLA to rejoin the organization. The present section was formed in 1984 following a favorable vote on merging. By vote of the membership in 2008, Certification and Accreditation is now a subcommittee of the Public Library/Trustees Section. In 2008 the SDLA executive board voted to move the certification and accreditation to the SD State Library. In 2009 the South Dakota State Library formed a taskforce to review the certification and accreditation process of public libraries. They revised the process and announced the changes at the 2009 SDLA Conference Public Library/Trustees Section meeting.

### **GENERAL:**

#### **1) Purpose:**

- a) To promote closer working relationships among public libraries.
- b) To promote closer working relationships among all libraries in the community: academic, school, and private.
- c) To present the ever-improving service of the public library to the members of the community.
- d) To present the viewpoint on current problems and projects of the public libraries to the SDLA.

#### **2) Membership:**

- a) All public librarians who have paid SDLA membership dues are members of this section. All section members are eligible to vote at business meetings and hold office.
- b) Anyone interested in Public Library or Trustee issues, but not a member of SDLA, may attend meeting but may not vote or hold office.

### **OFFICERS:**

- 1) The officers of the Section shall be a Chair, a Vice-Chair/Chair Elect/Secretary. These elective officers and the Immediate Past Chair comprise the Section Executive Board.
- 2) Elections are held at the same time as SDLA online elections. Section chairs are responsible for submitting possible candidates to the nominating committee for the ballot.
- 3) Term of office is for two years.
- 4) Chair:



- a) The Chair represents the Section on the Executive Board by attending and participating in meetings throughout the year.
- b) Both the incoming and past Chairs attend the post-conference Executive Board meeting held at the close of the annual conference.
- c) Pre-conference duties and activities:
  - i) Submit annual budget request to the SDLA Executive Board as well as a statement of projected conference expenses.
  - ii) Finalize program plans with the Conference Program Committee and SDLA President.
  - iii) Consult with the local arrangements committee to discuss needs for rooms, audio-visual equipment, table/chair arrangements, and menus and prices of a luncheon or other meal if planned.
- d) Conference duties and activities:
  - i) The president will conduct the annual Section business meeting. The Vice-Chair/Chair Elect/Secretary will take minutes at the SDLA section meeting.
  - ii) Attend Executive Board meetings held in conjunction with the annual conference.
  - iii) Present procedural changes to the membership for their approval; a two-thirds vote of members in attendance is required for revision.
- e) Post-Conference duties and activities:
  - i) Attend the post-conference Executive Board meeting (both Chair and Past Chair).

(June 2008)

(November 2009)

## CHILDREN'S BOOK AWARD COMMITTEE

### MEMBERSHIP:

The Committee shall consist of 12 reading members and 1 non-reading liaison:

- 3 members from the Public Library/Trustee Section of SDLA
- 3 Reading Council Representatives
- 2 At-Large members
- 1 School Administration Representative
- 1 College Children's Literature Professor
- 1 Dept. Of Education/State Library Representative (Non-reading)
- 1 School Library Section of SDLA Member
- 1 SDEA Member

Members will serve 3-year terms and may serve 2 consecutive terms. The chair of the Public Library/Trustee Section will appoint new committee members at the suggestion of the Children's Book Award Committee chair. [October 2, 1998] The chair of the committee will be a member of the Public Library/Trustee section of SDLA and will be appointed by the Chair of the Public Library/Trustee Section of SDLA. The secretary of the committee will be elected by the members of the committee. The Children's Book Award Committee reports to the Public Library/Trustee Section.

Not all Children's Book Award Committee members need to be members of SDLA (Board clarification June 2006)

### PURPOSE:

To encourage children to become enthusiastic, discriminating readers. Participating organizations include: the Public Library/Trustee and School Library/Media Sections of SDLA, the South Dakota Reading Council, the South Dakota State Library, and South Dakota Elementary School Principals.

### PROCEDURES:

- 1) Contest books must meet these requirements:
  - a) The contest list will be compiled of book titles, not selected authors.
  - b) Fiction and non-fiction titles may be included.
  - c) Books must have been published 2-3 years prior to the voting year.
  - d) Book titles must reflect children's reading choices.
  - e) TV or movie tie-ins will not be allowed
  - f) Books must meet regular library selection standards.
  - g) Books must be chosen because of suitability and overall interest to children.
  - h) Books must be in print.
  - i) Books must be by living authors.
  - j) Illustrations must be artistic and suitable.
  - k) Books may be recommended by teachers and librarians.
  - l) Prairie Bud books will be appropriate for children in grades K – 1.

- m) Prairie Bloom books will be appropriate for children in grades 2 – 3.
- n) Prairie Pasque books will be appropriate for children in grades 4 – 6.
- 2) Master lists and ballots will be available electronically following the SDLA Annual Conference. The reading contest officially begins November 1. Voting will be done electronically. Deadline for voting will be March 15. The State Library will count votes and report to the committee chair.
- 3) The winner will be announced during National Library Week. Announcements will be made on the list serves, the State Library website, and via email to the media. The announcement may include a simple list of next year's contest titles.
- 4) The committee will recommend the winning author to the SDLA President for consideration to speak at future conferences.
- 5) Prepare an award brochure and master list as well as award promotional materials. It is suggested that the award brochure be printed in time for the SDEA conference in August.
- 6) Arrange for book talks and other promotional activities for SDLA.
- 7) Checks from libraries purchasing book award materials (spine labels, award stickers, etc.) will be forwarded to the SDLA Executive Secretary.
- 8) Bills for printing, stickers, and other incidental promotional expenses are forwarded to the SDLA Executive Secretary.

(June 2006)

(September 2008)

(July 2016)

## SCHOOL LIBRARY/MEDIA SECTION

### HISTORY:

At the 1920 SDLA conference a Round-Table was held for School and College Librarians. The School Library Section held its first separate meeting in 1934, meeting with SDEA and petitioning that organization to establish an affiliate for school librarians. The resulting School Librarians' Roundtable of SDEA has always had a close working relationship with the School Library Section of SDLA. In 1983 the Section name changed to School Library/Media Section. By vote of the membership in 2008, School Standards is now a subcommittee of the School Library/Media Section. In June 2008, the SDLA Executive Board voted to have the State Library take responsibility for Voluntary School Standards.

