Alaska Library Association Anchorage Chapter Handbook

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Anchorage Chapter Officers 1961-present
ARTICLE 1. NAME & ADDRESS

1.1 The name of this organization shall be Anchorage Chapter of the Alaska Library Association.

1.2 The address of the Anchorage Chapter shall be Box 242692 Anchorage, Alaska 99524.

ARTICLE 2. PURPOSE

2.1 The Anchorage Chapter supports and promotes the mission of the Alaska Library Association.

2.2 In addition, the organization provides a venue for the Anchorage library community to meet, interact, develop, and exchange ideas relevant to libraries and the library profession.

ARTICLE 3. MEMBERSHIP

3.1 The Chapter welcomes all persons who work in or have an interest in library services to become members by filling out a membership form and paying dues.

3.2 Membership shall be confined to those who have paid their dues in the following individual classes:
   A. Regular Members
   B. Student Members

3.3 Each paid-up member shall be entitled to vote.

ARTICLE 4. DUES

4.1 Dues for membership in the Anchorage Chapter are set by the membership and are payable annually.

4.2 For a member to remain in good standing dues should be paid to the Treasurer by March 1.

ARTICLE 5. OFFICERS

5.1 The officers of the Chapter shall be the Past President, the President, the Vice President, the Secretary, and the Treasurer. Duties of these officers are described in the
5.2 Officers serve for one calendar year with responsibilities assumed in January.
5.3 A vacancy in the office of the President shall be filled by the Vice-President. Vacancies in the office of Vice-President, Secretary, and Treasurer shall be filled by appointment of the President.
5.4 Officers may not be prevented from serving additional consecutive terms if elected.
5.5 The President shall represent the Chapter by serving a one-year term on the Executive Council of the Alaska Library Association.
5.6 The five officers shall constitute a Board and may meet to conduct business for the Chapter between general meetings.

ARTICLE 6. MEETINGS

6.1 Meetings will be held at least quarterly. Officers shall draft a proposed schedule of meetings for the calendar year in January.
6.2 Meetings shall be conducted according to Robert's Rules of Order.
6.3 Members present at a meeting shall constitute a quorum. A simple majority of the quorum is all that is required to transact the business of the Chapter except as noted elsewhere in these bylaws.

ARTICLE 7. ELECTIONS & AMENDMENTS

7.1 There shall be an annual election by mail and/or electronic mail ballot for officer positions in November.
7.2 All members in good standing shall be allowed to vote.
7.3 The Bylaws may be amended by a two-thirds vote of those present, providing email notice of the proposed change has been given the membership four weeks prior to the meeting.

ARTICLE 8. COMMITTEES

8.1 There shall be the following Standing Committees: Continuing Education, Fundraising, Government Relations, Membership, Publicity, Web Committee.
8.2 There shall be two Temporary Committees: Conference Award Committee, and Nominations Committee.
8.3 The President may establish other committees to serve special needs.
8.4 The President is an ex officio member of all Committees.

ARTICLE 9. OFFICIAL RECORDS

9.1 The archives of the Chapter shall be deposited in the University of Alaska Anchorage holdings with a copy of the contents sent to the State Association for their files.
Responsibilities of Anchorage Chapter to Statewide AkLA

1. Supports AkLA projects, locally and statewide.
2. Encourages growth of membership of the Alaska Library Association. Contacts each new librarian in the Anchorage area to invite them to join both the Chapter and the state association. Chapter members are not required to belong to AkLA, but are encouraged to do so for a stronger Association.
3. Hosts the state conference periodically.
4. Holds regular meetings.
5. The President serves as the Chapter’s representative on the Executive Council for a one-year term. They represent the chapter to the Association and the Association to the chapter and must attend the E-Council meetings at the Annual Conference, the Face-to-Face meeting in the fall, and teleconferences held throughout the year. After these meetings, the President must report to the chapter’s membership, to keep them informed on statewide activities.
6. Reports to Newspoke on chapter activities, new members, etc.
7. Reports to E-Council via emails to the ecouncil listserv, verbal reports at Executive Council meetings, and a written annual report to be presented at the Conference Executive Council meeting and the Conference business meeting.
8. Notifies the AkLA Intellectual Freedom Committee of any local incidents of censorship, whether or not they require any action or response by that committee.
9. Has members serve on statewide committees and as contact people for committees, as requested by the AkLA President and Executive Council.
10. Maintains files for the chapter's business, and turn over as appropriate to UAA Archives. See section on File Maintenance, below.
11. Clips local newspapers for articles on libraries and librarians for chapter or AkLA archives.
12. Forwards Financial Reports including photocopies of both sides of the December bank statement to the AkLA Treasurer by Jan 20 to be included in AkLA’s annual report to the IRS.
13. Remains aware of the responsibilities of the chapter in relation to AkLA's non-profit tax-exempt status.
15. Forwards Financial reports, including photocopies of both sides of the December bank statement, to the AkLA Treasurer by January 20 to be included in AkLA’s annual report to the IRS. If the chapter pays someone a fee or honorarium of over $600, the chapter must submit an IRS W-9 form to the AkLA Treasurer immediately.
**Maintenance of President’s File**

