

SCLA Handbook, 2016, 7th Edition

Section I. Introduction

SCOPE

The South Carolina Library Association Handbook (SCLAHB), seventh edition, 2016 includes the Constitution and the Bylaws, which are approved by the general membership. It also includes administrative procedures and guidelines approved by the Executive Board, and the bylaws of Sections and Round Tables approved by the membership of those Sections and Round Tables.

ORGANIZATION

The SCLAHB is divided into six major Sections.

- I. General Matters
- II. History
- III. Constitution and Bylaws
- IV. Administrative Guidelines and Procedures
- V. Officers, Executive Secretary, Committees, Sections, and Round Tables
- VI. Appendix

REVISION AND COORDINATION

All items issued for the SCLAHB are reviewed by the Constitution, Bylaws, and Handbook Revision Committee to avoid parliamentary conflict. All updated materials are made available after the Annual Conference by the Executive Secretary to all current members. The typical revision process is as follows:

1. Additions, deletions, or revisions are proposed by the appropriate Committee, Section, or Round Table.
2. The change is submitted to the Constitution, Bylaws, and Handbook Revision Committee for review.
3. The Constitution, Bylaws, and Handbook Revision Committee submits the proposed change to the Executive Board for approval.
4. Items approved by the Executive board that affect the Association's Constitution and Bylaws are submitted to the membership for approval at the Annual Conference.
5. Items approved by the Executive Board that affect only a Section or Round Table are submitted to the membership at the Annual Conference for information and inclusion in the SCLAHB.

6. Items approved by the Executive Board that affect other sections of the SCLAHB are submitted to the membership at the Annual Conference for information and inclusion in the SCLAHB.

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Section II. History

History of the South Carolina Library Association

By Roger Hux

The South Carolina Library Association was established on October 27, 1915, when fourteen librarians and library supporters met in the University of South Carolina Library and voted unanimously to form the new group. The original constitution listed three purposes: (1) "to arouse and stimulate an interest in the development of libraries;" (2) "to be a medium of information in (that) regard;" and (3) "to bring into touch her library force that they may gather additional strength and inspiration for the work."

In those early years, promoting libraries was a difficult task. In 1915 only five towns had free libraries, and South Carolina was one of only eleven states without a library commission. World War I forced a suspension of SCLA's annual meetings, and the agricultural depression of the 1920s killed any hope for state aid. It was not until 1929 that legislation establishing a state library board was passed, but no money was appropriated for its support.

In the 1930s SCLA joined with others in continuing the fight for state aid. From 1929 to 1932 SCLA joined with the Rosenwald Fund in providing a field agent for the State Library Board. It co-sponsored a landmark conference at Clemson in 1934 which led to the formation of the South Carolina Citizens Library Association, and in 1935 suggested the name of Ida Belle Enterekin as the first director of the WPA State Library Project.

The granting of the first significant state aid in 1943 marked a turning point for libraries and SCLA. The Association affiliated with ALA in 1944 and joined the State Library Board in publishing the first issue of the *South Carolina Library Bulletin* in 1945. In 1946 SCLA participated in the first regional survey of library services sponsored by the Tennessee Valley Library Council.

The 1950s and 1960s brought continued progress along with change. In 1956 the Association supported the State Library Board when SCLA faced censorship challenges over certain children's books, and in 1962 opened membership to African-Americans and held its first racially integrated conference. SCLA cosponsored the first Governor's Conference on Libraries in 1965 and celebrated its fiftieth anniversary.

SCLA entered the computer era in the 1970s with the establishment of the Southeastern Library Network. At the same time SCLA published several items of historical interest, including a guide to the state's library collections, a reprint series, a writer's map, and an index to *Sandlapper*. In 1976 SCLA gave its first Friend of Libraries Award, and a year later hired its first executive director and added "type of activity" Sections to its organization.

In the 1980s Sections and Round Tables offered more opportunities for professional growth through workshops and other programs held throughout the year. Computers continued to receive considerable attention as libraries developed online public access catalogs and the South Carolina State Library established a state network. Association leaders ranked professional growth as their first goal in 1986, but still ranked activities supporting library development high on the list.

SCLA celebrated its seventy-fifth anniversary at its 1990 conference in Columbia. In the 1990s SCLA gave increasing attention to technology and, in particular, to the Internet and the World Wide Web. In 1995 it established a home page, and

the following year it created a new Round Table for systems managers. Numerous programs dealt with the impact of technology on libraries and the changing role of librarians.

During the decade of the 1990s it also established new roundtables for African American concerns, paraprofessionals, and health science librarians. Twice during the decade, in 1992 and 1997, it honored the University of South Carolina College of Library and Information Science during its twentieth and twenty-fifth anniversary celebrations. SCLA also sent representatives to the White House Conference on Libraries and its follow-up sessions.

The Association continued to hold programs on local authors and local history. Other areas of interest included diversity, preservation, assessment, bibliographic instruction, and intellectual freedom. In 2015 SCLA will celebrate its one hundredth anniversary.

Following is a list of the official meetings of the Association indicating dates, the Presidents, and places in which the meetings were held.

Meeting	Year	President	Place	Date
1	1915	R. M. Kennedy	Columbia	Oct. 27
	1916	R. M. Kennedy		
2	1917	R. M. Kennedy	Columbia	Mar. 14-15
	1918	R. M. Kennedy		
	1919	R. M. Kennedy		
	1920	R. M. Kennedy		
3	1921	R. M. Kennedy	Darlington	Nov. 17-18
	1922	Louise McMaster		
	1923	Louise McMaster		
4	1924	Louise McMaster	Greenville	Mar. 27-28
5	1925	John Peyre Thomas, Jr.	Charleston	Apr. 14-15
	1926	Charlotte Templeton		
6	1927	Charlotte Templeton	Columbia	Feb. 22-23
7	1928	Charlotte Templeton	Florence	Apr. 2-3
8	1929	Mrs. Henry Lee Buck	Columbia	Apr. 4-5
9	1930	R. Beverly Herbert	Greenville	Apr. 11-12
10	1931	Ellen Perry	Columbia	Apr. 9-10
11	1932	Lucy Hampton Bostick	Columbia	May 11-12
12	1933	Ora A. Willis	Charleston	May 3-4
13	1934	Parmelee Cheves	Summerville	Apr. 20-21
14	1935	Fanny T. Taber	Rock Hill	Oct. 4-5
15	1936	Cornelia Ayer Graham	Beaufort	May 29-30
16	1937	Willard Jones	Sumter	May 7-8
17	1938	Fant H. Thornley	Charleston	Mar. 18-19

18	1939	Fant H. Thornley	Columbia	Feb. 1-11
19	1940	Annie Porter	Greenville	Apr. 26-27
20	1941	Maude Query Kelsey	Columbia	Nov. 7-8
21	1942	Alfred Rawlinson	Columbia	Nov. 6-7
22	1943	J. Isaac Copeland	Columbia	Dec. 1-2
23	1944	Lewis C. Branscomb	Columbia	Nov. 24-25
24	1945	Helen Hagan	Columbia	Nov. 9-10
25	1946	Mary Cox	Asheville, N.C.	Oct. 25
26	1947	Frances Lander Spain	Charleston	Oct. 31-Nov. 1
27	1948	Emily Sanders	Myrtle Beach	Sept. 24-25
28	1949	J. Mitchell Reames	Greenville	Sept. 30-Oct. 1
29	1950	Naomi Derrick	Atlanta, Ga.	Oct. 14
30	1951	Nancy C. Blair	Clemson	May 4-5
31	1952	Herbert Hucks, Jr.	Myrtle Beach	Apr. 18-19
32	1953	Desmond Koster	Columbia	Oct. 30-31
33	1954	Louis Barbare	Charleston	Oct. 29-30
34	1955	Nancy Burge	Columbia	Oct. 28-29
35	1956	Robert C. Tucker	Clemson	Oct. 26-27
36	1957	Charles E. Stow	Charleston	Oct. 25-26
37	1958	Madeline Mosimann	Columbia	Oct. 31-Nov. 1
38	1959	J. W. Gordon Gourlay	Clemson	Oct. 30-31
39	1960	Margeurite G. Thompson	Columbia	Oct. 28-29
40	1961	Nancy Jane Day	Charleston	Nov. 3-4
41	1962	Jessie Gilchrist Ham	Greenville	Oct. 26-27
42	1963	Elizabeth B. Foran	Columbia	Nov. 1-2
43	1964	Betty Martin	Charleston	Oct. 16-17
44	1965	Susie Norwood McKeown	Greenville	Oct. 29-30
45	1967	Josephine Crouch	Myrtle Beach	Oct. 5-7
46	1969	Carol S. Scott	Greenville	Oct. 9-11
47	1971	J. Mitchell Reams	Columbia	Oct. 7-9
one day	1972	J. Frank Nolen	Columbia	Oct. 13
48	1973	J. Frank Nolen	Myrtle Beach	Oct. 11-13
one day	1974	Estellene P. Walker	Columbia	Oct. 4
49	1975	Estellene P. Walker	Charleston	Oct. 9-11
50	1976	Kenneth E. Toombs	Columbia	Oct. 21-23
51	1977	Margaret W. Ehrhardt	Myrtle Beach	Oct. 13-15
52	1978	Lennart Pearson	Columbia	Oct. 12-14
53	1979	Martin Pautz	Charleston	Oct. 11-13
54	1980	John H. Landrum	Columbia	Oct. 9-11
55	1981	William Summers	Charlotte, N.C.	Oct. 7-9
56	1982	Gerda (Belknap) Kahn	Columbia	Oct. 7-9

57	1983	Paul Dove	Greenville	Oct. 13-15
58	1984	Drucie (Reeves) Raines	Columbia	Sept. 13-15
59	1985	Carl Stone	Charleston	Oct. 10-12
60	1986	Susan (Roberts) Isaacs	Columbia	Oct. 30-Nov. 1
61	1987	Barbara Williams Jenkins	Greenville	Oct. 14-16
62	1988	Suzanne Krebsbach	Myrtle Beach	Nov. 9-11
63	1989	Betty E. Callaham	Hilton Head	Nov. 15-17
64	1990	Joseph F. Boykin	Columbia	Oct. 17-19
65	1991	Sarah McMaster	Greenville	Nov. 5-8
66	1992	David Cohen	Columbia	Oct. 21-23
67	1993	Claude Blakely	Charleston	Dec. 8-10
68 (Joint)	1994	Deborah Roberts Coleman	Myrtle Beach	Feb. 22-24, 1995
69	1995	Deborah Roberts Coleman	Columbia	Dec. 8-10
70	1996	Felita Suzette Green	Greenville	Oct. 30 - Nov. 1
71	1997	Tom Sutherland	Myrtle Beach	Nov. 12-14
72	1998	Faith Line	Columbia	Oct. 21-23
73	1999	Betsey Carter	Hilton Head	Dec. 1-4
74	2000	Norman Belk	Columbia, SC	Oct. 28
75	2001	Glynda Christian	Myrtle Beach	Mar. 15-17
76	2002	Jeanette Bergeron	Columbia	Oct. 12-13
77	2003	Thomas Gilson	Columbia	Oct. 22-24
78	2004	Marilyn Tsirigotis	Columbia	Oct. 22-24
79	2005	Elizabeth Shuping	Columbia	Oct. 17-19
80	2006	Joyce Durant	Hilton Head	Nov. 29 – Dec. 1
81	2007	Quincy Pugh	Columbia	Oct. 31- Nov. 2
82	2008	Curtis Rogers	Greenville	Dec. 8-10
83	2009	Libby Young	Columbia	Feb. 22-24,
84	2010	Rayburne Turner	Myrtle Beach	Oct. 20-22
85	2011	Adam Haigh	North Charleston	Oct. 19-22
86	2012	Yvonne Davis	Columbia	Oct 24-26
87	2013	Jonathan Newton	Greenville	Nov 13-15
88	2014	Ed Rock	Columbia	Oct 23-24
89	2015	Crystal Johnson	Columbia	Oct 21-23

Statement of Goals of the South Carolina Library Association

The basic purpose of the South Carolina Library Association is to promote the development of quality library service freely available to all citizens of South Carolina and to provide for the needs and welfare of the members of the Association. In furtherance of this end we adopt the following goals and objectives:

1. To work for greater public understanding and support of the principles of intellectual freedom and enunciated in the Library Bill of Rights, the School Library Bill of Rights, and the Freedom to Read Statement adopted by ALA and SCLA.
2. To encourage a commitment by the State of South Carolina and its subsidiary governmental units to the support of superior library service as a means of raising the educational level and increasing the economic competency of its citizens.
3. To monitor state and national legislation affecting libraries and to actively promote those measures which further the advancement of libraries and library service.
4. To promote the professional growth of librarians and paraprofessionals through:
 - Quality academic programs
 - Conference programs and sessions on related library topics
 - Association-approved continuing educational activities
 - Informal exchange of ideas among the members
 - Recognition of outstanding achievement
5. To mount a vigorous and continuing program of public relations to make the South Carolina public increasingly aware of the library services available to them and of the contributions libraries make to our society.
6. To encourage cooperation among all types of libraries to facilitate the optimum utilization of South Carolina library resources.
7. To maintain close working relationships with regional and national library associations and to support their programs and policies when they agree with the goals and objectives of this Association.

Organizational Chart of the South Carolina Library Association

MEMBERSHIP

Executive Board

ELECTED OFFICERS

- President
- 1st Vice-President
- 2nd Vice-President
- Immediate Past-President
- Secretary
- Treasurer

With vote

- Section Chairs
- ALA Councilor
- SELA Representative

Ex officio and without vote

- Executive Secretary
- Editor of Association publications
- SCASL Representative
- Round Table Chairs
- SLA Representative
- SCLA Representative to SCASL
- SCLA Representative to SC Chapter of SLA
- APLA Representative to SCLA

Appointed by the Board

- Standing Committees
- Special Committees

Emerging Leader

An SCLA sponsored Emerging Leader will serve in his/her current year as an ad hoc member of the SCLA Executive Board.

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Section III. Constitution and Bylaws

Constitution of the South Carolina Library Association

Article I. Name

This organization shall be called the South Carolina Library Association.

Article II. Objective

Its objective shall be to promote libraries and library service in South Carolina.

Article III. Membership

Section 1. Any individual interested in the objectives of the Association may become a member with a right to vote, upon payment of annual dues.

Section 2. Any library, club, or other educational association in South Carolina interested in the objectives of the Association may become an institutional member by payment of dues and may be entitled to send a delegate with the right to vote.

Section 3. Any person who has maintained an active, paid membership in the Association for a period of ten (10) consecutive years prior to retirement shall upon retirement, be entitled to Honorary Membership in the Association, upon approval of the Executive Board.

Article IV. Officers

The officers of the Association shall consist of President, First Vice-President, who shall be President-Elect, Second Vice-President, Secretary, Treasurer, and such other officers as provided for in the Bylaws. These officers shall form the Executive Committee of the Executive Board.