### GENERAL:

#### 1) Purpose

- a) To promote professional growth of the membership.
- b) To cooperate in the improvement of classroom instruction and of teachers through the effective selection, utilization, evaluation and administration of print and non-print materials.
- c) To serve as a clearinghouse of information regarding such materials as books, media, equipment, facilities, methods and organizational procedures as determined by research and experience.
- d) To promote research in all education.
- e) To cooperate with other educational and community agencies with similar interests and activities.

#### 2) Membership:

- a) Membership in SDLA is a prerequisite for membership in the School Library/Media Section.
- b) Students currently enrolled in any institution of higher learning within the State of South Dakota who are working toward certification as school librarians are eligible for associate membership.
- c) Associate members are entitled to all rights and privileges of full members except voting and holding office.

### OFFICERS:

The officers of the Section shall be a Chair and Secretary/Chair Elect. These elective officers and the Immediate Past President comprise the Section Executive Board.

- 1) The term of office is for two years.

- 2) Chair:
  - a) Presides at all general meetings of the organization and at Section Executive Board meetings, which may be called at the Chair's discretion.
  - b) Serves as an *ex-officio* member of all committees, and appoints committees as needed to expedite the objectives of the organization.
  - c) With the approval of two or more members of the Section Executive Board has the authority to fill any vacancies that may appear on any committee or on the Section Executive Board.
- 3) Secretary/Chair Elect:
  - a) Automatically succeeds to the Chair.
  - b) Presides at meetings in the absence of the Chair.
  - c) Serves for the balance of the term in the event of the Chair's withdrawal from office, and assumes the Chair the following year.
  - d) Performs usual duties assigned to the Secretary/Treasurer's office including keeping meeting minutes, records, receipts, expenditures, membership records, financial reports, etc.
  - e) Secures the approval of the other Section officers for the payment of bills before sending them to the Executive Secretary/Treasurer for payment.

#### COMMITTEES:

- 1) School Library Education Committee:
  - a) The School Library Education Committee will speak to education majors at colleges and universities in South Dakota about how school librarians can enhance their teaching.
  - b) Anyone willing to speak is able to be on the committee.
- 2) Additional committees may be appointed by the Chair.

#### MEETINGS:

The business meeting is held annually during the SDLA conference.

- 1) Other meetings may be called by the Chair, the time and place to be determined by a majority vote of the Section Executive Board.
- 2) The members in attendance at a meeting shall constitute a quorum.

#### CONSTITUTION AND BYLAWS:

- 1) The constitution may be amended by a two-thirds vote of the section members voting.
- 2) Amendments may be initiated by the Section Executive Board or by any member; the proposed amendment shall be submitted to the membership in advance of the annual meeting.

3) A ballot on constitutional revision and other major issues is permitted at the discretion of the Section Executive Board.

(October 2010)

(Sept. 2007)

## **YOUNG ADULT READING PROGRAM COMMITTEE**

### **MEMBERSHIP:**

The Young Adult Reading Program (YARP) shall consist of at least 12 members who shall include but not be limited to the members of the School Library/Media Section of SDLA. Individuals may volunteer to join the committee or may be recruited by members of the current committee. Members of the committee will serve 3-year terms and may serve consecutive terms. If a member must leave the committee prior to the completion of their term, they must submit a one month resignation to the chair of the committee and are asked to aid the committee in finding a replacement. The YARP Committee reports to the School Library/Media Section.

### **PURPOSE:**

The purpose of the YARP committee is two-fold:

- 1) To provide a list of recently published outstanding young adult books to libraries throughout the state and
- 2) To encourage young adults to read more quality contemporary literature.

While schools will be the primary focus of promotional activities, public libraries will also be encouraged to promote reading activities to this age group and utilize the reading list.

### **PROCEDURES:**

Full committee meetings will be held twice each year, once during the SDLA Annual Conference and once in June. The subcommittees may meet at SDEA or as the need arises. This committee may be dissolved by a 60% favorable vote of the whole committee (including absentee votes) and approval from the School Library/Media Section. The committee chair, the selection committee chair, and the promotion committee chair will form the YARP executive committee. Funding shall come from SDLA initially, but may evolve to include grants, donations, fees or other funding sources. Allowable expenses shall include funds for printing, mailing, promotion, telephone calls and committee expenses that are incurred in the selection and promotion of the booklist and other promotional activities. It will not include defraying member expenses for participation (mileage, food, lodging, etc.)

The chair of the committee will be elected by the members of the committee at the SDLA Annual Conference meeting and will serve a one-year term.

#### **Duties of the committee chair:**

- 1) Preside over meetings of the whole committee, which shall be at the SDLA Annual Conference and in June or as deemed necessary.
- 2) Coordinate activities between the Promotion and Selection committees.
- 3) Prepare the budget request.
- 4) Represent the interests of the YARP Committee to the School Library/Media Section.

The secretary of the committee will be elected by the members of the committee at the SDLA Annual Conference meeting and will serve a one-year term and may serve consecutive terms.

#### **Duties of the committee secretary:**

- 1) Keep a record of the proceedings of all whole committee meetings and distribute a copy of the proceedings to all members following the meeting.
- 2) Receive and answer all inquiries and correspondence to the committee.
- 3) Assist the committee chairs in any correspondence to other members of the committee.

The chair of the selection committee will be elected by the whole committee at the SDLA Annual Conference meeting and will serve a two-year term that will expire in odd-numbered years.

**Duties of the selection committee chair:**

- 1) Assure that all book suggestions from non-committee members are brought to the June meeting.
- 2) Assure all books meet the guidelines established in the bylaws.
- 3) Assure that a ballot is prepared so that members may vote on the books at the SDLA Annual Conference.
- 4) Before the final vote is taken, assure that all books have been read and reviewed by at least 2 members of the selection committee.
- 5) Assure that all BIP information and a short paragraph annotation of the books that are selected are collected and sent to the promotion committee chair by December 15th.
- 6) Assure that any budget requests of bills are submitted to the chair of the YARP committee at the June meeting.
- 7) Serve as a member of the YARP Executive Committee.

The chair of the promotion committee will be elected by the whole committee at the SDLA meeting and will serve a two-year term that will expire on the even-numbered years.

