

**POLICIES HANDBOOK:
CONSTITUTION, BYLAWS, AND POLICIES COMMITTEE**

SCOPE OF RESPONSIBILITIES

The Committee keeps the constitution, bylaws and the NDLA Policies Handbook up-to-date, ensuring that all Executive Board members have a current copy of each. An annual review of the NDLA constitution and bylaws is conducted by the Committee, which recommends needed changes to the Executive Board. Upon request the Committee reviews section and roundtable bylaw changes for conformity with the NDLA constitution and bylaws.

The Committee also reviews petitions by the membership. The Committee conducts a ballot for constitutional and bylaw changes. Revisions to the Policies Handbook are presented to the Executive Board annually.

MEMBERSHIP

The chair of the Committee is appointed for a one-year term by the presiding NDLA president and the Executive Board approves the appointment. The chair assembles a committee composed of 3-5 members representing different library types. The chair may request a representative of the Executive Board to the Committee. For consistency it is suggested that a current member of the Committee be asked to serve as chair the following year.

The chair is a non-voting member of the Executive Board.

PROCEDURES

North Dakota Library Association Constitution/Bylaws:

- A review is to be done annually.
- Review petitions presented by the membership and amendments suggested by the Executive Board.
- Proposed changes are submitted to the Executive Board for approval.
- Amendment changes approved by the Executive Board are to be distributed to the membership and voted upon.
- Constitutional changes passed by members at the conference are incorporated in the constitution or bylaws and new copies provided to members of the Executive Board and sent to the webmaster for posting.

Section/Roundtable Bylaws:

- Bylaw changes proposed by a section or roundtable need to be submitted to the Committee.
- The Committee has one month to review the changes and possibly suggest further revisions to the proposed bylaws.
- Committee recommendations are submitted with the proposal to the Executive Board for a vote.
- The action of the Executive Board is reported to the Section roundtable.

- Section/Roundtable bylaws are revised if approved by the Executive Board and new copies are placed in the Policies Handbooks at the next Board meeting and sent to the webmaster for posting.

Policies Handbook:

- The policies in the Handbook are to be reviewed annually. The Committee asks each officer, section/roundtable chair, and committee chair, in their respected offices, to review the procedures presented in the corresponding segment of the Handbook.
- The Committee will present any revisions to the Executive Board for approval.
- Handbook revisions are to be placed in the Policies Handbook and sent to the webmaster for posting.

Copies of all membership voted changes are to be kept in electronic form and paper Backup by the chair of the Committee.

Superseded copies of the constitution, bylaws or handbook are to be deposited with NDLA Archives.

REPORTS

The Committee chair submits a written report at each Executive Board meeting and an annual report at the conference.

BUDGET

A budget request is solicited by the Finance Committee prior to the first Executive Board meeting and is to be submitted by the 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:

- Incoming chair receives files from outgoing chair and the Executive Board meeting immediately following the conference.
- The outgoing chair provides orientation to position.
- Incoming chair sends each section and committee chair the web link to their policy handbook.

October:

- An updated version of the NDLA constitution or bylaws, which reflects changes passed by the membership at the NDLA conference, is provided to the members of the Executive Board.
- Any approved changes to the constitution and/or bylaws are sent to the webmaster.

January - February:

- Current NDLA constitution and bylaws, and section/ roundtable bylaws are reviewed.

March:

- Recommendations for changes in the NDLA constitution are made to the Executive Board at their next meeting.

April:

- The Policies Handbooks are reviewed and updated.

June:

- Final proposed changes to the NDLA constitution/bylaws are presented to the Executive Board at their meeting.
- Approved proposals for change are sent to the editor of *The Good Stuff* for publication in the August issue.
- Recommendations for changes to section and committee policy handbooks are made to the Executive Board.

July:

- Constitution/bylaws changes are prepared for presentation to the membership.

August:

- Proposed changes to constitution/bylaws are distributed to the membership.

September:

- Discussion of the changes is conducted at the conference.
- Ballots will be distributed and a formal vote will be conducted.
- Any approved changes are sent to webmaster to be posted on NDLA website.

Executive Board approved 5/21/99

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

All references of posting changes to NDLA website revised by Executive Board 7/18/07

Reimbursement statement revised by Executive Board 5/30/08

Ballot distribution revised by Executive Board 10/14/08