Article V. Executive Board

The Executive Board shall be composed of the elected officers, the immediate Past-President, the Chair of each Section, the American Library Association Councilor, and the Southeastern Library Association Representative. Ex officio members without vote: the Executive Secretary, a representative from the Association of Public Library Administrators, the editors of official Association periodicals, the Chair of each Round Table, the representative of the South Carolina Association of School Librarians, the representative of the South Carolina Library Association to the South Carolina Association of School Librarians, the representative of the South Carolina Chapter of the Special Libraries Association, and a

designee of the Special Library Section Chair as the representative to the South Carolina Chapter of the Special Libraries Association.

Article VI. Meetings

There shall be an annual meeting of the association with special meetings as authorized by the Bylaws.

Article VII. Affiliations

Section 1. The South Carolina Library Association shall be a contributing member of the American Library Association. The Association shall be affiliated with the American Library Association as a Chapter, and shall elect one of its members to serve as American Library Association Councilor for a term in accordance with the requirements of the American Library Association.

Section 2. The South Carolina Library Association shall be a member of the Southeastern Library Association and shall appoint one of its members to serve as South Carolina Representative on the Southeastern Library Association Board for a term in accordance with the requirements of the Southeastern Library Association.

Section 3. The South Carolina Library Association shall be a member of the South Carolina Association of School Librarians. The President shall appoint a member to serve as the South Carolina Library Association representative on the South Carolina Association of School Librarians's Board for a term in accordance with the requirements of the South Carolina Association of School Librarians. South Carolina Library Association shall budget for sending its elected representative to the South Carolina Association of School Librarians annual meeting.

Article VIII. Amendments

The constitution may be amended by a two-thirds vote of the members present and voting, provided notice of proposed change has been given in the call to the meeting, which must be done thirty days (30) prior to the conference.

Article IX. Dissolution

In event of dissolution, the assets of this Association shall be distributed to one or more organizations exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code.

Bylaws of the South Carolina Library Association

Article 1. Membership

Section 1.

- a. The fiscal year of the association shall be the calendar year.
- b. The membership year for the association shall be one calendar year from the date of last renewal, effective January 1, 2012.
- c. Annual dues shall be one year from date of last renewal, effective January 1, 2012. Dues notices will be e-mailed to members no later than thirty days before the expiration of membership.

Section 2.

- a. Dues Structure

INDIVIDUAL MEMBERSHIPS

First Time Members	\$25
(One year only)	
Full Time Student	\$30
Trustee/Friend/Retiree	\$35
Individual Exhibitor	\$35

JOINT MEMBERSHIP WITH ALA (ONLY FOR MEMBERS NEW TO ALA & SCLA)

Student	\$38
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SALARY

\$0- \$19,999	\$35
\$20,000-\$39,999	\$50
\$40,000-\$59,999	\$65
\$60,000-\$79,999	\$80
\$80,000+	\$95

OTHER

Sustaining Membership	\$125
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Institutional Memberships

BRONZE	\$125
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*Includes one 3-day conference registration for an SCLA member.

SILVER	\$250
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*Includes one 3-day conference registration & Awards Brunch for an SCLA member.

GOLD \$375

*Includes one comprehensive conference registration for an SCLA member.

PLATINUM \$500

*Includes two comprehensive conference registrations for a total of two SCLA members.

- b. An individual or salary membership will entitle the member to join two Sections and/or Round Tables. The membership fee for the retired librarians and full-time students does not include Section or Round Table memberships. Sustaining memberships will entitle the member to join four Sections and/or Round Tables.
- c. Institutional membership will entitle the institution to receive one conference registration for a staff member who is a current member of SCLA.
- d. Members wishing to join additional sections or Round Tables may do so by paying the Section/Round Table fee. Current fee is \$5.00 a unit per membership.
- e. In addition to membership dues, there shall be a registration fee set by the Executive Board for each person, excluding invited guests and exhibitors, attending the annual meeting.

Article II. Nominations, Terms, and Election of Officers

Section 1.

The President, with the approval of the Executive Board, shall appoint a Nominating Committee which shall be composed of the Chairs of the Sections, with the immediate Past-President serving as Chair of this committee. Notice of the names placed in nomination will be given to the membership at least thirty (30) days prior to the election.

Section 2.

Additional nominations may be accepted from the floor. An expression of willingness to serve must have been obtained from the person nominated and current membership in the Association verified.

Section 3.

A majority of those attending the annual General Business Meeting shall constitute elections.

Section 4.

Officers, with the exception of the Treasurer, shall serve the calendar year following their election. The Treasurer shall serve a term of two calendar years following election.

Section 5.

Section and Round Table nominees may be listed with the nominations of the Association. Only one

nominee is required for each office.

Article III. Duties of Officers

Section 1. President

- a. Presides at meetings of the Association and the Executive Board.
- b. Appoints, with the advice of the Executive Board, all committees and special appointments unless membership is otherwise designated.
- c. Acts as ex-officio member of all committees except the Nominating Committee.
- d. Establishes, with the help of the Executive Board, the time and place of the conference.
- e. Directs the program of the Association and acts as the spokesperson for the Association.
- f. Consults the Executive Board for budget suggestions and chairs the Financial Planning and Development Committee.
- g. Signs checks when necessary to facilitate business transactions of the Association. Then immediately reports such transactions to the Treasurer.
- h. Co-ordinates the work of all officers, committees and Sections of the Association.
- i. Maintains Association records during the term. At the end of the term, the files are given to the incoming President. The files of the former President are deposited in an official archives collection designated by the Association.

Section 2. First Vice-President

- a. In the absence of the President, assumes the duties of the President. If it becomes necessary for the First Vice-President to complete the unexpired term of the President, he/she may also serve his/her own term as President or relinquish the office.
- b. Assists the President with arrangements for the conference.
- c. Serves as Chair of the Conference Program Committee.
- d. Serves on the Financial Planning and Development Committee.
- e. Serves on both the Continuing Education Committee and the Planning Committee ex officio.

Section 3. Second Vice-President

- a. Serves as Chair of the Membership Committee, monitoring tallies of membership in Sections and in Round Tables as provided in Article VI, Section 5, and in Article VII, Section 4.
- b. Performs other duties as assigned by the President.
- c. Performs the duties of President in the absence of the President and the First Vice-President.
- d. May assume the office of First Vice-President if the elected First Vice-President is unable to serve.
- e. May assume the office of First Vice-President if the First Vice-President has to become President during the unexpired term of the elected President. If the President who is filling the unexpired term does not wish or cannot serve his/her own term, the Second Vice-President, who has become First Vice-President, may become President.
- f. Annually update, distribute, and present the Officer Guide (guidelines for orienting Section/RT/Committee officers to informal procedures of the Association).

Section 4. Secretary

- a. The Secretary shall record the minutes of the Association and the meetings of the Executive Board. The files of the former Secretary shall be deposited in the official Association archives collection.

Section 5. Treasurer

- a. The position of Treasurer shall be covered by a fidelity bond for an amount equal to the financial resources of the Association.
- b. Receives deposit slips from the Executive Secretary and/or makes deposits for money paid to the Association.
- c. Pays all bills for expenditures approved by the Executive Board.
- d. Keeps accurate records of all financial transactions and submits financial reports to the Executive Board.
- e. Ensures that quarterly federal and state payroll reports for the Association's employee(s) are completed and sent to the appropriate offices by the deadlines for their receipt.
- f. Serves as a member of the Financial Planning and Development Committee.
- g. Ensures that the Association's annual state and federal 990 tax reports are filed by the deadlines.

- h. Cooperates with the Financial Planning and Development Committee to ensure that an appropriate internal or external review or audit is completed each year by the deadline for the filing of the federal tax report for that year; presents this report at the next Board meeting following that deadline.
- i. Deposits the official annual audit of the Association's financial records in the archives collection.

Article IV. Executive Board

Section 1. Membership

The membership shall be as stated in the Constitution, with the following exceptions:

- a. In the event a Section Chair is serving as a member of the Executive Board in another capacity, the Section Chair shall appoint a representative from one's Section.
- b. In the event another member is serving in a dual capacity on the Executive Board, the Executive Board shall appoint a member-at-large in order to keep a consistent number.

Section 2. Powers and duties

The Executive Board shall have power:

- a. To act for the Association in intervals between meetings and to make arrangements for the annual meeting.
- b. To consider and to develop plans for the general work of the Association.
- c. To appoint, in case of vacancy in any office caused by resignation or otherwise, a member of the Association to fill the unexpired term, unless otherwise provided for in the Constitution and Bylaws.
- d. To approve all encumbrances and expenditures of Association funds, except those stated in the Constitution and Bylaws or previously authorized by a vote of membership, which may be approved for payment by the President.
- e. To provide for the publications as may be desirable for furthering the interests of the Association.
- f. To approve and make awards of recognition to noteworthy individuals based on outstanding achievements and/or contributions which have promoted the progress of the Association.
- g. To employ salaried persons and determine their duties.
- h. To appoint the editors of the official Association publications.

- i. To establish administrative guidelines and procedures for conducting day-to-day operations of the Association.
- j. To review procedures of all committees as needed.

Section 3. Meetings and Quorum

The Executive Board shall meet at least quarterly. The Executive Board meeting in the first quarter of the Associational year shall be an Annual Planning Retreat which the officers of the Sections and Round Tables and all Committee members shall attend. Additional meetings may be held at the call of the President or upon the request of the Board. A majority of the Executive Board shall constitute a quorum.

Section 4. Duties of the Executive Committee

- a. The Executive Committee shall act on emergency matters or on recurring matters that must be disposed of promptly.
- b. The Executive Committee shall carry out activities previously approved by the Executive Board.
- c. The Executive Committee shall report to the Executive Board at the next meeting of the Executive Board.

Article V. Committees

Section 1.

The President, with the advice of the Executive Board, shall appoint such committees as may be necessary to carry on the work of the Association and to define their duties. The President is an ex-officio officer of all committees except the Nominating Committee. Procedures of all committees are subject to review by the Executive Board.

Section 2. Standing Committees

1. Appointments to a standing committee shall be for a period of one to three years in order to allow 1/3 of the membership to expire each year.
2. The Standing Committees shall include the following:
 - a. Archives and History
 - b. Awards
 - c. Constitution, Bylaws and Handbook Revision

- d. Continuing Education
- e. Financial Planning and Development
- f. Intellectual Freedom
- g. Legislative
- h. Library and Personnel Standards
- i. Marketing
- j. Membership
- k. Planning
- l. Scholarship for Diversity in Librarianship

Section 3. Special Committees

- a. Appointments to a special committee shall be for a period of one year.
- b. Special committees shall include the Nominating Committee, the Conference Program Committee, and other committees deemed advisable by the executive board.

Article VI. Sections

Section 1.

Each Section shall represent either a kind of library or an area of activity which in general is distinct from that of other Sections. Each Section shall maintain membership of at least thirty (30) members.

Type of Library Sections shall include Sections such as College and University, or Public. Type of Activity Sections shall include Sections such as Children and Young People, or Library Management.

Section 2.

There may be subdivisions within the Sections to provide a forum for members with special interests. These groups shall be known as Interest Groups and shall exist at the discretion of the Sections.

Section 3.

Sections of the Association may be organized upon application to and approval of the Executive Board.

The application must include a petition signed by thirty (30) members of the Association. Such organization will take place January 1 after approval by the Executive Board. The Executive Board will appoint an acting chair to serve until the next election.

Section 4.

Sections may adopt bylaws, provided they do not conflict with the Constitution and Bylaws of the South Carolina Library Association.

Section 5.

If the membership of a Section drops below thirty (30) for two consecutive years, the Executive Board has the option of voting to drop the Section or to work with the Section for a period up to two years to increase the section membership.

Article VII. Round Tables

Section 1.

Each Round Table shall represent a common interest not confined to a type of library or type of activity.

Each Round Table shall maintain a membership of at least fifteen (15) members.

Section 2.

A Round Table of the Association may be organized upon application to and approval of the Executive Board. The application must include a petition signed by fifteen (15) members of the Association. Such organization will take place January 1 after approval by the Executive Board. The Executive Board will appoint an acting chair to serve until elections are held.

Section 3.

Round Tables may adopt bylaws provided they do not conflict with the Constitution and Bylaws of the South Carolina Library Association.

Section 4.

If the membership of a Round Table drops below fifteen (15) for two consecutive years, the Executive Board has the option of voting to drop the Round Table or to work with the Round Table for a period up to two years to increase the round table membership.

Article VIII. Meetings and Quorum

Section 1. Regular

There shall be an annual business meeting of the Association at a time and place decided by the Executive Board.

Section 2. Special

Special meetings of the Association may be called by the President; by a quorum of the Executive Board; or on request of seventy-five (75) members of the Association. Only business mentioned in the call shall be transacted.

Section 3. Quorum

Fifty (50) members shall constitute a quorum for the transaction of business.

Section 4. Notice

At least thirty (30) days notice of any meeting shall be given in writing to members.

Section 5. Votes by Mail and Electronic Mail

Votes by mail, both of the Association and of the Executive Board, may be authorized by the Executive Board between meetings. Such mail votes shall be conducted under the same requirements as votes at meetings. The Board may vote using e-mail when time is an issue. That vote should be ratified at the next regular Board meeting. Such e-mail votes shall be conducted under the same requirements as votes at meetings.

Article IX. Amendments

Amendments to the Bylaws shall receive a vote of two-thirds of the members present and voting at the annual meeting, provided notice of change has been included in the call to meeting, issued at least thirty (30) days prior to said meeting.

Article X. Parliamentary Authority

Robert's Rules of Order, in the latest revision, shall be the governing authority in matters not specifically covered by this Constitution and Bylaws.

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Section IV. Administrative Guidelines and Procedures

GUIDELINES FOR REPORTS AND MINUTES

A. Reports to the Executive Board

Board members should submit three typed copies of their report to the Secretary of the Association before each meeting of the Board.

B. Annual Reports of Officers, Sections, Round Tables, and Committees

Typed copies of annual reports in triplicate should be submitted to the Secretary by the end of the conference. The Secretary keeps one copy for records, submits one to the editors of the Association's publications, and gives one to the President.

C. Minutes of Annual Meetings of Sections and Round Tables

Typed copies of minutes of annual meetings in triplicate should be submitted to the Secretary by December 1 of each year. The copies are distributed by the Secretary in the same manner as the annual reports.

REIMBURSEMENT POLICY FOR ASSOCIATION EXPENSES

The Executive Board of SCLA encourages members to participate in the activities and work of the Association. Therefore the following guidelines form the policy for reimbursement for expenses incurred by committees, round tables, sections officers and employees of the Association.

A. Committees of the Association

1. **Travel:** All committee members attending scheduled committee meetings may request reimbursement one way, from his or her residence to the meeting
2. **Meals:** The Association does not normally reimburse committee members for meals or refreshments.
3. **Lodging:** The Association does not normally reimburse committee members for such expenses.
4. **Communications:** Committee chairs should authorize in advance all communication expenses for committee activities in accord with the committee's budget.