**Duties of the promotion committee chair:**

- 1) Assure that the booklist that is submitted by the selection committee is printed and distributed by March 31st to the libraries in the state and other individuals, institutions, and businesses that the promotion committee deems appropriate.
- 2) Assure that promotional activities concerning the new booklist are arranged for SDEA and SDLA, including arranging for individuals to present book talks, distribute lists, or any other activities the committee plans.
- 3) Assure that the promotional committee continues to research and plan appropriate activities geared to encouraging young adult reading. These activities may include circulating author information to librarians, publishing sample book talks, making sample activity packets that relate to the books on the booklist available to teachers, and coordinating promotional activities with the media.
- 4) Submit budget needs for the next year and all bills accrued from current promotion activities to the committee chair by June 15th.
- 5) Serve as a member of the YARP executive committee.

**Booklist criteria:**

- 1) Individual titles will be included on the booklist, not author's entire works.
- 2) Books will have a copyright date of no more than five years prior to the publication of the list.
- 3) Books will be chosen on the basis of the quality, suitability, and overall interest to South Dakota young adults in grades 7-12. Inclusion of the title on other reviewing lists such as



Best Books for Young Adults is encouraged but not mandatory if the book is thought by committee to be of exceptional quality.

- 4) Books must be in print at the time of selection.
- 5) Suggestions for inclusion on the booklist will come from librarians, teachers, students and members of the committee.
- 6) All books must be read and approved by at least 2 members of the selection committee to be considered for inclusion on the list.
- 7) The booklist should include at least twenty titles selected to provide a balance of genre, difficulty, and appeal to South Dakota young adults. It will include fiction and non-fiction titles.
- 8) Criteria for inclusion on the booklist will be reviewed annually at the June meeting.

## SUPPORT STAFF SECTION

### HISTORY:

On July 13, 1996, signatures on a petition were submitted to the Executive Board for the formation of a Library Support Staff Section. An organization was held at the SD Library Association conference in Spearfish on October 11, 1996 to select facilitators for the section until the by-laws were submitted and approved. The by-laws were submitted and approved by the Executive Board at the October 1, 1997 meeting. A ballot was issued in February, 1998, for approval by the general membership.

### GENERAL:

#### 1) Purpose

- a) To enhance the professional image and status of South Dakota's library support staff.
- b) To further their professional growth through encouraging participation of support staff in library associations, conferences, and continuing education.
- c) To provide a network for communication to our members and the profession on library support staff issues and trends.
- d) To network and cooperate with library organizations on local, state, national and international levels.

#### 2) Membership

- a) Membership shall be open to all members in good standing of the Association.
- b) Anyone interested in support staff issues, but not a member of SDLA may attend meetings, but may not vote or hold office.
- c) Members of the section shall be eligible to vote at its business meetings and hold office.

#### 3) Meetings.

- a) The annual business meeting shall be held at the time and place of the annual SDLA meeting.

### OFFICERS:

- 1) The Section's officers are Chairperson and Vice-Chair/Secretary.
- 2) Elections are held at the same time as SDLA elections.
- 3) Term of office is for two years.
- 4) Chairperson
  - a) The Chairperson shall prepare agendas for and preside at all meetings.
  - b) The Chairperson shall represent the Section on the Executive Board by attending and participating in meetings throughout the year. Shall recommend to the Board such

measures considered desirable to further the objectives and broaden the effectiveness of the Section. Shall submit a yearly budget request for the Section.

- c) The Chairperson shall act as chairman of the bi-annual support staff conference planning committee.
- d) The Vice-Chair/Secretary shall assist the Chairperson in the performance of the duties of that office; shall assume the duties and obligations of the Chairperson in the event of the absence or withdrawal of the Chairperson, shall record the minutes of all meetings and maintain Section records, shall receive a list of all members, and prepare correspondence as assigned by the Chairperson. The Vice-Chair/Secretary will assume the duties of Chairperson when the Chairperson's two year term is over.

(June 2008)

(November 2009)

## **ROUNDTABLES**

### **GENERAL:**

- 1) Membership in SDLA is a prerequisite for membership in any roundtable.
- 2) Any group of two or more members with mutual interests may organize a roundtable by filing a statement of purpose and securing the approval of the Executive Board.
- 3) Roundtables may be dissolved by one month notification to the Executive Board, or in the event a roundtable does not continue to exhibit activity through election of officers or presentation of programs at annual conferences, the Executive Board will recommend its dissolution to the membership at the annual conference.
- 4) Roundtables are responsible for providing their own funds by assessment of members or by money-raising projects.

## COMMITTEES

### COMMITTEE CHAIRS:

- 1) Are appointed by the President each year. Appointment as Chair is for one year only, while appointment as a committee member is for the length of term appropriate to the individual committee structure.
- 2) In making appointments the President should attempt to make wide use of the membership and not to appoint members to more than one committee.
- 3) Delinquency in SDLA dues payments after a one month reminder subjects chairs and members to removal and replacement.
- 4) May serve in the position for more than one year if reappointed by another President.
- 5) Shall call meetings as needed.
- 6) Shall estimate expenses for the following year and submit budget requests to the Finance/Membership Committee to be used in budget preparation.
- 7) Shall present written reports at Executive Board meetings when requested to do so by the President.
- 8) Responsible for the expeditious transfer of committee files and records to the new chairs.
- 9) Shall annually review committee procedures and policies and submit amendments to the Executive Board for approval.

(July 2006)

## AUDITING COMMITTEE

### MEMBERSHIP:

Committee consists of two members that audit the SDLA books each year. Members serve two year overlapping terms.

#### Function:

- Maintain the continuation of this committee for the purpose of conducting an annual internal audit and filing the correct forms in a timely manner.
- Submit the books for a professional audit to be conducted every 3 years.

### DUTIES:

The Auditing Committee serves immediately after its appointment and audits the books for the period ending December 31 of the current year. Audits are conducted on a 3-year cycle; two years by the volunteer committee and the third year by a professional.

