



CATHOLIC LIBRARY ASSOCIATION

The international community of choice for today's librarians

Officer's Manual

15th edition

Edited by Sara Baron

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INTRODUCTION
To the Fifteenth Edition
Published in the 95th year of CLA

The Catholic Library Association has undergone many changes during its 95 years of existence. In the spirit of Mary Grant's Introduction to the 3rd edition, published in its entirety in every subsequent handbook, this edition continues the tradition of compiling in one place key information about the association, including the Constitution and Bylaws, information for sections and chapters, historical documentation of CLA Awards and winners, forms and templates, and for the first time, a recommended calendar of CLA activities. In the rapidly changing world of libraries and library associations, CLA members remain committed to the mission and vision of this association where librarianship is more than a job; it is a vocation.

Sara Baron, CLA President 2013-2015

INTRODUCTION
To the Third Edition*

Within the CLA structure there are two elements which, by their very nature, are basic to the growth and vitality of the organization. These are the Interest Sections and the Geographic Chapters. Both elements are governed, almost autonomously, by Officers elected by their constituents.

The Constitution and Bylaws of the Catholic Library Association offer broad guidelines to define the relationship of Interest Sections and Geographical Chapters to the national Association. Established policies, however, have augmented the obligations of these elements to elect Officers, adopt bylaws and conduct CLA affairs within the limits of their authority.

The *CLA Officers' Manual* has been compiled to outline the functions and duties of all CLA Officers, and to effect a closer relationship among all structural groups in the CLA organization. To put each CLA Office in its proper perspective, the CLA Mission Statement, CLA Constitution and Bylaws and CLA goals are included in this *Manual*.

Mary A. Grant

**This introduction to the Third Edition has traditionally been reprinted in every edition in support of the philosophy outlined by Mary A. Grant.*

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A note about corrections:

Unfortunately, typos happen! Please send any corrections or comments on the Officer's Manual to the CLA Office at cla2@cathla.org. Thank you!

OFFICER'S MANUAL CATHOLIC LIBRARY ASSOCIATION

1. VISION AND MISSION STATEMENT

CLA Vision

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.

CLA Mission

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.

2. 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. 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.

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.

3. ORGANIZATIONAL STRUCTURE

Association Management

The Catholic Library Association is a not-for-profit corporation. General management oversight is provided by an association management company named Postlethwaite & Nettweville (P&N Association Management), while the volunteer services of CLA members working on various Committees, Boards and Sections, as well as through Local Chapters, are responsible for the strategic direction and accomplishments of the association. Elected officers, consisting of the President, Vice-President/Treasurer, and Executive Board, do not receive monetary remuneration.

Officers

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 are elected at large by the membership and serve for four years. The terms are such that two members are elected every two years.

The President of P&N Association Management serves as the Executive Director of the Association.

Committees, Representatives to other Organizations, Interest Groups

CLA Committees and Representatives to other Organizations assist the Executive Board in the government of the Association. They work on strategic initiatives and partnerships as directed by the 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.

Local Chapters

The Catholic Library Association is represented on the local level by regional Chapters which serve as adjuncts of the Association, furthering the purposes and objectives of CLA and encouraging membership. Some chapters have long and successful histories while others are relatively new.

Additional CLA Staff

CLA employs an editor of the official publication of the Association, *Catholic Library World*, and a graphic designer for *CLW* and other publishing and marketing materials. These staff report directly to the President of the Association. The association management company handles their human resources paperwork.

4. 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 level and must be able to attend at least two-thirds of all board meetings during the four-year (or six-year if officer) term, including at least two-thirds of the convention meetings.

Duties of the Executive Board

The Executive Board shall consist of the President, Vice President/Treasurer, Immediate Past President, 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. The Executive Director serves as an ex-officio member of the 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 holdings and investments of the Association funds.

Meetings

The Executive Board meets at least four times a year. One of these meetings is in conjunction with the annual convention, while the others are via conference call or video conference.

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 are taken by staff of the association management company and shall be distributed to the Executive Board members within thirty days after adjournment. Board members 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 email, fax or 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.

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

5. DUTIES OF ASSOCIATION OFFICERS

Officers include elected members of the Executive Board, elected leaders of Sections, Round Tables, and Interest Groups, elected leaders of Local Chapters, and appointed committee leaders. The inherent duties of the Association Officers are:

- To become familiar with the Constitution and Bylaws and the *Officer's 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.
- To participate in Association communication- *Catholic Library World*, social media, conference calls, focus groups, etc.
- To attend meetings as required of the position.
- To meet the qualifications as stated in the *Officer's Manual*.
- To abide by Association policies and the confidentiality agreement

President

The President serves for a two-year term and presides over the CLA annual business meeting and any special meeting called by the Executive Board. The President also presides at Executive Board meetings; names Committee Chairs; appoints Chapter Coordinators, 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.

Vice President/Treasurer

The Vice President (President Elect) serves for a two-year term and serves as the Chair of the Finance Committee and Treasurer of the Association. The Vice President also discharges the duties of the President in his or her absence.

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.

Executive Director

The Executive Director is the President of the Association Management Company and acts as an official representative while serving as the continuing Officer 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. The Executive Director maintains and supervises the official records of the Association. The Executive Director is ex-officio on Association committees as needed.

6. COMMITTEES AND SPECIAL APPOINTMENTS²

Committees are formed for specific functions which provide the Catholic Library Association with efficient and expert services essential for good government. Committee Chairs are appointed by the Vice President 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 members of the Finance and Nominations Committees.

General Qualifications of a Committee Chair

- Membership in the Catholic Library Association at the national level.
- Library training and/or experience

Duties of a Committee Chair

- Obtains all pertinent materials (minutes, reports, correspondence, etc.) from the Immediate Past Chair.
- Communicates with Immediate Past Chair and/or Executive Director for clarification of purpose, duties, and goals of the committee.
- 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. Selected reports will be presented at the annual business meeting at the convention.
- Sends a copy of the annual report to each committee member.
- Holds meetings as needed via conference call or video conference, 3- 4 times a year, including one meeting of the committee during the annual convention.
- The Chairs of the *Catholic Library World* Editorial Committee, and the Publications Committee shall consult with the respective editors of CLA publications.