B. Sections and Round Tables

1. Conference programming: Sections and Round Tables that sponsor a conference program featuring a practicing librarian or paraprofessional from South Carolina or other unpaid speaker(s) will not be asked to cover any expenses for room reservations, AV equipment that may be provided, etc. Those expenses will be covered by the conference budget.
2. Additional programming: Sections and Round Tables that want to provide additional programming at the conference or throughout the year are responsible for covering all costs, whether through resignation fees, fundraising, accumulated funds, or other means.
3. For any funds collected in excess of incurred expenses, 50% will go to the general Association's funds and 50% will go to the Section(s) or Round Table(s) sponsoring the program. Funds earned and allotted to Sections and Round Tables may accumulate.
4. Other expenses: When there are no accumulated funds available, Sections and Round Tables may be reimbursed for expenses under \$50 from general association funds. This will be on first-come, first-served basis and must be approved by the Treasurer and Executive Secretary in advance.

C. Officers and Employees:

1. Reimbursement: officers and employees' expenses are reimbursed as in Section A above.
2. Communications: Expenses are generally provided for in the annual budget for that office and are paid or reimbursed accordingly.

D. Reimbursement:

1. Requests for reimbursement are submitted to the Treasurer. Forms are available, and documentation (receipts and vouchers) must be attached.
2. During the annual conference, officers and committee members are expected to cover their own meals, lodging, and travel.
3. In any case where travel by private auto is less than the cost of a public carrier, the Association will reimburse the lesser amount. Conference speakers are the exception to this policy.

MODEL BYLAWS FOR SECTIONS AND ROUND TABLES

Article I. Name

The name of this organization shall be the _____ Section/Round Table of the South Carolina Library Association.

Article II. Objectives

Its objective shall be to promote _____ in South Carolina and to work for the objectives of the South Carolina Library Association.

Article III. Membership

Any member of the South Carolina Library Association may become a member of this Section/Round Table by choosing it as one of two Sections/Round Tables upon payment of dues or by payment of the fee to join additional Section and/or Round Table.

Article IV. Officers

The officers of the _____ Section/Round Table shall consist of Chair; Vice-Chair, who shall be Chair-Elect; and Secretary. The officers shall be elected _____. The officers shall serve for one year beginning at the adjournment of the annual conference following their election and ending at the adjournment of the next annual conference.

Article V. Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and the immediate Past Chair. The Executive Committee shall have the power to develop plans for the work of the Section/Round Table, plan the program for the meetings of the Section/Round Table, and shall have power to act for the Section/Round Table on business which must be dealt with in the intervals between meetings.

Article VI. Meetings and Quorum

The regular meetings shall be held as a Section/Round Table meeting of the annual meeting of the South Carolina Library Association. Other meetings may be called at the direction of the Executive Committee, or upon written request of five members to the Executive Committee. A _____ shall constitute a quorum.

Article VII. Elections.

The Chair shall appoint a Committee on Nominations who will present the name of one or more candidates for each elective office. Additional nominations may be submitted by _____. Offices shall be elected by a plurality of those voting _____ (at a regular meeting, mail ballot, or other expeditious means).

Article VIII. Special Duties of Officers

Section 1. The Chair shall, with the Executive Committee, appoint such committees and assign to them such duties as may be necessary to carry on the work of the _____ Section/Round Table.

Section 2. The Chair of the _____ Section/Round Table shall serve as an ex-officio member on all committees with the exception of the Nominating Committee. The Chair shall also serve as Chair of the Executive Committee.

Section 3. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair. The Vice-Chair shall assume the office of Chair if the Chair is unable to complete the term.

Section 4. The Past-Chair shall act as temporary Chair until the next regular meeting if neither the Chair or Vice-Chair is able to serve.

Section 5. The Secretary shall perform the duties normally designated for such office. He/she shall record the minutes of the annual meeting and make a written report to the Secretary of the South Carolina Library Association.

Article IX. Authorization of Expenditures

No officer, committee, or member of the Section shall incur any expenses or collect funds unless authorized by the Executive Committee of the Section/Round Table. Funds collected as a part of the Section/Round Table activities in excess of what is needed to cover expenses shall be deposited with the Treasurer of the South Carolina Library Association to be split between the Association and the account of the Section/Round Table as described in the reimbursement policy for association expenses. Disbursement from Section/Round Table funds shall be made on the authorization of the Section/Round Table Executive Committee.

Article X. Parliamentary Authority

Section 1. *Robert's Rules of Order*, in the latest revision, shall be the governing authority in matters not specifically covered by this Constitution and Bylaws.

Section 2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the South Carolina Library Association.

Article XI. Amendments

These rules may be amended by a two-thirds vote of the members present at a regular annual meeting called in accordance with the bylaws of this Section/Round Table.

ARCHIVES

The Executive Board has the responsibility for making arrangements with a library to serve as the repository for official Association archival materials. Presently the official archives are housed and managed by the Archives and Special Collections Department of the Ida Jane Dacus Library at Winthrop University.

The Bylaws provide:

1. The President is to maintain Association records during his term. At the end of his term, his files

are given to the incoming President at which time the files of the former President are deposited in the archives collection.

2. The Secretary's official files including the minutes of the Association and the Executive Board are deposited in the archives collection.
3. The Treasurer deposits the official annual audit of Association financial records in archives collection.

Other officers of the Association including Section and Round Table chairs and committee members are encouraged to transmit working files of their work to their successors in order to achieve continuity. Periodically these files should be examined for major documents, reports and correspondence having impact on the history or direction of the association or any of its units. Such items should be transferred to the archives collection.

The Executive Secretary will assist any Association member in the selection and transfer of items to the archives collection.

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Section V. Officers, Executive Secretary, Committees, Sections, and Round Tables

OFFICERS AND EXECUTIVE BOARD

A. Officers

The powers and duties of the President, First Vice-President, Second Vice-President, Secretary and Treasurer are detailed in Article III of the Bylaws.

B. Executive Board

Voting members of the Executive Board include the President, First Vice-President, Second Vice-President, Secretary, Treasurer, immediate Past-President, and the Chair of each Section, and the American Library Association Councilor, and the Southeastern Library Association Representative. Ex-officio members without vote are the Executive Secretary, a representative from Association of Public Library Administrators, the editors of official Association periodicals, the chair of each Round Table and a representative from the South Carolina Association of School Librarians, the representative of the South Carolina Library Association to the South Carolina Association of School Librarians, the representative of the South Carolina Chapter of the Special Libraries Association, and a designee of the Special Library Section Chair as the representative to the South Carolina Chapter of the Special Libraries Association.

C. Section and Round Table Chairs

1. Plans activities and projects for the year and appoints committees and individual members to carry out these plans.
2. Plans the program for the Section or Round Table meeting at the annual conference and gives a copy of the program to the conference program chair.
3. Provides the conference program with an estimate of the space, time, and equipment needed for the Section or Round Table meeting at the annual conference.
4. Reports Section or Round Table activities to the editors of Association publications.
4. Assumes responsibility for arranging a time, space, and accommodations for any Section or

Round Table meetings held between Annual Conferences.

1. Submits an annual report and minutes of annual meetings in triplicate to the Association Secretary, and an oral report to the annual business meeting if requested.
5. Preserves records and turns them over to the succeeding Chair.

D. American Library Association Councilor

1. **Selection:** The ALA Councilor is elected by the entire membership of the Association. The Nominating Committee selects the candidate(s) who holds membership in the American Library Association. One candidate may be selected for inclusion on the Association's slate of officers. If two candidates are selected, a separate ballot is prepared and mailed to the membership.

2. **Term:** The ALA Councilor is elected for a three-year term, beginning immediately. In the event the ALA Councilor is unable to fulfill his/her term, the President appoints an individual who is a member of the ALA to serve until an election can be held to fill the unexpired term.

3. Duties:

- a. Represents the South Carolina Library Association at Council meetings of the American Library Association.
- b. Considers questions submitted through ALA mailings and at Council meetings in the light of the best interest of the State as a whole. Reports controversial matters to the Executive Board of SCLA immediately.
- c. Attends and participates in meetings of the Executive Board of SCLA in order to represent the interest of the Association at ALA Council meetings.
- d. Reports briefly at each SCLA Executive Board meeting.
- e. Submits a written annual report in triplicate to the Secretary of the Association and an oral report to the annual business meeting, if requested. The report covers the main subjects discussed by the Council and the action taken. Any decision affecting or requiring action taken by the South Carolina Library Association is to be fully reported.

E. Southeastern Library Association Representative

1. **Selection:** The SELA representative is elected by the entire membership of the Association. The

Nominating Committee selects the candidate(s) who must be a member of the Southeastern Library Association. One candidate may be selected for inclusion on the Association's slate of officers. If two candidates are selected, a separate ballot must be prepared and mailed to the membership.

2. **Term:** The SELA representative is elected for a four-year term, beginning immediately after the SELA Conference in the year of election. In the event the SELA representative is unable to fulfill his/her term, the President appoints an individual who is a member of the Southeastern Library Association to serve until an election can be held to fill the unexpired term.

3. **Duties:**

- a. Attends the meetings of the Executive Boards of SELA and SCLA and serves as liaison between the two. Submits brief reports on SELA matters to official SCLA periodical publications.
- b. Advises the SELA Executive Board about committee appointments from this state.
- c. Encourages membership and participation in SELA. Submits a written annual report in triplicate to the Secretary of the Association and an oral report to the annual business meeting, if requested.

F. SCLA Representative to the South Carolina Association of School Librarians

1. **Selection:** The President with the advice of the Executive Board appoints a SCLA member who is also a member of the South Carolina Association of School Librarians as SCLA/SCASL representative.

2. **Term:** The SCLA/SCASL representative is appointed for a two-year term.

3. **Duties:**

- a. Attends the meetings of the Executive Boards of SCASL and SCLA and serves as liaison between the two.
- b. Encourages membership and participation in SCASL.
- c. Submits a written annual report in triplicate to the Secretary of the Association and an oral report to the annual business meeting, if requested.

G. SCLA Representative to the South Carolina Chapter of the Special Libraries Association

1. **Selection:** The Special Library Section Chair designates a member of the Special Library Section as the representative to the South Carolina Chapter of the Special Library Association.

2. **Term:** The SCLA/SCCSLA representative is appointed for a two-year term, beginning January 1 following appointment.

3. **Duties:**

- a. Serves as liaison between the South Carolina Chapter of the Special Libraries Association and SCLA.
- b. Attends the meetings of the SCLA Executive Board and submits brief reports on SCCSLA matters which may be of interest to SCLA librarians.
- c. Submits a written annual report in triplicate to the Secretary of the Association and an oral report to the annual business meeting, if requested.

H. Editors of official periodical publications

1. **Selection:** The editors of official periodical publications are appointed by the President with the consent of the Executive Board.

2. **Term:** One year. Continuity is recommended for their positions and reappointment for subsequent terms is encouraged.

JOB DESCRIPTION FOR EXECUTIVE SECRETARY

The Executive Secretary is appointed by the Executive Board and serves at the pleasure of the Board. The Executive Secretary serves as a nonvoting ex-officio member of the Executive Board. The Executive Secretary shall be bonded. Duties include:

A. Membership

1. Collects and properly credits dues, deposits checks and issues membership cards.
2. Interprets the membership year to members, potential members, and others.
3. Keeps the computer membership file up to date, with a field denoting year each member joined.
 - a. Maintains computer capability to produce address labels sorted by zip code and/or Section and Round Table.
 - b. Maintains computer capability to give listing by name, library, county, Section, Round Table, and committee.
 - c. Furnishes membership lists periodically and upon request to Membership Chair and Section Chairs.
 - d. Maintains honorary membership list and retirees list for mailing labels.

- e. Reports Section and Round Table membership tallies to the Second Vice-President and the Chair of the Constitution, Bylaws and Handbook Revision Committee.
4. Handles as necessary all changes of address, complaints, and correspondence relating to the affairs of the Association.
5. Sends notices of dues to the membership as deemed necessary by the Membership Committee.
6. Compiles and has printed a Membership Directory of the current year's members.

B. Executive Board

1. Keeps the Board informed. Sends advanced notice to each Board member and committee chairs of the upcoming meeting.
2. Duplicates and mails copies of the minutes of the Executive Board meeting and the general sessions of the annual conference after the transcription by the elected Secretary to Executive Board members and the committee chairs.
3. Attends all Executive Board meetings as an ex-officio member. Prepares an Executive Secretary's report for the Board.
4. Prepares and distributes to Board members and committee chairs a list of the members of the Board and committee chairs with addresses and telephone numbers at the beginning of each year.
5. Assists the Board with any special project as directed.
6. Collects and organizes, with the assistance of the elected Secretary, the records of the Association for storage at the official archives collection designated by the Association. Includes the files of the SCLA publications sent by the Marketing Committee.

C. Annual Conference

1. Attends all SCLA annual conferences (expense account allocated).
2. Receives and processes all preregistration forms, checks, and records and includes receipts and nametags.
3. Assists the First Vice-President, as requested, with the preparation of any printing for the conference.
4. Notifies Committee, Section and Round Table Chairs and other Board members a month in

advance to have annual reports ready in triplicate for the Secretary by the last Board meeting.

5. Brings a complete master list and a current membership list to the conference.
6. Notifies national publications of conference dates, place, and local arrangements chairs as soon as possible.
7. Provides the members of the conference committees with a copy of the SCLA Conference Procedures Manual.

D. Printing and Mailing materials

1. Arranges for the printing of membership cards, stationery, notices, forms, and special printing jobs as necessary.
2. Prints and distributes revisions for the SCLA Handbook.
3. Maintains the bulk mailing permit and informs the Treasurer of balance in bulk mail account.
4. Maintains a post office box in the name of the Association, picks up mail from the box regularly, and disseminates to appropriate persons.
5. Labels, sorts, and mails materials received from Sections, Round Tables, and Committees.

E. Sections and Round Tables

1. Provides membership lists and mailing labels as requested.
2. Upon request, consults with chairs about planning and scheduling workshops.
3. Receives and processes workshop preregistration forms, checks, and prepares receipts, nametags, and rosters of workshop participants.
4. Prints all workshop fliers and notifications.
5. Forwards workshop bills and chargebacks to Treasurer. Keeps chair informed of workshop expenses.

F. Other responsibilities

1. Term
 - a. Serves as a nonvoting ex-officio member of the Membership Committee, the Constitution, Bylaws, and Handbook Revision Committee and as an ex-officio member of the Continuing Education Committee.
 - b. Serves on other committees as requested by the President or by the Executive Board.
 - c. Mails the report of the Nominating Committee to all members in mid-summer.
2. NEWS & VIEWS
 - a. Provides mailing labels upon request by the editor.
 - b. Maintains a database of the subscribers.
3. Assists Executive Board members and committee chairs with correspondence when necessary.
4. Forwards bills to the Treasurer for payment.
5. Prepares for the Awards Committee a list of people eligible for honorary life membership. After approval by the Executive Board, sends a letter to each of these members notifying them of the distinction.
6. Notifies ALA, SELA, SCASL, AECT of SC, the SC State Library, and the Directory of S.C. Schools of the new officers after their election.
7. Handles correspondence and telephone inquiries relating to the Association and its activities.
8. Maintains an up-to-date copy of SCLA Handbook, both print and on computer disk in PDF, .DOC formats
9. Removes pages marked for revision and stores for a historical copy of the SCLA Handbook. Arranges for distribution of the revised pages to membership.
10. Deposits all checks received. Completes SCLA deposit slip crediting appropriate body in the Association.