### PROCEDURE:

- 1) The Executive Secretary/Treasurer shall submit a year-end budget report to the Board no later than the spring meeting.
- 2) The Board approves the end of year budget report.
- 3) The Executive Secretary/Treasurer shall submit the yearend report and supporting documents for audit and tax return (990EZ).
- 4) The books should be checked to verify income and expenditures for the year under audit.
  - a) The interest earned on the Certificates of Deposit is recorded as income and may be left with the CD.
  - b) Bank statements for the general fund checking account and end-of-year statements of interest earned should be checked to verify the account balances.
- 5) Submit tax return (990EZ) to president for signature or file extension by May 15.
- 6) The audit report should include a summary of findings and recommendations.
- 7) The report is submitted to the President by September 1.

(July 2007)  
(November, 2009)  
(December, 2011)  
(July 2016)

## BYLAWS AND PROCEDURES COMMITTEE

### MEMBERSHIP:

A committee consisting of two ex-officio members: the Recording Secretary and Executive Secretary/Treasurer (EST). The purpose of this committee is to maintain the SDLA Bylaws and Procedures Manual.

#### Function:

- Recording Secretary and EST shall attend all meetings and will post approved revisions to Bylaws and Procedures Manual.
- Maintain and update a *chronological deadline calendar* for President, VP/Pres.Elect, Section Chairs & Committee Chairs.

### PURPOSE:

The purpose of the Committee shall be to maintain the *Bylaws* and *Procedural Manual*.

### DUTIES:

- 1) Recording Secretary and EST shall attend all meetings and will post approved revisions to Bylaws and Procedures Manual.
- 2) Maintain and update a *chronological deadline calendar* for President, VP/Pres.Elect, Section Chairs & Committee Chairs.
- 3) Review the *Bylaws* and *Procedural Manual*, noting inconsistencies and additions or deletions required.
- 4) Review Executive Board minutes and recommend additions or changes to the *Procedural Manual*.
- 5) Incorporate under the proper headings in the *Bylaws* and *Procedural Manual* any new law or policy passed or adopted at the annual conference. The wording used by the association at the time of adoption shall be used. New headings may be added to the *Bylaws* as the occasion demands.
- 6) Forward information on proposed *Bylaws* changes to the Nominating Committee for inclusion in "Call to Conference" packets.
- 7) Present and move the adoption of proposed *Bylaws* changes at the annual conference.
- 8) Distribute copies of the *Bylaws'* revisions and amendments to each member of the Executive Board and to the Editor of *Book Marks* for publication.
- 9) Present written reports at Executive Board meetings when requested to do so by the President.

## **FINANCE/MEMBERSHIP COMMITTEE**

### **MEMBERSHIP:**

Committee consists of three members: VP/President Elect (Chair), President, and EST. Members manage SDLA's budgetary process with each administration and address any concerns; also promote membership among individuals and institutions.

### Function:

- Establish budget for upcoming year; present budget to board and to the membership
- Determine the best use of SDLA's current resources; establish necessary amount to be retained in reserve fund for scholarships and how much remains to be utilized in reaching Association goals
- Continue to promote and encourage membership in SDLA by developing new and innovative ways to attract members & raise revenue

### **DUTIES OF CHAIR:**

#### **FINANCIAL DUTIES:**

- 1) The Chair will draft the next year's budget with assistance from the Executive Secretary.
  - a) Review the budget of the previous administration.
  - b) Establish a deadline for budget request submission. Ask for and receive from section chairs, committee chairs and officers budget requests and program goals for upcoming year by the end of April.
  - c) Include the budget requests and goal(s), with recommendations, in a written report for the Executive Board's annual summer meeting.
  - d) Present final draft budget to the Executive Board at the annual pre-conference Board meeting. This budget as approved by the Executive Board will be distributed to the membership of the Association for approval at the annual conference.
- 2) Working with the Finance/Membership Committee, the Chair shall review the dues schedule annually and make recommendations to the Executive Board at the annual summer meeting.

#### **MEMBERSHIP DUTIES:**

- 1) Coordinate planning and design for materials used to promote membership. These may include but are not limited to membership brochures, pins, envelopes, stamps, and mailing labels.
- 2) Solicit renewals from current members. This includes an annual mailing to members and other strategies as determined helpful each year.
- 3) Notify lapsed members in writing of their inactive status by May 30<sup>th</sup>. Ask for feedback regarding non-renewal status. (Executive Secretary provides list of non-renewed memberships.)
- 4) Solicit new membership. This includes an annual mailing to nonmembers and/or libraries publicizing the nature of SDLA and membership benefits, contacting new librarians in the state with a personal invitation to join the Association.
- 5) Mail Welcome Cards to new members.



## DUTIES OF COMMITTEE:

- 1) Assist Finance/Membership Committee Chair with planning and designing materials used to promote membership.
  - a) Devise a campaign that will attract into SDLA membership a large body of library employees, trustees and friends at all levels and from all types of libraries as well as other persons interested in libraries.
  - b) Prepare promotional materials to be used for recruitment.
  - c) Contribute to *Book Marks* and the SDLA website in publicizing membership.
  - d) Keep the Executive Board informed on problems affecting membership and report regularly on membership services.
- 2) Assist Chair with membership duties such as welcoming new members and soliciting membership, if requested.
- 3) Work with the Chair to annually review the dues schedule and make recommendations to the Executive Board.
- 4) Present written reports at Executive Board meetings when requested to do so by the President.

## MEMBERSHIP POLICY DECISIONS

The following items reflect Executive Board decisions.

- 1) Grant honorary membership to the Governor and all State Library Board members on a continuing basis (June 21, 1985).
- 2) To provide State Library Board members with free individual memberships in exchange for mailing list and miscellaneous State Library assistance (August 6, 1987. Conflicts with no. 1 above so the Executive Board on October 5, 1988 reaffirmed that the intent is to grant honorary membership). . Additional new member category added. A new member is a member who has not been a member for the past 5 years or longer, or new to the State or profession (1) December 4, 1987).
- 3) The Board asked the Bylaws Committee to determine if the Board could change the membership deadline for full membership of those who join SDLA *at* the beginning of the school year. The Bylaws Committee ruled that the Board cannot do this, as only the membership can make this decision. The Committee recommended and the Board agreed that the calendar year was still best for SDLA's membership year, and that the best approach to handling this would be to make prospective and renewing members very aware of this with clear statements on all applications and conference material (December 2, 1989).
- 4) A personal member is eligible for the student dues rate if they are enrolled in a library school program. There is a 3 year limit for the student dues rate (July 13, 2012).
- 5) Institutional member benefit: the SDLA member rate for one staff member to attend annual conference (July 13, 2012).  
(July 2016)

## INTELLECTUAL FREEDOM COMMITTEE

### MEMBERSHIP:

The Intellectual Freedom Committee consists of three members serving three year overlapping terms. IF deals with censorship and Internet issues.