Standing Committees of the Catholic Library Association

Catholic Library World Editorial Committee

- Acts in an advisory capacity to the editor of the *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

² Working with an association management company has removed some of the work formerly handled by committees. Notably, CLA no longer needs the Heritage Fund committee to handle the annual fundraising appeal, a Historian to collect Association documents and send them to the archive, a Website committee to develop and manage the website, etc. All of these activities are managed in the headquarters office in consultation with the Executive Board.

Board at the Winter Board meeting. The citation is presented at the annual convention by the Committee Chair.

- Committee members meet as needed via conference call or video conference.

Constitution and Bylaws Committee (ad hoc)

- 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 are outlined in the Constitution and Bylaws.
- Committee members meet as needed via conference call or video conference

Continuing Education Committee

- Assists the association and local chapters in providing quality, affordable, and accessible educational programs for CLA members and the larger public.
- 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.
- Membership includes at least one member from each CLA section.
- Is responsible for reviewing applications for the John T. Corrigan, CFX Memorial Continuing Education Grant and awarding this grant.
- Forwards topics to the publications committee for consideration.
- Committee members meet as needed via conference call or video conference

Coordinator of Chapters, Sections, Round Tables

- Committee chair is a present or past member of the Executive Board.
- In collaboration with the Membership/Publicity Committee, 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.
- 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.
- Follow guidelines in the Constitution and Bylaws about counting election ballots and reporting results.
- Committee members meet during the elections, typically December in the even-numbered election years.

Finance Committee

- Chaired by the Vice President, this committee consists of no fewer than three appointed members.
- Reviews quarterly financial reports, the annual audit, and budget needs from the Executive Board and Executive Director.

- Submits the annual budget to the Executive Board for approval.
- Advises the Executive board in investment matters.
- Presents the report of the Association's financial standing to the membership at the annual convention.
- Committee members meet quarterly via conference call or video conference, and in person at the annual convention.
- In order to safeguard the association's business, members of this committee are required to sign a confidentiality agreement.

Membership/Publicity Committee

- Prioritize and enact the Strategic Plan objectives related to membership in an effort to increase membership on regional, national and international levels.
- Develop a new member's round table/think tank and communicate once a month with new members.
- Key initiatives include: utilize existing system of Catholic Schools and Dioceses and identify more organizations for corporate membership
- Prioritize and enact the Strategic Plan objectives related to publicity to achieve greater awareness of CLA and what we offer our members.
- Key initiatives include: Enhance interactive media provision and social networking options and content creation.
- Continuously monitor the CLA website and offer suggestions to improve content, accessibility, and accuracy.

Nominations Committee

- Chaired by the Immediate Past President, the committee consists of three members, not officers, appointed by the President with the approval of the Executive Board.
- Members are appointed no later than during the annual convention preceding the election.
- Committee nominates two persons for each position to be filled. Additional nominations may be made upon written petition of fifty voting members who have the agreement of the nominee. Petitions must be received before August 1 of the election year.
- Additional nominations procedures are outlined in the Constitution and Bylaws.

Publications Committee

- Evaluates current CLA publications in view of production costs, potential revenue generation, content duplication, and member needs.
- 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 new topics for publication that reflect both the objectives of the Association and contemporary needs.
- Committee members meet as needed via conference call or video conference

Regina Medal Committee

- 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 Chair of the Regina Medal Committee is the Vice Chair of the Children’s Library Services Section
- 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 and notifies the Executive Director who contacts the selected recipient.
- Additional procedures for the committee have been established by the Children’s Library Services Section.

Strategic Planning Committee (ad hoc)

- 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.
- Committee members meet as needed via conference call or video conference

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 level.

Duties of Representatives:

- Attends principal meeting(s) of the assigned organization.
- Participates in discussion, representing CLA’s mission and goals.
- Forwards minutes of the meeting to the President.
- Presents an annual report to the President and sends a copy to the Executive Director.

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

- American Library Association (ALA) Affiliate’s Meeting
- American Library Association (ALA) Resources and Technical Services Division, Committee on Cataloging: Description and Access
- American Theological Library Association, Roman Catholic Round Table
- American Friends of the Vatican Library
- Catholic Research Resources Alliance (CRRA).

7. SECTIONS

A Section is an organization, approved by the Executive Board, of Association members interested in a special or common topic, problem or work.

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. Chairs the annual Section meeting at the convention.
- Maintains a correspondence file, an activities file and Section archival file.
- 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.

Section Constitution and Bylaws

Each CLA Section at the national 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.

8. ROUND TABLES

A Round Table is established by the Executive Board upon the petition of at least ten members having like interests. The purpose of a Round Table is to promote conversation around a like interest and to develop a program at the annual convention that will meet the interests of the group.

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.

9. REGIONAL CHAPTERS

Local Chapters are necessary adjuncts to the Association. The vitality and growth of the Catholic Library Association depends upon the strength and support of the individual Chapters. A local Chapter may be formed within the limits of a well-defined area approved by the Executive Board.

Membership in the national Catholic Library Association is not included in local Chapter membership; however, it is encouraged. Any member elected to a Chapter office must be a member of the national 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

- Have membership in the Catholic Library Association at the national level.
- Be an active local member with administrative ability
- 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 CLA headquarters and the Chapter Coordinator.
- Reports Chapter meetings and activities to the CLA headquarters.
- 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.
- 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 (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 local 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 national CLA members.
- 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 local and national 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 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 title of the local Chapter, the frequency of its meetings, and the amount of the annual dues are part of the Chapter's Constitution and Bylaws. 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.