COMMITTEES

As stated in the Bylaws, all committees shall be appointed by the President with the advice of the Executive Board.

All appointments to standing committees shall be for a period of one to three years in order to allow 1/3 of the membership to expire each year.

Appointments to special committees shall be for a period of one year, or until the particular purpose of the committee is accomplished.

The President shall be an ex-officio member of all except the Nominating Committee.

Each committee chair shall present a written annual report in triplicate to the Secretary of the Association, and an oral report to the conference business meeting, if requested.

The committee chair shall be responsible for submitting proposed changes in committee descriptions to the Constitution, Bylaws and Handbook Revision Committee, who will bring them to the attention of the Executive Board.

ARCHIVES AND HISTORY COMMITTEE

- A. **Membership:** SCLA Executive Secretary, the chair of the Archives and Special Collections Round Table, and four other members who shall serve staggered terms of office.
- B. **Duties:**
 - 1. To ensure the integrity of the Association's records by gathering annual reports and records of association officers, Section, Round Tables and Committees. In order to do this the chair of the committee will edit and publish the report in NEWS AND VIEWS at the end of each year.-The records will be systematically transferred at the end of each year to the association's archives.
 - 2. To encourage interest in the history of the association, in particular, and the profession in S.C. in general, the committee will encourage research and writing about the association and the profession in S.C. This can include, but is not limited to, the sponsorship of essays, bibliographies, oral histories, and exhibits for the widest possible exposure in the profession.

AWARDS COMMITTEE

- A. **Membership:** Six members of the Association, preferably representing the various Sections and Round Tables.
- B. **Duties:**
 - 1. Seeks nominations annually for:

- a. Outstanding Librarian Award
 - b. Friend of Libraries Award
 - c. Other awards as appropriate
2. Recommends for approval recipients to the Executive Board of SCLA in years when the Committee finds appropriate nominees.
 3. Coordinates the arrangements for any awards presented at SCLA sponsored events by any Section, Round Table or any organization other than SCLA.

CONSTITUTION, BYLAWS, AND HANDBOOK REVISION COMMITTEE

A. **Membership:** Six members of the Association and the Executive Secretary (as non-voting ex-officiomember).

B. **Duties:**

1. Makes a continuing study of the Constitution and Bylaws and recommends to the Executive Board desirable revisions to facilitate the proper functioning of the Association and its parts.
2. Forwards proposed changes or revisions to the Constitution, Bylaws or Handbook to the First Vice-President for inclusion in the call to the conference.
3. Presents proposed changes and revisions and other items to the membership for action if instructed by the Executive Board.
4. Monitors the accuracy and availability of the SCLA Handbook in both print and electronic formats.
5. Approved changes to the SCLA Handbook will be incorporated into the published texts in a timely fashion.

CONTINUING EDUCATION COMMITTEE

A. **Membership:** Membership shall include four members representing the different types of libraries; one representative each from the S.C. State Library and the School of Library and Information Science; with both the First Vice-President and the Executive Secretary serving ex officio.

B. **Duties:**

1. Evaluates the continuing education needs of South Carolina librarians and makes recommendations and suggestions to the various Sections, Round Tables, and Committees of SCLA.
2. Endeavors to assure quality in continuing education activities by providing guidelines, training, and information to the Sections, Round Tables, and Committees.
3. Evaluates continuing education activities in conjunction with Sections, Round Tables, and Committees and to report findings of the same.
4. Coordinates continuing education activities and maintains records on programs, providers, and resources.
5. Publicizes and promotes continuing education activities and opportunities.

FINANCIAL PLANNING AND DEVELOPMENT COMMITTEE

- A. **Membership:** The Committee consists of the current SCLA President who serves as the chair, the 1st Vice-President, the immediate Past-President, the Treasurer, Chair of the Planning Committee, and four members from the Association.
- B. **Duties:**
 1. Studies the financial posture of the Association and advises the Executive Board on expenditures and other budgetary matters including a yearly operating budget and a conference budget.
 2. A subcommittee of the Financial Planning and Development Committee shall conduct an annual financial audit or review.
 - a. The subcommittee shall consist of the Chair of the Financial Planning and Development Committee, the First Vice-President, and two members from the Financial Planning and Development Committee.
 - b. The Treasurer shall serve ex-officio on the subcommittee.
 3. Coordinates the on-going planning of functions in Committees and Sections well in advance of the date in order to pursue grants from foundations and other sources for funding such projects or workshops.
 4. Pursues as an on-going charge the work of obtaining grants for the Association for the endowment and general expenditures of the Association, consistent with our role as a non-profit organization.
 5. Special contributions, legacies, and memorials should be sought.
 6. Provides leadership in financial planning for the Association and recommends changes in

revenues, and financial structure to the Association.

INTELLECTUAL FREEDOM COMMITTEE

A. **Membership:** Six members of the Association

B. **Duties:**

1. Promotes greater awareness among SCLA members of intellectual freedom and censorship of libraries and librarians.
2. Recommends to the Association and to the Executive Board such steps as may be necessary to safeguard the rights of library users, libraries and librarians.
3. Aids libraries and librarians involved in intellectual freedom or censorship problems when assistance is formally requested.
4. Fully informs the President and Executive Board of the committee's proceedings.

LEGISLATIVE COMMITTEE

A. **Membership:** Six members of the Association, plus the SC State Librarian or the State Librarian's designee serving ex officio.

B. **Duties:**

1. Studies library problems in South Carolina and recommends to the Executive Board legislative action designed to promote the goals and objectives of the Association and promotes such action if advised by the Executive Board.
2. Recommends the annual legislative program to the Executive Board.
3. Keeps the membership informed regarding status of the legislative program and notifies members when they need to support and/or secure citizen support of the legislative program.

LIBRARY AND PERSONNEL STANDARDS COMMITTEE

A. **Membership:** Six members of the Association, preferably representing various Sections and Round Tables and all types of libraries.

B. **Duties:**

1. Recommends standards and/or guidelines to enhance South Carolina library services and

- resources and to improve benefits to South Carolina library personnel.
2. Examines various standards and guidelines relevant to libraries.
 3. Determines the existence of, and works in conjunction with, other similar groups from the various Sections of related organizations.
 4. Studies library statistics and methods used in reporting and evaluating library services and resources.
 5. Undertakes specific projects at the request of the Executive Board.

MARKETING COMMITTEE

- A. **Membership:** Six or more members of the Association, preferably representing the various Sections and Round Tables.
- B. **Duties:**
 1. Recommends guidelines for the website, the Association's official publication, to the Executive Board for approval.
 2. Contributes, updates, and maintains content for Association website, print publications, and social media outlets.
 3. Encourages members of SCLA, Committees, Round Tables, and Sections to submit materials which would be of local, regional, or national interest.
 4. Notifies regional and national publications about South Carolina librarians in the news and about personnel changes, including Southeastern Librarian.
 5. Assists the Executive Secretary in the collection of materials for the South Carolina Library Association Archives. Transfers major documents, official publications, reports, and correspondence having impact on the history or directions of the committee to archives after five years.
 6. Assists webmaster in managing mail group memberships, posting shared documents for online access, and recommending website improvements to the Executive Board for approval.
 7. Works with the Local Arrangements Committee for the conference to provide publicity.

8. Notifies national publications, Southeastern Library Association, American Library Association, North Carolina Library Association, and Georgia Library Association of SCLA conference dates, place, contact person, and theme.
9. Plans publicity before and during the conference by local media and for statewide distribution.
10. Arranges to have photographs taken at the conference.
11. Notifies national publications, ALA, SELA, NCLA and GLA about workshops and other activities of national and regional interest if given enough lead time.

MEMBERSHIP COMMITTEE

- A. **Membership:** Eight members of the Association and the Second Vice-President. The Second Vice-President as chair shall select members to fill any vacancies. Members shall be representative of all types of libraries and geographical areas of the state. Selections must be approved by the President. The Executive Secretary is a non-voting ex-officio member of the Committee.
- B. **Duties:**
 1. Identifies prospective members within the library profession and among related professional organizations and verifies that they are given membership information.
 2. Arranges for the design, printing and distribution of the membership renewal/application.
 3. Monitors personnel changes through professional publications and personal contacts and sees that those new to the state or new to the profession receive information about SCLA membership.
 4. Secures a list of lapsed memberships and verifies that membership information is mailed or given to those on the list.
 5. Enlists SCLA members as assistants to the committee members for accomplishing the above duties.
 - a. Second Vice-President approves the selection of the assistants.
 - b. The assistant works with a committee member to achieve the above stated goals within the regional area in which the assistant resides.

PLANNING COMMITTEE

- A. **Membership:** Nine members of the Association, representing all types of libraries and all geographical areas of the state. A member may serve another term after a year off the committee.

- B. **Duties:**
 - 1. Makes recommendations on the basis of periodic surveys of the interests of the membership and of continuous study of the goals and objectives of the Association to the Executive Board of activities and projects for the Association, and refers information to appropriate Committees for study and possible action, (sending a copy of such referrals to the Executive Board).

 - 2. Undertakes specific projects at request of the President.

SCHOLARSHIP FOR DIVERSITY IN LIBRARIANSHIP COMMITTEE

- A. **Membership:** Six members of the association including a past-president, one member each of the Round Table For African American Concerns (RAAC), the Paraprofessional Round Table, the Public Library Section, the College and University Section, and one member at large. Also, the Director of Development, College of Mass Communications and Information Studies at USC who shall serve as a non-voting ex-officio member.

- B. **Duties:**
 - 1. To ensure that an annual scholarship is awarded in the name of the South Carolina Library Association to a library school student(s) of an under-represented population at the USC College of Mass Communications and Information Studies. The school's scholarship committee actually makes the award within the parameters of the gift agreement. Priority is to be given to an ALA Spectrum Scholar who is attending the University, and then to South Carolina residents.

 - 2. To seek donations of funds to augment the scholarship awards.

 - 3. To publicize the awarding of scholarships and present awardees at the Annual Conference.

 - 4. To solicit recommendations/nominations for the scholarship.

SPECIAL COMMITTEES

NOMINATING COMMITTEE

- A. **Membership:** The chairs of the Sections with the immediate Past-President of the association serving as chair of the committee.
- B. **Duties:**
 - 1. Nominates a slate of candidates for each elective position, consideration being given to type of library and geographic distribution.
 - 2. Notifies the membership of the slate at least thirty days prior to the annual conference.
 - 3. Secures information from Association members about their interests and willingness to serve on association committees, and works with the President in filling committee positions, seeing that the committees are broadly representative of the membership in respect to length and variety of experience, ethnic and geographic distribution, etc.

SECTIONS

- A. **Functions:** Each Section represents either a kind of library or area of activity, which in general, is distinct from that of other Sections.
- B. **Organization:** Sections may be organized upon application to and approval of the Executive Board. The application must include a petition signed by thirty (30) members of the association. Each Section shall maintain a membership of at least 30 members.
- C. **Officers:** Sections elect their respective officers at the annual conference or by mail ballot. Section officers are elected for one term and are eligible for re-election.
- D. **Meetings:** Section business meetings are held during the annual conference of the Association. Other meetings may be held at other times.
- E. **Membership:** As part of their SCLA dues, association members may select two Sections and/or Round Tables. Members may join additional Sections and/or Round Tables, and participate in their activities by paying the current fee per additional Section and/or Round Tables.
- F. **Finance:** Funds for the year's work are based on membership. Each Section receives the current Section fee from the Association for each member. Sections may submit to the Executive Board proposals for funding special activities beyond the limits of the budget.
- G. **Sections:** Sections of the Association include: Type of library - College and University, Public, Special. Type of Activity - Youth Services, Library Management, Public Services, and Technical

Services.

1. College and University Section:

It is the purpose of the College and University Section to serve persons interested in all aspects of academic libraries. Its objective is to stimulate and support high standards of library service in colleges and universities. It encourages professional growth through attendance at professional meetings, promotion of communication and exchange of ideas among its members, continuing education opportunities, and dissemination of publications of professional interest to its membership. It represents academic library concerns to other Sections within the SCLA as well as to groups and persons outside the Association.

2. Library Management Section:

The Library Administration Section serves all persons interested in all areas of library administration. It strives to provide opportunities for dialogue, continuing education, and activities which increase its members knowledge in this area. The Section recognizes the following fields as especially pertinent to its scope: management, personnel, budgeting, facilities design, planning, grantsmanship, public relations, interlibrary cooperation, application of technological devices, and censorship.

3. Public Library Section:

It is the purpose of the Public Library Section to promote public libraries, to advocate ways to improve library service in South Carolina, to provide a forum for the exchange of ideas among public librarians, to complement and supplement continuing education activities, and to support the work of the South Carolina Library Association.

BYLAWS

(As amended October, 1986)

Article I. NAME

The name of this organization shall be the Public Library Section of the South Carolina Library Association.

Article II. OBJECTIVES

The objectives of the Public Library Section shall be to promote public libraries, to advocate ways to improve library service in South Carolina, to provide a forum for the exchange of ideas among public librarians, to complement and supplement continuing education activities, and to support the work of the South Carolina Library Association.

Article III. MEMBERSHIP

Any member of the South Carolina Library Association interested in public libraries may become a member of this Section.

Article IV. OFFICERS

Section 1. The officers of the Public Library Section shall be: (1) Chair, (2) Vice-Chair/Chair-Elect, (3) Secretary-Treasurer, (4) Delegate-at-Large, and (5) Delegate-at-Large.

Section 2. The officers shall be elected at the regular annual meeting. They shall serve for one year beginning at the adjournment of the annual conference following their election and ending at the adjournment of the next annual conference.

Article V. EXECUTIVE COMMITTEE AND PLANNING AND DEVELOPMENT COUNCIL

The Executive Committee shall consist of the elected officers and chairs of the Standing Committees. The Executive Committee shall have the power to develop plans for the general work of the Section, plan the program for the annual meeting of the Section, and shall have power to act for the Section on administrative business which must be dealt with in the interval between annual meetings.

Article VI. MEETINGS

The regular meetings shall be held as a section meeting of the annual meeting of the South Carolina Library Association.

Article VII. ELECTIONS

Section 1. The Chair shall appoint a Committee on Nominations who will present the name of one or more candidates for each elective office, consent being secured in advance from the nominees. Any member or members of the Section may present a candidate or candidates for the elective offices of this Section provided: (1) that they notify the Chair of the Section of such action in writing and (2) that the consent of the nominee or nominees has been secured and so indicated on the notification.

Section 2. A majority vote of those attending a regular meeting shall constitute election.

Article VIII. COMMITTEES AND SPECIAL DUTIES OF OFFICERS

Section 1. There shall be five standing committees: Planning and Programs; Standards; Legislation; Public Relation; and Constitution and Bylaws. Each committee shall consist of at least four members who serve a two-year term except that of those members initially appointed, one-half of such appointees shall serve a one year term.

