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NCLA Handbook

The Association

Who we are and what we do

An affiliate of the American Library Association and the Southeastern Library Association, the **North Carolina Library Association** is the only statewide organization concerned with the total library community in North Carolina.

Our purpose is to promote libraries, library and information services, librarianship, intellectual freedom and literacy.

Our Goals

- to provide a forum for discussion of library-related issues
- to promote research and publication related to library and information science, and provide opportunities for professional growth
- to support formal and informal networks of libraries and librarians
- to identify and help resolve special concerns of minorities and women in the profession

Strategies

- provides continuing education for all library personnel through workshops, programs, and conferences
- informs members of legislation which affects libraries and library personnel, with opportunities for involvement at federal and state levels
- publishes North Carolina Libraries, an award-winning journal devoted to discussion of library issues
- awards scholarships to library school students
- recognizes outstanding contributors to librarianship
- functions through active committees
- sponsors Leadership Institute

Background

The North Carolina Library Association was organized May 14, 1904 by a group of seven librarians who met in Greensboro and elected Annie Smith Ross as President. By November 1904, when the first Annual Meeting was held in Charlotte, there were 49 members. The North Carolina Library Association was incorporated on August 4, 1948. It is represented according to statute by two positions on the State Library Commission, which was established in 1909 through the efforts of the early leaders of the Association. NCLA maintains chapter status in the American Library Association and the Southeastern Library Association, and its elected representatives serve on the governing bodies of those associations.

NCLA is organized into various sections , which provide opportunity for discussion and continued education at biennial conferences and on other occasions as appropriate to the needs of members. Chairs of the sections serve on the Executive Board with the officers of the Association. There are eleven standing committees and a variety of ad hoc or special committees which are appointed by and report to the President.

The official publication of NCLA is North Carolina Libraries, which has been published

continuously since 1942. The editor of NCL is a member of the Executive board.

Contact the NCLA Office

Mailing Address: 265 Eastchester Dr., Suite 133, #364, High Point, NC 27262

E-MAIL: nclaonline@gmail.com

Frequently Asked Questions

Who makes up the Executive Board?

The President, Vice President/President-elect, Secretary, Treasurer, Treasurer-elect, and two Director-at-Large, elected each biennium by the membership of the association.

The immediate past-President of the Association.

The chairs of sections and rounds table each biennium by the members of their sections .

The editor of North Carolina Libraries, appointed by the President with the concurrence of the Executive Board.

The North Carolina member of the American Library Association Council, elected every four years along with association officers.

The Southeastern Library Association representative, elected every four years.

An additional member of each section whose membership exceeds 350 members on March 31 prior to the Biennial Conference.

An additional member of each section for every 200 members above the initial 350.

Who are the non-voting members of the Executive Board?

Non-voting members of the Executive Board may include the administrative assistant and parliamentarian if one is appointed by the President. Committee chairs report at Executive Board meetings, but do not vote with board.

What's a section?

A section represents a type of library, field of librarianship, or field of activity clearly distinct from that of other sections. Sections may be organized by application, signed by 100 voting members of the Association, and approved by the Executive Board. Sections have their own budgets. They receive \$5 from each NCLA member who joins the section, and may charge fees for events and programs. Sections often have their own committees for programming and other activities.

What are NCLA Committees?

NCLA Committees include standing committees, ad hoc committees and commissions. They

report to the Executive Board and carry out various staff functions for the organization. Standing committees perform the continuing functions of the organization. Ad hoc committees and commissions are created by the president for specific purposes and are dissolved after those purposes are fulfilled.

Scholarships

Every two years, NCLA awards several scholarships at the biannual conference. Scholarships are awarded to students accepted to or already attending library school, as well as practicing librarians wishing to further their studies. Applicants must be North Carolina residents for a minimum of two years and already been accepted to library school. Academic excellence, potential for leadership, commitment to service and to librarianship in North Carolina, financial need, and at least two letters of recommendation will all be considered.

Awards

Awards made by the North Carolina Library Association and its sections to those who have served the library profession well or who have demonstrated the potential to do so. Complete information including criteria and application forms may be obtained from the appropriate section or committee.

Association Awards

NCLA/SIRS Intellectual Freedom Award

A biennial award recognizing the contribution of an individual or a group who has actively promoted intellectual freedom in North Carolina. This award is donated by Social Issues Resources Series, Inc., to a recipient selected by the Intellectual Freedom Committee of NCLA. The award consists of \$500 to the award recipient, \$500 for materials to the library of the recipient's choice, and a plaque to the recipient.

The North Carolina Library Association Distinguished Library Service Award

Presented every two years, or when deemed appropriate, to a member of the Association who has made significant contributions to the profession. Criteria include distinguished service to North Carolina, significant service or other professional contributions provided during either a short or long span of time, and service resulting in a regional or national impact on librarianship in general. Nominees may include librarians, paraprofessionals and other professionals in the profession and can be awarded posthumously. This award is administered by the Membership Committee.

Ray Moore Award

Presented to the author of the best article about public librarianship published in North Carolina Libraries during the preceding biennium. The winner of the award is chosen by the Editorial Board of North Carolina Libraries.

