



*Catholic Library
Association*

OFFICERS' MANUAL

14th edition
Cathleen M. Fennell
Malachy R. McCarthy

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OFFICERS' MANUAL
FOR
CATHOLIC LIBRARY ASSOCIATION

I. VISION STATEMENT

The Catholic Library Association will be recognized as a community of choice for a growing number of Catholic libraries and librarians at all levels through its values-oriented, innovative programs, networking, and leadership.

II. MISSION STATEMENT

The Catholic Library Association, an international membership organization,

- Provides leadership for professional development
- Coordinates the exchange of ideas
- Offers spiritual support
- Promotes Catholic and ecumenical literature and
- Fosters community among those who seek, serve, preserve and share the word in all its forms.

III. HISTORY AND PURPOSE

Membership

The Catholic Library Association represents all segments of the library community, and welcomes to membership all librarians and those interested in CLA's purposes and objectives. Through CLA, our members strive to initiate, foster, and encourage any activity or library program that will promote literature and libraries, not only of a Catholic nature, but also of an ecumenical spirit.

Purpose

The Catholic Library Association was founded in 1921 as a section of the National Catholic Educational Association, and was reestablished in 1931 as an independent organization. As of February 17, 1955, the Association became a legally incorporated institution under the laws of the State of Illinois.

The purpose of the Organization is to promote the mission of the Catholic Library Association by fostering the advancement of library services and the improvement of library resources through Catholic, ecumenical and interreligious collaboration, publication, education, and information [Constitution, Article II]. To this end the Association will encourage the development of religion-oriented libraries as centers of Christian thought to serve as a backbone and coordinating force of the Church's educational endeavors.

IV. ORGANIZATIONAL STRUCTURE

A. Overview

The Catholic Library Association is a not-for-profit corporation which relies on the volunteer services of its members working on various committees, boards and sections, as well as through local chapters. No officer, except an appointed executive director, receives any monetary remuneration.

The highest CLA office is that of president who is elected by the membership for a two-year term as vice president, a consecutive two-year term as president, and a consecutive two-year term as immediate past president. The president's total years of service are six years.

The four members of the executive board who are elected at large by the membership serve for four years. The terms are such that two members are elected every two years. The obligations and activities of the executive board are described in the CLA Bylaws, Articles II and III.

The executive director is appointed by the executive board and serves at its pleasure. The duties and responsibilities of the executive director are listed in the CLA Bylaws, Article II, Section 5.

When the Association is without the services of an officially appointed executive director, the president temporarily assumes the role of executive director and works in concert with the executive board to execute the ongoing operations of the Catholic Library Association. In this eventuality, the executive office is wherever the president resides.

The officers of the Catholic Library Association are the president, vice president/treasurer, secretary, and executive director. Each officer has duties and responsibilities to the Association, and must be committed to carrying them out for the good of the Association and its membership.

CLA committees and representatives to other organizations assist the executive board in the government of the Association. The qualifications and duties of appointees are cited in Article VII of the Bylaws. The Catholic Library Association does not assume financial or contractual obligations made by members, sections, chapters or committees that are not approved by the executive board.

The structure of CLA allows for the creation of interest groups for members concerned with a special or common topic, problem, or work. These interest groups, whether sections or round tables, are administrative arms of the Association and should encourage new members to join the Association. Articles IV and V of the bylaws specify the authority and responsibilities of sections and round tables.

The Catholic Library Association is represented on the local level by regional or interest chapters which serve as adjuncts of the Association, furthering the purposes and objectives of CLA and encouraging membership.

B. Executive Board

Qualifications

To qualify for nomination to the executive board, a person must be a member¹ of the Catholic Library Association at the national/international level and must be able to attend at least two-thirds of all board meetings during the four- or six-year term, including at least two-thirds of the convention meetings. [Bylaws, Article VIII, Section 4].

Duties of the Executive Board

The president shall confer with the executive board in the formulation of plans and policies, in decisions concerning the purpose and procedures of CLA, and in the holding and investment of the Association funds.

The executive board shall consist of the president, vice president, immediate past president, executive director and four members-at-large. These members-at-large are elected by the members of the Catholic Library Association with terms of office for four years. One member-at-large will serve as secretary of the executive board.

Meetings

The Executive Board meets a minimum of three times a year. One of these meetings is in conjunction with the annual convention. When funds allow, travel expenses of executive board members are budgeted for board meetings except those held in conjunction with the annual convention.

Agenda

The agenda for the executive board meetings shall be sent to board members by the president in advance of the meetings.

Minutes

Minutes of the executive board meetings shall be distributed to the executive board members within thirty days after adjournment. They shall indicate corrections and additions within ten days of receipt, and formal approval of the minutes as submitted or corrected shall be on the agenda of the next executive board meeting.

Matters requiring an executive board vote and about which a decision was made by e-mail, fax or telephone call between formal meetings shall also be included on the agenda of the next executive board meeting.

Important correspondence accumulated by an executive board member shall be sent to the executive director at the termination of the board member's term in office and placed in the archives.

The executive board will review section activities, especially elections, at its winter meeting.

¹ Catholic Library membership occurs at both the national/international level ("parent level") and at the regional/chapter level. All regional/chapter level members are encouraged to become members of the national/international association. Executive board membership requires national/international membership.

C. Duties of Officers

The inherent duties of the officers and members of the executive board are:

- To become familiar with the constitution and bylaws and the *Officers' Manual* of the Catholic Library Association.
- To take an active and visible role at the annual convention.
- To become acquainted with the history of CLA.
- To exhibit in word and action belief in the purpose and work of the Association.
- Board members must attend at least two-thirds of all board meetings during the six-or four-year term, including at least two-thirds of the convention meetings.
- Candidates must meet the qualifications as stated in the *Officers' Manual*.
- In order to safeguard the business of CLA, all executive board members are required to sign a confidentiality agreement before they are installed.

President

The president of the Catholic Library Association serves for a two-year term and presides over its annual business meeting and any special meetings called by the executive board. The president also presides at executive board meetings; names committee chairs; appoints a member-at-large as secretary, and appoints the chapter coordinator, the parliamentarian and CLA representatives to other organizations. The president represents and stands for the Catholic Library Association and is an *ex officio* member of all committees. [Bylaws: Article II, Section 2]

Vice President/Treasurer

The vice president (president elect) serves for a two-year term. The vice president discharges the duties of the president in the latter's absence. The vice president serves as the chair of the finance committee and treasurer of the Association. [Bylaws: Article. II, Section 3]

Secretary

An appointed member-at-large will serve as secretary for a two-year term. The secretary records the minutes of all board meetings and attends to correspondence upon the request of the president. [Bylaws: Article II, Section 4]

Immediate Past President

The immediate past president serves for a two-year term as a member of the executive board and, in the subsequent two years, as chair of the nominations committee. [Bylaws: Article II, Section 5]

Executive Director

The executive director is appointed by the executive board, acts as its official representative and serves as the continuing officer of the Association. The Bylaws: Article II, Section 6, define the duties which basically are administrative, organizational, supervisory and representative of the functions of the Association. The executive director is the liaison officer who informs the executive board of all matters that pertain to the performance and management of CLA. In order to safeguard the business of CLA, the executive director is required to sign a confidentiality agreement.

The executive director maintains and supervises the official records of the Association. The executive director is an *ex officio* member to all committees and as such, does not have the right to vote.

When circumstances are such that CLA is without an officially appointed executive director, the president shall assume the duties of executive director and shall call on members of the board to assist him/her in the management of the Association.