Section 2. The Chair of each Standing Committee shall be appointed by the Public Library Section Chair, with the advice and counsel of the Executive Committee, from those committee members beginning their second year of service on the committee.

Section 3. The appointed committee chairs shall meet as a group and select not less than two new members for each committee from the general membership of the Section. Committee chairs may seek the advice and counsel of others in the selection process; however, the committee selection shall be a group action to establish committees that are as strong as possible in their membership.

Section 4. The Chair of the Public Library Section shall serve as an ex-officio member on all committees with the exception of the Nominating Committee. The Chair shall also serve as Chair of the Executive Committee.

Section 5. Temporary or special committees may be created by the Executive Committee whenever conditions require such action and shall serve at the discretion of the Executive Committee. Chairs of temporary or special committees will be temporary members of the Executive Committee.

Section 6. The Vice-Chair/Chair-Elect shall assume the duties of the Chair in the event of absence, death, disability, or resignation of the Chair and shall also chair the Planning and Programs Committee.

Section 7. The Secretary-Treasurer shall perform the duties normally accepted for such office and shall report the minutes of the annual meeting and interim meetings and shall make a report of the annual Section meeting to the Secretary of the South Carolina Library Association.

Section 8. In the event of absence, death, disability, or resignation of the Chair and Vice-Chair/Chair-Elect during the interval between annual meetings, the Executive Board shall elect one of its members to act as temporary Chair until the next regular meeting of the Section.

Section 9. In the event of absence, death, disability, or resignation of the Secretary-Treasurer and/or the Delegate(s)- at- large, the Executive Board shall elect someone from the general membership of the Section to fill the unexpired term.

Article IX. AUTHORIZATION OF EXPENDITURES

No officer, committee, or member of the Section shall incur any expenses or collect funds unless authorized by the Executive Committee of the Section. Funds allotted for the use of the Section by the South Carolina Library Association and funds collected as part of Section activity shall be deposited with the Treasurer of the South Carolina Library Association to the account of the Public Library Section.

Article X. Parliamentary Authority

Section 1. *Robert's Rules of Order*, in the latest revision, shall be the governing authority in matters not specifically covered by this Constitution and Bylaws.

Section 2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the South Carolina Library Association.

Article XI. Amendments

These rules may be amended by a two-thirds vote of the members present at a regular annual meeting called in accordance with the bylaws of this Section.

4. Public Services Section:

It is the purpose of the Public Services Section to promote and improve library functions that involve direct contact between the library and the library user. The Section seeks to stimulate and support high standards of service and sensitivity to the viewpoint of their users in all types of libraries. In fulfilling its purpose the Section accepts the responsibility of promoting communication and an active exchange of ideas among its membership. Specifically, it regularly provides programs of continuing education and encourages the creation and dissemination of publications relating to the professional interests of its members. The Section also endeavors to define and advance the concepts of interlibrary and interlibrary cooperation.

At present there is one Interest Group affiliated with the Public Services Section, the Resource Sharing Interest Group.

The purpose of the Resource Sharing Interest Group is to present programs and workshops on interlibrary loan, document delivery, and other resource sharing activities. It is also meant to be used as a forum for communication between people involved in these areas.

5. Youth Services Section (YSS):

The purpose of the Youth Services Section (YSS) is to promote improved library service to the state's children and young people by providing opportunities for its members to increase their understanding of the library needs of children and young people, their knowledge of materials and services, their awareness of current issues that affect and interest their patrons, and their working skills as facilitators of the educational process and as specialists in public libraries and schools. It also fosters cooperation between school and public libraries in the state.

6. Technical Services Section:

It is the purpose of the Technical Services Section to be concerned with the identification, acquisition, cataloging, classification, and preservation of library materials. It is dedicated to the coordinated development of library resources in South Carolina and to ready access to such resources.

The Section specifically seeks to promote improved technical services management in libraries throughout the state and to provide a forum for the continuing professional development of technical

services personnel. It also seeks to represent technical services concerns to other Sections within the Association, as well as to groups and persons outside the Association.

To help meet these goals, concentrated effort is made to assure applicable programs for conferences and workshops.

BYLAWS

(As amended October 14, 1983)

Article I. Name

The name of this organization shall be the Technical Services Section of the South Carolina Library Association.

Article II. Objectives

Its objective shall be to promote the development of library resources and the concerns of technical services personnel in South Carolina and to work for the objectives of the South Carolina Library Association.

Article III. Membership

Any member of the South Carolina Library Association may become a member of this Section by choosing it as one of two Sections upon payment of dues or by payment of the fee to join additional Sections.

Article IV. Officers

The officers of the Technical Services Section shall consist of chair; Vice-Chair, who shall be Chair-Elect; and Secretary. The officers shall be elected at the annual meeting of the South Carolina Library Association. The officers shall serve for one year beginning at the adjournment of the annual conference following their election and ending at the adjournment of the next annual conference.

Article V. Executive Committee

The Executive Committee shall consist of the Chair, Vice- Chair, Secretary, and the immediate Past-Chair. The Executive Committee shall have the power to develop plans for the work of the Section, plan the program for the meetings of the Section, and shall have power to act for the Section on business which must be dealt with in the intervals between meetings.

Article VI. Meetings and Quorum

The regular meeting shall be held as a Section meeting of the annual meeting of the South Carolina Library Association. Other meetings may be called at the direction of the Executive Committee, or upon written request of five members to the Executive Committee. Fifteen (15) members shall constitute a

quorum.

Article VII. Elections.

The Chair shall appoint a Committee on Nominations who will present the name of one or more candidates for each elective office. Additional nominations may be submitted by the membership in writing and/or from the floor at the annual Section meeting. Officers shall be elected by a plurality of those voting at the annual meeting.

Article VIII. Special Duties of Officers

Section 1. The Chair shall, with the Executive Committee, appoint such committees and assign to them such duties as may be necessary to carry on the work of the Technical Services Section.

Section 2. The Chair of the Technical Services Section shall serve as an ex-officio member on all committees with the exception of the Nominating Committee. The Chair shall also serve as Chair of the Executive Committee.

Section 3. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair and shall assume the office of Chair if the Chair is unable to complete the term.

Section 4. The Past-Chair shall act as temporary Chair until the next regular meeting if neither the Chair or Vice-Chair is able to serve.

Section 5. The Secretary shall perform the duties normally designated for such office, recording the minutes of the annual meeting and make a written report to the Chair of the Technical Services Section. If the Vice-Chair is unable to complete the term, the Secretary shall assume the duties of the Vice-Chair until the next annual meeting when new elections take place.

Article IX. Authorization of Expenditures

No officer, committee, or member of the Section shall incur any expenses or collect funds unless authorized by the Executive Committee of the Section. Funds allotted for the use of the Section by the South Carolina Library Association and funds collected as a part of the Section activities shall be deposited with the Treasurer of the South Carolina Library Association to the account of the Technical Services Section. Disbursement from Section funds shall be made on the authorization of the Section Executive Committee.

Article X. Sub-Sections

Sub-Sections of the Technical Services Section shall be reviewed annually by the Executive Board. Chairs of subsections shall be appointed by the Chair of the Technical Services Section.

Article XI. Parliamentary Authority

Section 1. *Robert's Rules of Order*, in the latest revision, shall be the governing authority in matters not specifically covered by this Constitution and Bylaws.

Section 2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the South Carolina Library Association.

Section 3. The chair may appoint a Parliamentarian to serve concurrently with the other officers of the Section.

Article XII. Association for Library Collection and Technical Services Council of Regional Groups Membership

Section 1. The Chair will deposit one copy of the Section's annual report and any other minutes of meetings he/she deems necessary with the Council of Regional Groups. The Chair or his/her designee will represent the Section at the ALA annual meeting.

Article XIII. Amendments

These rules may be amended by a two-thirds vote of the members present at a regular annual meeting called in accordance with the bylaws of this Section.

8. Trustee Section:

The purpose of the Trustee Section shall be to promote public libraries and their service to South Carolina and to help implement the objectives of the Association. In accord with this goal, the Section shall strive to involve public library trustees in the on-going activities of the Association and to initiate programs and projects that will benefit the Section in particular and the Association in general. The Section shall attempt to familiarize its members with the scope of their trusteeship, thereby better preparing them for their responsibilities.

ROUND TABLES

- A. **Function:** Each Round Table represents a common interest not confined to either a kind of library or area of activity.
- B. **Organization:** A Round Table may be organized upon application to and approval of the Executive Board. The application must include a petition signed by fifteen (15) members of the association. Each Round Table shall maintain a membership of at least fifteen members.
- C. **Officers:** Round Tables elect their respective officers at the annual conference or by mail ballot. Round Table officers are elected for one term and are eligible for re-election for one term.
- D. **Meetings:** Round Table meetings are held during the annual conference of the Association. Other meetings may be held at other times.

- E. **Membership:** As part of their SCLA dues, association members may select two Round Tables and/or Sections. Members may join additional Round Tables, and participate in their activities by paying the current fee per additional Round Table.
- F. **Finance:** Round Tables should fund programming activities and other expenses through registration fees, fundraising activities, or other means.
- G. **Round Tables:** Round Tables of the Association include: New Members, Government Documents, Archives and Special Collections, On-Line Users, Round Table for African American Concerns, Paraprofessional, and GLBT.

1. Archives and Special Collections Round Table:

The purpose of the Archives and Special Collections Round Table of the SCLA is to promote the work and development of Archives and Special Collections in South Carolina; to foster high standards in the preservation of archives, manuscripts, and special collections materials; to develop professional cooperation among those involved with archives and special collections in South Carolina; to encourage the use of archives and special collections in South Carolina; and to work for the objectives of the South Carolina Library Association.

2. Government Documents Round Table:

The purpose of this Round Table is to further the collection, organization, and use of federal, state and local government publications by documents librarians and librarians with other fields of interest.

BYLAWS (As of 1981)

Article I. NAME

The name of this organization shall be the Government Documents Round Table of the South Carolina Library Association.

Article II. OBJECTIVES

Its objective shall be to promote the collection, organization and use of federal, state and local documents in South Carolina and to work for the objectives of the South Carolina Library Association.

Article III. MEMBERSHIP

Any member of the South Carolina Library Association may become a member of the Round Table.

Article IV. OFFICERS

The officers of the Government Documents Round Table shall consist of Chair, Vice-Chair, who shall be Chair-Elect, and Secretary. The officers shall be elected at the annual conference of the South Carolina Library Association. The officers shall serve a term beginning at the adjournment of the conference at which they are elected to the adjournment of the conference of the following year.

Article V. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and the immediate Past-Chair. The Executive Committee shall have the power to develop plans for the work of the Round Table, plan the program for the meetings of the Round Table, and shall have power to act for the Round Table on business which must be dealt with in the intervals between meetings.

Article VI. MEETINGS AND QUORUM

The regular meeting shall be held as a Round Table meeting of the annual meeting of the South Carolina Library Association. Other meetings may be called at the direction of the Executive Committee, or upon the written request of five members to the Executive Committee. Those present shall constitute a quorum.

Article VII. ELECTIONS

The Chair shall appoint a Committee on Nominations who will present the name of one or more candidates for each elective office. Additional nominations may be submitted from the floor by any Government Documents Round Table member at the annual conference. Officers shall be elected by the plurality of those voting at the annual conference.

Article VIII. SPECIAL DUTIES OF OFFICERS

Section 1. The Chair shall, with the Executive Committee, appoint such committees and assign to them such duties as may be necessary to carry on the work of the Government Documents Round Table.

Section 2. The Chair of the Government Documents Round Table shall serve as an ex-officio member on all committees with the exception of the Nominating Committee. The Chair shall also serve as Chair of the Executive Committee.

Section 3. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair. He shall assume the office of Chair if the Chair is unable to complete his term.

Section 4. The immediate Past-Chair shall act as temporary Chair until the next regular meeting if neither the Chair nor Vice-Chair is able to serve.

Section 5. The Secretary shall perform the duties normally designated for such office. He shall record the

minutes of the annual meeting and make a written report to the Secretary of the South Carolina Library Association.

Article IX. AUTHORIZATION OF EXPENDITURES

No officer, committee, or members of the Round Table shall incur any expenses or collect funds unless authorized by the Executive Committee of the Round Table. Funds allotted for the use of the Round Table by the South Carolina Library Association and funds collected as part of Round Table activities shall be deposited with the Treasurer of the South Carolina Library Association to the account of the Government Documents Round Table. Disbursement from Round Table funds shall be made on the authorization of the Round Table Executive Committee.

Article X. PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order*, in the latest revision, shall be the governing authority in matters not specifically covered by this Constitution and Bylaws.

Section 2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the South Carolina Library Association.

Article XI. AMENDMENTS

These rules may be amended by a two-thirds vote of the members present at a regular annual meeting called in accordance with the bylaws of this Round Table.

3. New Members Round Table:

The purpose of this Round Table is twofold. First, it is to encourage professional growth of new librarians, paraprofessionals or students in library school through attendance at professional meetings. Second, the Round Table encourages interchange among librarians.

To achieve this purpose, the Round Table sponsors workshops and special events at the SCLA conference. Emphasis is placed on assisting newcomers to the profession and the state in becoming active members of the Association.

Membership is open to librarians, paraprofessionals or students in library school who have SCLA members for less than five years.

BYLAWS

Revised Fall 1992

Article I. NAME

The name of this organization shall be called the New Members Round Table of the South Carolina Library Association.

Article II. OBJECTIVES

Its objectives shall be (1) to encourage professional growth of newer members through membership and active participation in professional organizations and attendance at professional meetings; and (2) to encourage interchange among librarians.

Article III. MEMBERSHIP

Membership is open to any librarian, paraprofessional, or student in library school who has been an SCLA member for less than five years.

Article IV. OFFICERS

The officers of the New Members Round Table shall be Chair; Vice-Chair, who shall be Chair-Elect; and Secretary. The officers shall be elected at the annual meeting and shall serve for a one-year term beginning at the adjournment of the annual conference following their election and ending at the adjournment of the next annual conference. Officers are elected for one term and are eligible for re-election for one term.

Article V. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and the immediate Past-Chair. The Executive Committee shall have the power to develop plans for the work of the Round Table, plan the program for the meetings of the Round Table, and shall have power to act for the Round Table on business which must be dealt with in the intervals between meetings.

Article VI. STANDING AND SPECIAL COMMITTEES

Standing and special committees shall be authorized and discontinued by the Executive Committee. The standing committees shall include (1) a Membership Committee which shall be responsible for recruiting members by sending letters to new librarians in South Carolina; (2) an Awards Committee which shall be responsible for obtaining qualified nominations and selecting a recipient for the EBSCO New Professional Award and the Baker and Taylor Grassroots Grant; and (3) a Publicity Committee which shall prepare reports of NMRT activities and shall send copies to appropriate publications and one copy to the Chair for permanent files.

Article VII. MEETINGS AND QUORUM

The regular meeting shall be held as a Round Table meeting of the annual meeting of the South Carolina Library Association. Other meetings may be called at the direction of the Executive Committee, or upon written request of five members to the Executive Committee. Thirty per cent of the membership shall constitute a quorum.