Literacy Award

New Members Round Table

Young Librarian Award

A biennial award consisting of \$25 and a plaque presented to a young librarian who is making outstanding contributions to the library profession. Applicants must be members of NCLA, and potential members of NMRT with at least three but no more than ten years of professional library experience including at least one year of professional library experience in North Carolina.

North Carolina Association of School Librarians

Administrator of the Year Award

An annual award honoring a school administrator for developing an exemplary school library media program and for having made an outstanding and sustained contribution to advancing the role of the school library media center as an agency for the improvement.

Carolyn Palmer Media Coordinator of the Year Award

An annual award honoring a North Carolina school media coordinator who demonstrates professionalism, dedication, and leadership in the school library/media center setting.

Mary Peacock Douglas Award

Presented at each NCASL Biennial Work Conference to recognize a person who has given outstanding and sustained effort in promoting school library development in North Carolina.

Public Library Section

North Carolina Public Library Development Award

A biennial award consisting of \$500 and a plaque presented to an individual who has made a significant and innovative contribution to the development of public librarianship in North Carolina. Nominees must be members of NCLA currently employed in a North Carolina public library. Projects must have been developed and implemented during the current biennium.

William H. Roberts Public Library Distinguished Service Award

A biennial award consisting of \$500 and a plaque to recognize an individual excellence in public librarianship in North Carolina. Nominees may be a library leader or an unsung hero/heroine in public libraries.

Resources and Technical Services Section

Doralyn Joanne Hickey “Best Article” Award

A biennial award of \$200 presented to the author of the best article on technical services published in North Carolina Libraries during the biennium.

Resources and Technical Services Section Significant Contribution Award

A biennial award of \$200 given to a librarian who has made significant contribution to his or her institution or to the profession. At least part of the applicant’s current work must involve an aspect of technical services, the applicant must work in North Carolina and must be nominated by a current members of NCLA.

Resources and Technical Services Section Student Award

Any student actively enrolled in library education or pursuing a career in the library field is eligible for this \$200 award. The student must be intending to pursue a career in technical services and a demonstrable potential for contribution in the field.

Round Table for Ethnic Minority Concerns

Roadbuilder Award

A biennial award established by the Round Table for Ethnic Minority Concerns to recognize an ethnic minority librarian, living or deceased, who has worked in North Carolina at least five years, has made a significant contribution to the field of librarianship/information services, has established a record of accomplishment, service, and dedication, and serves as a role model for practicing and minority librarians and as an incentive for prospective minority librarians.

Women in Libraries

Marilyn L. Miller Award for Professional Commitment

A biennial award in the amount of \$200 and plaque given in recognition of a professional librarian in North Carolina who has provided outstanding leadership and service in furthering the status of women in librarianship, the mission of the library community, and/or the support of women colleagues in the workplace.

Publications

Children’s Services Section

Title: Chapbook

Frequency: Irregular

North Carolina Library Association

Title: North Carolina Libraries

Frequency: Quarterly

Government Resources Section

Title: The Docket

Frequency: Semiannual

North Carolina Library Paraprofessional Association

Title: Visions

Frequency: Quarterly

Library Administration and Management Section

Title: On the LAMS

Frequency: Irregular

Public Library Section, Young Adult Committee

Title: Grassroots

Frequency: Irregular

Publications Committee

Title: News from NCLA

Frequency: Quarterly

Literacy Committee

Title: NCLA Literacy Newsletter

Frequency: Irregular

Resources and Technical Services Section

Title: RTSS Update

Frequency: Annual

New Members Round Table

Title: NMRT Bulletin

Frequency: Quarterly

Round Table for Ethnic Minority Concerns

Title: REMCo Newsletter

Frequency: Semiannual

North Carolina Association of School Librarians

Title: NCSAL Bulletin

Frequency: Quarterly

Round Table on the Status of Women in Librarianship

Title: Ms Management

Constitution and Bylaws

NCLA Constitution

Article I – Name

This organization shall be called the North Carolina Library Association.

Article II - Mission

The mission of the North Carolina Library Association shall be to promote libraries, library and information services, and librarianship; and to champion intellectual freedom and literacy programs.

Article III - Goals

The Association shall pursue the following goals:

Section 1. To provide a forum for discussing library- related issues;

Section 2. To promote research and publication related to library and information science;

Section 3. To provide opportunities for the professional growth of library personnel;

Section 4. To support both formal and informal networks of libraries and librarians;

Section 5. To identify and help resolve special concerns of minorities and women in the profession.

Article IV - Membership

Membership in the North Carolina Library Association shall consist of five classes: individual membership, institutional membership, contributing membership, honorary membership, and life membership. Only individual and life members shall have voting privileges.

Section 1 - Individual. Any person who is or has been officially connected with any library in a professional, paraprofessional, or clerical capacity, or any member of a library's governing or advisory body, or any student in a school of library and information science may, upon payment of dues, be entitled to individual membership as stated by the Bylaws and will have the right to vote.

Section 2 - Institutional. Any institution may become an institutional member upon payment of dues.

Section 3 - Contributing. Any individual, firm or organization may, upon payment of dues, be entitled to contributing membership as stated in the Bylaws.