D. Committees and Special Appointments

Committees are formed for specific functions which provide the Catholic Library Association with efficient and expert services essential for good government. The chairs of the committees are appointed by the president elect and are made at least two months before the inauguration and will be for a term of two years. Those chairs appointed shall be subject to the approval of the executive board. Appointments include: committee chairs, CLA representatives to other organizations, and all members of the finance and nominations committees. [Bylaws: Article II, Section 2; Article VII, Section 1]

The vice president serves as chair of the finance committee. The immediate past president, upon completion of his/her six years on the executive board, shall serve as chair of the nominations committee. [Bylaws: Article II, Sections 3,5]

General Qualifications of a Committee Chair

- National/international membership level of the Catholic Library Association
- Library training and/or experience

Duties of a Committee Chair

- Obtains all pertinent materials (minutes, reports, correspondence, etc.) from the immediate past chair.
 - Requests clarification of purpose and duties, if necessary, from the immediate past chair and/or executive director.
 - Communicates the purpose of the committee to each member.
 - Elicits ideas and recommendations from members.
 - Presents an annual written report to the president and/or to the executive director prior to the convention. [Bylaws: Article VII, Sec. 3] Selected reports will be presented at the annual business meeting.
 - Sends a copy of the annual report to each committee member.
 - Holds a meeting of the committee during the annual convention. Bylaws: Article VII, Sec.3
- The chairs of the *Catholic Library World* editorial committee and the publications committee shall consult with the respective editors of CLA publications.

Catholic Library World (CLW) Editorial Committee

- Acts in an advisory capacity to the editor of *Catholic Library World*.
- Examines present policies and makes recommendations on the content of future issues.
- Selects the annual winner of the John Brubaker Memorial Award. This award is made to an author of an outstanding article published in *CLW* which meets the established criteria specified in the award's guidelines. The recipient's name is presented to the executive board at the winter board meeting. The citation is presented at the annual convention by the committee chair.
- Meets annually with the *CLW* editor at the convention.
- Members are required to sign a confidentiality agreement to safeguard the information shared at meetings.

Constitution and Bylaws Committee

- Functions when there is a proposal for rewording, addition(s), or deletion(s) in the Constitution or Bylaws. Upon a written charge from the CLA president, the committee puts proposed change(s) into the correct wording and format.
- The committee chair sends a copy of the committee's work to the president for executive board approval before a vote by the membership at the annual convention.
- Procedures:
 - The Constitution may be amended by a two-thirds vote of those present and voting at two successive meetings of the Association, not less than four months apart, providing the notice of the proposed amendments be sent for consideration to each member of the Association at least one month before final adoption. [Constitution, Article VII, Amendments]
 - Bylaws may be adopted by majority vote of the Association upon a written report of the executive board or of a special committee appointed by the president and authorized by the executive board. [Constitution, Article VIII, Bylaws]

Continuing Education Committee

- Assists the Association and local chapters in providing quality, affordable, and accessible educational programs for CLA members and the larger public.
- Is composed of representatives from each CLA section.
- Meets annually at the convention and communicates with one another via e-mail/telephone throughout the year.
- Identifies and responds to members' needs in developing education programs and workshops.
- Collaborates with the executive board, executive director, section chairs, and local chapter officers to determine programs. May collaborate with other library organizations in sponsoring educational opportunities.
- Reviews applications for the John T. Corrigan, CFX Memorial Continuing Education Grant and awarding this grant.
- Presents an annual report at the annual business meeting.
- Forwards topics to the publications committee for consideration.

Coordinator of Chapters, Sections, Round Tables

- Is a present or past member of the executive board.
- Promotes the development of established chapters and the formation of new chapters.
- Is the liaison among the chapters, sections, and round tables with the executive board.
- Collaborates with the membership committee to reach out to areas where there are no chapters.
- Presides at the meeting of the chapter representatives at the annual convention.

Elections Committee

- Consists of three members who are neither officers of the Association nor members of the nominations committee.
- Counts the ballots cast in the election for officers and members-at-large.
- Reports the results to the president and the executive director by December 15. [Bylaws: Article VIII, Section 5]
- The executive director shall inform all the candidates and report the results in *Catholic Library World* before the annual convention. [Bylaws: Article VIII, Section 5]

Finance Committee

- Consists of no fewer than three appointed members.
- Receives the annual audit or financial review.
- Reviews the annual budget with the executive director.
- Advises the executive board in investment matters.
- Submits the annual budget to the executive board for approval.
- Presents the report of the Association's financial standing to the membership at the annual convention. [Bylaws, Article VIII, Section 6]
- Meets with the executive director at the winter board meeting and during the annual convention.
- In order to safeguard the Association's business, members of the committee are required to sign a confidentiality agreement.

Heritage Fund Committee

- Consists of three members, including one finance committee members.
- Develops an annual program and mailing to solicit donations to the Catholic Library Association. This appeal is mailed on or near September 30th, the feast of Saint Jerome. Items may be auctioned off periodically in a silent bid process increasing donations to the Heritage Fund.
- Works with the executive board in encouraging members and friends to participate in a planned giving program that will benefit CLA.

Historian/Archivist

- Captures the essence of the Association's experiences and maintains the related material in an archive, either physical or electronic.
- Collects and receives any information, i.e. articles, pictures, newsletters, correspondence, etc. about the Association. Sends the items to the Association's archives held at Marquette University.
- Possesses competencies in technologies associated with archiving material.

Membership Committee

- Assists chapters, sections and round tables in the design and implementation of effective membership development programs that will increase membership on a regional, national, and international level.
- Assembles information for new-member packets which are distributed from headquarters.
- Contributes ideas which will further the committee's goals.
- Meets annually at the convention.

Nominations Committee

- Consists of three members, not officers, and one being the past president, appointed by the president with the approval of the executive board.
- Appointed no later than during the annual convention preceding the election.
- Nominates two persons for each position to be filled. Additional nominations may be made upon written petition of twenty-five voting members who have the agreement of the nominee. Petitions must be received before August 1 of the election year. [Bylaws: Article VIII, Section1]

- Procedures:
 - The president of CLA gives to the committee in writing a charge to provide the slate for the vacant positions and the dates of the term of office. The president shall charge the nominations committee to explain the duties of the position to the possible candidate by providing copies of the pertinent articles in the bylaws, a description of the executive board and its officers, their duties and responsibilities in the *Officers' Manual* and a "Consent to Serve" form.
 - The committee must obtain the signed "Consent to Serve" form from the individual before submitting the name to the executive board.
 - The ballot position for CLA nominations shall be chosen by lot. Of the four candidates for board member, the two who receive the highest number of votes shall be elected.
 - After the election, the nominations committee shall request the executive director to send a copy of the *Officers' Manual* and confidentiality agreement to the elected candidates.

Parliamentarian

- Appointed by the president.
- Knowledgeable about parliamentary procedure which consists of the body of rules, ethics, and customs governing meetings and other operations of the Association, as in *Robert's Rules of Order*.
- Serves during the annual convention at the business meeting and at any special meeting of the Association.

Publications Committee

- Evaluates CLA publications in view of finance, possible duplication and need.
- Reviews ideas and manuscripts to be considered for publication and makes recommendations to the executive board. The outlay of funds for new publications must be approved by the executive board.
- Reviews guidelines and suggests topics for publication that reflect both the objectives of the Association and contemporary needs.
- Meets at the annual convention.
- Oversees the Chapter and Section Newsletter Award. Established in 1982, this award recognizes overall excellence with emphasis on superior content. A certificate is presented to the winner at the annual convention.

Publicity Committee

- Assists the executive director in communicating the objectives of the Catholic Library Association through promotional ideas and activities.
- Raises awareness of CLA among key market segments, i.e. schools, archdioceses, colleges, seminaries, and other library associations.
- Revises and/or creates brochures.
- Creates marketing strategies in consultation with the executive director.
- Establishes and employs new methods of publicity.

Regina Medal Committee

- Selects the names of persons to be considered for the award and submits a slate to the executive board for review. The committee makes the final choice of a recipient from this list.

- The chair of the Regina Medal Committee is the vice chair of the Children’s Library Services Section. The committee chair notifies the executive director who contacts the selected recipient.
- The Children’s Library Services Section administers the award on behalf of the executive board and hosts the award luncheon at the annual convention.
- The selection of the Regina Medal Award recipient should be completed in time for announcement in the NCEA convention materials.