The files sent to UAA Archives should include:

a. All Reports.
b. Financial records
c. Files of current correspondence and programs.
d. Membership lists.
e. Executive Council/Board and annual AkLA business meeting minutes for the past three (3) years.
f. *AkLA Anchorage Chapter Handbook*

It is important to remember that files of any one office or committee are to be kept with that office or committee. It is the responsibility of the officer or committee chair to see that these files are turned over to the successor in good order as soon as possible after the position has been assumed. **Every effort should be made to keep records and files relating to one's personal membership in AkLA separate from office or committee files.** Also it is the responsibility of the incoming officer or committee chair to review the files passed along, and to be sure that there is a complete file as described above. All files which are non-current two (2) years old or more should be forwarded to the AkLA Historian or Executive Officer for deposit in the AkLA Archives. See Archives Section.
Duties of Officers

President

- Chairs meetings according to parliamentary procedure.
- Publishes and distributes agenda for meetings.
- Participates as a member of the Executive Council of AkLA.
- Attends Statewide Audio-conferences, Face-to-Face meetings, and AkLA annual conference.
- Submits an annual report of chapter activities to the membership at the annual AkLA Conference for the previous year.
- Appoints committee chairs, works with committees and other officers in planning and directing the business of the association.
- Accepts resignation letters from Vice-President, Secretary, and Treasurer and appoints a substitute.
- Maintains an "event calendar" of the state association, the local association, and other related happenings.
- Plans for a nominating committee for election of officers for the upcoming year.
- Maintains the President's File with all the paperwork relevant to the year in office. These Files will be transferred to the UAA Archives at regular intervals.
- Is ex officio member of all committees of the chapter.
- Encourages participation in the statewide organization.
- Be aware of the responsibility of the chapter in relation to AkLA's nonprofit tax-exempt status.
- Send regular reports to Newspoke.

Vice-President

- Plans meeting locations, dates, and programs in cooperation with officers of the association.
- Chairs meetings in the absence of the President.
- Plans professional development and/or continuing education seminars.
Duties of Officers

Secretary

• Records the minutes of the meetings and posts them via e-mail to the membership. Provides a few paper copies at meetings.
• Handles correspondence, both written and electronic for the chapter.
• Provides mailing labels for any mailing that might be requested.
• Maintains all forms of the association.
• Maintains the AkLA-Anchorage Chapter Handbook.
• Chairs meeting in the absence of the President and Vice-President.
• Secretary is an ex officio member of the Web Committee.
• Transfers Chapter files to UAA Archives. Sends updated list of file contents to: Archives Elmer E. Rasmuson Library University of Alaska Fairbanks PO Box 756800 Fairbanks, Alaska 99775-6800

Treasurer

• Is in charge of the Chapter accounts and other financial projects of the Chapter.
• At the first of the year will need to update signature cards for the AkLA-Anchorage Chapter bank account.
• Files a report of account totals at each meeting to include a few paper copies.
• Collects dues.
• Forwards monthly report of the accounts to the secretary for inclusion in the minutes and to the president for the President's Notebook.
• Sends list of members to Secretary, annually, for inclusion in the UAA Archives.
• Files the annual financial report to the Alaska Library Association treasurer in January for the previous year.
• Chairs meeting in the absence of all the other officers.
• Serves as a member of the Membership Committee.
Duties of Officers

Past President

• Advises and provides information to new officers especially in the months of January-March.
• Attends January E-council to introduce the new President if possible.
• Writes and files the Chapter Year End Summary Report which is distributed during the annual AkLA Conference.
Standing Committees

Membership Committee (Suggest 1 Chair and 2 members as needed. Chair of this committee works with the Vice President, and if position is unfilled defaults to the Vice President.)

• The goal of the committee is to increase and retain membership.
• Encourage all kinds of librarians, library employees and library supporters to join AkLA-A.
• Keeps abreast of members, achievements, job changes, and new library personnel.
• Sends greeting cards, arranges awards and certificates of achievement as warranted by the above.

Continuing Education Chair (Chair of this committee works with the Vice President and if position is unfilled defaults to the Vice President.) Other members as needed.

• Plans one training/educational seminar per year usually in the fall.
• This is often done in cooperation with AML, ASD and UAA/ARLIS and Statewide AkLA.

Web Committee (Chair of this committee works with the Secretary and if position is unfilled defaults to the Secretary.) Other members as needed.

• Maintains web site.
• Actively solicits input on the content of the site.
• Makes changes when needed.
Temporary Committees

Nominating Committee (one chair and two members)
• Solicits members in October for the election of officers ballot in November.
• Counts votes and announces the results of the election.

Publicity Committee (1 Chair; exists “as needed”)
• Arranges publicity for any event which needs to be broadcast to the public.
• Is responsible for Public Service Announcements during National Library Week.

Fundraising Committee (1 Chair and 2 members; exists “as needed”)
• Solicits ideas for fundraisers.
• Plans a minimum of one fundraiser event per year. Two fundraisers are preferable.

Government Relations Committee (1 Chair and 1 member; exists “as needed”)
• Monitors legislation and political events that have impact on libraries.
• Reports on the above to the membership.
• Implements response to these events.
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<th>Secretary</th>
<th>Treasurer</th>
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