Section 4 - Honorary. The Membership Committee may recommend to the Executive Board for honorary, non-voting membership non-librarians who have made unusual contributions to library services. Such nominees may be elected by the Executive Board.

Section 5 - Life. The Membership Committee may recommend to the Executive Board for life membership, with voting privileges, persons who are no longer actively engaged in library work. Such nominees may be elected by the Executive Board.

Article V - Officers

The officers of the Association shall be a President; a Vice -President, who shall be the President--Elect; a Secretary; a Treasurer; a Treasurer-Elect; and four Regional Directors.

Article VI – Executive Board

Section 1. The officers of the Association, the past President, the representative of the Association to the American Library Association Council, the North Carolina member of the

Executive Board of the Southeastern Library Association, the editor of North Carolina Libraries the chair of each section, and others as stipulated in the Association's bylaws shall constitute the Executive Board. A parliamentarian may be appointed by the President as a non-voting member. The Executive Assistant shall serve as a non-voting ex officio member.

Section 2. Members of the Executive Board shall serve until their successors take office.

Section 3. The President of the Association shall be the chair of the Executive Board.

Section 4. The Executive Board shall have the following powers and duties:

- To consider and develop plans for the general work of the Association;
- To appoint in case of a vacancy in any office a member from the
- Association to fill the unexpired term until the next regular election;
- To transact the business of the Association within the limits of a budget system.

Section 5. Business of the Association may also be transacted by the Executive Board through correspondence, provided that the proposed action be submitted in writing by the President to the members of the Executive Board, and that it be approved by a quorum of the Board.

Section 6. The Executive Board shall act for the Association in intervals between meetings, make arrangements for the biennial meeting, and authorize the organization of sections by specialized interests within the Association.

Section 7. The Executive Board shall have the authority to appoint an Executive Assistant and to determine the responsibilities and remuneration of the position.

Section 8. The Executive Board shall direct and provide for the publications of the Association and may have power to contract for such publications as may seem desirable for furthering the interests of the Association.

Section 9. The Executive Board shall nominate an individual who has been selected by the Public Library Section to be named by the Governor to serve, with the chair of the Public Library Section and the chair of the North Carolina Public Library Trustees Association, as a member of the Public Librarian Certification Commission as required by the General Statutes of North Carolina (G.S.143B-68).

Section 10. A majority of the voting members of the Executive Board shall constitute a quorum.

Article VII. Executive Committee

Section 1. The elected officers of the Association (President, Vice-President/President-Elect, Secretary, Treasurer, Treasurer Elect, and the two Directors) shall constitute the Executive Committee.

Section 2. The President of the Association shall be the chair of the Executive Committee.

Section 3. The Executive Committee shall have the following powers and duties:

- a. To meet upon call of the President to act on matters of business which in the judgment of the

President cannot be held until the next scheduled meeting of the Executive Board.

b. To record its decisions and actions and transmit them to the Executive Board for its review and affirmation within 14 days or at the next meeting of the Executive Board, whichever comes first.

Article VIII - Finances

Section 1. The Executive Board shall approve all encumbrances (any claims on property) and expenditures of Association funds, but may delegate to the President authority to approve encumbrances and expenditures.

Section 2. The Executive Board shall administer the business affairs of the Association, and it shall have power in the intervals between meetings of the Association to act on all matters on which a majority of the members reach agreement.

Section 3. The finances of the Association shall be handled under a budget system.

Section 4. Funds shall be available to the President or the President's representative toward attending meetings to represent the Association. These funds must be included in the budget and approved by the Executive Board.

Section 5. Funds shall be available to the Executive Board to administer the affairs of the Association.

Section 6. No officer, committee, or member of the Association shall receive any funds or incur any expense for the Association not provided for in the Constitution unless authorized in writing by the President; nor shall the Treasurer or other authorized person make any payment except for expenditures which have been so approved.

Section 7. There shall be annual audit of all accounts.

Article IX - Affiliations

Section 1. The North Carolina Library Association shall hold chapter membership in the American Library Association and shall elect a representative to the ALA Council as provided in the ALA Constitution and Bylaws

Section 2. The North Carolina Library Association shall be a member of the Southeastern Library Association and shall elect its representative to the SELA Executive Board as provided in the Constitution of the Southeastern Library Association.

Section 3. The Executive Board of the North Carolina Library Association shall be empowered to enter into other affiliations as deemed beneficial to the Association.

Article X – Sections

Section 1. Sections of the Association may be organized by application, signed by 100 voting members of the Association, and approved by the Executive Board.

Section 2. Each section shall represent a type of library or field of activity clearly distinct from that of other sections.

Section 3. The officers of the sections shall be elected by the membership of the section. They shall be responsible for the program meetings and any other business of the section.

Section 4. The President of the Association may appoint officers if the section fails to elect officers.

Section 5. With the permission of the Executive Board, sections may charge fees for their purposes. Funds received will be earmarked and used at the discretion of the officers of the section.

Section 6. The Executive Board may discontinue a section when in its opinion the usefulness of that section has ceased, except that in the case of a section that is still active the affirmative vote of a majority of members is required prior to the Executive Board's action.

Article XI - Committees

The President, with the advice of the Executive Board, shall appoint committee chairs and suggest other members except as otherwise provided. The President shall be an ex officio member of each committee with the exception of the Committee on Nominations.