Scholarship Committee

- Evaluates, according to established criteria, the applications submitted for scholarships and grants, and determines the recipients.
- The awards include the Rev. Andrew L. Bouwhuis Memorial Scholarship and the Sister Sally Daly Memorial Grant.
- Committee members receive the applications for evaluation, with the committee chair coordinating the selection process.
 - The names of the recipients are sent to the president and executive director at least three weeks prior to the annual convention.
 - The executive director notifies the award winners.

Strategic Planning Committee

- An elected member of the executive board is the chair of the committee.
- Oversees and updates the strategic plan of the Association in collaboration with the president and the executive director.

Website Advisory Committee

- Works with the executive director in mounting and maintaining the official CLA website.
- Makes recommendations regarding hosting, content, and design of the CLA website and the use of other electronic media formats.
- Monitors the CLA website for accuracy and usability.

Representatives to Other Organizations

A representative is the liaison between the Catholic Library Association and the organization to which the CLA member has been appointed. Members who serve in this capacity are required to be a member of CLA at the national/international level.

Duties of Representatives:

- Attend principal meeting(s) of the assigned organization.
- Participate in discussion.
- Forward minutes of the meeting to the president when feasible.
- Present an annual report to the president and send a copy to the executive director.

The Catholic Library Association is represented at meetings of the following organizations:

- American Library Association (ALA) Resources and Technical Services Division, Committee on Cataloging: Description and Access
- American Friends of the Vatican Library (AFVL)
- Catholic Press Association (CPA)
- Catholic Research Resources Alliance (CRRA)
- National Catholic Educational Association (NCEA)

A newly appointed representative shall obtain information concerning the organization's meetings, schedules, etc. from the immediate past representative and/or executive director.

E. Sections

A section is an organization, approved by the executive board, of Association members interested in a special or common topic, problem, or work. Article IV, Sections 1-5, of the Bylaws describe the role and responsibilities of sections in the Association.

General Qualifications of Section Officers

- Must have current membership in the section.
- Must be actively involved in the activities of the section.
- Must be able to attend the annual convention.

Duties of the Section Chair

- Organizes the activities of the section.
- Plans and implements the section program for the annual convention, with the approval of the CLA executive director.
- Maintains a correspondence file, an activities file and an archival file for the section.
- Attends promptly to all communications from the CLA executive office.
- Appoints a nominations committee.
- Provides the executive office and members of the executive board with copies of the section newsletter and any other publication.
- Reports section activities and meetings to the CLA executive office.

Duties of the Section Vice Chair / Chair Elect

- Assists the section chair in all section activities.
- For section awards which are presented at the annual convention, serves as chair of the Section Awards Committee.
- Acts in place of the chair when necessary.

Duties of the Section Secretary

- Records the minutes of the annual board meeting.
- Sends a copy of the minutes to the section chair, section members and the CLA executive office.
- Attends to section correspondence as requested by the section chair.

Duties of the Section Treasurer

- Receives section dues from the CLA executive office.
- Gives a financial report at the annual business meeting.
- Complies with the Internal Revenue Service ruling that requires each section to submit a full financial report annually to the executive director. The financial report should be submitted after all transactions through June 30 have been completed.

Each CLA section at the national/international level has its own constitution and bylaws which define the principles and procedures of the section, as well as the duties of the officers. At the end of an official term, instructions and materials pertaining to the position should be

given to the incoming officer in order to provide a smooth transition and an effective continuity of CLA purpose and policies.

F. Round Tables

Purpose

A round table is established by the executive board upon the petition of at least twenty members having common interests. The purpose of a round table is to ensure a program at the annual convention that will meet the interests of the group. [Article V, Sections 1-3]

Program Chair

If the group decides at the end of each annual convention to continue to the following year's convention, it elects a program chair.

There is no annual membership fee, but the registration fee to attend the annual convention is charged.

G. Regional/Virtual Chapters [Bylaws: Article VI, Sections 1-11]

Regional chapters are necessary adjuncts to the national Association. The vitality and growth of the Catholic Library Association depend upon the strength and support of the individual chapters.

A regional chapter may be formed within the limits of a well-defined area approved by the executive board.

The executive board encourages interested individuals who wish to participate actively in CLA to form virtual chapters if they are unable to join a regional chapter due to their location or interest. Individuals are invited to contact the executive board member in charge of sections and chapters to obtain more information. The group would begin as an interest group and then once five national/international CLA members join the group, members can petition the executive board to become a formal chapter. The national/international office would assist the group with setting up and obtaining the sponsored software application for use. A virtual chapter link can be found on the members' only web page of the CLA website.

Membership in the national/international Catholic Library Association is not included in local chapter membership; however, national/international membership is encouraged. Any person elected to a chapter office must be a member of the parent Catholic Library Association, or become a member upon taking office. Chapters must have at least one officer, a president. Other officers that are recommended are vice president, secretary and/or treasurer.

General Qualifications of Chapter Officers

- Possess membership in the Catholic Library Association at the national/international level.
- Be an active local member with administrative ability.
- Possess library training and/or experience.

Duties of the Chapter President

- Upholds the constitution and bylaws of the Catholic Library Association.
- Calls meetings of the chapter executive board, arranges facilities, and prepares agendas in conjunction with the chapter vice president.

- Provides the CLA executive board and the chapter executive board with an updated copy of the chapter constitution and bylaws.
- Presides at all chapter meetings and meetings of the executive board.
- Appoints all committee chairs with the approval of the executive board.
- Represents the chapter in an official capacity whenever necessary and acts as spokesperson for the chapter concerning established policies.
- Sponsors the chapter archives.
- Coordinates the work of all officers, sections and committees.
- Attends promptly to all communications from the national CLA executive office and the chapter coordinator.
- Reports chapter meetings and activities to the CLA executive office.
- Represents the chapter at the annual convention of the Catholic Library Association.
- Arranges for an annual review of the treasurer's financial records.
- Sponsors a chapter newsletter or web page.
- Serves as an ex officio member of all committees.
- Remains as a member of the chapter executive board for two years after his/her term as president is over.

Duties of the Vice President / President Elect

- Attends all chapter meetings as a member of the executive board.
- Acts in place of the president when necessary.
- Cooperates in coordinating chapter activities and program planning.
- Is cognizant of the duties of the chapter president.

Duties of the Secretary

- Attends all chapter meetings as a member of the executive board.
- Attends to all correspondence relating to chapter affairs when requested by the president.
- Lists all chapter members and indicates their status with CLA (i.e. CLA member, section membership).
- Records the minutes of all meetings of the chapter and its executive board.
- Sends the minutes of the business meeting to all board members.

Duties of the Treasurer

- Attends all chapter meetings as a member of the executive board.
- Receives all dues as prescribed in the chapter bylaws.
- Receives all moneys paid to the chapter and pays all obligations authorized by the executive board.
- Gives a financial report at business meetings and at all executive board meetings.
- Prepares the financial records for review at the end of the fiscal year.

Chapter Executive Board

The chapter executive board consists of the chapter officers, section officers and standing committee chairs appointed by the chapter president and approved by the board. Standing committees are the membership, the nominations, and the public relations committees. Other committees may be substituted for, or added to the above, as determined by the chapter.

Duties of Committee Chairs

The committee chairs appointed by the chapter president and approved by the board have special duties described below. The chairs select their own committee members.

- Membership committee solicits membership in the local chapter and encourages members to become CLA members at the national/international level.
- Nominations committee is responsible for the selection of members qualified for office in the local Chapter. The immediate past president of the chapter serves as chair of the nominations committee upon completion of his/her term as an executive board member.
- Publicity committee helps to publicize the programs and activities of the regional and national/international Catholic Library Association.

Sections in the Regional Chapters

A section may be formed on the local level where there is a sufficiently large membership to warrant it. Sections may be formed according to the pattern of the interest sections of national/international CLA, such as academic library services, children's library services, high school and young adult library services, parish and community library services.

Local section officers are elected by members of the section and should have the same qualifications as chapter officers. The section chairs are members of the executive board. All board members work together to develop and guide the growth and activities of the chapter.