Article VIII. ELECTIONS

A nominating committee of not less than three persons appointed by the Chair shall choose a slate of officers and shall give notice of the slate to the membership at least 30 days prior to the annual meeting. During the annual meeting additional nominations shall be accepted from the floor, in which case election shall be by ballot. A simple majority is required for election.

Article IX. SPECIAL DUTIES OF OFFICERS

Section 1. The Chair shall conduct all meetings and appoint the standing and special committees. He/she shall serve as an ex-officio member on all committees with the exception of the nominating committee. The Chair shall also serve as Chair of the Executive Committee. The Chair shall submit the annual report of New Members Round Table by December 1 of each year in triplicate to the Secretary of the South Carolina Library Association as well as a copy to the NMRT secretary for the permanent files.

Section 2. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair. He/she shall assume the office of Chair if the Chair is unable to complete his term. He/she shall serve as Membership Chair.

Section 3. The Chair assumes the duty of ALA/NMRT Liaison or delegates this duty to a qualified member of SCLA/NMRT. The immediate Past-Chair shall act as temporary Chair until the next regular meeting if neither the Chair or Vice-Chair is able to serve.

Section 4. The Secretary shall perform the duties normally designated for such office. He/she shall record the minutes of the annual meeting and submit a written report to the Secretary of the South Carolina Library Association in triplicate by December 1 of each year.

Article X. RESOLUTIONS

To pass a resolution or similar action at a meeting of the New Members Round Table, a quorum of 30 per cent of the membership must approve by a simple majority. If a quorum is not present, a copy of the resolution or action will be mailed to the entire membership. A simple majority of the returns received will be sufficient to confirm action.

Article XI. AUTHORIZATION OF EXPENDITURES

No officer, committee, or member of the Round Table shall incur any expenses or collect funds unless authorized by the Executive Committee of the Round Table. Funds allotted for the use of the New Members Round Table of the South Carolina Library Association and funds collected as part of the Round Table activities shall be deposited with the Treasurer of the South Carolina Library Association to the account of the New Members Round Table. Disbursement from Round Table funds shall be made on the authorization of the Round Table Executive Committee.

Article XII. PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order*, in the latest revision, shall be the governing authority in matters not specifically covered by this Constitution and Bylaws.

Section 2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the South Carolina Library Association.

Article XIII. AMENDMENTS

These rules may be amended by two-thirds vote of the members present and voting at a regular annual meeting called in accordance with the bylaws of the New Members Round Table.

4. Paraprofessional Round Table:

The purpose of the Paraprofessional Round Table is to provide opportunities for paraprofessionals to meet regularly and exchange ideas. The Round Table seeks to offer workshops that encourage paraprofessional development as well as cooperation among its members in order to promote excellent library service. Specific objectives include the following:

- A. To promote the recruitment and retention of library paraprofessionals in all types of libraries.
- B. To sponsor workshops that address topics of interest to library paraprofessionals.
- C. To investigate the possibility of establishing a library paraprofessional continuing education program within the state.
- D. To offer financial aid to library paraprofessionals who wish to further their education.
- E. To ensure that paraprofessional among the state's libraries be recognized and affirmed.

5. Round Table for African American Concerns:

The purpose of the Round Table for African American Concerns is to promote the recruitment and retention of minority librarians in South Carolina, support and facilitate library services which will meet the information needs of minorities, encourage dissemination of information resources about minority people to the larger community, provide a mechanism that would encourage minority librarians to participate in local, state, and national associations, and promote libraries as viable institutions in minority communities.

6. System Managers' & Electronic Resources Round Table:

The System Managers' and Electronic Resources Round Table was formed to help library staff who are responsible for automated systems and exchange concerns and solutions. The group should be of interest to anyone who operates their library's automated system whether large or small. Also interested are those concerned with technology implementation whether in the library setting or not. With so much common

ground and shared interests the group is able to serve academic, school, special and public libraries and librarians. The round table is also designed to promote sharing of experience and information among South Carolina librarians interested in planning, managing, teaching, and/or conducting computer-based reference services in libraries.

7. Gay, Lesbian, Bisexual, and Transgendered Round Table

The Gay, Lesbian, Bisexual, and Transgendered Round Table of the South Carolina Library Association is committed to serving the information needs of the gay, lesbian, bisexual and transgendered library community in South Carolina, and the gay, lesbian, bisexual, and transgendered information and access needs of individuals at large. We are committed to encouraging and supporting the free and necessary access to all information, as reflected by the missions of the American Library Association and democratic institutions

Bylaws

Article I. Name

The name of this organization shall be the Gay, Lesbian, Bisexual, and Transgendered Round Table of the South Carolina Library Association.

Article II. Objectives

Its objective shall be:

To promote the improved quality, quantity, and accessibility of library materials and service of particular interest or usefulness to lesbian, bisexual, gay and transgendered people of all ages.

To promote awareness of and develop funding sources outside of SCLA for the Gay, Lesbian, Bisexual, and Transgendered Round Table programs; develop, promote and defend unrestricted access of all library users to information about gay, lesbian, bisexual, and transgendered people.

To provide bibliographic services to librarians, archivists, other information professionals, and library users.

To work toward eliminating job discrimination against gay, lesbian, bisexual, and transgendered employees of libraries, archives, and information centers.

To advocate revising classification schemes, subject heading lists, indices, etc., in order to remove terms derogatory to the lives, activities, and contributions to culture and society of gay, lesbian, bisexual, and transgendered people.

To remind the membership and leadership of the Association as often as necessary that many librarians, archivists, other information specialists, and library users are gay, lesbian, bisexual, or transgendered people.

To support minority groups working for adequate representation and equal opportunity within the Association.

To work with groups outside the Association

Article III. Membership

Any member of the South Carolina Library Association may become a member of this Round Table by choosing it as one of two Round Tables upon payment of dues or by payment of the fee to join an additional Round Table.

Article IV. Officers

The officers of the Gay, Lesbian, Bisexual, and Transgendered Round Table shall consist of Chair; Vice-Chair, who shall be Chair-Elect; and Secretary. The officers shall be elected at the annual conference meeting. The officers shall serve for one year beginning at the adjournment of the annual conference following their election and ending at the adjournment of the next annual conference.

Article V. Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and the immediate Past Chair. The Executive Committee shall have the power to develop plans for the work of the Section/Round Table, plan the program for the meetings of the Section/Round Table, and shall have power to act for the Round Table on business which must be dealt with in the intervals between meetings.

Article VI. Meetings and Quorum

The regular meetings shall be held as a Round Table meeting of the annual meeting of the South Carolina Library Association. Other meetings may be called at the direction of the Executive Committee, or upon written request of five members to the Executive Committee. Thirty percent of the membership shall constitute a quorum.

Article VII. Elections

The Chair shall appoint a Committee on Nominations who will present the name of one or more candidates for each elective office. Additional nominations may be submitted from the floor. Offices shall be elected by a plurality of those voting at the annual conference meeting.

Article VIII. Special Duties of Officers

Section 1. The Chair shall, with the Executive Committee, appoint such committees and assign to them such duties as may be necessary to carry on the work of the Gay, Lesbian, Bisexual, and Transgendered Round Table.

Section 2. The Chair of the Gay, Lesbian, Bisexual, and Transgendered Round Table shall serve as an ex-

officio member on all committees with the exception of the Nominating Committee. The Chair shall also serve as Chair of the Executive Committee.

Section 3. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair. The Vice-Chair shall assume the office of Chair if the Chair is unable to complete the term.

Section 4. The Past-Chair shall act as temporary Chair until the next regular meeting if neither the Chair or Vice-Chair is able to serve.

Section 5. The Secretary shall perform the duties normally designated for such office. He/she shall record the minutes of the annual meeting and make a written report to the Secretary of the South Carolina Library Association.

Article IX. Authorization of Expenditures

No officer, committee, or member of the Section shall incur any expenses or collect funds unless authorized by the Executive Committee of the Section/Round Table. Funds allotted for the use of the Section/Round Table by the South Carolina Library Association and funds collected as a part of the Section/Round Table activities shall be deposited with the Treasurer of the South Carolina Library Association to the account of the Gay, Lesbian, Bisexual, and Transgendered Round Table. Disbursement from Section/Round Table funds shall be made on the authorization of the Section/Round Table Executive Committee.

Article X. Parliamentary Authority

Section 1. *Robert's Rules of Order*, in the latest revision, shall be the governing authority in matters not specifically covered by this Constitution and Bylaws.

Section 2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the South Carolina Library Association.

Article XI. Amendments

These rules may be amended by a two-thirds vote of the members present at a regular annual meeting called in accordance with the bylaws of this Round Table.

8. Digitization of Cultural Heritage Materials Round Table

The purpose of the Digitization of Cultural Heritage Materials Round Table of the SCLA is to promote the work, education, training, and development of the digitization of cultural heritage materials in South Carolina; to foster common high standards in the digitization of cultural heritage materials such as archives, manuscripts, and special collections; to encourage and develop professional cooperation among those involved with digitization in South Carolina; to promote collaboration on grant projects for digitization; and to work for the objectives of the South Carolina Library Association.

9. Information Literacy Round Table

The Information Literacy Round Table aims to fulfill three objectives. They are as follows: to provide a forum for discussion of activities, and programs for all types of libraries and librarians who are involved in bibliographic education; to promote library instruction as an essential component of library service; and to promote communication of the instruction activities in all types of libraries throughout the state.

SCLA Handbook, 2003 5th Edition

Section VI. Appendix

SELECTED BIBLIOGRAPHY OF LIBRARY STANDARDS AND GUIDELINES

The Library and Personnel Standards Committee has compiled a bibliography of standards and guidelines to assist librarians. These materials were selected from library associations, publications lists and other professional sources. The Committee welcomes additional citations which may be sent to the Chair.

A Commitment to Information Services: Developmental Guidelines. American Library Association. Reference and Adult Services Division, 1976 and 1979. 8pp. ISBN 0-8389-6291-2

Academy of Health Information Professionals. A Professional Development and Career Recognition Program of the Medical Library Association Information for Applicants. Medical Library Association, Inc. 1989.

Access Policy Guidelines. Association of College & Research Libraries. Reprint from College & Research Libraries News, November 1975. 2pp. \$1.00.

Ahrensfield, Janet. Special Libraries: A Guide for Management. Washington, D.C. Special Libraries Association, 1986.

ALA Standards & Guidelines. American Library Association. Head Quarters Library/Office for Research. 1987. 8pp. Free.

American Association of School Librarians and Association for Educational Communications and Technology. Information Power: Guidelines for School Library Media Programs. 1988.

Association of Educational and Communication Technology/ Association of College and Research Libraries Joint Committee. Standards for Two-Year College Learning Resources Programs: A Draft. College & Research Libraries News, June 1989, pp.496-505.

Comparable Rewards: The Case for Equal Compensation for Non- Administrative Expertise. Guidelines adopted by ALA Council, January 1979. Office for Library Personnel Resources.

Criteria for Programs to Prepare Library Media Technical Assistants. Adopted by the Library Education Division, ALA, 1971. Revised edition adopted by ALA Council, June 1979. Standing Committee on Library Education.

Guidelines and Procedures for the Screening and Appointment of Academic Librarians. Association of College and Research Libraries Reprinted from College & Research Libraries News, September 1977. 4pp. \$1.00

Guidelines for a Database Search Guide. American Library Association. Reference and Adult Services Division. Reprinted from R Q, Summer 1987.

Guidelines for Audiovisual Services in Academic Libraries. Association of College and Research Libraries. Reprinted from College & Research Libraries News, October, 1987. 4pp. \$1.00.

Guidelines for Authors, Editors and Publishers of Literature in the Library and Information Field. Adopted by ALA Council, June 1983. CD #38 (1982-83). ALA Council Secretariat.

Guidelines for Bible College Libraries. Adapted with permission of the American Library Association from Standards for College Libraries, 1986. Prepared by the Bible College Committee of the Association of Christian Librarians, 1986. Fayetteville, AK: American Association of Bible Colleges, 1987.

Guidelines for Bibliographic Instruction in Academic Libraries. Association of College Research Libraries. Reprinted from College & Research Libraries News, April 1977. 1p. \$1.00.

Guidelines for Branch Libraries in Colleges and Universities. Association of College and Research Libraries. Reprinted from College & Research Libraries News, October 1975. 3pp. \$1.00.

Guidelines for Editors of Historical and Genealogical Bulletins and Family Newsletters. American Library Association. Reference and Adult Services Division. Reprinted from R Q, Winter 1986. 2pp.

Guidelines for Establishing Local History Collections. Reference and Adult Services Division. Reprinted from R Q, Fall 1979. 2pp. \$1.00. ISBN 0-8389-6407-9

Guidelines for Extended Campus Library Service. Association of College and Research Libraries. Reprinted from College & Research Libraries News, March 1982. 2pp. \$1.00

Guidelines for Library Affirmative Action Plans. American Library Association, Office for Library Personnel Resources, 1976.

Guidelines for Library Service to Older Adults. Reference and Adult Services Division. Reprinted from RQ, Summer 1987. 4pp. \$1.00 ISBN 0-8389-07181-4

Guidelines for Library Services to Hispanics. American Library Association. Reference and Adult Services Division. Reprinted from RQ, Summer 1988.

Guidelines for Practice and Principles in the design, Operation and Evaluation of Standard Field Experiences in Library and Information Science. Adopted by ALA Council, June 1984. 7pp. American Library Association. Standing Committee on Library Education.

Guidelines for Quality in Continuing Education for Information, Library, and Media Personnel. Adopted by ALA Council, January 1988. 21pp. American Library Association. Standing Committee on Library Education.

Guidelines for Reprinting or Republishing Books of Historical Interest. American Library Association. Reference and Adult Services Division. Reprinted from R Q, Fall 1984.

Guidelines for Standardized Cataloging of Children's Materials. American Library Association. Resources and Technical Services Division, 1982 (revised 1983).52

Guidelines for the Preparation of a Bibliography. American Library Association. Reference and Adult Services Division. Reprinted from RQ, Fall 1982. 4pp. \$1.00. ISBN 0-8389- 6547-4

Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections. Association of College and Research Libraries. Reprinted from College & Research Libraries News. 4pp. \$1.00.

Guidelines for the Subject Analysis of Audiovisual Materials. American Library Association. Resources and Technical Services Division. 32pp. \$4.50. ISBN 0-8389-3311-4

Guidelines for Use of the Information Request Form. American Library Association. Reference and Adult Services Division. Reprinted from R Q, Summer 1988.

Guidelines on the Selection of General Collection Materials for Transfer to Special Collections. Association of College and Research Libraries. Reprinted from College & Research Libraries News, September 1987. 4pp. \$1.00

Guidelines on Subject Access to Microcomputer Software. American Library Association. Resources and Technical Services Division, 1986. 48pp. \$4.50.

Guidelines Regarding Thefts in Libraries. Association of College and Research Libraries. Reprinted from College & Research Libraries News, March 1988. 4pp. \$1.00.