10. COMMUNICATION

Official communication of the association shall be coordinated by the CLA Office. Local Chapters, Sections and Roundtables shall send an annual report concerning its finances, meetings and activities to the CLA 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 CLA are entitled to receive each issue. Notice of local Chapter meetings and programs will be published in *CLW* if received two months prior to publication.

Newsletters: Every Section and Chapter should publish a newsletter or provide members the opportunity to communicate with one another via a section or chapter website and/or on social media. A copy of section and chapter newsletters should be sent electronically or in print to the CLA Office, members of the CLA Executive Board and to other Chapters (the Chapter President or the Newsletter Editor). Newsletters may be distributed through the main office.

Web site: www.cathla.org is the web address for the official website of the Catholic Library Association. It is through the website that members can access the membership directory, renew their membership, purchase publications and keep up with the ongoing activities of the association. Chapters are invited to develop their chapter websites off the Cathla.org URL. Please contact the CLLA Office for information.

Social Media: CLA has a Facebook page for social media communication. Association announcements, as well as informative posts about libraries and Catholicism, are regularly shared.

Appendix A

SECTION AWARDS

SELECTION PROCEDURE for Section Awards

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 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

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 Fr. Vincent Schneider
- 1981 Bernadette Young
- 1982 Fr. Angelo U. Garbin
- 1983 Sr. Claudia Carlen, IHM
- 1984 Jane Hindman
- 1985 Msgr. Charles Dollen
- 1986 Mary Page Irwin
- 1987 Matthew R. Wilt
- 1988 Orbis Books, Robert Gormely
- 1989 Sr. Mariella Frye
- 1990 Fr. Philip Murnion
- 1991 Twenty Third Pubns., Mr. & Mrs. Neil Klupfel
- 1992 Phyllis Vos Wezeman
- 1993 Rev. Anthony Scannell
- 1994 Resource Publications, William Burns
- 1995 Our Sunday Visitor, Fr. Peter M. J. Stravinskias
- 1996 Bishop Thomas J. Welsh
- 1997 Scepter Press
- 1998 Pauline Books and Media
- 1999 Liguori Publications, Fr. Thomas M. Santa, CSSR, President & Publisher
- 2000 St. Anthony Messenger, Jack Wintz, OFM
- 2001 Maureen Gallagher
- 2002 Fr. Robert J. Hater
- 2003 Gabe Huck
- 2004 Rev. William J. Bausch
- 2005 Edwina Gateley
- 2006 RENEW International
- 2007 Fr. Andrew M. Greeley
- 2008 Msgr. Joseph M. Champlin
- 2009 Fr. Allan Figueroa Deck
- 2010 Oregon Catholic Press
- 2011 Reverend Robert Barron
- 2012 Father Anthony F. Rigoli, OMI
- 2013 Sr. Ann Shields
- 2014 Susan Muto
- 2015 Doug Keck
- 2016 The Marian Library

JEROME AWARD

Academic Library Services Section

The Jerome Award has been presented annually since 1992 by the Academic Library Services 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 Sr. Claudia Carlen, IHM
- 1994 Donald Senior, CP
- 1995 Cistercian Publications
- 1996 Rev. Roland E. Murphy, O. Carm
- 1997 Rev. Raymond E. Brown, SS
- 1998 Fr. Michael Naughton, OSB, Liturgical Press
- 1999 Rev. Walter J. Burghardt, SJ
- 2000 Rev. Richard A. McCormick, SJ
- 2001 Orbis Books
- 2002 Monika K. Hellwig
- 2003 Avery Cardinal Dulles, SJ
- 2004 Elizabeth A. Johnson, CSJ
- 2005 Fr. Joseph A. Fitzmyer, SJ
- 2006 Jay P. Dolan
- 2007 Origins
- 2008 David Tracy
- 2009 Fr. Peter C. Phan
- 2010 Rev. Virgilio Elizondo
- 2011 Dr. Elisabeth Schüssler Fiorenza
- 2012 Barbara E. Reid, OP
- 2013 Leslie Woodcock Tentler
- 2014 Bernard McGinn
- 2015 John O'Malley, SJ
- 2016 Katarina Schuth, OSF

KATHARINE DREXEL AWARD 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	Judge Michael F. Godfrey
1970	Isaac Asimov	1987	World Book
1971	ALA Assn of School Librarians	1988	Rev. John Catoir
1972	Media and Methods	1989	Rev. John Powell
1973	Msgr. Edward T. Hugher	1990	Ave Maria Press
1974	Rev. John R. Whitley	1991	United States Catholic Conference
1975	Jane Hindman	1992	St. Anthony Messenger Press
1976	Lillian Shapiro	1993	Sr. Francis Marita McGettigan, IHM
1977	Sr. 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	Social Issues Resources Series (SIRS)
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
2013	Kimberly Willis Holt
2014	Voya Pres
2015	Joan Bauer
2016	Amy Welborn

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	1983	Thomas Anthony (Tomie) de Paola	2007	Margaret K. McElderry
1960	Padraic Colum	1984	Madeleine L'Engle	2008	Vera Williams
1961	Fredric G. Melcher	1985	Jean Fritz	2009	Lois Ehlert
1962	Ann Nolan Clark	1986	Lloyd Alexander	2010	Gail Gibbons
1963	May Hill Arbuthnot	1987	Betsy Byars	2011	Ashley Bryan
1964	Ruth Sawyer Durand	1988	Katherine Paterson	2012	Patricia Polacco
1965	Leo Politi	1989	Steven Kellogg	2013	Kevin henkes
1966	Bertha Mahony Miller	1990	Virginia Hamilton	2014	Patricia Reilly Giff
1967	Marguerite deAngeli	1991	Leonard Everett Fisher	2015	Judy Blume
1968	Lois Lenski	1992	Jane Yolen	2016	Lee Bennett Hopkins
1969	Ingri and Edgar Parin d'Aulaire	1993	Chris Van Allsburg		
1970	Tasha Tudor	1994	Lois Lowry		
1971	Meindert De Jong	1995	Gary Paulsen		
1972	Frances Clarke Sayers	1996	Russell Freedman		
1973	Robert McCloskey	1997	Eve Bunting		
1974	May McNeer and Lynd Ward	1998	Patricia C. & Fredrick L McKissack		
1975	Virginia Haviland	1999	Eric Carle		
1976	Marcia Brown	2000	Milton Meltzer		
1977	Theodor Seuss Geisel	2001	Elaine L. Konigsburg		
1978	Scott O'Dell	2002	Charlotte Zolotow		
1979	Morton Schindel	2003	Jean Craighead George		
1980	Beverly Cleary	2004	Susan Hirschman		
1981	Augusta Baker	2005	Jerry Pinkney		
1982	Anne Carroll Moore	2006	Paul Goble		