Chapter Meetings, Dues and Programs

The frequency of the meeting and the annual dues are reviewed as needed by the chapter executive board. The programs are planned by the vice president in conjunction with the president and section chairs, and with the approval of the executive board.

At the end of an official term, instructions and materials pertaining to the position should be given to the incoming officer in order to provide a smooth transition and an effective continuity of CLA purpose and policies.

V. COMMUNICATION

The local chapters shall send an annual report concerning its finances, meetings and activities to the CLA executive office before the end of June.

All communications from the CLA executive office requiring a response shall receive proper and timely attention, particularly the annual listing of chapter officers.

Catholic Library World is the official publication of the Association and is published quarterly. Members of the CLA are entitled to receive each issue depending on the membership category.

Calendar of Activities: Notice of local chapter meetings and programs will be published in *CLW* if received two months prior to publication.

Newsletters: Every national section and chapter should publish a newsletter or provide members the opportunity to communicate with one another via a section or chapter web site. A copy of each issue should be sent to the CLA executive office, members of the CLA executive board and to other chapters (either the chapter president or the newsletter editor).

Website: www.cathla.org is the web address for the official website of the Catholic Library Association. It is through the web site that members can access the membership directory, purchase publications, and keep current with the ongoing activities of the Association. Chapters are invited to link their chapter website to the cathla.org uniform resource locator (URL). A voluntary offering is requested for this service. For example, a chapter's URL could be: www.wisconsin.cathla.org. The availability to use the CLA website address reinforces the regional chapter's relationship with CLA.



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Association*

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APPENDICES



APPENDIX A --	AWARDS AND SCHOLARSHIPS
APPENDIX B --	CONSENT TO SERVE FORMS
APPENDIX C --	CONFIDENTIALITY AGREEMENT
APPENDIX D --	CLA CONSTITUTION AND BYLAWS



APPENDIX A -- AWARDS AND SCHOLARSHIPS

NATIONAL/INTERNATIONAL SECTION AWARDS—SELECTION PROCEDURE

1. Seek nominations (name, affiliation, reason for nomination) before, during, immediately after the convention.
2. Initial round of balloting by responsible group*; return to section award chair by late April or early May.
3. Chair tallies votes, and sends (up to) six top candidates with reason for nomination, biographies, etc. to CLA executive director, who shall forward these to the executive board for approval.
4. Section award chair notified of list approval and final round of balloting takes place.
5. First, second, and third place names sent to executive director.
6. The executive director notifies the winner of the award for each of the four sections, moving to the next candidate should the person placing first be unavailable to be present to accept the award at the convention.
7. In all cases, selection should be completed no later than July 1 so recipients can be announced in the September *Catholic Library World* as well as in the NCEA preliminary issue of the convention program.

* Award Selection Committees:

Academic Library Services Section	Section Executive Board
Children's Library Services Section	Regina Medal Committee
Parish and Community Library Services Section	Section Executive Board
High School and Young Adult Library Services Section	Section Executive Board

9.12.98; 4.15.04

THE REGINA MEDAL
Children's Library Services Section

The Regina Medal was established in 1959 by the Catholic Library Association to dramatize its standards for the writing of good literature for children. It was made possible through the generosity of an anonymous donor. The only criterion for the award is that of excellence. The silver medal is presented at the annual CLA convention to an individual whose lifetime dedication to children's literature has made him/her an exemplar of the words of Walter de la Mare, "...Only the rarest kind of best in anything can be good enough for the young..." Bells and Grass, 1941. The award is given without regard to the nature of the contribution or the recipient's religion or country of birth.

Regina Medal Recipients

1959	Eleanor Farjeon	1987	Betsy Byars
1960	Anne Carroll Moore	1988	Katherine Paterson
1961	Padraic Colum	1989	Steven Kellogg
1962	Frederic G. Melcher	1990	Virginia Hamilton
1963	Ann Nolan Clark	1991	Leonard Everett Fisher
1964	May Hill Arbuthnot	1992	Jane Yolen
1965	Ruth Sawyer Durand	1993	Chris Van Allsburg
1966	Leo Politi	1994	Lois Lowry
1967	Bertha Mahony Miller	1995	Gary Paulsen
1968	Marguerite deAngeli	1996	Russell Freedman
1969	Lois Lenski	1997	Eve Bunting
1970	Ingri and Edgar Parin d'Aulaire	1998	Patricia C. & Fredrick L McKissack
1971	Tasha Tudor	1999	Eric Carle
1972	Meindert DeJong	2000	Milton Meltzer
1973	Frances Clarke Sayers	2001	E.L. Konigsburg
1974	Robert McCloskey	2002	Charlotte Zolotow
1975	May McNeer and Lynd Ward	2003	Jean Craighead George
1976	Virginia Haviland	2004	Susan Hirschman
1977	Marcia Brown	2005	Jerry Pinkney
1978	Scott O'Dell	2006	Paul Goble
1979	Morton Schindel	2007	Margaret K. McElderry
1980	Beverly Cleary	2008	Vera Williams
1981	Augusta Baker	2009	Lois Ehlert
1982	Theodor Seuss Geisel	2010	Gail Gibbons
1983	Thomas Anthony de Paola	2011	Ashley Bryan
1984	Madeleine L'Engle	2012	Patricia Polacco
1985	Jean Fritz		
1986	Lloyd Alexander		

AGGIORNAMENTO AWARD
Parish and Community Library Services Section

The Aggiornamento Award, presented annually since 1980 by the Parish and Community Libraries Section, honors an individual or an organization that has made an outstanding contribution to the goals of the section and to the growth and renewal of parish and community librarianship in the spirit of Blessed John XXIII.

Aggiornamento Award Recipients

1980 Reverend Vincent Schneider
1981 Bernadette Young
1982 Reverend Angelo U. Garbin
1983 Claudia Carlen, IHM
1984 Jane Hindman
1985 Monsignor. Charles Dollen
1986 Mary Page Irwin
1987 Matthew R. "Dick" Wilt
1988 Orbis Books
1989 Mariella Frye, MHSH
1990 Monsignor Philip J. Murnion
1991 Twenty Third Publications
1992 Phyllis Vos Wezeman
1993 Anthony Scannell, OFM Cap.
1994 Resource Publications
1995 Our Sunday Visitor
1996 Bishop Thomas J. Welsh
1997 Scepter Press
1998 Pauline Books and Media
1999 Liguori Publications
2000 St. Anthony Messenger Press
2001 Maureen Gallagher
2002 Reverend Robert J. Hater
2003 Gabe Huck
2004 Reverend William J. Bausch
2005 Edwina Gateley
2006 RENEW International
2007 Reverend Andrew M. Greeley
2008 Monsignor Joseph M. Champlin
2009 Allan Figueroa Deck, SJ
2010 Oregon Catholic Press
2011 Reverend Robert Barron
2012 Anthony Rigoli, OMI

JEROME AWARD
Academic Libraries, Archives, and Library Education Section

The Jerome Award has been presented annually since 1992 by the Academic Libraries, Archives, and Library Education Section in recognition of outstanding contribution and commitment to excellence in scholarship which embody the ideals of the Catholic Library Association.

Jerome Award Recipients

- 1992 Michael Glazier
- 1993 Claudia Carlen, IHM
- 1994 Donald Senior, CP
- 1995 Cistercian Publications
- 1996 Roland E. Murphy, O. Carm
- 1997 Raymond E. Brown, SS
- 1998 Liturgical Press, Michael Naughton, OSB
- 1999 Walter J. Burghardt, SJ
- 2000 Richard A. McCormick, SJ
- 2001 Orbis Books
- 2002 Monika K. Hellwig
- 2003 Avery Cardinal Dulles, SJ
- 2004 Elizabeth A. Johnson, CSJ
- 2005 Joseph A. Fitzmyer, SJ
- 2006 Jay P. Dolan
- 2007 Origins, the CNS Documentary Service
- 2008 David Tracy
- 2009 Reverend Peter C. Phan
- 2010 Reverend Virgilio Elizondo
- 2011 Elisabeth Schüssler Fiorenza
- 2012 Barbara E. Reid, OP

**KATHARINE DREXEL AWARD [formerly Certificate of Merit]
High School and Young Adult Library Services Section**

First presented in 1966 by the High School Libraries Section as the Certificate of Merit, the Katharine Drexel Award recognizes outstanding contribution to the growth of high school librarianship.