Interlibrary Loan Codes, 1989, and International Lending Principles and Guidelines, 1978. American Library Association. Reference and Adult Services Division and International Federation of Library Associations and Institutions. Reprinted from R Q, Fall 1980. 16pp. \$2.00 ISBN 0-8389-3157-X.

Interlibrary Loan Codes in the ALA Headquarters Library. American Library Association. Head Quarters Library. 1985. 3pp. Free.

Jails Need Libraries Too! Guidelines for Library Service Programs in Jails. American Library Association. Association of Specialized and Cooperative Library Agencies. Prepared by the HRLSD Special Committee on Library Service to Prisoners, 1974. 15pp \$1.75. ISBN 0-8389-3157-X

Joint Statement on Faculty Status of College and University Librarians. Association of College and Research Libraries/American Association of University Professors/Association of American Colleges. Reprinted from College & Research Libraries News, February 1974. 1p. \$1.00.

Library Education and Personnel Utilization: A Statement of Policy. American Library Association. Office for Library Personnel Resources. Adopted by ALA Council, June 30, 1970. Revised 1976. 8pp. ISBN 0-8389-5482-0

Library Standards for Adult Correctional Institutions. Association of Specialized and Cooperative Library Agencies. American Correctional Association/American Library Association Joint Committee on Institution Libraries and American Correctional Association Committee on Institution Libraries. 1981. 24pp. \$5.00. ISBN 0-8389-6479-6

Mission of an Undergraduate Library: Model Statement. Association of College and Research Libraries. Reprinted from College & Research Libraries News, October 1987. 3pp. \$1.00.

Online Training Sessions: Suggested Guidelines. American Library Association. Reference and Adult Services Division. Reprinted from RQ, Summer 1981. 8pp. \$1.00. ISBN 0-8389- 6541-5
Preparation of Archival Copies of Theses and Dissertations. American Library Association. Resources and Technical Services Division. 1986. 22pp. #3.95. ISBN 0-8389-0449- 1.

Principles for the Development of Outreach Programs. American Library Association. Office for Library Outreach Services. 1979. Brochure. Free.

Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. Association of Specialized and Cooperative Library Agencies. 1984. 62pp. \$6.50. ISBN 0-8389-3231-2.

South Carolina Department of Education. Administrator's Guide to the Media Center, 1986.
South Carolina Library Association. Public Library Section. Standards Committee. Standards for South Carolina Public Libraries. Revised, 1986.

Southern Association of College and Schools. Continuing Education Unit, 1988.
Criteria for Accreditation, 1989.

Manual for Accreditation, 1988.

Policies and Standards, (no date).

Policies, Principles, and Standards for the Accreditation of Elementary and Middle Schools. (Revised annually).

Standards for Secondary Schools, 1986.

Standards for Unit Schools, 1987.

Standards, Policies and Procedures for Evaluation and Accreditation of Alternative Schools, 1987.

Standards for Accreditation. Adopted by the Council of the American Library Association, 1972.

American Library Association Committee on Accreditation. ISBN 0-8389-6162-2

Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Libraries.
American Library Association. Association of College and Research Libraries. Reprinted from College & Research Libraries News, March 1987. 2pp. \$1.00.

Standards for Faculty Status for College and University Librarians. Association of College and Research Libraries. Reprinted from College & Research Libraries News, May 1974. 2pp. \$1.00

Standards for College Libraries, 1986. Association of College and Research Libraries. Reprinted from College & Research Libraries News, March 1986. 12pp.

Standards for University Libraries, 1979. Association of College and Research Libraries. Reprinted from College & Research Libraries News, April 1979. 10pp.

Statement on Professional Ethics 1981. American Library Association. Office for Intellectual Freedom. 1p.

Young Adults Deserve the Best: Competencies for Librarians Serving Youth. American Library Association. Young Adult Services Division. Reprinted from School Library Journal, September 1982. \$1.00.

Zachert, Martha Jane K., Ed. Standards and Planning Guide for Pharmacy Library Service. 1975.

ERIC ED215 699.54



Whistleblower Policy

The South Carolina Library Association (SCLA) is strictly required under the law to be certain that any person acting in good faith as a “whistleblower” will not suffer any retaliation or adverse repercussions as a result of doing so. Generally speaking, a whistleblower is any individual who in good faith discloses, to a person with the authority to investigate, discover, or terminate misconduct, any conduct that the individual reasonably believes violates any provision of federal or state law. Federal law in particular includes in the definition of a whistleblower one who discloses allegedly fraudulent conduct to a federal regulatory or law enforcement agency, a member of Congress, or any committee thereof.

Notwithstanding the specific provisions of the various laws, SCLA fully acknowledges the need for a policy that encourages – and does not at all discourage – members from bringing to its attention any instances in which SCLA and its staff are failing to comply with the law. SCLA will not permit any retaliation or punishment directed against an individual who acts in good faith to bring to SCLA’s attention what the individual reasonably believes to be a violation of the law. Violations of the law by SCLA or its staff serve only to create exposure to SCLA for the expenditure of resources and possible liability. It is completely in SCLA’s interest to recognize, address, and bring to an end any conduct that constitutes a violation of the law.

Individuals who wish to report possible violations of the law should do so without fear of reprisal, but they should take care to report them to appropriate management personnel, which will include any member of the Executive Board. If reporting to a particular individual raises issues for the reporting individual, however, the report may also be made directly to the SCLA President.

It is also SCLA’s policy that any good faith report or complaint will be fully and honestly investigated and evaluated. Where the conduct identified indeed constitutes a violation of the law, SCLA shall immediately take prompt and remedial steps to ensure that the conduct is discontinued. Where practicable, SCLA may share the results of the investigation with the person who brought the conduct to its attention, but it shall have no duty to do so. In the event that the conduct is found not to be a violation of the law, or otherwise wrongful or unethical, SCLA will, depending up on the circumstances, provide to the whistleblower an explanation of why it reached that conclusion.

A copy of SCLA’s Whistleblower Policy follows immediately.

General

SCLA's compliance policies require officers, members, and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of SCLA must at all times practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Duty to Report Wrongful Conduct

It is the responsibility of all officers, members, and staff to report any and all suspected or actual wrongful conduct in accordance with this Whistleblower Policy. Wrongful conduct might include violations of federal or state law; serious violations of SCLA policies; questionable accounting reports or internal controls; unethical business conduct; instances of dishonesty or fraud; sexual harassment; or discrimination on the basis of race, gender, sexual preference, religion, national origin, or disability; or other serious improprieties that might impact the integrity, reputation, legal status, or effective operation of SCLA.

Prohibition against Retaliation

No director, officer, member, or staff member who in good faith reports wrongful conduct, including a violation of the law or of any of SCLA's policies, shall suffer harassment, retaliation or adverse consequences as a result thereof. A party, who takes retaliatory action against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of membership. This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns within SCLA prior to seeking resolution outside the organization.

Process for Reporting Violations

SCLA has and shall maintain an open door policy and encourages members to share their questions, concerns, suggestions, or complaints with a member of the Board who is in the best position to address them properly. In most cases, a committee or Board member is in the best position to address an area of concern. However, if any person raising a concern or complaint is not comfortable speaking with or is not satisfied with the response, the member is strongly encouraged to speak with one of the Compliance Officers. Board and committee members are required to report suspected violations of law or policy to the Compliance Officers, who have specific responsibility to investigate all reported violations. For suspected fraud, or discomfort in following the open door policy, individuals should contact one of the Compliance Officers directly.

Compliance Officers

SCLA's Past-President and Past-Delegate shall be the Compliance Officers with respect to this policy and shall be responsible for investigating and resolving all reported complaints and allegations concerning violations of law or policy. They shall, at their discretion, present the President with recommendations

for action. These individuals shall have direct access to the President and the Executive Board and shall report annually on trends related to compliance activity.

Accounting and Auditing Matters

The SCLA Treasurer shall address all reported concerns or complaints regarding association accounting practices, internal controls or auditing. Any officer of SCLA shall immediately notify the Treasurer of any such complaint and work with the Treasurer until the matter is resolved. If an individual is uncomfortable working with the Treasurer, they can contact a compliance officer to act as liaison.

Requirement of Good Faith

Anyone filing a complaint concerning a violation or suspected violation of law or policy, in order to come within the scope of this Whistleblower Policy, must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and to have been made maliciously, without reasonable basis, or with knowledge of their falsity will be subject to disciplinary action up to and including membership termination.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. While complaints or concerns may be submitted anonymously, employees are encouraged to identify themselves in order to increase the credibility of the submission and to facilitate follow-up investigation. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling Reported Violations

The Compliance Officer to whom a complaint or report is sent will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Feedback will be provided by the Compliance Officer on recommendations and actions taken.

Document Retention Policy goes here:



Conflict of Interest Policy

This conflict of interest policy is designed to help any person serving as a director, officer or member of a Board, committee or task force of the South Carolina Library Association (SCLA) identify situations that present potential conflicts of interest and to provide the SCLA with a procedure that will allow a transaction to be treated as valid and binding even if a director, officer or member of an SCLA Board, committee or task force has or may have a conflict of interest with respect to the transaction. All capitalized terms are defined in Part 2 of this policy.

1. **Conflict of Interest Defined.** For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 - A. Outside Interests.
 - i. A Contract or Transaction between SCLA and a Responsible Person or Family Member.
 - ii. A Contract or Transaction between SCLA and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
 - B. Outside Activities.
 - i. A Responsible Person competing with SCLA in the rendering of services or in any other Contract or Transaction with a third party.
 - ii. A Responsible Person's having a Material Financial Interest in, or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with SCLA in the provision of services or in any other Contract or Transaction with a third party.

2. **Definitions.**

- A. A "*Conflict of Interest*" is any circumstance described in Part 1 of this Policy.
- B. A "*Responsible Person*" is any person serving as SCLA Executive Director, officer or member of an SCLA Board committee or task force.
- C. A "*Family Member*" is a spouse; parent; child or spouse of a child; sibling or spouse of a sibling of a Responsible Person.
- D. A "*Material Financial Interest*" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- E. A "*Contract or Transaction*" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship with the SCLA. The making of a gift to SCLA is not a Contract or Transaction.

3. **Procedures.**

- A. Prior to board, committee or task force action on a Contract or Transaction involving a Conflict of Interest, a director, officer, committee or task force member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- B. A director, officer, committee or task force member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the President or chair of the meeting all facts material to the Conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's, committee's or task force discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting may be counted in determining the presence of a quorum for purposes of the vote, but may not be counted when the Executive Board, committee's or task force's takes action on the Transaction or Contract. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

In the event it is not clear whether a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President or the President's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.**

- A. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of SCLA.

5. Review of Policy.

- A. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
- B. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could lead to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to SCLA.
- C. This policy shall be reviewed annually by each member of the Executive Board, committees or task forces. Any changes to the policy shall be communicated immediately to all Responsible Persons.



CONFLICT OF INTEREST AND CONFIDENTIALITY ATTESTATION

The Executive Board of the South Carolina Library Association (SCLA) wishes to avoid possible conflict of interest involving its members, officers, or members of an SCLA Board, committee, or task force as defined by state and federal law, in accordance with the SCLA Conflict of Interest Policy currently in effect. In addition, the Board wishes for all members, officers, or members of an SCLA Board, committee, or task force to continually be cognizant of their fiduciary duties to SCLA arising out of their positions of confidence within the organization, in accordance with the Confidentiality Clause in the Conflict of Interest Policy in effect. Therefore, the Board requests that each director, officer, or member of an SCLA Board, committee, or task force attest to the following statements:

I, _____ state the following:

1. I have read and understand the SCLA Conflict of Interest Policy.
2. I attach a list of all my affiliations with any person (including any officer or employee of SCLA), firm organization, corporation, or other entity with which I have reason to believe SCLA does business (check one).

_____ I HAVE NO AFFILIATIONS WITH SUCH PERSONS OR ENTITIES.

_____ LIST ATTACHED.

3. I shall amend this list each year, and more frequently as my affiliations or SCLA duties change.
4. If I become aware that any member of my family (parents, brothers and sisters, children, spouse, and/or in-laws) is engaged or proposed to be engaged in business with SCLA, I shall disclose my relationship with the person (s) concerned and the nature of this business to the President.
5. I understand that I am not to participate in any decision or vote on an issue in which I may have conflicts of interest because of affiliations listed herein.

Signature

Date

SOUTH CAROLINA LIBRARY ASSOCIATION
ANNUAL CONFERENCE HANDBOOK (rev. 11/04)

AUTHORIZATION

The annual meeting of the association is mandated by Article VIII of the bylaws and Article VI of the constitution. The Executive Board determines the dates and place of the meeting.

CONFERENCE RESPONSIBILITIES

President

Consults with the 1st Vice-President/President Elect, who functions as the Conference Chair, on conference theme, hotel contract (in conjunction with Executive Secretary), financial matters, etc. Although the 1st Vice-President has the primary responsibility for planning and coordinating conference activities, the President may act in an advisory capacity as needed.

Appoints various conference committee members after consultation with the 1st Vice-President/President Elect.

Invites special guests to the conference. For example, ALA President, SELA President, and Presidents of the Georgia and North Carolina Library Association.

Determines the guest list for the President's Reception, which may include past presidents, association officers, local arrangements committee members, Section and Round Table officers. Gives list to the Executive Secretary so that invitations can be printed.

Presides over general session meetings at the conference, including the business meeting. At the discretion of the President, the 1st Vice-President may be asked to preside over a general session meeting if appropriate.

Consults with the 1st Vice-President about seating arrangements for head tables at general sessions and meal functions.

On a consulting basis, works with the Executive Secretary in securing a site for a conference 2-3 years out. The contract should include the amount of meeting and exhibit space, program schedule, number of sleeping room nights, deadline for SCLA rates on rooms, food counts, comp rooms, parking, etc. The Executive Board must approve recommendations about location, facilities, and dates. The contract shall be signed by the President and filed with the Executive Secretary.

1st Vice-President/President Elect

Functions as Chair of the Conference Committee.

Consults with President and other Association officers as necessary on conference activities.

Obtains a copy of the conference site contract from the Executive Secretary.

Establishes a planning calendar to distribute to all committee members.

Establishes sponsorship opportunities and gives this to the Sponsorship Committee.

Secures keynote speakers and submits Speaker Registration forms to the Executive Secretary and Local Arrangements Chair.

Makes arrangements for book signings by keynote speakers either directly with the speaker or through the Local Arrangements Chair with a bookstore located in the conference city.

Works with Section/Round Table/Committee officers in planning their programs for the conference.

Works closely with Local Arrangements Chair on all logistical arrangements with the hotel.

Keeps receipts for all expenses incurred and submits to the SCLA Treasurer.

Settles the final bill with the conference site in conjunction with the Executive Secretary.

Send thank you notes to everyone involved: keynote speakers, conference team members, Chairs of Sections/Round Tables/Committees who had programs.

Treasurer

Consults with President and 1st Vice-President on conference budget.

Works with Executive Secretary to pay conference expenses as budgeted.

Section/Round Table Officers

Works with 1st Vice-President to schedule programs and business meetings at the conference by submitting Program Proposal form to 1st Vice-President. Form includes meeting room setup and equipment needed.