APPENDIX B

ASSOCIATION AWARDS AND SCHOLARSHIPS

THE REVEREND ANDREW L. BOUWHUIS MEMORIAL SCHOLARSHIP

The Catholic Library Association has 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, funded by the Association, consists of a \$1,500 award to the person chosen by the CLA Scholarship Committee. *NOTE: The Bouwhuis Scholarship is on a temporary hiatus for financial reasons. The award has not been given since 2013.*

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

1960 - Chrysantha Rudnik, CSSF	1986 - Patricia E. Mardeusz, Sunderland, MA
1961 - Emily Jessup	1987 - Barbara Nowinski
1962 - Ann B. Woelflein	1988 - Kathleen Hintz, Catskill, NY
1963 - Terri J. Grammer	1989 - Victoria Lyon Myron, Emporia, KS
1964 - Mary Lucy Franzman	1998 - Jason Vance, Simmons College, MA
1965 - Mary Jean Berghaus	1999 - Caitlin B. Augusta, University of Illinois at Urbana - Champaign
1966 - Susan Quinlivan	2000 - Lynn Ann Gardner, Southern Connecticut State University
1967 - Michele Marie Floersch	2001 - Margaret V. R. Kensinger, University of MD
1968 - Mary Ann McGuire	2002 - Katherine Ann Walker, U of SC
1970 - Kathleen E. Burke, U of Pittsburgh	2003 - Judy Dowling, Douglas, U of RI
1976 - Marianne L. Howard, Amherst, OH	2004 - Jennifer Johannessen, SUNY Albany
1977 - Karen Ann Semler, SUNY Geneseo	2005 - Jaclyn Jones, Clarion University,
1978 - Cynthia Margaret Bill	2006 - Ann Marie Cooksey, Dominican U
1979 - Karen Sinkule, Uniontown, PA	2007 - Linda Christian, Clarion University
1980 - Amy Marie Frontain, Winsted, CT	2008 - Autumn Sweley, U of Missouri - Columbia
1982 - Nancy Joanne Tarpley, Alexandria, VA	2009 - Anastasia V. Mamedova, Kent State
1983 - Mary Frances Rufe, Ephrata, PA	2010 - Geralyn Bodeker, San Jose State U
1984 - Melissa C. Flannery, Scranton, PA	2011 - Francois Medard, Indiana University,
1985 - Mark Joseph Andrews, University of Missouri at Columbia	2012 - Laura Mickelbank, San Jose State U
	2013 - Janice Dees, University of Tallahassee

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.

A panel of judges selects the winning article from the volume of *Catholic Library World* published the year preceding the annual convention. 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	2002	Brendan A. Rapple
1980	Lillian B. Wehmeyer	2003	Kathleen de la Peña McCook
1981	F. Wilfred Lancaster	2004	Herman T. Tavani
1982	Henry Drennan	2005	Helge Clausen
1983	Carolyn Harris	2006	Vincent P. Tinerella
1984	R. Brantley Cagle, JR.	2007	Malachy McCarthy
1985	Melvin R. George	2008	Carmine J. Bell
1986	Milton Meltzer	2009	Margaret McGuinness
1987	Margaret E. Chisholm	2010	Paul M. Pearson
1988	Roy M. Gasnick, OFM	2011	Donald Beagle
1989	Maureen Kennedy, OP	2012	Donald Beagle
1990	Maryilyn Berg Iarusso	2013	Leslie Woodcock Tentler
1991	Mary E. Gallagher, SSJ	2014	Tatiana Nikolova-Houston
1992	Sheila S. Intner	2015	Patrick J. Hayes
1996	Violet H. Harada & Margaret Nakamura	2016	Sandra Collins
1997	Michael T. Krieger		
1998	William Brace		
1999	Patrick Metress		
2000	Ronald Patkus		
2001	Rev. Thomas J. Shelley		

THE SISTER SALLY DALY MEMORIAL GRANT

The Catholic Library Association together with the Junior Library Guild has established a grant in memory of Sister Sally Daly, an ardent supporter of recruiting new members to CLA and its Children's Library Services Section. The purpose of the \$1,500 grant, which is funded by the Junior Library Guild, 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	2011	Mary Zeller
2012	Sr. Lorraine Cooper and Chrysa Smith	2013	Paula Ivy & Muchelle Coates
2014 & 2015	scholarship not given this year		
2016	Mary Gildersleeve		

THE CHARLOTTE DECKER AWARD

The Charlotte Decker Memorial Award is given annually to honor an outstanding member of the Children's Library Services Section or the High School/Young Adult Library Services Section of the Catholic Library Association. Charlotte Decker (1949-2012), in whose honor the award is given, was a long-time member of both the Children's Library Services Section and the High School/Young Adult Library Services Section. She was a wellspring of knowledge about children's and young adult books. Her booktalks at national conferences, featuring the latest children's and YA books, were always well-attended and benefited librarians as well as teachers.

Any member of CLSS or HS/YALSS can submit a nomination for the award. The selection committee consists of the executive boards of the CLSS and HS/YALSS, plus one representative from Charlotte Decker's local Cincinnati Chapter. The award consists of a complimentary ticket to either the Regina Medal luncheon or the opening awards dinner at the CLA annual conference (The choice is the recipient's).