Certificate of Merit Recipients

1966	Paulist Press	1983	Marjorie Holmes
1967	Francis Keppel & Mildred Batchelder	1984	James Clayton
1968	H. W. Wilson Company	1985	Doubleday Image Books
1969	Time-Life Books	1986	Michael F. Godfrey
1970	Isaac Asimov	1987	World Book
1971	Am. Assn. of School Librarians (AASL) of ALA	1988	Reverend John Catoir
1972	<i>Media and Methods</i>	1989	John Powell, SJ
1973	Monsignor Edward T. Hugher	1990	Ave Maria Press
1974	Reverend John R. Whitley	1991	United States Catholic Conference
1975	Jane Hindman	1992	St. Anthony Messenger Press
1976	Lillian Shapiro	1993	Francis Marita McGettigan, IHM
1977	Mary Arthur Hoagland, IHM	1994	Follett Library Book & Software Co.
1978	Field Enterprises	1995	Donald R. Gallo
1979	Scholastic Magazines/Press	1996	Winnebago Software Co.
1980	Margaret Allen Waltzer	1997	Eleanor & Elliott Goldstein
1981	Ruth Ann Davies	1998	Enslow Publishers
1982	Peggy Sullivan	2001	Sharon Draper

Katharine Drexel Award Recipients

2002	Joan Lowery Nixon
2003	Rosen Publishing; Roger Rosen, President
2004	Norma Fox Mazer
2005	Chris Crutcher
2006	Patrick Jones
2007	Carolyn B. Cooney
2008	Walter Dean Myers
2009	Lois Duncan
2010	Jacqueline Woodson
2011	Laurie Halse Anderson
2012	Michael Cart

ASSOCIATION SCHOLARSHIPS AND AWARDS

THE REVEREND ANDREW L. BOUWHUIS MEMORIAL SCHOLARSHIP

The Catholic Library Association established a scholarship to be awarded each year for graduate study toward a master's degree in Library Science. The Reverend Andrew L. Bouwhuis Scholarship is a memorial to a great librarian and loyal member of CLA. With this scholarship the Association hopes to encourage promising talent to enter the profession, and to foster advanced study in the field. The scholarship consists of a \$1500 award to the person chosen by the CLA scholarship committee.

Candidates will be considered with the following qualifications:

- A commitment to value-centered and service-oriented librarianship
- Promise of success, based on collegiate record
- Evidence of need for financial assistance,
- Acceptance in a graduate school program

The recipient may enter any graduate library school.

Applications may be obtained on the CLA website or by writing to the scholarship committee, CLA executive office. Applications should be addressed to the CLA scholarship committee, and be sent to the CLA executive office by February 1. The award is presented at the annual convention during Easter Week.

The Rev. Andrew L. Bouwhuis Memorial Scholarship Recipients (Partial List)

1960 - Chrysantha Rudnik, CSSF

1961 - Emily Jessup

1962 - Ann B. Woelflein

1963 - Terri J. Grammer

1964 - Mary Lucy Franzman

1965 - Mary Jean Berghaus

1966 - Susan Quinlivan

1967 - Michele Marie Floersch

1968 - Mary Ann McGuire

1970 - Kathleen E. Burke

1976 - Marianne L. Howard

1977 - Karen Ann Semler

1978 - Cynthia Margaret Bill

1979 - Karen Sinkule

1980 - Amy Marie Frontain

1982 - Nancy Joanne Tarpley

1983 - Mary Frances Rufe

1984 - Melissa C. Flannery

1985 - Mark Joseph Andrews

1986 - Patricia E. Mardeusz

1987 - Barbara Nowinski

1988 - Kathleen Hintz

1989 - Victoria Lyon Myron

1998 - Jason Vance

1999 - Caitlin B. Augusta

2000 - Lynn Ann Gardner
2001 - Margaret V. R. Kensinger
2002 - Katherine Ann Walker
2003 - Judy Dowling
2004 - Jennifer Johannessen
2005 - Jaclyn M. Jones
2006 - Ann Marie Cooksey
2007 - Linda Christian
2008 - Autumn M. Sweley
2009 – Anastasia V. Mamedova
2010 – Geralyn Bodeker
2011 – Francois Médard

THE SISTER SALLY DALY MEMORIAL GRANT

The Catholic Library Association, together with the Junior Library Guild, has established a grant in memory of Sally Daly, SSJ, an ardent supporter of recruiting new members to CLA and its Children’s Library Services Section. The purpose of the \$1,500 grant is to enable a new member of CLA’s Children’s Library Services Section to attend the annual convention. The recipient will be selected by the CLA scholarship committee, and will be notified in time to make convention arrangements.

Applications may be obtained online at the CLA website or by writing to the CLA scholarship committee, CLA executive office. Applications should be addressed to the CLA scholarship committee, and sent to the CLA executive office by December 1.

The Sister Sally Daly Memorial Grant Recipients

2008 Mary E. Brigham and Season Hughes
2009 Marcia Egeland
2010 Cindy Marach and Kristine Wildner
2011 Mary Zeller
2012 xxxxxxxxxxxxxxxx

THE JOHN BRUBAKER MEMORIAL AWARD

The executive board of the Catholic Library Association established the John Brubaker Memorial Award (plaque and citation) in 1978 to recognize an outstanding work of literary merit, considered on the basis of its significant interest to the library profession that was published in *Catholic Library World*, the official journal of the Association.

The award honors John Brubaker who served the Catholic Library Association as advertising representative for the Association journal, *Catholic Library World*, for over twenty years until his death in 1977.

The CLW editorial committee selects the winning article from the volume of *Catholic Library World* published the year preceding the annual convention. The first award was presented at the 58th annual Catholic Library Association convention in Philadelphia, April 16-19, 1979.

The winning article must be precise in its writing, free of ambiguity, orderly in its presentation of ideas, economical in expression, smooth in its presentation, considerate of its readers, original, and stimulating. Any author is eligible for consideration.

The John Brubaker Memorial Award Recipients

- 1979 Mary Margrabe
- 1980 Lillian B. Wehmeyer
- 1981 F. Wilfred Lancaster
- 1982 Henry Drennan
- 1983 Carolyn Harris
- 1984 R. Brantley Cagle, Jr.
- 1985 Melvin R. George
- 1986 Milton Meltzer
- 1987 Margaret E. Chisholm
- 1988 Roy M. Gasnick, OFM
- 1989 Maureen Kennedy, OP
- 1990 Maryilyn Berg Iarusso
- 1991 Mary E. Gallagher, SSJ
- 1992 Sheila S. Intner
- 1996 Violet H. Harada & Margaret Nakamura
- 1997 Michael T. Krieger
- 1998 William Brace
- 1999 Patrick Metress
- 2000 Ronald Patkus
- 2001 Reverend Thomas J. Shelley
- 2002 Brendan A. Rapple
- 2003 Kathleen de la Peña McCook
- 2004 Herman T. Tavani
- 2005 Helge Clausen
- 2006 Vincent P. Tinerella
- 2007 Malachy R. McCarthy
- 2008 Carmine J. Bell
- 2009 Margaret M. McGuinness
- 2010 Paul M. Pearson
- 2011 Fernanda Perrone
- 2012 Donald Beagle

CHAPTER AND SECTION NEWSLETTER/WEBSITE AWARD

The Chapter and Section Newsletter/Website Award was established in 1982 and is given for overall excellence with emphasis on superior content. A certificate is presented to the winner at the annual convention. The CLA publications committee judges three consecutive issues submitted by chapter and section applicants before the February 1 deadline. An entry fee of \$10.00 is charged to cover committee expenses.