Plan Section/Round Table meetings, determine program topics, selects and secures speakers, operating within Section/Round Table budget.

Makes all arrangements with speakers, including local transportation, hotel and meals.

Submits Speaker Registration form to SCLA Executive Secretary who submits it to the Local Arrangements Chair to check equipment needs.

Keeps all receipts for expenses incurred and submits to the SCLA Treasurer.

Executive Secretary

In conjunction with the President, selects site and dates for future annual conferences.

Negotiates any changes needed in the contract for the current conference when advised by the 1st Vice-President that changes are needed.

Works with the 1st Vice-President and Local Arrangements Chair to insure that conference materials are printed promptly and mailed by specific deadlines.

Works at Registration desk with Association Registration Chair and Association members at least one day during the conference.

Accepts all conference registrations and payments and makes a receipt. Registrations are cross-checked with actual membership in the Association. Handles any Association memberships both new or renewals before and during the conference and issues a receipt (either hand-written or computer generated) to the participant.

Works with Exhibits Chair in mailing out invitations to vendors and accepting registrations and payments. Receipts should be sent as payments are received. Fuller description can be found under Exhibits Committee.

Makes all nametags and tickets for meal events. Assembles nametags, meal tickets, ribbons, and invitations to President's Reception into conference packets to be ready the first day of the conference. Equipment should be at the Registration Desk to make nametags on site. At the conference, a list of those already registered as well as the current membership list should be available for referral. This list should be alphabetized by last name.

Writes checks, with signature of the Treasurer, for all conference expenses.

Types and distributes minutes from previous annual business meeting at the annual business meeting as well as other pertinent information such as the candidates for SCLA officers.

Local Arrangements

Membership: The Chair must be a SCLA member from the conference area. The Chair needs flexibility to do whatever comes up quickly and easily; however the following sub-committees *may* be activated.

- Hospitality
May include transportation, escorts, gifts for keynote speakers; making arrangements for floral arrangements for exhibit halls and general sessions, etc.
- Equipment
Includes securing speaker equipment ahead of the conference from other sources than the hotel; checking to make sure correct equipment is in the session rooms at the beginning of the session.
- Food
Checking to make sure the correct food is available for the meal functions.
- Meeting Room Signage
Checking to see that the correct sign with title of session is posted at the correct room.
- Others as needed.

Duties:

Works closely with the 1st Vice-President to oversee all conference arrangements.

Coordinates activities of the sub-committees.

Works with hotel staff under the contract signed by SCLA:

Makes hotel reservations for all keynote speakers and other guests as required.

Arranges for assigning any complimentary rooms to President, etc. as determined by the hotel contract.

Arranges transportation and meals for keynote speakers.

Coordinates all food events with the hotel after consultation with Sections, Round Tables, sponsoring group, or 1st Vice-President. Obtains meal counts and attendance guarantees from the responsible person for each event or from the Executive Secretary. Gives the estimated and final head counts to the hotel.

Works with the School of Library and Information Science in preparing the alumni event (usually a reception or tea.)

Arranges with the hotel for space and tables for conference registration area, local information, and book signings. Local arrangements will also work with 1st Vice-President and hotel in the appropriate set-up of meeting rooms and rental of any equipment needed for all sessions.

Meets and maintains contact with all necessary hotel staff during the conference. For example, registration, sales and catering, audiovisual, maintenance, and food and beverage.

Keeps all receipts for expenses incurred and submits to the SCLA Treasurer.

Registration Committee

Membership: the Chair appoints as many members as needed to work at the registration desk.

Duties: Works with Local Arrangements Chair to plan suitable registration space and signing at the conference.

Schedules appropriate hours for the registration desk and arranges for coverage of the desk by association members. Desk duty is not restricted to members from the local area, but may be assigned to anyone attending the conference. The Chair should work with the School of Library and Information Science to schedule students to work. The desk must be staffed during the entire conference, with morning hours scheduled prior to all meetings. The desk must remain open late enough, especially the first day, to allow latecomers the opportunity to register and pick up packets before meal events (Example: breakfast meetings.)

Keeps all receipts for expenses incurred and submits to the treasurer.

Exhibits Committee

Membership: The Exhibits Chair can appoint any other members if needed.

Duties: The chair should be familiar with the contents of the publications of the ALA Exhibits Round Table.

Working with the Executive Secretary, notifies past and prospective vendors of the conference date and location, giving them information on exhibitor fees, time of set-up, exhibit hall hours and hotel information.

Obtains a floor plan of the exhibit space and works out the table arrangements. Submits the diagram to the hotel by the hotel deadline and arranges for signage and pipe and drape. Chair checks that the hall has been set up correctly, usually on the day/evening before conference.

Has available exhibitor conference packets in the hall during exhibitor set-up, remains in the hall to answer questions and deal with problems during the hours allowed for set-up.

Arranges for a night security guard for the exhibit hall if necessary.

Keeps all receipts for expenses incurred and submits them to the Treasurer.

Poster Sessions

Membership: The Chair may enlist others as needed to work on this committee.

Duties:

Annually reviews the guidelines and application form for poster sessions, and in conjunction with the 1st Vice-President and President, makes any changes needed.

Advertises the Poster Session through various media outlets.

Approves or rejects proposals made and notifies the proposer of the decision.

Works with Local Arrangements Chair in making arrangements for tables, chairs, electrical outlets, and coffee/refreshments.

Marketing Committee

The SCLA Marketing Committee takes care of these duties. There should be someone on the committee who lives and/or works in the conference city.

Duties:

Notifies national publications of conference dates and place.

Works closely with the 1st Vice-President and Local Arrangements Chair to obtain publicity for the conference both before and during the event. Activities include contacting local and state media to cover sessions with notable speakers, preparing press releases, and arranging for photographs to be taken during the conference.

In conjunction with the Executive Secretary, prepares post-conference release on new officers elected by the association membership.

GENERAL POLICIES

[Library School Student Help](#)

Students contribute a valuable service in volunteering to help at the annual conference. The Registration desk is the usual place for students to work but they may also be helping the Local Arrangements Chair in some capacity. If a student works at the registration desk for a minimum of two hours, the one-day registration fee will be waived, but the student must pay for any meal functions.

Exhibitors

Non-Profit Status

Most vendors pay the set registration fee; however, some vendors come from the non-profit sector. In this case, the registration fee will be reduced by 20%. Non-profits mean a 501c status and include state libraries, Libraries for the Blind and Physically Handicapped, library schools, and other government organizations.

Exhibitor Refunds

Requests for refunds prior to six weeks before the conference will be honored in full. After this date, refunds will be made only if the space can be resold and they will be refunded only 75%.

Conference Registration Refund

Conference registration fees can be refunded, minus any meal tickets paid for and membership fees. The conference registration form should reflect a deadline for refunds, such as a week before the first date of the conference. (This would also be the pre-conference deadline.) After this date, substitutions of people can be made. Of course, this should also be examined on a case-by-case basis, and in case of extreme circumstances, full registration fees (minus meal and membership funds) can be refunded after this date.

Checklist

Site contract obtained from Executive Secretary

Develop a theme

Calendar of dates established

Develop conference budget.

Dates and conference site on website along with conference team members

Go to conference site and confirm plans with convention services staff

Sections/Round Tables/Committees advised of deadlines

Sponsoring groups have Program Proposal form, Speaker's Registration form, and conference site equipment prices

Keynote speakers confirmed in writing

Program schedule developed and sent to conference site

Registration form developed

Set time for conference packet “stuffing party” the day before the conference – include all conference team members

Time set to meet with the hotel staff the day before the conference and conference team members advised

Checks signed for keynote speakers and available at the conference

After the Conference

Send thank you notes to keynote speakers

Send thank you notes to all conference team members

Send thank you notes to all Chairs of Sections/Round Tables/Committees who had programs at the conference

Settle the bill with the hotel in conjunction with the Executive Secretary

General Planning Calendar

This calendar is designed as a guideline. Circumstance may change from year to year, making it necessary to adjust this calendar accordingly.

DECEMBER

At the new officers meetings, discuss ideas on goal, theme, keynote speakers.

9 MONTHS

- Have conference planning team in place:
- Local Arrangements Exhibits
- Registration Poster Sessions
- Marketing – work with President to ensure someone from the conference city is on SCLA Marketing committee.
- Begin contacting keynote speakers.
- Put conference information, including the planning team, on the website.
- Give list of sponsorship opportunities to the Sponsorship Committee.

8 MONTHS

- Distribute planning calendar to your committee members.
- Program Chair, Local Arrangements Chair and possibly the President meet with the hotel conference manager to go over the details such as program session times and lengths, equipment costs, their deadlines, menus, etc.
- At Section/Round Table retreat, talk about the conference and their role. Brainstorm ideas and tell them their responsibilities and deadlines.
- Distribute Exhibitor information through mail and on the website.

7 MONTHS

- Develop a budget for the conference and share with the Financial Planning committee at the retreat.

6 MONTHS

- Start developing a program schedule from the program proposal forms.
- Finalize details with the keynote speakers – topic, title, date, time, honorarium.

5 MONTHS

- Section and Round Table Program Proposals due – final deadline.
- Set menus for meal functions (to establish ticket prices)

4 MONTHS

- Speaker Registration forms due to Executive Secretary and Local Arrangements Chair (including for keynotes and special guests)
- Draft of program to Executive Secretary to type Call to Conference
- Make travel/hotel arrangements for keynote speakers.
- Send program schedule to site conference manager.
- Secure mailing list for Call to Conference: current members, members from previous year, retirees, President of SELA, GLA, NCLA, SCASL.
- Invite conference city mayor to do a Welcome.

3 MONTHS

- Call to conference and registration forms mailed by end of July.
- Press release to national publications.
- Meet with all conference team members if needed.

2 MONTHS

- Follow up with Exhibitors
- Prepare AV list
- Review exhibit space and design floor plan
- Design Registration Desk schedule and recruit workers
- Begin gathering local information
- If having the ALA Store, design work shift schedule and recruit workers

1 MONTH

- Determine head table and podium arrangements
- Confirm with hotel about signage – registration, program signs, directional signs, etc. Who will make these signs?
- If possible, have all the conference planning team meet at the site to get questions answered and see the actual space.
- Finalize AV equipment needs with hotel and other libraries
- Reconfirm arrangements with keynote speakers.
- Send conference program to printer
- Determine security arrangements

4 WEEKS

- Determine floral arrangements and make arrangement with florist or hotel.
- Assemble local information
- Print addendums to the program
- Finalize plans for signs

2-3 DAYS

- Final meal counts to hotel (whatever their deadline is)
- Checks written for keynote and Section/Round Table speakers

1 DAY

- All conference planners and possibly the President meet with site staff to go over final details.
- Exhibit area set up
- Conference packet “stuffing party”

Revision History

2016 Changes

Updated dues section to reflect most recent bylaws changes passed in 2014 regarding fees
Addition of Emerging Leader role on Executive Board
Updated reimbursement policy to reflect most recent bylaws changes passed in 2014
Updated New Members Round Table membership guidelines
Revised Committees section to reflect merge of Editorial and Publicity Committees as the Marketing Committee
Parliamentary procedure changed throughout to reflect move from Sturgis to Robert's Rules of Order

2012 Changes

Revise history section with newest conference locations and Presidents.
Updated dues section to reflect most recent bylaws changes passed in 2011 regarding paraprofessionals and joint ALA memberships.
Revise section of bylaws regarding calendar year changes passed in 2011.
Deletion of Health Sciences Roundtable and their bylaws per their dissolution.
Updated duties of Executive Secretary to delete ASCII format, addition of PDF/DOC formats for SCLA Handbook
Change all instances of Bibliographic Instruction Interest Group to the Information Literacy Round Table.
Change all instances of Library Administration Section to Library Management Section
Addition of Gay, Lesbian, Bisexual, and Transgendered Round Table.
Addition of Digitization of Cultural Heritage Materials Round Table
Addition of Document Retention, Conflict of Interest, and Whistleblower Policies.
Addition of Conference Planning Handbook

2003 Changes

PROPOSED CHANGES TO THE CONSTITUTION, BYLAWS AND HANDBOOK HANDBOOK, SECTION I. INTRODUCTION

Scope: Change paragraph to read "The South Carolina Library Association Handbook (SCLAHB), fifth edition, 2003 includes the Constitution and the Bylaws, which are approved by the general membership.

It

also includes administrative procedures and guidelines approved by the Executive Board, and the bylaws of

Sections and Round Tables approved by the membership of those Sections and Round Tables."

Organization: retitle Section IV. as "Administrative Guidelines and Procedures" and V. as "Officers, Executive Secretary, Committees, Sections, and Round Tables"

Revision and Coordination:

Revise second sentence to read "All updated materials are made available after the Annual Conference by the Executive Secretary to all current members."

Revise #4 to read "Items approved by the Executive Board that affect the Association Constitution and Bylaws are submitted to the membership for approval at the Annual Conference."

Create new #5 to read "Items approved by the Executive Board that affect other sections of the SCLAHB

are submitted to the membership at the Annual Conference for information and inclusion in the SCLAHB.”

Definitions: Delete entire section.

CONSTITUTION (HANDBOOK, SECTION III)

Article V Executive Board: add first under "Ex-officio members without vote: " the Executive Secretary".

BYLAWS (HANDBOOK, SECTION III)

Change duty G. from "To employ salaried persons" to "To employ salaried persons and determine their duties." in Bylaws Article IV. Executive Board, Section 2. Powers and Duties.55

Add a new duty "I." that reads "Establishes administrative guidelines and procedures for conducting day-to-day operations of the Association." in Bylaws Article IV. Executive Board, Section 2. Powers and Duties.

Add a new duty "J." that reads "Reviews procedures of all committees as needed." in Bylaws Article IV. Executive Board, Section 2. Powers and Duties; this would echo the Executive Board duty listed in Article

V. Committees, Section 1.

Add the Scholarship for Diversity Committee to Bylaws Article V. Committees, Section 2. Standing Committees as "m."

Change Bylaws Article V. Committees, Section 3. Special Committees, b. to read “Special committees shall include the Nominating Committee, the Conference Program Committee, and other committees deemed advisable by the Executive Board.”

Change current wording in Article VI. Sections, Section 4 and Article VII. Round Tables, Section 3 to "... provided they do not conflict with the Constitution and Bylaws of the South Carolina Library Association."

Change the title of Article VIII. Meetings and Quorum, Section 5 from “Votes by Mail” to “Votes by Mail

and Electronic Mail” and add the following three sentences to the end of Section: “The Board may vote using e-mail when time is an issue. That vote should be ratified at the next regular Board meeting. Such email votes shall be conducted under the same requirements as votes at meetings.”

HANDBOOK SECTION V.

Add Scholarship and Diversity Committee; spell out RAAC [Round Table for African-American Concerns]

in first paragraph; delete “Proposed” in B.; capitalize University in third sentence of B.1.

HANDBOOK MISC.

Change title to note that this version is the Fifth Edition, 2003.

Move Section and Round Table bylaws to Section V. under appropriate Section or Round Table. (Model bylaws stay in Section IV.)56

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