Section 1. Standing Committees. The Executive Board may establish standing committees to perform the continuing functions of the Association. Standing committees shall report to the Executive Board.

Section 2. Special Committees. Special committees for specific purposes may be appointed at any time by the President.

a. The Committee on Nominations, to be appointed by the Past President each biennium, shall be considered a special committee. The chair is the Past-President.

Special committees shall function until their purposes have been fulfilled.

Article XII - Meetings

Section 1. There shall be a biennial meeting of the Association at such place and time as shall have been decided upon by the Executive Board.

Section 2. Special meetings of the Association may be called by the President, by a quorum of the Executive Board, or on request of 50 members of the Association.

Section 3. At least 30 days' notice shall be given for special meetings, and only business mentioned in the call shall be transacted.

Section 4. Meetings of the Executive Board shall be held upon the call of the President, or at the request of a quorum of the members of the Executive Board.

Section 5. There shall be a minimum of four meetings of the Executive Board during the

biennium.

Section 6. One hundred voting members, representing at least 10 institutions, shall constitute a quorum of the North Carolina Library Association.

Article XIII – Non Profit Status

The North Carolina Library Association is not operated for profit. No profit shall inure to the benefit of any individual connected with the organization except in consideration for services rendered.

In the event of the dissolution of the organization, its assets would be conveyed to one or more types of organizations and institutions as set forth in NC G.S. 105-164.14. The Executive Board will vote as to which organization (s) will receive the assets. The vote must be a 2/3 affirmative vote. Entities eligible will be one or more non-profit educational, professional, or library entities.

ARTICLE XIV. AMENDMENTS

Amendments to the Constitution may be voted on only when a quorum of the Association is present, and shall require a two--thirds vote of the members present. Notice of the proposed changes in the Constitution shall be mailed to the membership at least 30 days prior to the meeting at which a vote is to be taken on the proposed changes.

NCLA Bylaws

Article I - Elections

Section 1. The President will instruct the Past-President to serve as Chair of the Committee on Nominations, which shall include representatives of the various types of libraries in the North Carolina Library Association, insofar as is practical.

Section 2. Officers. The Committee on Nominations shall present, by the first executive board meeting of the year of the election, the names of two candidates for: Vice- President, Secretary, Treasurer Elect, as well as two candidates for each of the two regional directors whose terms have ended. In case the previously elected Vice- President or Treasurer Elect is unable to assume their new office, the Committee on Nominations shall present the names of two candidates for the office of President or Treasurer.

Section 3. American Library Association Council Member. The NCLA representative to the ALA Council shall be elected for a four- year term as provided in the ALA Constitution and Bylaws. The Committee on Nominations shall present for this office the names of two candidates who are members of ALA and shall send to the American Library Association the name of the duly elected representative.

Section 4. Southeastern Library Association Executive Board Member. The NCLA member of the Southeastern Library Association Executive Board shall be elected for a four -year term as provided in the Constitution of the Southeastern Library Association. The Committee on Nominations shall present for this office the names of two candidates who are members of SELA and shall send to the Southeastern Library Association the name of the duly elected representative.

Section 5. The list of nominees shall be published in North Carolina Libraries on the NCLA website, the ncla-members listserv, and official organization social media outlets immediately after the first executive board meeting of the year of the election.

Section 6. Any member wishing to be placed on the ballot approved by the executive board for any office shall obtain a minimum of 50 signatures of NCLA members and submit them to the chair of the Committee on Nominations by March 1 of the year of election. The Treasurer will verify the 50 signatures and notify the member that his or her name will be placed on the ballot.

Section 7. Consent of nominees shall be obtained.

Section 8. A ballot containing spaces for write-in candidates shall be mailed to voting members of the Association as soon as possible after March 1 prior to the biennial meeting.

Section 9. Ballots shall be marked and submitted by April 15.

Section 10. Candidates receiving the majority of votes shall be declared elected and shall take office at the close of the biennial meeting.

Section 11. In case of a tie vote the successful candidate shall be determined by lot.

Section 12. Election results shall be announced in North Carolina Libraries on the NCLA website, the ncla-members listserv, and official organization social media outlets.

Section 13. The term of office of all officers except the Treasurer shall commence at the adjournment of the biennial meeting following their election, or if the biennial meeting cannot be held, upon their election. The term of office of the Treasurer shall commence on January 1 following the biennial conference.

Article II – Duties of Officers

Section 1. President. The President shall preside at all meetings of the Association, the Executive Board, and of the Executive Committee. The President shall, with the advice of the Executive Board, appoint the editor of North Carolina Libraries and all committee chairs and suggest other committee members. Committees shall be appointed for special purposes and shall serve until the purposes are achieved. The President may execute mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by the Constitution, Bylaws, or by statute, to some other officer or agent of the Association. In general the President shall perform all duties as may be prescribed by the Executive Board. The President is an ex officio member of all committees except the Committee on Nominations.

Section 2. Vice- President/President- Elect. The Vice- President serves as President Elect and presides in the absence of the President. If it becomes necessary for the Vice- President to complete the unexpired term of the President, the Vice- President shall also serve his or her own term as President. In the event of the Vice President becoming President during the unexpired term of the elected President, the Executive Board shall appoint a Vice- President to serve until the next regular election is held.

