

**POLICIES HANDBOOK:
ACADEMIC AND SPECIAL LIBRARIES SECTION**

SCOPE OF RESPONSIBILITIES

The Academic and Special Libraries Section of NDLA exists to:

- Create and foster cooperation between Academic Librarians and Special Librarians in all forms of institutions.
- Support and foster the educational aspects of librarianship.
- Provide continuing education to members of the section.

MEMBERSHIP

Any person employed in an Academic or Special Library or interested in promoting the library as an educational institution may be a member of the AS&L section. All members must be members in good standing of the North Dakota Library Association. Voting privileges are in accordance with Article I, Section I of the NDLA Constitution.

OFFICERS

The officers of AS&L are the Chair, Chair-elect, and the Secretary. The term of office is one year, and officers assume their duties at the close of the Annual Conference following their election.

The officers and the immediate past Chair are the Executive Committee.

Duties of the Chair:

- Presides at all section meetings.
- Presides at all AS&L Executive Committee meetings.
- Represent AS&L at all Executive Board meetings.
- Send section news to the editor of *The Good Stuff*.
- Submit requested general budget to the NDLA Finance Committee.
- Submit Annual Conference budget to the NDLA Conference Chair.
- Fill vacancies in the offices of Chair-Elect and Secretary until the next annual election.
- Approves any section expenditures.

Duties of the Chair-Elect

- Assumes the position of the Chair in the Chair's absence, inability to act, or vacancy in the chair position.
- Plans the section program for the Annual Conference.
- Carries out other duties as assigned by the Chair.
- Moves into the position of Chair at the end of the term as Chair-Elect.

Secretary

- Records and distributes minutes of section meetings to the membership within one month of the meeting.
- Handles any correspondence, memos, and other duties at the request of the Chair.

- Forwards constitutional revisions/amendments to the NDLA Constitution, bylaws, and Policies Committee.
- Maintains a notebook which contains all official communications of the section, including all minutes, meeting notices, announcements, and other materials that are important to the membership in either print or electronic format for the past 5 years, or longer as needed.
- Annually sends outdated materials to the NDLA archives.

Executive Committee

- Works together to support the activities of the section.
- Appoints ad hoc committees as needed.
- Serves as the nominating committee for the section.
- Annually reviews the section Bylaws and Policies Handbook for amendments and changes. Forwards changes to the NDLA Constitutions, Bylaws and Policies Committee.
- Annually reviews section records, minutes and other materials to be sent to the NDLA Archives.
- A majority of the Executive committee constitutes a quorum for the transaction of business.

BUDGET AND FINANCES

- Operating expenses of the section are approved by the Executive Board of NDLA. A budget is sent to the Finance Chair annually, upon request.
- The section budget includes fund for photocopy expenses, mailing costs, and similar supplies.
- Requests for reimbursement are approved by the section chair and sent to the NDLA treasurer on the appropriate form.
- Annual Conference expenses are established and approved by the Chair-elect as program chair. Requests for reimbursement are sent to the Conference Chair.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the “Request for Personal Reimbursement” form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their

employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September

- Annual Conference
- Incoming officers attend first Executive Board meeting.
- Incoming officers receive files and orientation from the outgoing officers.
- Secretary distributes minutes from the section meeting held at the Annual Conference.

Winter

- Chair attends NDLA Executive Board meeting.
- Chair-elect begins plans for the program for the next Annual Conference.

Spring

- Nominating Committee begins work on slate of officers for the next election.
- Chair attends NDLA Executive Board meeting.
- Names of nominees and their bios are sent to the NDLA Nominations and Elections Committee, upon their request, usually in May.

Summer

- Chair-elect works with the Conference Chair to determine final schedule and plans for the Annual Conference.
- Chair plans for the annual business meeting, to be held at the Annual Conference.

Approved by section 9/19/00

Approved by Executive Board 3/22/02

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08