Chapter and Section Newsletter/Website Award Recipients

- 2000 Greater St. Louis Chapter; Eileen Franke, editor
- 2001 Greater Cincinnati Chapter; Dottie Kampman, editor
- 2002 Greater Cincinnati Chapter; Dottie Kampman, editor
- 2003 Greater St. Louis Chapter; Eileen Franke, editor
- 2004 Greater Cincinnati Chapter; Dottie Kampman, editor

- 2005 Neumann Chapter;, Jacqueline Roach, editor
- 2006 Wisconsin Chapter; Jonathan Hinck, editor
- 2007 Michigan Chapter; Diane Jurich, editor
- 2008 Wisconsin Chapter; Jonathan Hinck, editor
- 2009 Greater Cincinnati Chapter; Dottie Kampman, editor
- 2010 Wisconsin Chapter; Jonathan Hinck, editor
- 2011 Greater Cincinnati Chapter; Dottie Kampman, editor
- 2012XXXXXXXXXXXXXXXXXX

MARY A. GRANT VOLUNTEER SERVICE AWARD

Named in honor of past CLA president (1985-1987) Mary A. Grant, the award, first presented in 1996, recognizes outstanding volunteer service to the Catholic Library Association by a CLA member.

Mary A. Grant Volunteer Service Award Recipients

- 1996 Carolyn Wicker Field
- 1997 Molly M. Lyons
- 1998 Arnold Rzepecki
- 1999 Dorothy W. Cox
- 2000 Brother Paul J. Ostendorf, FSC
- 2001 Mary Arthur Hoagland, IHM
- 2002 Jovian P. Lang, OFM
- 2003 Mary E. Gallagher, SSJ
- 2004 Julanne M. Good
- 2005 Mary Agnes Casey, SSJ
- 2006 Sally Daly, SSJ
- 2007 Eileen Franke
- 2008 Margaret A. (Peggy) Donahoe
- 2009 Cecil R. White
- 2010 Maxine C. Lucas
- 2011 Charlotte A. Ames
- 2012 Catherine M. Fennell

PHILIP F. NEAU MEMORIAL AWARD

Presented biennially by the children's library services section to a past or current CLSS member for outstanding contributions to the Section. This award was created in 2007 in memory of Philip F. Neau, past treasurer of the CLSS. The award is supported by the Wm.B. Eerdmans Publishing Company.

Philip F. Neau Memorial Award recipients

- 2008 Julanne M. Good
- 2010 Sally Anne Thompson
- 2012XXXXXXXXXXXXXXXXXX

APPENDIX B

**CATHOLIC LIBRARY ASSOCIATION
CONSENT TO SERVE**

I am interested in serving the Catholic Library Association. I am willing to run for office and if elected, I will serve in the office listed below in accordance with the obligations and duties enumerated in the Catholic Library Association Bylaws and *Officers' Manual*.

OFFICE: _____

NAME: _____
Last First Middle

ADDRESS: (Home) _____ (Work) _____

PHONE _____

E-MAIL _____

PRESENT POSITION (Dates held): _____

PREVIOUS POSITION(S): _____

EDUCATION (Latest degree): _____
Other Degrees: _____

OFFICES HELD IN CLA: _____

OTHER PROFESSIONAL OFFICES HELD: _____

COMMENTS /STATEMENT OF CONCERNS: _____

I recognize the time, financial commitment, and travel involved in serving as an officer in the CATHOLIC LIBRARY ASSOCIATION. I fully consent to serve.

SIGNATURE _____ DATE: _____

**CATHOLIC LIBRARY ASSOCIATION
CONSENT TO SERVE--COMMITTEE**

I am interested in serving the Catholic Library Association. I wish to offer my services for committee membership and, if appointed, I will serve in accordance with the obligations and duties enumerated in the Catholic Library Association *Bylaws* and *Officers' Manual*. Return via e-mail or send to: CLA—Committees, 205 West Monroe Street, Suite 314, Chicago, IL 60606-5061.

COMMITTEE

PREFERENCE(S): _____

NAME: _____

Last First Middle

ADDRESS: (Home) _____ (Work) _____

PHONE _____

E-MAIL _____

PRESENT POSITION (Dates held): _____

PREVIOUS POSITION(S): _____

EDUCATION (Latest degree): _____

Other Degrees: _____

OFFICES HELD IN CLA: _____

OTHER PROFESSIONAL OFFICES HELD: _____

COMMENTS /STATEMENT OF CONCERNS: _____

I recognize the time and possible financial commitment and travel involved in serving as a committee member in CATHOLIC LIBRARY ASSOCIATION. I fully consent to serve.

SIGNATURE _____ DATE: _____

APPENDIX C

CONFIDENTIALITY AGREEMENT FORM

**Confidentiality Agreement
Catholic Library Association/ Catholic Library World**

I, _____, agree to the following:
CLA executive board member, CLA employee or other committee member

- 1. Agreement Not to Disclose Confidential Information.** I acknowledge that CLA/CLW may disclose to me or give me access to confidential information so that I may perform my board, committee or employment duties. I agree that this confidential information includes CLA/CLW trade secrets, sales and profit or loss figures, member and subscriber lists, relationships with contractors or suppliers, and/or proposals for new or developing business. This confidential information may be contained in written materials, computer hardware and software, disks, tapes, documents, file, and product specifications. It may also consist of unwritten knowledge, including ideas, research, processes, practices or know-how. While I am associated with CLA/CLW, and afterward, I will not use or disclose to any other person or entity any confidential information or materials (either written or unwritten) except when I am required to do so to perform my duties.
- 2. Return of Confidential Information.** While I am associated with CLA/CLW, and afterward, I will not, except in performing my duties, remove or copy any confidential information or materials or assist anyone in doing so without written permission of either the president or the executive director. Upon conclusion of my duties to the Association or CLW, or at any time the president or executive director requests it, I will immediately return all confidential materials.
- 3. Seriousness.** I acknowledge that in addition to receiving or having access to confidential information as part of my duties or service to the Association, I will be in a position of confidence or trust with officers, board, employees, and members of CLA. I acknowledge and agree that if I breach or threaten to breach any of the terms of this agreement, CLA/CLW may sustain irreparable harm and it will jeopardize my continuing in my committee position or employment.
- 4. Reasonableness.** I acknowledge that the restrictions in this agreement are reasonable and necessary to protect CLA/CLW and its confidential information.
- 5. Survivability.** This agreement will survive the termination or conclusion, for any reason, of my service to or employment with CLA/CLW.
- 6. Counterparts.** This agreement may be signed by parties serving in different capacities, and the signature pages will create a document binding by all parties.

Signed _____ Position _____

Date _____

Print Name _____

Address _____

APPENDIX D

CLA Constitution and Bylaws

CONSTITUTION REVISED AND ADOPTED
IN BALTIMORE, MD 4/12/07
BYLAWS REVISED AND ADOPTED
IN ANAHEIM, CA 04/16/09
BYLAWS REVISED AND ADOPTED
IN NEW ORLEANS, LA 4/27/11

ARTICLES OF THE CONSTITUTION

Article I. Name.

The name of the Organization shall be the Catholic Library Association.

Article II. Purpose.

The purpose of the Organization is to promote the mission of the Catholic Library Association by fostering the advancement of library services and the improvement of library resources through Catholic, ecumenical and interreligious collaboration, publication, education, and information.

Article III. Membership.

All persons, institutions, and organizations interested in the purpose of the Catholic Library Association shall be eligible for membership.

Article IV. Meetings.

An annual convention shall be held at a time and place fixed by the executive board.

Article V. Officers.

The officers of the Catholic Library Association shall be the president, the vice president/treasurer, secretary, and the executive director.

Article VI. Executive Board.

The executive board shall confer with the president in the formulation of the plans and policies, in the decisions on all purposes and procedures of the organization, and in the holding and investment of the Association funds.

Article VII. Amendments.

The Constitution may be amended by a two-thirds vote of those present and voting at two successive meetings of the Association, not less than four months apart, provided the notice of the proposed amendments be sent for consideration to each member of the Association at least one month before final adoption.