Section 3. Secretary. The Secretary shall keep a record of the meetings of the Executive Board, the Executive Committee, the biennial meetings, and any special meetings of the Association. The Secretary shall be responsible for receipt and deposit in the Association

archives all correspondence, records, and archives not needed for current use. In case of a vacancy, the Executive Board shall appoint a Secretary to serve until the next regular election is held.

Section 4. Treasurer. The Treasurer shall assist in the preparation of the budget and keep whatever records of the Association the President and the Executive Board deem necessary. The Treasurer will disburse all funds of the Association under the instructions of the Executive Board and keep regular accounts, which at all times shall be open to the inspection of all members of the Executive Board. The Treasurer shall execute a bond in such sum as shall be set by the Executive Board, the cost to be paid by the Association, and shall contract annually for an audit of all accounts. The Treasurer shall serve as a member of the Finance Committee and shall perform such other duties and functions as may be prescribed by the Executive Board. The term of office shall be two years.

Section 5. Treasurer Elect. The Treasurer Elect shall work together with the Treasurer during the biennium to ensure an orderly transition. The Treasurer Elect shall serve as a member of the Executive Board and shall serve as a voting member of the Finance Committee. If it becomes necessary for the Treasurer Elect to complete the unexpired term of the Treasurer, the Treasurer Elect shall also serve his or her own term as Treasurer.

Section 6. Regional directors. Regional directors serve as liaisons between the Executive Board and their region of the state. They must be a resident within their region when elected. They serve as members of the Membership committee and one Director will chair the Membership Committee. The Directors assume such other duties as are assigned by the President. In case of a vacancy, the Executive Board shall appoint a Director to serve until the next regular election is held.

Regions are defined as follows:

Eastern: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Duplin, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Tyrrell, Washington, Wayne, Wilson.

Central / Triangle: Alamance, Bladen, Brunswick, Caswell, Chatham, Columbus, Cumberland, Durham, Franklin, Granville, Harnett, Hoke, Johnston, Lee, Nash, Orange, Person, Robeson, Sampson, Scotland, Vance, Wake, Warren.

Piedmont: Alexander, Anson, Cabarrus, Davidson, Davie, Forsyth, Guilford, Iredell, Mecklenburg, Montgomery, Moore, Randolph, Richmond, Rockingham, Rowan, Stanly, Stokes, Surry, Union, Yadkin.

Western: Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Lincoln, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Watauga, Wilkes, Yancey.

Article III - Membership

Section 1. Dues shall be collected on an annual basis according to a schedule recommended by the Executive Board. Categories of membership shall include individual, institutional, contributing, honorary, and life. Honorary and life members are not assessed dues.

Section 2. Each member is entitled to the choice of one section at no additional cost.

Section 3. Association members may be members of more than one section by paying additional dues for each additional section.

Section 4. Memberships dues are renewable one year after the initial date of membership.

Section 5. No changes in the dues structure or policies regarding membership shall be made without approval of the membership by mail vote. A majority of the votes cast shall be required to make any such changes

Section 6. Publications all members of the North Carolina Library Association shall receive official periodical publication of the Association and any other publications that may be so designated. Subscriptions to North Carolina Libraries and single issues are available to non-members at a rate recommended by the Editorial Board and approved by the Executive Board.

Article IV – Sections

Section 1. Sections must secure the approval of the Executive Board before making any declaration of policy which involves the Association as a whole, before soliciting or receiving funds, or before incurring any expense on behalf of the Association.

Section 2. The secretaries of the sections shall submit copies of their important papers and reports to the to the Association archives located in the North Carolina State Library.

Section 3. Sections shall adopt bylaws which meet the approval of the Executive Board of the Association.

Section 4. The chairs of the sections shall submit all bills to the Treasurer for payment from their allocated funds. Bills in excess of allocated funds must have the prior approval of the Executive Board.

Section 5. Sections whose paid membership on March 31 prior to the biennial conference exceeds 350 members shall name one additional representative to serve as a voting member of the NCLA Executive Board. For every 200 members above the initial 350, the section shall name one additional representative to serve as a voting member of the NCLA Executive Board.

Article V – Amendments

Section 1. Amendments to the Bylaws may be voted on when a quorum is present and shall receive a majority vote of the members present or by mail ballot approved by a majority of the members voting.

Section 2. Notice of the proposed change in the Bylaws shall be mailed to the membership at least 30 days prior to final consideration of the proposed change.

Article VI – Parliamentary Authority

Robert’s Rule of Order, latest edition, shall be the governing authority in any matter not specifically covered by the Constitution and Bylaws of the Association

Section Bylaws

The Section Bylaws can be found on the NCLA website.

Executive Board Handbook

Standing Rules of the NCLA Executive Board

[Note: The following standing rules represent procedures and operations currently in effect for meetings of the NCLA Executive Board. They have been adopted by majority vote and shall remain in effect until rescinded or amended by vote of the Board. If it deems it advisable, the Board may also vote to suspend a standing rule for a specified period or for the duration of a particular meeting.]