#### Function:

- Support the current 'Lawyers for Libraries' liaison
- Continue to remain current on censorship and Internet issues that affect libraries

#### GENERAL DUTIES:

- 1) Develop intellectual freedom aids and educational programs for librarians, library trustees and the general public.
- 2) Maintain and keep up-to-date the *South Dakota Library Association Intellectual Freedom Manual* adopted by the Association.
- 3) Encourage support of the ALA Bill of Rights, the Freedom to Read Statement, and other programs related to the free access to information.
- 4) Maintain effective communications with ALA's Office of Intellectual Freedom.
- 5) Monitor legislative process at all levels of government and cooperate with the Library Issues Committee.
- 6) Set up procedures for handling all aspects of intellectual freedom including the registering of complaints and the establishment of machinery for hearings and action by the Executive Board and/or the Association.
- 7) Establish routine liaison with other state, regional and national organizations that support the principles of intellectual freedom.
- 8) Distribute the *Intellectual Freedom Newsletter* from ALA to Committee members.
- 9) Keep an up-to-date file of intellectual freedom issues in the State.
- 10) Keep informed of national developments in intellectual freedom.
- 11) Establish methods of keeping the SDLA membership informed of the Committee's work.
- 12) Serve as a clearinghouse for information regarding intellectual freedom for South Dakota libraries.
- 13) Represent the Association, when authorized to do so by the President, at meetings related to intellectual freedom.
- 14) Return completed questionnaires and surveys to ALA, supplying copies to the President.
- 15) Present written reports at Executive Board meetings when requested to do so by the President.

#### DUTIES RELATED TO SPECIFIC CENSORSHIP COMPLAINTS:

- 1) Investigate in a constructive manner actual or alleged cases of censorship pressure reported by individuals and institutions.
- 2) After investigation report all incidents of complaints of censorship to the President; the Executive Board will recommend appropriate responses and determine the course of action to be taken.
- 3) Upon authorization of the Executive Board, support stands by librarians and/or interested citizens in opposition to state and community censorship efforts, such as legislation at the local, county and state level, which might place library collections in jeopardy, or which might restrict, prejudice or otherwise interfere with the selection and acquisition of library materials or other professional activities of librarians.
- 4) Upon authorization of the Executive Board, cooperate with the ALA Intellectual Freedom Committee by informing it of complaints of censorship violations within the state, and by informing it of pertinent legislation and local actions pertaining to censorship.
- 5) Upon authorization of the Executive Board, represent the Association at hearings related to censorship violations.

(Revised December, 2011)

## LIBRARY ISSUES COMMITTEE

### MEMBERSHIP:

A committee of ten members representing the state's ten geographic areas ([link to map](#)). Each member serves a three year term. The terms of the committee members are staggered. The purpose of the LI committee is to inform the membership of issues that affect the status of libraries and librarians. This includes keeping current on legislative matters.

#### Function:

- Determine objectives for the upcoming Legislative Session and expand upon those ideas to establish bills for proposal by SDLA.
- Continue to maintain SDLA's presence & visibility with Legislators
- Plan for Legislative Day activities and the Legislative Reception (January)

### DUTIES:

- 1) Has primary responsibility for legislation by examining pending state and national legislation, by studying concerns or new issues that could result in the formulation of new legislation for library betterment, and informing SDLA members of these concerns and legislation and of recommended action.
- 2) Assists the Executive Board in formulating positions that are not legislative, but which express the ideals and concerns of the Association.
- 3) Advocates for South Dakota libraries and librarians and works with the association's lobbyists to promote proposed legislation.
- 4) Develops the association's annual legislative agenda with input from the general membership and presents it to the Executive Board for approval.
- 5) Organizes the South Dakota Legislative Day and Legislative Reception.
- 6) Develops a network of legislative contacts among the membership in order to promote library issues.
- 7) The Federal Relations Coordinator is held by the State Librarian who will monitor federal library and related legislation. The Coordinator exchanges information with the ALA Councilor to inform the membership of federal issues.
- 8) Assists in the development and presentation to the Executive Board of proposed changes in the *Bylaws* and *Procedural Manual*.

### PROCEDURES:

- 1) The Committee shall use any appropriate means to keep the membership informed of the Association's concerns affecting the status of libraries and librarians. These means may include research, meetings, preparation of recommendations to the Executive Board, articles in *Book Marks*, or direct mailings approved by the President, or activation of the phone tree if approved by the President or postings on the association's listserv.

- 2) . The Committee shall gather input from the membership for items of concern on items that could be given Committee attention.
- 3) The Committee analyzes issues and the Chair presents to the Executive Board official position statements or appeals for legislative action. The Executive Board shall decide whether the membership as a whole should be notified prior to acting.
- 4) If new legislation is recommended and approved by the Executive Board, the Committee shall be responsible for bill preparation, sponsor selection, promotion and related matters, at all times coordinating efforts with the association lobbyists, appropriate Association officers and the State Librarian, if appropriate.
- 5) The Committee Chair and the President shall have authority to develop legislative strategy decisions in those instances when time does not allow for the delays that would result from consultation with the Executive Board as long as such decisions are consistent with positions taken by the Association or with the primary objectives of the Association.
- 6) Present reports at Executive Board meetings when requested to do so by the President.
- 7) The committee's annual report may include recommendations for constitutional revision.

(June 2006)

(Revised December, 2011)

## SOCIAL MEDIA COMMITTEE

### MEMBERSHIP:

Committee consists of four members, the Book Marks editor who serves as chair, the EST, and two others who are selected by the President from the SDLA membership. Members selected by the President serve a three-year term.

### Function:

- Increase communication to the SLDA membership to provide support and resources.
- Develop strategies using social media to market SDLA.