The Charlotte Decker Award Recipients

2014	Rose Marie Anthony, OP
2015	Jean R. Bostley, SSJ
2016	Theresa Averbeck

MARY A. GRANT VOLUNTEER SERVICE AWARD

Named in honor of CLA President (1985-1987) Mary A. Grant, the award, first given in 1996, recognizes outstanding volunteer service to the Catholic Library Association by a CLA member. The award includes a framed certificate.

Mary A. Grant Volunteer Service Award Recipients

1996	Carolyn Wicker Field	2007	Eileen Franke
1997	Molly M. Lyons	2008	Peggy Donahue
1998	Arnold Rzepecki	2009	Cecil R. White
1999	Dorothy W. Cox	2010	Maxine Lucas
2000	Br. Paul J. Ostendorf, FSC	2011	Charlotte Ames
2001	Sr. Mary Arthur Hoagland, IHM	2012	Catherine M. Fennell
2002	Jovian P. Lang, OFM	2013	Fr. Ken O'Malley
2003	Mary E. Gallagher, SSJ	2014	Nancy K. Schmidtman
2004	Julanne M. Good	2015	Jean Elvekrog
2005	Mary Agnes Casey, SSJ	2016	Cait Kokolus
2006	Sally Daly, SSJ		

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 and is presented biennially.

Philip F. Neau Memorial Award recipients

2008	Julanne M. Good
2010	Sally Ann Thompson
2012	Jean Elvekrog
2015	Paul Pojman

NEWSLETTER AWARD FOR CHAPTERS AND SECTIONS

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. *This award was discontinued in 2016.*

Chapter and Section Newsletter 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, Philadelphia, PA., 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
- 2012 Wisconsin Chapter, Jonathan Hinck, editor
- 2013 Academic Libraries, Archives and Library Education Section, Malachy McCarthy, editor
- 2014 Greater St. Louis Chapter
- 2015 Children's Library Services Section, Anna Campos, Editor

Appendix C

**CATHOLIC LIBRARY ASSOCIATION
CONSENT TO SERVE—ELECTED POSITION**

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 _____

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 to: cla2@cathla.org

COMMITTEE
PREFERENCE(S): _____

NAME: _____
 Last First Middle

ADDRESS: (Home) _____ (Work) _____
 _____ _____
 _____ _____

PHONE _____

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 / travel involved in serving as a Committee member in CATHOLIC LIBRARY ASSOCIATION. I fully consent to serve.

SIGNATURE _____ DATE: _____

Appendix D

**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 proposals for new or developing business. This confidential information may be contained in written materials, computer hardware and software, disks, tapes, documents, files 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 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 E

CONFLICT OF INTEREST POLICY

This conflict of interest policy is designed to help directors and officers of the Catholic Library Association identify situations that present potential conflicts of interest and to provide the Catholic Library Association (“CLA”) with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director or officer has or may have a conflict of interest with respect to the transaction.

1. Definitions

- 1.1 Interested Person. Any director or officer who has a direct or indirect financial interest, as defined below, is an interested person.
- 1.2 Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership interest in any entity with which the CLA has a transaction or arrangement;
 - b. A compensation arrangement with the CLA or with any entity or individual with which the CLA is negotiating a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CLA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 2.2, a person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

2. Procedures

- 2.1 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and all material facts related thereto to the Board or committee of the Board considering a proposed transaction or arrangement.
- 2.2 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

2.3 Procedures for Addressing the Conflict of Interest.

- a. If the Board determines that a conflict of interest exists, the interested person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the conflict of interest.
- b. The President or chairperson of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board or committee shall determine whether the CLA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee may proceed with the proposed transaction or arrangement only if it determines, by a majority vote of the disinterested directors, that the proposed transaction or arrangement is in the CLA's best interest, for its own benefit, and is fair and reasonable.

2.4 Violations of the Conflicts of Interest Policy

- a. If the Board or committee has reasonable cause to believe a director or officer has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the director or officer an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the director or officer's response and after making further investigation as warranted by the circumstances, the Board or committee determines the director or officer has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

3. Records of Proceedings

The minutes of the Board and all committees with Board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

4. Compensation

- a. A voting member of the Board is precluded from receiving compensation, directly or indirectly, from the CLA for services.

- b. A voting member of any committee is precluded from receiving compensation, directly or indirectly, from the CLA for services.

5. Annual Statements

Each director, principal officer and member of a committee with Board delegated powers shall:

- (1) annually sign a statement which affirms such person:
 - a. Has received a copy of the conflicts of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands the CLA is an entity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes;
- and
- (2) annually disclose information concerning possible conflicts of interest.

ANNUAL CONFLICT OF INTEREST POLICY ACKNOWLEDGEMENT

I hereby confirm that I have received, read and understand the CLA Conflict of Interest Policy and pledge to act in accordance with the policy to the best of my information and belief.

I agree to comply with the policy.

I understand that I shall disclose to the Board, preferably in writing, the material facts as to the personal interest in the transaction and in any corporation, partnership, association, or other organization involved in the transaction prior to the meeting at which the Board acts upon the transaction.

I understand that I shall disclose any interests that could give rise to conflicts of interest, including names of family members, substantial business, or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

I understand that I will excuse myself from the meeting while the transaction is discussed and acted upon.

I understand that the CLA is an entity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes

I agree that if I become aware of any information that might indicate that information that I am no longer in compliance with this policy, I will notify the Administrator or President of the CLA immediately.