Meetings

1. Meetings of the North Carolina Library Association Executive Board shall be held quarterly at a time and place determined by the President.
2. The final meeting of each biennium shall be held prior to the opening of the biennial conference and shall include incoming members of the Executive Board.

Non-Voting Attendees

1. Chairs of NCLA committees shall be invited to attend meetings of the Executive Board and to report on the work of their committees.
2. Meetings of the NCLA Executive Board shall be open to any member of NCLA who wishes to attend. Other guests representing state government and other organizations may be invited to each meeting at the discretion of the President.

Agenda

Issues to be brought before the Board for consideration shall be submitted to the Administrative

Assistant 30 days prior to the meeting. This information is to be distributed to the Board prior to the meeting.

Reports

1. Oral reports from committees and sections shall be limited to two minutes each. A more detailed written report may be distributed at the Board meeting. [Electronic submission of reports should be sent to the NCLA webmaster five days before the meeting.]
2. Section and committee chairs shall submit quarterly and biennial reports. Quarterly reports will be summarized by the Secretary for inclusion in the minutes of the Executive Board. The biennial reports will be printed in North Carolina Libraries.

Motions

Motions presented for vote of the Executive Board shall be provided to the Secretary in writing.

Minutes

1. Minutes shall be distributed within 30 days of each meeting to members of the Executive Board, committee chairs, and members of the Constitution Codes, and Handbook Revision Committee.
2. Minutes of the Executive Board meetings shall be printed [published] in North Carolina Libraries.

NCLA Handbook

1. A copy of the NCLA Handbook shall be accessible via the NCLA website for the members of the Association.
2. The handbook will be updated periodically to incorporate corrections and changes.

Non-Codified Policies Adopted by the NCLA Executive Board

Membership

1. The membership list shall be made available for purchase at a price to be established by the Executive Board.
2. No more than 25 "special" memberships in NCLA may be given each biennium to congressional and state officials as recommended by the Public Policy Committee and the NCLA President.
3. A benefit for NCLA membership is that current members of the Association pay lower registration fees than non-members for all conferences, workshops, seminars, symposia, and other events sponsored or co-sponsored by the Association and its committees and sections. The difference in fees shall be as follows: If the member registration fee is \$25 or less, the non-member registration fee shall be at least double the member fee. If the member fee is greater than \$25, the non-member registration fee shall be at least \$25 higher than the member fee.
4. Individuals joining the Association for the first time will receive free membership in the New Members Round Table for each of the first two years of paid membership in the Association. The Association will contribute [\$3.00] per free NMRT membership to

NMRT for its activities. Each new NCLA member may select any of the other sections as the membership included with NCLA membership. Membership in NMRT will continue to be an option at renewal for members meeting eligibility criteria.

5. Students can join NCLA through the ALA joint membership plan. The plan provides a student with membership in ALA and NCLA for \$44.00. Half of membership fee is given to NCLA for the student's membership.

Finances

1. The North Carolina Library Association shall operate under an annual budget.
2. Sections shall receive a flat amount for each person who joins the section. This amount shall be deducted from the member's dues, with the remaining dues going to the Association. This amount shall be set at \$5.00.
3. All requests for funding shall be referred to the Finance Committee for a financial analysis upon which the Executive Board may take action.
4. Checking and savings accounts for any NCLA funds may be opened only by Executive Board authority. [Sections may not maintain independent accounts.] Checking and savings accounts existing when these policies and procedures are adopted must also be reported to the Board. Likewise any loans made to or leases entered into on behalf of any part of NCLA must be approved by the Executive Board.
5. The Association should maintain an unrestricted reserve fund equal to at least ten percent of annual operating expenses.
6. A comprehensive audit of all committees and sections] will be included in the NCLA audit.
7. In the budget planning cycle following each biennial Conference the Finance Committee shall make a recommendation for the allocation of the conference net funds, to include a Conference start-up reserve.
8. Books for the conference financial report shall be closed by the end of the second quarter of the year following the conference.
9. In the event that the Executive Board dissolves a section, any remaining funds assigned to that section will be deposited into the NCLA Unrestricted Endowment Fund before the next meeting of the Board.

Refund Policy

NCLA Biennial Conference

1. Cancellations and No-shows. The NCLA Executive Board will honor requests for refunds received in writing one week prior to the conference. NCLA will deduct a percentage of the registration fee for administrative processing costs. The refund will be made within six weeks after the conference has ended. The request should be sent to the NCLA Administrative Assistant. Requests for refunds received less than one week before the conference will not be honored.
2. Cancellation of Conference Due to Inclement Weather. In the event of inclement weather or a natural disaster, NCLA may have to cancel the conference or a conference sponsored event. All registrants and speakers will be notified via e-mail and a notice to this effect will be posted on the NCLA website. A full refund will be made in the event that the NCLA conference is cancelled. If an NCLA sponsored event is cancelled where there is

separate fee, the refund would for the separate fee.