### DUTIES:

- 1) Investigate best social media tools for SDLA to communicate messages.
- 2) Launch new social media tools.
- 3) Update and maintain social media tools.
- 4) Assess the communication results of forms of social media tools used.
- 5) Investigate personal learning networks (PLN).
- 6) Educate members on advantages of PLN.
- 7) Assess the PLN retention and impact on participants.

## NOMINATING COMMITTEE

### MEMBERSHIP:

A committee of four members serving two year overlapping terms (may *not* be a current member of the Executive Board.) The Nominating Committee organizes Election procedures for the Association.

#### Function:

- Submit a slate of at least two candidates for each office to be filled and secure the candidates' consent to stand for election.
- Manage and promote the utilization of online elections.

### DUTIES:

- 1) The Nominating Committee shall submit a slate of at least two candidates for each office to be filled and shall secure the candidates' consent to stand for election.
  - a. Annual nominations are made for Vice-President/President-Elect; biennial nominations are made for Recording Secretary.
  - b. Candidates for ALA Councilor are nominated every three years according to the guidelines of the American Library Association except as otherwise indicated under "ALA Councilor" section.
  - c. Candidates for MPLA Representative are nominated every three years.
- 2) The Nominating Committee also serves as the Committee on Election.

### PROCEDURES:

- 1) Each incoming Chair of the Nominating Committee should determine the slate of candidates needed for the coming year and verify with the President that no two-year or three-year office needs to be filled because of resignation or other cause.
- 2) Committee members will nominate at least 2 candidates for each office to be filled. Nominees must be current members of SDLA and must give their consent to serve in the office for which they are nominated.
- 3) In addition to the Nominating Committee candidates, any member of the Association may present a petition signed by not fewer than 15 members of the Association proposing additional nominations. Petition nominees must have the same qualifications as candidates selected by the Nominating Committee.
  - a. By the end of February, the chair of the Nominating Committee will notify the membership (*Book Marks*, SDLA email lists, SDLA website) of the nomination by petition process for candidates for SDLA office.
  - b. Petition nominations must reach the Nominating Committee by April 1.
- 4) Nominees are to be selected by April 15. The Executive Board approves the ballot after being notified of the candidates by the Committee chair.

- a) Pictures, candidate questionnaires, and brief biographical sketches are to be supplied by the Nominating Committee to the *Book Marks* editor by April 20<sup>th</sup>.
  - b) Candidate information is included in the April/May/June issue of *Book Marks* and is posted on the SDLA website until the election is complete.
- 5) The Nominating Committee chair forwards a slate of candidates to the Executive Secretary/Treasurer. At least six weeks prior to the annual conference, the Executive Secretary/Treasurer posts the ballot online and opens the election for one month. Upon request, the Executive Secretary/Treasurer will provide a paper copy to those members unable or unwilling to vote electronically.

Paper Ballots:

- a) Place mailing labels on envelopes;
  - b) Mailing will include the ballots with the words "Official Ballot" and the address of the Executive Secretary/Treasurer.
  - c) All returned paper ballots must be postmarked by the end of the election month.
- 6) The Chair of the Nominating Committee or other designated committee representative shall work with the Executive Secretary/Treasurer or another person so designated to tabulate the paper and electronic ballots. Within one week of the close of voting, the Executive Board is to be notified via email of the election results including the number of votes each candidate received. The Committee chair notifies all candidates within 24 – 48 hours of the Board's approval of the election results. Following notification of the Executive Board, the *Book Marks* editor will post the results on the SDLA website.
- 7) The candidate receiving the greatest number of votes shall be elected. In the case of a tie vote, the successful candidate shall be determined by lot, conducted by the Executive Board at a special Board meeting convened by the President.
- 8) In the event that a candidate for election withdraws from candidacy in the period between the opening of elections online and the beginning of the new term of office, and the candidate is successful in the election, or if a vacancy occurs during a one-year term, the office affected shall be filled by Executive Board appointment.
- 9) In the event a vacancy occurs during the term of office of an ALA Councilor or MPLA Representative, the procedures outlined in the position descriptions should be followed.
- 10) Section chairs are responsible for forwarding the names of candidates for section offices to the Nominating Committee by the deadlines stated above for inclusion on the ballot.

(January 2007)

(November, 2009)

(April 2010)

(July 2010)



***SAMPLE PAPER BALLOT***

South Dakota Library Association

1985 Official Ballot

VICE-PRESIDENT/PRESIDENT-ELECT (vote for one)

\_\_\_ NAME, Title, library, institution, city

(vita)

\_\_\_ NAME, Title, library, institution, city

(vita)

RECORDING SECRETARY (vote for one)

\_\_\_ NAME, Title, library, institution, city

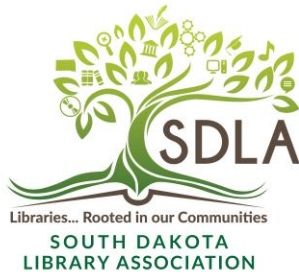
(vita)

\_\_\_ NAME, Title, library, institution, city

(vita)

RETURN MARKED BALLOT TO: Name, address

YOUR BALLOT MUST BE RECEIVED BY (date) TO BE COUNTED



## CANDIDACY FORM

**Please fill out and return this form to the Nominating Committee Chair by April 15<sup>th</sup>.**

Office:

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Name and email:

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**Email a photograph (jpg or gif) to the Book Marks editor: [bookmarkssd@gmail.com](mailto:bookmarkssd@gmail.com)**

**Include a short biography that will address the following topics:**

\*Professional Affiliations

\*Library Philosophy

\*Education

\*Work Experience

**Respond to the following questions.**

\*Why do you choose to run for this office?

\*What type of leadership and communication skills would you bring to this office?

\*What do you think are the issues facing the Association?

\*What would you plan to accomplish during your term if elected?

**Nomination by Petition**

We, the undersigned, nominate \_\_\_\_\_ for the office of SDLA \_\_\_\_\_.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_

Petition must be submitted to the Nominating Committee Chair by April 1. The nominee and all signers must be current members of SDLA. Written consent of the nominee to run for office must also be included with the petition. Signatures may be submitted via email with all email documentation compiled in a Word document and submitted with the petition.

Article X, Section 10.02 of the South Dakota Library Association Procedural Manual and Bylaws allows for nomination by petition: “Any member of the Association may present a petition signed by not fewer than fifteen members of the Association proposing additional nominations.”