Article VIII. Bylaws.

Bylaws may be adopted by vote of the Association upon a written report of the executive board or a special committee appointed by the executive board.

Bylaws may be added or revised by a majority of those present and voting at any meeting of the Association or by a majority of the members responding to a mail/e-mail vote.

ARTICLES OF THE BYLAWS

Article I. Membership.

SECTION 1. Categories of membership shall include:

A. Founders: Those who furnish endowments to initiate projects of great permanent value in the promotion of the objectives of this Association.

B. Donors: Those who contribute substantial funds, make bequests, or provide annuities to promote the objectives of this Association or underwrite the expenses of significant projects.

C. Life Members: Those members of this Association who, in the judgment of the executive board, have given loyal service to the Association at great sacrifice of time and personal gain. Life members prior to 2003 are entitled to one free section membership and *Catholic Library World*.

D. Honorary Members: Those non-members who may be granted membership by the Executive Board upon a written proposal justifying the honor.

E. Corporate Members: Those businesses or organizations that support the objectives of this Association and annually pay dues.

F. Sustaining Members: Those individuals who annually pay dues at twice the highest level for personal membership. Sustaining members are entitled to an additional free

G. Institutional Members: Those institutions which annually pay dues based on their current budget exclusive of employee compensation.

H. Chapters: Those entities of this Association which annually pay the per chapter member affiliation fee.

I. Personal Members: Those individuals who annually pay dues based on their current salary level.

J. Retired Members or Student Members: Those unsalaried individuals who have retired from library service or who are currently pursuing a Library Science degree and who annually pay dues. Association members who belong to this category do not receive a subscription to *Catholic Library World*. An additional fee is requested in order to cover publication costs.

SECTION 2. Rights and Privileges. Sustaining and Personal Members shall be entitled to one free section membership. All members shall be eligible for section memberships upon payment of section dues. The official journal of Catholic Library Association shall be known as *Catholic Library World*.

SECTION 3. Dues. Dues for each category of membership, including dues for sections, shall be determined by the CLA executive board upon recommendation of the CLA finance committee and shall be published in *Catholic Library World*.

Article II. Officers.

SECTION 1. Terms of office, except for the executive director, shall be for four years and shall begin at the close of the final session of the annual convention in the odd-numbered years.

SECTION 2. The president shall represent the Catholic Library Association in official matters, preside at annual business meetings and at special meetings called according to the bylaws, chair executive board meetings and, as president elect, appoint a member-at-large as secretary of the board, appoint the committee chairs, the committee members (after consultation with the chair), the chapter coordinator, the parliamentarian (serves at the annual convention and special meetings of the Catholic Library Association), and representatives to other organizations. The president is an ex officio member of all committees.

SECTION 3. The vice president also shall be president elect, and shall succeed the president. In the absence or incapacity of the president, the vice president shall discharge the duties of president. The vice president shall serve as chair of the finance committee and treasurer of the Association. As treasurer, the vice-president will oversee the preparation of the Association's monthly financial statement; monitor the Association's cash flow and its overall position and keep the board apprised of any unusual or adverse financial developments; oversee the preparation of the Association's annual budget; oversee all investment transactions (purchases and sales); review and approve all disbursements greater than \$1,000 except regular payroll disbursements; and serve on the compensation committee.

SECTION 4. The secretary is a member-at-large, appointed by the president to serve the executive board. The secretary is responsible for recording the minutes at all meetings of the board; sending the minutes to members of the board within thirty days of the meeting; and attending to any correspondence as requested by the president.

SECTION 5. The immediate past president shall serve for two years as a member of the executive board and, in the subsequent two years, as chair of the nominations committee.

SECTION 6. The executive director shall serve at the pleasure of the executive board, manage headquarters and its staff, advise the president and executive board on matters of precedent and policy, serve on the executive board as a non-voting member, and as ex officio, on all committees. The executive director shall maintain a membership list, conduct official correspondence, preserve the records of the executive board, and report developments of interest to the membership. The executive director shall receive and disburse moneys, maintain financial records, and prepare such reports as shall be required by the Bylaws, the executive board, and the finance committee. The executive director shall perform all duties as shall be directed by the executive board. In the case that the executive director can no longer serve, the president of the association will step in until a new executive director is hired.

Article III. Executive Board.

SECTION 1. The executive board shall consist of the president, vice president, immediate past president, executive director, and four members-at-large representing the various interest areas with a fair geographical distribution. The members-at-large are elected by the members of the Catholic Library Association with terms of office for four years. To ensure continuity of policy and ease in carrying on the work, two members-at-large are elected every odd-numbered year. A voluntary member-at-large shall serve as the board's secretary.

SECTION 2. A majority vote of the voting members of the executive board of the Catholic Library Association constitutes a quorum in all matters requiring joint action and decision. Hence, the presence of four members at a meeting, form the necessary quorum to transact business.

SECTION 3. A majority vote of the voting members present at the executive board meetings, or answering a mail/e-mail vote, shall be required to legalize any of its proposals. The ordinary affairs of the Catholic Library Association are, therefore, the faithful fulfillment of the executive board's decisions.

SECTION 4. Activities conducted in the name of the Catholic Library Association shall be under the supervision and jurisdiction of the executive board, and controlled, either directly or indirectly, by the members of the executive board, in whom repose the powers to approve or reject measures to be taken by individuals or subordinate groups, and in whom is placed the authority to determine plans of action and to make decisions and judgments in conformity with the established policies of the Association. Hence, any attempt of any individual or group of individuals to commit the Association to a course of action without prior consent and approval of the executive board must be declared null and void.

SECTION 5. The executive board shall elect members to fill vacancies in office pro tempore; the person or persons so elected serve only ad interim, until the next regular election held by the Association, except in the case of death, resignation, or inability of the president to serve, at which time the vice president becomes president. The election of a

member of the executive board to the office of vice president/president elect, or the appointment of the executive director from the executive board creates a vacancy on the board that must be filled ad interim and as soon as possible.

SECTION 6. All executive decisions which were made by mail/e-mail between regular board meetings must be reviewed at the next board meeting, at which time modifications or revisions will be discussed and the decisions finally adopted or rejected. The members of the Catholic Library Association shall be informed of these matters at the final business session of the annual convention. As soon as possible after each executive board meeting, all decisions must be published in the official journal, *Catholic Library World*.

Article IV. Sections.

SECTION 1. A section is an organization, properly approved by the executive board, of association members interested in a special or common topic, problem, or work.

SECTION 2. A petition for the establishment of a section must state clearly the purpose and the need for the proposed section. The petition must be signed by not less than twenty members of the Catholic Library Association who are engaged in the work of the proposed section. A committee within the executive board shall review the petition and submit its findings and recommendations to the entire executive board for final approval or rejection. The executive board reserves the right and the power to discontinue a section when, in the opinion of the executive board, the usefulness of the section has ceased.

SECTION 3. Sections may issue publications and perform all other functions appropriate to their interests and in conformity with the objectives of the national/international Association. Dues paid for membership in a section shall be credited to that section. An accounting of section funds shall be made to its members. Neither this section of the bylaws nor any other shall be construed to permit any interest section to incur indebtedness for the national/international Association.

SECTION 4. Provision for sessions of the various sections during the annual convention must be made by the program coordinator in consultation with the executive board. Sessions of all sections are open to any members of the Association desiring to attend section meetings, but no person may vote in any section, unless a qualified member of that section.

SECTION 5. The reports of section meetings must be forwarded in detail to the headquarters of the Catholic Library Association.

Article V. Round Tables.

SECTION 1. Round tables may be established by the Executive Board upon petition of fifteen members having similar interests.

SECTION 2. The purpose of a round table is to ensure a program at the Association annual convention to meet the interests of the group. At the end of each annual convention, the

group will decide if it wants to continue to the following year's convention and, if so, will elect a program chair.