3. Individual Cancellation Due to Inclement Weather. Individuals requesting a refund due their individual weather circumstances should submit their request to the NCLA Administrative Assistant within one week of the conference. The NCLA Executive Board will make a decision concerning the request. The request is subject to an administrative processing fee.
4. Cancellation Due to the Lack of Participation. The NCLA Planning Committee reserves the right to cancel the conference or a conference sponsored event in the event the conference/workshop does not meet minimum registration requirements. A full refund will be given.
5. NCLA encourages registrants who are unable to attend a conference/workshop to substitute another person whenever possible.
6. The refund statement and inclement weather policy shall appear on all notices for the conference.
7. Exceptions to the refund policy can be made by the President in consultation with the Executive Board.

Refund Policy for Sections

Each section should establish a refund policy for their events. The refund date may be established by the sponsoring group based on their fiscal commitments, but the refund date shall be at least one week prior to the event. The section may deduct a percentage of the conference/workshop registration fee from the refund as an administrative processing fee. The refund will be made within six weeks after the conference/workshop date. The refund statement shall appear on all registrations forms. An inclement weather policy shall appear on all notices for programs indicating the refund policy and/or if a program will be rescheduled.

Communications

1. The Webmaster shall maintain a calendar of meetings and other events scheduled by NCLA groups. Executive Board members are encouraged to utilize this calendar to avoid scheduling conflicts.
2. All publications of the Association shall use the official logo/letterhead whenever possible.
3. Alkaline permanent paper shall be used by NCLA for all its publications and documentation.

Conference

1. The NCLA shall schedule conferences at times that do not conflict with religious holidays.
2. Upon prior approval of the Conference Committee, the Biennial Conference will pay the costs of meeting rooms and audiovisual equipment rental (including telephone lines and computers) and security. [minutes of 7/21/2000 board meeting – printed in Fall 2000 North Carolina Libraries]

Non-Discrimination

The NCLA does not discriminate based on race, origin, age, gender, sexual orientation, creed or disability, and therefore will not enter into contract with any person or organization that discriminates. This policy will be made explicit in all contracts between the North Carolina

Library Association or its representatives and any person and/or organization for the use of space and facilities for NCLA-sponsored events. If discrimination is proved on the part of any person or organization that has a contract with NCLA, the contract will be considered null and void.

Use of Name

No person or organization(s) may use the name of the North Carolina Library Association without prior consent in writing of the NCLA President, acting on behalf of the NCLA Executive Board.

Conflict of Interest Policy

All members of the Executive Board of the North Carolina Library Association shall avoid conflicts of interest and the appearance of impropriety with respect to Association business. Should instances arise where a conflict may be perceived, any individual who may benefit directly or indirectly from the Association's disbursement of funds shall abstain from participating in any decisions or deliberations made by the Board regarding the disbursement of funds. [Adopted by the Executive Board October 20, 2005]

Officers

President

Election and Term of Office:

Elected by ballot as Vice-President/President Elect the preceding biennium. Takes office as President at the close of the biennial conference. Remains as member of the Executive Board the following biennium.

Duties:

- To preside at all meetings of the Association, the Executive Board, and the Executive Committee.
- To appoint, with the advice of the Executive Board, all standing committee chair, suggest other committee members, and outline duties of all committees.
- To inform chair and members of committees of their appointment to or release from committees and to provide for orientation of committees.
- To appoint, with the advice of the Executive Board, ad hoc committees for special purposes to serve until the duties assigned the committee are completed.
- To appoint, if desired, a parliamentarian as a non-voting member of the Executive Board.
- To appoint each biennium, with the advice of the Executive Board, the editor of North Carolina Libraries.
- To hold quarterly meetings of the Executive Board during the biennium. To prepare the agenda and send out notices regarding these meetings. To invite committee members and others who need or wish to attend Executive Board meetings. The last meeting shall be held prior to the opening of the biennial conference and shall include the incoming members of the Executive Board.
- To serve as ex officio member of all committees except the Committee on Nominations.
- To dissolve committees which are not functioning or have completed their purposes.
- To approve all disbursements of monies by the Treasurer, to approve for payment all bills

in accordance with the budget adopted by the Executive Board, and to appoint a person to reconcile monthly bank statement with the Association's fund accounts, in accordance with current NCLA financial procedures.

- To execute with the designated or proper officer of the Board any deeds, mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed.
- To distribute, or have distributed, handbooks, manuals, and revisions to new Executive Board members and Constitution, Codes, and Handbook Revision Committee members.
- To answer, or to have answered, all correspondence addressed to the Association.
- To write reports to the membership for North Carolina Libraries.
- To work with the editor of North Carolina Libraries in the preparation of the conference issue.
- To turn over the gavel of office to the incoming President at the end of the biennial conference. To deliver records of the biennium for his term of office to the new President and to give the records of the preceding President to the Archives Committee.
- To serve as a member of the Executive Board for two years following term as President.
- To provide representation of the Association at various meetings.
- To serve on the State Library Commission.

Vice President/President-Elect

Election and Term of Office:

Elected by ballot to serve as Vice-President for the first biennium following election, as President the second biennium, as past President the third biennium. In the third biennium, the Past President serves as Chair of the Committee on Nominations.

Duties:

- To preside at any meeting of the Association or the Executive Board in the absence of the President, or upon request of the President.
- To serve as a member of the Executive Committee.
- To serve as chair of the Conference Committee.
- To serve on the State Library Commission.
- To perform other duties prescribed by the President or the Executive Board.
- To deliver to the incoming Vice-President his or her files as Vice-President and send to the Archives Committee the files of the preceding Vice-President.