## PROFESSIONAL DEVELOPMENT GRANTS COMMITTEE

### MEMBERSHIP:

A committee consisting of three members serving overlapping terms (*no two committee members should be employed in the same library at the time of their selection*). Committee members review applications for the awarding of available SDLA grants and scholarships.

#### Function:

- Evaluate applications, select recipients, and notify Executive Board
- Continue to increase efforts to promote grant opportunities to the membership and announce deadlines

### POST-CONFERENCE DUTIES AND ACTIVITIES:

1. In August 2010, the South Dakota Library Association Leon Raney Endowment Fund was established with the South Dakota Community Foundation (SDCF). Fund distributions will be used to support professional development grants, scholarships, and SDLA Conference grants. SDLA is committed to giving back to its members. Until the SDCF fund distributions meet or exceed \$2700, money for awards will come from SDLA general funds. When the SDCF fund distributions exceed \$2700, the amount or number of grants and scholarships may be increased.
2. The committee should actively advertise the grants in *Book Marks* and on the SDLA website.
3. The chairperson should forward copies of applications to other Committee members for review and final Committee decisions. Final committee decisions should be submitted as information to the president and editor of *Book Marks* and the SDLA website.
4. The chairperson will acknowledge receipt of an application by the committee to each applicant as soon as application is received.

### PRE-CONFERENCE DUTIES AND ACTIVITIES

1. Grant recipients will be selected at a meeting, during a prearranged telephone conference call, or by a mail or e-mail vote of the committee members.
2. Written confirmation of the recipients should be filed with the president within 15 days after final committee decisions have been made.
3. The committee chairperson should notify recipients in writing no later than 20 days after final committee decisions have been made. The chairperson should also notify non-recipients at the same time.
4. The committee chairperson shall accept the evaluative reports from the recipients. A copy of the reports shall be forwarded to the editor of *Book Marks* and may be published in *Book Marks* or elsewhere. Award recipients shall submit a participation report for publishing in *Bookmarks* and the website.
5. At least two months prior to the annual conference, the committee chairperson shall present a written annual report to the president.

## CONFERENCE DUTIES AND ACTIVITIES

1. The grant recipients' names shall be announced or the recipients introduced to the membership at the SDLA annual business meeting, in *Book Marks* and on the SDLA website.

## **PROFESSIONAL DEVELOPMENT GRANTS AND SCHOLARSHIPS**

### INFORMATION AND INSTRUCTIONS:

Value of grants and scholarships:

Three Professional Development Grants of up to \$450 each are available to assist South Dakota Library Association members with the costs of attending conferences, workshops, or other professional learning opportunities. These grants are designed for those who are already established in the area of librarianship.

Three Scholarships of up to \$500 each are available to assist SDLA members with the costs of professional education in the field of librarianship.

Three SDLA Conference Grants are available to defray costs of registration, travel and hotel expenses, plus costs of a substitute at the home library if needed. Grants of up to \$400 may be awarded. Recipients must be members of SDLA.

### PURPOSE:

The purpose of the grants shall be to develop and improve library services in South Dakota by helping individuals expand and continue their education and background and to improve their expertise in the area of librarianship. Association members are encouraged to apply for these funds which may be used for the following: formal coursework at a college or university; an independent study program; or attendance at workshops, institutes, seminars and conferences.

### REQUIREMENTS FOR APPLICATION:

1. The applicant must be a resident of South Dakota or be employed in a South Dakota library.
2. The applicant must be a current member of SDLA.
3. The applicant must submit a completed application that includes a budget of expected expenses and a brief narrative statement describing personal growth and career development expected from the program.
4. Scholarship applicants must be accepted by an American Library Association accredited graduate school of library/information science, OR an undergraduate library media program that meets the ALA/AASL curriculum guidelines within a unit accredited by the National Council for the Accreditation of Teacher Education.
5. The application should be accompanied, whenever possible, by printed materials which describe the program.

6. Current Professional Development Grants Committee members are eligible for grants or scholarships; however, they may not vote on their own applications.

#### CONDITIONS OF GRANTS AND SCHOLARSHIPS:

1. Students, trustees, and unemployed members are eligible. It is not necessary that applicants be currently employed in a library.
2. All applicants must agree to give the committee an evaluative report on the program within 60 days of the event or 60 days after approval of funding, whichever is later. For the benefit of the membership, the evaluative report may be published in *Book Marks*.
3. Grant money will be awarded after the evaluative report is received and approved by the committee. In the case of an award for a person attending classes of at least one month in duration, grant money may be awarded when the SDLA treasurer receives proof of registration if the president of SDLA has approved this early disbursement of funds.
4. No applicant may receive more than one financial award per twelve months.
5. If one is received, a copy of a continuing education unit certificate or letter or recognition received upon completion of an institute or workshop should be submitted with the evaluative report.
6. Applicants are eligible to receive only one conference grant every five years.
7. If an applicant leaves South Dakota after being approved for a grant but before the grant money is awarded, then the applicant is not entitled to receive funding, even if the program or course is completed.

#### APPLICATION PROCEDURE:

1. An indication of interest and a request for an application may be made to the committee chairperson or the SDLA president. Applications are also available on the SDLA website.
2. One or more professional development grants will be awarded following the March 15 deadline.
3. Applicants should fill out and submit the online application form on the SDLA website. Supporting documentation may also be submitted electronically.
4. Selections for the grants will be made by majority approval of the committee.

(August 2008)

(July 2010)

(September 2010)

(April 2017)

(February 2019)

## **PUBLIC RELATIONS COMMITTEE**

### **MEMBERSHIP:**

Five members: (three SDLA members, the Executive Secretary Treasurer (EST), and Book Marks Editor). The three SDLA members serve staggered terms. This committee promotes the Association throughout South Dakota by issuing press releases about Association activities or achievements administers the annual awards of the Association, schedule the SDLA Exhibit Booth and annual feedback of the association newsletter and website for updates and revisions.