SECTION 3. No annual membership fee will be charged, but a registration fee for attendance at the annual convention meeting will be assessed at the time of convention registration.

Article VI. Chapters.

SECTION 1. A chapter of the Catholic Library Association may be formed within the limits of a well-defined area approved by the executive board. A virtual chapter of the Catholic Library Association may be formed based on either geographical boundaries or common interests. Meetings, under the auspices of the chapter, may be held in convenient locations within the geographical boundaries of the chapter, by conference call, or through the Internet.

SECTION 2. Five members of the national/international Catholic Library Association residing within the defined territory of each chapter or interest group about to be formed must submit application for chapter status to the executive board in order for the board to grant an authorization for the establishment of the chapter. A record of these foundations, properly approved, must be filed at the headquarters office of the Association.

SECTION 3. In a chapter, only members of the national/international Catholic Library Association may hold the offices of president, vice president, secretary, and/or treasurer.

SECTION 4. Chapters must have at least one officer, a president.

SECTION 5. Reports of chapters must be forwarded to the headquarters of the Association.

SECTION 6. Chapters have no power to obligate the Catholic Library Association as a whole, in any way whatsoever. They may, however, make recommendations and offer resolutions to the executive board for consideration; or, they may bring these matters to the attention of the Catholic Library Association at large in conference, if their recommendations and resolutions have been presented beforehand to the members of the executive board.

SECTION 7. In order to promote the development of new chapters, an established chapter or combination of chapters may, with the approval of the executive board form a regional conference by adding adjacent non-chapter areas. If new chapters are formed, they may retain or sever affiliation with the conference.

SECTION 8. The chapter coordinator, preferably either a present or past member of the executive board, is to promote the development of established chapters and the formation of new chapters, and to preside at the meeting of the chapter representatives at the annual convention.

SECTION 9. If, because of lack of leadership or lack of membership, a chapter can no longer function effectively, a member of that chapter may introduce a petition to the executive office for the dissolution of the chapter. A ballot on that petition shall be

submitted to all members of that chapter by the executive office. If the members concur with the petition, then the executive board shall declare that chapter dissolved.

SECTION 10. A chapter may be dissolved by the national/international executive board, and shall be dissolved if it becomes inactive or fails to comply with the provisions of Article VI of the Bylaws.

SECTION 11. When a chapter has been dissolved, any funds remaining in the chapter treasury, after its outstanding debts have been satisfied, shall be remitted to the national/international office to become part of the treasury of the Catholic Library Association.

Article VII. Committee and Special Appointments

SECTION 1. The president elect will appoint members to all standing committees of the Association, and all representatives to outside organizations. The appointments process will be completed at least two months before the inauguration. Appointments to the finance and nominations committees shall be subject to the approval of the executive board.

SECTION 2. Members of all categories of the Association are eligible to serve on committees, with the exception of corporate members and institutional members. No person shall be appointed as chair of a committee or as a representative to another organization unless that person is a member of the parent association and has had library training or experience. The term of committee appointments is two years, and is renewable once. Ordinarily, no individual may serve more than four consecutive years on the same committee.

SECTION 3. Committee chairs and Catholic Library Association representatives to other organizations shall submit a report annually to the president in advance of the annual convention. Chairs ordinarily shall hold a meeting of their committees during the annual convention.

SECTION 4. No chair or committee person shall be allowed to continue in that capacity if there is little or no evidence of activity. The president must report the progress of committees to the executive board and, with the consent of the executive board, may remove any chair or committee person, or representative to other organizations who does not show evidence of cooperation and performance.

SECTION 5. Conditions governing committees or representatives to other organizations must be cited by the president when appointments are made, and a statement of the aims of each committee, or purpose of representation to other organizations, must be forwarded to persons invited to serve.

SECTION 6. The finance committee shall consist of no fewer than three appointed members, shall advise the executive board in investment matters, shall receive the annual audit, shall review the annual budget with the executive director, shall submit the budget to

the executive board, and shall publish the financial condition of the Association to the membership.

SECTION 7. A resolutions committee may be appointed by the president in advance of the annual convention.

Article VIII. Elections.

SECTION 1. The past president with the approval of the executive board, shall appoint the nominations committee of two members, including him/herself, not officers, no later than during the annual convention preceding the election. The committee will nominate two persons for each position to be filled. Additional nominations may be made, with the agreement of the nominee, upon written petition of twenty-five voting members, received by the executive director before August 1st of the election year.

SECTION 2. The report of the nominations committee and nominees by petition shall be printed in the issue of *Catholic Library World* published before or at the time the ballots are mailed to each member.

SECTION 3. At that same time, the executive director, from this report, shall have secret ballots and return envelopes (addressed to the chair of the elections committee) printed and mailed to each member of the Association. To be valid, the ballot must be received by the chair of the elections committee by December 1. Election results shall be published in *Catholic Library World*.

SECTION 4. Persons under consideration for membership on the executive board by the nominations committee or by petition must be instructed as to qualifications. Every candidate for the executive board shall agree to attend at least two-thirds of all board meetings during the six-year term for the vice president/president elect and during the four-year term of the board members-at-large, including at least two-thirds of the convention meetings.

SECTION 5. When the nominations committee is appointed, the president, with the approval of the executive board, shall also appoint an elections committee, composed of three members, neither officers of the Association nor members of the nominations committee. This elections committee shall count the ballots and, by December 15 (within two weeks), notify the executive director, who shall inform all the candidates and report the results in *Catholic Library World* before the annual convention.

SECTION 6. A majority vote shall be required for election. Should a majority vote not be attained in the first balloting, a second vote shall be held in the same manner as described in Section 3, except that it must occur as expeditiously as possible. This second secret ballot shall list only the candidates who received the two highest numbers of votes. Should a third vote become necessary, this same procedure shall occur again with urgent immediacy.

Article IX. Meetings.

SECTION 1. In addition to the business meeting, special membership meetings may be called at other times by the president with the approval of the executive board. If fifteen members of the Association petition for a special meeting, the president shall seek approval from the executive board for such a meeting. At least one month's notice must be given and only the urgent business specified in the notice may be transacted.

SECTION 2. The exact, official, and complete reports of the annual convention and all special meetings, and copies of all papers presented, must be filed for record with the executive director at headquarters.

SECTION 3. For all members of the Association attending an annual convention or a special meeting, a registration fee must be paid, determined by the current expenses of the convention or meeting.

SECTION 4. No claims for traveling or living expenses by any officer, member, or invited guest are permitted without authorization by the executive board.

SECTION 5. The executive board shall meet a minimum of three times a year. One of these meetings will be in conjunction with the annual convention. Association members may attend executive board meetings, except during a closed session which shall be declared at the discretion of the presiding officer.

SECTION 6. *Robert's Rules of Order*, in the latest edition, shall govern all deliberations of this Association when not in conflict with the Constitution and Bylaws of this Association.

Article X. Finances

SECTION 1. All budgets of expenditures must be within the limits of the current assets of the Association.

SECTION 2. All budgets of expenditures must be ordered and approved by the executive board in advance of commitment.

SECTION 3. Travel expenses of executive board members shall be budgeted for board meetings, except those held in conjunction with the annual conventions.

SECTION 4. The annual budget is prepared by the executive director and approved by the finance committee before being submitted to the executive board.

Article XI. Affiliation.

That the members of the Catholic Library Association may reap the benefits and advantages of closer relationships with other associations with kindred and mutual interests, affiliations may be made with any such organization by petition or resolution passed with a two-thirds vote at the annual convention or any special meetings of the Catholic Library Association,

- (a) provided that the Catholic Library Association does not jeopardize its independence and activities according to the policies decided by the executive board, and
- (b) provided that such combinations of interests and operations are controlled by the executive board in conformity with its decisions regarding the extent or limits of obligations of such joint action.

Article XI. Dissolution.

The Association shall be dissolved in accordance with General Not-For-Profit Corporation Act of the State of Illinois, the provisions of the Internal Revenue Code of the United States as to distribution of assets to other tax-exempt organizations, and the purpose of the Catholic Library Association.