Print Name

Date

Signature

Appendix F

CLA CALENDAR AND TIMELINES

Early January	<p>FINANCE: Q2 (Oct-Dec) reports to the Finance Committee, schedule FC meeting.</p> <p>CONVENTION: Contact Mary Kay to design convention program ad. Office must complete and fax a form with ad info to NCEA by their deadline.</p>
January	<p>LEGAL: Complete form & pay fee to Illinois as a non-profit corporation. Due <i>before</i> month of incorporation; CLA was incorporated Feb. 17, 1955.</p> <p>ALA Mid-Winter Meeting: CLA representative attends and is acknowledged at the opening ALA President's event. Attends affiliates meeting/luncheon. Registration fee is comped as an Affiliate member. [NOTE: add dates for submitting CLA session to program. This is a benefit of affiliate membership.]</p>
Due February 1	<p>AWARDS: Publications Committee votes on the Chapter and Section <u>Newsletter Award due 3/2</u>. Executive Board votes on the <u>Mary A. Grant Volunteer Service Award</u>. HSYALSS, CLSS and Cincinnati Chapter representative vote on <u>Charlotte Decker Memorial Award</u>.</p>
Early February	<p>CLW: President submits letter for next issue. Office submits news/notes. ALA Youth Media Awards in News Notes; Charlotte Zolotow Award; ALA Mid-Winter Meeting recap by CLA Representative; CLA Winter Business Meeting Minutes (Jan. Mtg); CLA Leadership Institute Ad.</p>
February/March	<p>CONVENTION: ask sections, chapters, and committees to submit annual reports to the Executive Director and President. These will be shared with the Executive Board and summarized at the convention. (Article IV. Section 5, Article 6. Section 5, Article 7. Section 3).</p> <p>CONVENTION: Prepare small programs for meal events—make changes & add award recipient names to previous year's programs.</p> <p>CONVENTION: Prepare agenda/reports for CLA Annual Business Meeting.</p> <p>ELECTIONS- even years: print winning candidates in March CLW. (Article VII. Section 5)</p> <p>FINANCE: Executive Director submits proposed budget to Finance Committee. FC approves before submitting to Executive Board. (Article X. Section 4)</p> <p>COMMITTEES- odd years. President elect appoints committee chairs and committee members in consultation with the chairs. Appointments begin and end at the convention. (Article VII. Section 1)</p>

March	CLW: Journal published. Send international copies from office. Send PDFs of book reviews to publishers. SECTIONS, CHAPTERS, COMMITTEES: schedule quarterly video conference/conference call and requests treasury reports for potential audit purposes
April	FINANCE: Q3 (Jan-Mar) reports to the Finance Committee, schedule FC meeting at convention.
Easter Week	CONVENTION FINANCE: Finance Committee meets on the day before the convention. EXECUTIVE BOARD: Executive Board meets on the day before the convention and during the convention as needed.
After Convention	CLW: Send CLA Annual Business meeting minutes to Sigrid & Mary Kay to be published in June CLW. Chapters & national sections are supposed to send an annual report form publication in CLW (Bylaws). Review of activities is published; financial report is filed in the office. Auditors <i>may</i> include section financial reports in an appendix to an audit report.
Early May	CLW: President submits letter for next issue. Office submits news/notes and the names and dedications of Heritage Fund Donations. Convention Re-cap/Award Recipient Photos; Executive Board Meeting Minutes (Convention); Annual Business Meeting Minutes (Convention); Heritage Fund Annual Appeal Donor Thank You List; CLA Election Results (biennial, even years); Update CLA Association Information/Officers (even years); Article: Regina Medal Acceptance Speech; Article: Regina Medal Conversations Transcript
Mid May	MEMBERSHIP: Send first membership (membership and include Institutional) renewal notices, including to Chapters for Chapter dues. AWARDS: First round of voting for section awards <i>should be</i> completed. 3 nominees sent to President who sends to Board for approval and then back to Section to vote. Office sends reminder to send all nominations to President. Usually only the Regina is on schedule; Jerome is less urgent, as 2015 should already be finished & they should be working on 2016. (Officers Manual, Appendix A) CONVENTION: Meet with Amy on deadlines. Put a call for presentations on the website and submit to section chairs once it closes (mid-July) and send notice to members via email.
Early-Mid June	AWARDS: Final voting for section awards.
June	CLW: Journal published. Send international copies from office. Send PDFs of book reviews to publishers.

SECTIONS, CHAPTERS, COMMITTEES: schedule quarterly video conference/conference call

AWARDS: Advertise Corrigan on website and Facebook – do an email blast (due by December)

ALA Annual Meeting: CLA representative attends and is acknowledged at the opening ALA President's event. Works at the Affiliate's booth. Registration fee is comped as an Affiliate member. Make sure to check with them on dates they will need things for next year.

CONVENTION: Convention program information (as much as possible) due, even though RFPs aren't due until August. Reason: nearly impossible to contact people over the summer, and preliminary program is due to NCEA around Labor Day. Whatever amt. we have by the CLW deadline can appear in the Sept. CLW (send to Mary Kay; she designs it) because convention housing opens late Sept., & Dec. CLW is too late to get into your first choice hotel.

July 1 (+/-)

AWARDS: Executive Director contacts publishers and editors of first-place section award finishers for contact information in order to seek person's acceptance & agreement to be present.

July 1

FINANCE: Q4 (Apr-Jun) reports to the Finance Committee, schedule FC meeting.

CONVENTION: Close submission portal and send sections proposals. Ask for them back end of July/mid-August

Due July 31

LEGAL: Complete Form 5500 (report related to TIAA/CREF) for our plan year (if it ends Dec. 31st). Not sure if our plan year ends with calendar year or fiscal year. Must be filed by the last day of the 7th month following the end of the plan year. Check old forms. Does something need to be filed even if there were no employee contributions? I think so; you can check with TIAA/CREF—very helpful folks.

Early August

CLW: President submits letter for next issue. Office submits news/notes. Convention Pre-Program, Award Recipient announcements: Aggiornamento, Brubaker, Jerome, Regina Medal, St. Katharine Drexel; CLA Grants/Scholarships/Decker/Newsletter Award Notices (deadlines Dec/Feb); ALA Meeting recap by CLA Representative; Heritage Fund Annual Appeal Notice; Candidates for National Office

August

ELECTIONS- even years: Send all candidate info., gathered by the Nominations Chair & sent to the CLA office, to Mary Kay for publication in Sept. CLW, as required in the CLA Bylaws. She will later send what she designed minus the page info. for duplication & mailing to members for the biennial elections.