### Function:

- Increase awareness of Association and its activities
- Issue press releases about Association activities or achievements
- Analyze number and type of awards given for future award recommendations

### **PURPOSE:**

- 1) To promote the Association throughout South Dakota by issuing press releases about Association activities or achievements, administer the annual awards, schedule the SDLA Exhibit at advocacy and continuing education events and annual feedback of the association newsletter and website for updates and revisions. The Committee, however, is not to set forth positions on public issues or controversial areas of librarianship except as directed by the President or by conference resolution of the membership.
- 2) To foster local library public relations by all appropriate means and to provide recognition of South Dakota libraries.

### **DUTIES:**

- a) Request a budget allocation from the Finance Committee to cover the award stipends and the cost of the production and postage for public relations materials for the following year. A stipend of \$50 will be given with each award presented by the Association.
- b) Public Relations Chair shall provide releases to the Book Marks Editor and EST about SDLA Award winners upon the conclusion of the annual conference.
- c) Coordinate publicity of the Association; email copies of each publicity release to the President.
- d) Administer awards.
  - i) Either the Chair or an Association member chosen by the Chair shall emcee the presentation of the awards of the Association at the annual conference, and if they choose, introduce the designated nominators to present the specific awards.

- ii) EST posts the nomination forms with a 60 day deadline to the website and on listservs as designated. Set the deadline for 60 days prior to date of annual conference so that completed forms may be sent to the Committee members for judging.
- iii) Committee Chair shall forward copies of the applications to the committee members. Members shall review the criteria of each award and forward their recommended winners to the Chair.
- iv) The Committee shall give approval for the PR Chair to notify the nominators of the award winners. However, announcements of the award winners shall not be made public until the evening of the Awards Banquet.
- v) The PR Chair shall order all plaques from a designated provider that has the SDLA plaque design. The EST shall provide the vendor contact info. Upon confirmation of award winners the PR Chair shall order the award winners, the Past President and President SDLA plaques. The award plaques are shipped to the PR Chair to be distributed at the Awards Banquet by the selected Emcee. The President plaque is given by the Past President during the General Business Meeting. The President nameplate for the SDLA Presidential historical plaque is sent to the State Library housed for display.
- vi) The PR Chair shall submit names to EST for checks that will be provided to the Emcee for presentation to the award winners at the Awards Banquet. A contact is made to the Local Arrangements Chair for a floral shop to deliver flowers/ **boutonnieres** for each award winner. The Book Marks Editor shall coordinate photos for each award winner during Awards Banquet and also submission for newsletter and website.

Awards include the following:

- i) Distinguished Service Award. Instituted in 1993 as a permanent award to be given to an SDLA member who has made notable contributions to the library profession or has significantly furthered development of libraries in South Dakota, or has significantly furthered development of libraries in South Dakota, or has performed exemplary service for an extended period of time. In the case of retired individuals, the nominee may be a past member of SDLA. The SDLA Public Relations Committee will determine if there is a deserving recipient for this award.
- ii) Friend of the Library. Instituted in 1977 to recognize individuals and organizations that have made significant contributions to library development in South Dakota through initiative, support and creativity on behalf of a South Dakota library while having no official connection with a library. Recipients of this award will satisfy the following criteria: (1) be nominated by any SDLA member; (2) be influential in the development of libraries or services they provide; (3) influential in providing funding for library programs,



including creative methods such as obtaining special grants, etc.; (4) or in other ways supportive of libraries.

- iii) Intellectual Freedom Award: Instituted in 2002, the Intellectual Freedom Award was created to recognize an SDLA member, South Dakota resident or group that has exhibited strong support for Intellectual Freedom in the State of SD and has made significant contributions to the enhancement of First Amendment rights. The recipients of this award will (1) be active in supporting Intellectual Freedom in their library, community, or statewide; (2) be active in informing SDLA and the State Library of Intellectual Freedom issues; (3) be an advocate in keeping challenged materials on library shelves (4) be helpful and supportive to those facing challenges of materials; (5) demonstrate involvement in Intellectual Freedom issues
- iv) Librarian of the Year. Instituted in 1972 to recognize librarians who have made significant contributions to effective and improved library service in a South Dakota community. Candidates for this award must be SDLA members who have had more than ten years of service in the library profession, including at least six years of service within the State and have (1) shown evidence of professional achievement, as well as of initiative and creativity; (2) contributed to and participated in the library profession and related fields; (3) focused attention on the status of the librarian in the community; (4) promoted cooperation between types of libraries and their librarians; and (5) actively participated in local affairs. In addition, they must be currently actively involved in librarianship.
- v) Library Support Staff of the Year. Instituted in 2000 to recognize support staff who are making a contribution to advance and strengthen support staff in the library community. The recipients of the award will have (1) demonstrated excellence in performance in his/her field; (2) been active in organizations supporting library issues (i.e. state, regional, and/or national); (3) advanced and strengthened the image of library staff; (4) demonstrated direct involvement or is focused on Support Staff working in libraries or information centers; (5) will be judged according to the degree by which the status and work of Support Staff is improved or enhanced within the library profession.
- vi) New Librarian of the Year. Instituted in 1983 to recognize beginning librarians who are making an impact upon the quality and role of library service. Candidates for this award will be SDLA members who have five years or less of service within the state or elsewhere but will have: (1) transformed a routine task or an untried idea into an imaginative, creative service; (2) projected a dynamic image of the professional librarian into the community and offered that community something that it did not have before.
- vii) Trustee of the Year. Instituted in 1954 to recognize trustees who have made outstanding contributions to library service in their communities. The award is based on (1) years of service on library boards; (2) other library contributions

such as library use or promotion; (3) special or unusual library activities attributed to the candidate; (4) community service: clubs, organizations, church, etc. From 1954 to 1985 the responsibility for this award was assigned to the Trustees Awards Committee

**Exhibit Booth:**

- a) Facilitate and coordinate the use of the exhibit booth for SDLA promotional events. Currently this booth is on loan from Rapid City Public Library and is housed at that location until it may be deemed necessary for SDLA to purchase its own.
- b) While it is the responsibility of the events coordinator to find volunteers to be present at the booth, the PR chair shall be responsible for including training instructions for the booth setup, along with ensuring that all display materials, as detailed by the events coordinator, are included with the exhibit booth.
- c) The chair will secure the transportation of the exhibit booth either by a volunteer, the intrastate courier, or any other means through which the safety of the exhibit booth can be assured.

March 2008

Revised May 2008, September 2008

(Revised December, 2011)

(July 2016)