AWARDS – Corrigan Grant deadline (mid-August)

August or earlier	<p>CONVENTION: Coordinate with NCEA for convention city contact person(s) to reserve space for convention meal functions, plan menus, etc. Many hotels won't "talk" to you unless you've been "introduced" by the NCEA convention coordinator—to verify that CLA <i>is</i> a group meeting with NCEA. Some hotel meeting planners allow the selection of a luncheon menu for the opening dinner (3 courses vs. 4), for a charge of \$1.00 additional. Most are flexible regarding menu choices; published menus are considered suggestions. Decide place for Mass—nearby church or convention center/hotel, celebrant, music, etc.; confirm / Speakers and verify A/V requirements</p> <p>HERITAGE FUND: draft letter for appeal and order prayer cards (ask Board for guidance)</p>
Labor Day (+/-)	<p>CONVENTION: Contact NCEA to verify deadline for preliminary convention program info. Verify number of required convention meeting rooms; check on seating capacity & request <i>not</i> to be segregated from other meeting rooms.</p>
Early September	<p>CONVENTION: Follow through with section leaders for award & convention programming info.</p> <p>ELECTIONS- even years: Print slate of candidates in Sept. CLW (Article VII. Section 2)</p> <p>CLW: Journal published. Send international copies from office. Send PDFs of book reviews to publishers.</p>
Mid-September	<p>MEMBERSHIP: Send follow-up membership renewal notices to those who haven't yet renewed.</p> <p>SECTIONS, CHAPTERS, COMMITTEES: schedule quarterly video conference/conference call</p> <p>HERITAGE FUND: send appeal letter for Feast of St. Jerome, Sept. 30.</p> <p>CONVENTION: Send blast email to announce opening of hotel reservations & convention registrations. Get date from NCEA. Provide hotel reservation info. to publishers, etc. of section award recipients so they can make reservation in same hotel as meal events if they wish.</p> <p>Send convention info. (e.g., preliminary program, "Special Events" form) to CLA members and others.</p>
October	<p>FINANCE: Q1 (Jul-Sep) reports to the Finance Committee, schedule FC meeting.</p> <p>ALA: Contact ATLA about co-sponsored reception at ALA Midwinter.</p>

Late Oct./Early Nov.	ELECTIONS- even years: Send ballot info. (candidate info., ballot & sm. return envelopes addressed to Elections Chair) to CLA members, both personal & institutional. Do not include CLW subscribers who are not members.
Early November	CLW: President submits letter for next issue. Office submits news/notes. CLA Fall Board Meeting Minutes; CLA Grants/Scholarships/Newsletter Award Notice; Heritage Fund Annual Appeal Notice; Introductory Workshop for Religious Communities Invitation/Announcement (biennial, even years); Regina Medal Recipient Bio/Bibliography
Due Nov. 15	LEGAL: IRS Form 990 due by the 15 th day of the 5 th month following the end of our FY.
December 1	ELECTIONS- even years: Ballots due to Elections Committee Chair. (Article VII. Section 3) AWARDS: Applications for the Sr. Sally Daly Memorial Grant due to the main office. Will be sent to the Scholarship Committee. Applications for Corrigan Grant due; money is received by H.W. Wilson usually sometime in the Fall SECTIONS, CHAPTERS, COMMITTEES: schedule quarterly video conference/conference call ALA: Send email to members about ATLA/CLA sponsored social at ALA
Early December	CONVENTION: Contact NCEA to verify deadline for final convention program info. NCEA publishes deadlines, but they are usually extended when they fall behind. CLW: Journal published. Send international copies from office. Send PDFs of book reviews to publishers.
December 15	ELECTIONS- even years: Deadline for Election Chair to notify CLA office of election results, including vote tallies. Notify winners, and write a “thank you” letter to losers—encourage to stay involved in CLA. Send names of winners to Mary Kay for March CLW. (Article VII. Section 5)
* * * * *	
Bi-weekly	Payroll
Monthly	Pay taxes & send reports to federal & states. After the 1 st , create P&L spreadsheet from QB to check for possible errors.
Quarterly	Tax reports—federal & states (?)
Annual (Jan.)	W-2s to employees; W-3s (& W-2 copies) to IRS; 1099 MISC. to contracted employees & 1096 to IRS.
Ongoing	Add names of deceased CLA members to list for Convention Mass.

Appendix G

CONSTITUTION AND BYLAWS of the CLA

Constitution Revised and Adopted in Baltimore, MD 4/12/2007
Bylaws Revised and Adopted in New Orleans, LA 4/28/11
Bylaws/Constitution Revised and Adopted virtually 08/14/2015

ARTICLES OF THE CONSTITUTION

Article I. Name.

The name of the organization shall be the CLA.

Article II. Purpose.

The purpose of this international organization is to promote the mission of the CLA 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.

A convention shall be held at a time and place fixed by the Executive Board.

Article V. Officers.

The officers of the CLA shall be the President, Past President, and the Vice President/President-Elect who is also Treasurer.

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's 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, or via e-mail, 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 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.

- 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 interest 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 interest section membership.
- 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 graduate degree in library and information science or information technology and who annually pay reduced dues. Association members who belong to this category do not receive a subscription to *Catholic Library World*; if an individual wishes to subscribe to *Catholic Library World*, an additional fee is requested in order to cover publication costs.

Section 2. Rights and Privileges.

Personal Members shall be entitled to one free interest section membership and additional section memberships upon payment of extra section dues. Sustaining Members are allowed two free interest section memberships. The official journal of CLA shall be known as *Catholic Library World*. All paying members, except those paying reduced fees, shall be entitled to *Catholic Library World*.

Section 3. Dues.

Dues for each category of membership, including dues for interest 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.

Terms of office, except for the Executive Director, shall be for two years and shall begin at the close of the final session of the annual convention in the alternating, odd-numbered years.

Section 2. President.

The President shall represent the CLA 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 the committee chairs, the committee members (after consultation with the Chair), the chapter coordinator, the parliamentarian (as needed), and representatives to other organizations. The President is an ex officio member of all committees.

Section 3. Vice President.

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 with the Executive Director 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 finance committee, in consultation with the Executive Director.

Section 4. Immediate Past President.

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.

Article III. Executive Board.

Section 1. Executive Board.

The Executive Board shall consist of the President, Vice President/President-Elect, Immediate Past President, 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 CLA 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. The Executive Director is an ex-officio non-voting member of the Board.

Section 2. Executive Director.

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, serves on the Executive Board and on all committees as a resource person. 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.

Section 3. Quorum.

A majority vote of the voting members of the Executive Board of the CLA constitutes a quorum in all matters requiring joint action and decision. Hence, the presence of four members at a meeting forms the necessary quorum to transact business.

Section 4. Majority Vote.

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 CLA are, therefore, the faithful fulfillment of the Executive Board's decisions.

Section 5. Activities Conducted in the Name of the Association.

Activities conducted in the name of the CLA 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 6. Vacancies in Office Pro Tempore.

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 creates a vacancy on the Board that must be filled ad interim and as soon as possible.

Section 7. Mail/E-mail Executive Decisions between Board Meetings.

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 CLA shall be informed of these matters at the final business session annually. As soon as possible after each Executive Board meeting, all decisions must be published in the official journal, *Catholic Library World*.

Article IV. Interest Sections.

Section 1. Definition.

An interest 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. Establishment of a Section.

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 fifteen members of the CLA 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. Section Functions.

Sections may issue publications and perform all other functions appropriate to their interests and in conformity with the objectives of the 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 Association.

Section 4. Section Reports.

Detailed reports of sectional meetings must be forwarded to the headquarters of the CLA.

Article V. Round Tables.

Section 1. Establishment of a Round Table.

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

Section 2. Purpose of a Round Table.

The purpose of a round table is to ensure a program at the Association's convention to meet the interests of the group. At the end of each 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. Annual Membership Fee.

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

Article VI. Chapters.

Section 1. Formation of Chapters.

A chapter of the CLA may be formed within the limits of a well-defined area approved by the Executive Board. Meetings, under the auspices of the chapter, may be held in convenient locations within the geographical boundaries of the Chapter or conducted online.

Section 2. Application for Chapter Status.

Ten members of the CLA residing within the defined territory of each chapter 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 headquarters.

Section 3. Requirements for Chapter Officers.

In a chapter, only members of the CLA may hold the offices of President, Vice President, Secretary, and/or Treasurer.

Section 4. Number of Officers.

Chapters must have at least one officer, a President.

Section 5. Chapter Reports.

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

Section 6. Power to Obligate the Association.

Chapters have no power to obligate the CLA 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 CLA at large in conference, if their recommendations and resolutions have been presented beforehand to the members of the Executive Board.

Section 7. Development of New Chapters.

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. Chapter Coordinator.

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. Petition for Dissolution of a Chapter.

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 President for the dissolution of the chapter. A ballot on that petition shall be submitted to all members of that chapter by the Executive Director. If the members

concur with the petition, then the Executive Board shall declare that chapter to be dissolved.

Section 10. Dissolution of a Chapter.

A chapter may be dissolved by the Executive Board, and shall be dissolved if it becomes inactive or fails to comply with the provisions of Article VII.

Section 11. Chapter Funds Remaining After Dissolution.

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 Executive Director to become part of the treasury of the CLA.

Article VII. Committee and Special Appointments.

Section 1. Appointments to Standing Committees.

The Vice President/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. Eligibility to Serve on Committees.

Members of all categories of the Association are eligible to serve on committees, with the exception of corporate members and institutional members. The Vice President/President-Elect will consult with the committees' chairs and may call for nominations, in order to identify individuals to appoint or re-appoint to committees. 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 Association and has had library training or experience.

Section 3. Term of Committee Appointments.

The term of committee appointment, as either member or chair, is two years, and is renewable once. The term of a representative to an outside organization is two years, and is renewable once.

Section 4. Committee Reports.

Committee chairs and CLA representatives to other organizations shall submit a report annually to the Executive Director prior to the convention. Chairs ordinarily shall hold a meeting of their committees during the convention.

Section 5. Evidence of Progress of Committees.

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 6. Notification of Committee Charge.

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 7. Finance Committee.

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.

Article VIII. Elections.

Section 1. Nominations Committee.

The Past President with the approval of the Executive Board, shall appoint the Nominations Committee of two members, not officers. 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 fifty voting members, received by the Executive Director before August 1st of the election year.

Section 2. Nominations Committee Report.

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. Ballots.

At that same time, headquarters, from this report, shall have secret ballots and return envelopes addressed to the chair of the Elections Committee sent 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. Notification of Qualifications for Elections.

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. Counting Ballots.

The Election Committee, a separate committee from the Nominations Committee, shall receive and 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 the next issue of *Catholic Library World*.

Article IX. Meetings.

Section 1. Special Membership Meetings.

In addition to the convention business meeting, special membership meetings may be called at other times by the President with the approval of the Executive Board. If thirty 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. Record Filing.

The exact, official, and complete reports of the convention and all special meetings, and copies of all papers presented, must be filed for record with the Executive Director.

Section 3. Registration Fees.

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

Section 4. Number of Meetings.

The Executive Board shall meet a minimum of four times a year.

Section 5. Robert's Rules of Order.

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. Budget Expenditures.

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

Section 2. Budget Approval.

All budgets of expenditures must be ordered and approved by the Executive Board in advance of commitment.

Section 3. Annual Budget.

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.

Section I. Affiliations.

The members of the CLA 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 a convention or any special meetings of the CLA.

Section 2. Independence of the Association.

The CLA will not, by this affiliation, jeopardize its independence and activities according to the policies decided by the Executive Board.

Section 3. Combinations of Interests and Operations.

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 CLA.