Secretary

Election and Term of Office:

Elected by ballot for the biennium.

Duties:

- To record the minutes of meetings of the Executive Board, the Association biennial meetings, and any special meetings of the Association; and to distribute within 30 days copies of all Association and Executive Board minutes to all Executive Board members and to the members of the Constitution, Codes, and Handbook Revision Committee.

- To serve as a member of the Executive Committee.
- To prepare and/or distribute Association correspondence, notices, resolutions, etc., as directed by the President and the Executive Board.
- To deposit correspondence, reports, official copies of the minutes, and other records with the Archives Committee.

Treasurer

Election and Term of Office:

Elected by ballot as Treasurer Elect the preceding biennium. Takes office as Treasurer on January 1 following the biennial conference.

The Treasurer completes all financial transactions, including tax returns. The books are audited before the new Treasurer takes office. The Treasurer and the Treasurer Elect shall work together during the biennium to ensure an orderly transition.

Duties:

- Financial
 - To be bonded in the amount set by the Executive Board.
 - To serve as a member of the Finance Committee.
 - To pay all bills, manage invested funds, maintain all financial records for the Association, and execute financial procedures established by the Executive Board.
 - To prepare regular financial reports for the Executive Board.
- Biennial Conference
 - To work with the Conference Committee treasurer to ensure the proper transfer of funds.
- Executive Committee
 - To serve as a member of the Executive Committee.

Treasurer-Elect

Election and Term of Office:

Elected by ballot to serve as Treasurer Elect for the first biennium following election and as Treasurer the second biennium. The Treasurer and the Treasurer Elect shall work together during the biennium to ensure an orderly transition.

Duties:

- To serve as a member of the Executive Board.
- To serve as a voting member of the Finance Committee.

Regional Directors

Election and Term of Office:

Elected by ballot for two bienniums.

Duties:

- To serve as members of the Executive Committee.
- To serve as liaison between the Executive Board and their region of the state

- To server as members of the Membership Committee
- To perform other duties prescribed by the President or the Executive Board.

American Library Association Councilor

Election and Term of Office:

Must be personal member of ALA and NCLA in order to be nominated. Elected every four years as part of general election of NCLA officers. Four-year term begins at conclusion of NCLA biennial meeting in year of election.

Duties:

- To represent NCLA at Council meetings during the ALA annual conference and the midwinter meeting.
- To serve on NCLA Executive Board as voting member.
- To provide reports to NCLA Executive Board and the membership of NCLA.
- To act as liaison between NCLA and ALA.

Southeastern Library Association Representative

Election and Term of Office:

Must be personal member of SELA and NCLA in order to be nominated. Elected as part of the general election of NCLA of officers. Four-year term begins at next Southeastern Library Association biennial conference.

Duties:

- To serve as member of SELA Executive Board.
- To represent NCLA at meetings of the SELA Executive Board.
- To attend SELA President's Meeting immediately preceding each biennial conference.
- To attend SELA President's Leadership Conference in March of each non-conference year.
- To serve on NCLA Executive Board as voting member.
- To provide reports to NCLA Executive Board and the membership of NCLA.
- To act as liaison between SELA and NCLA.

NCLA Executive Assistant

Background

In December 1989, a permanent NCLA administrative office, staffed by a part-time administrative assistant, was established at the State Library of North Carolina in Raleigh. The administrative assistant is an ex officio member of the Executive Board; Membership Committee; Finance Committee; and Constitution, Codes and Handbook Revision Committee. Beginning in 2009 the administrative assistant position moved to a full-time position (35 to 40 hours per week) and in 2015 the title and position description changed to Executive Assistant.

Functions of the Office

- Ensuring that the NCLA office is running efficiently
- Sending membership renewal notices year round
- Collecting, crediting, recording and depositing checks that are received the NCLA office
- Entering financial data into NCLA accounting system (Quickbooks)

- Maintaining a computer database of memberships and events
- Providing reports as needed
- Setting up online registration for events
- Assisting with planning NCLA events (Workshops, Conference, Legislative Day, Leadership Institute)
- Handling membership inquiries and complaints
- Attending NCLA biennial conferences
- Assisting with mailing list and mailing services for the conference, events and where needed
- Notifying the executive board, committee chairs, and guests of board meetings
- Preparing board agendas, membership reports and other material for the board meetings
- Attending quarterly board meetings, event planning meetings, and offsite events
- Coordinating bulk mail services and printing for the Association
- Making available NCLA brochures, stationery, envelopes, and forms
- Assisting the President, Vice-President and board members with correspondence
- Receiving, depositing and accounting for all income, in accordance with NCLA Financial Procedures
- Assist with providing material for Accounting vendor and audits
- Receiving and reviewing check orders and forwarding them to the treasurer for payment.
- Other duties as approved by the President, Vice-President and Operations Chair
- Assisting with and serving on the site selection committees for conferences and other events
- Negotiating various NCLA contracts as needed
- Making travel arrangements
- Managing the NCLA Listserv

Replacing an officer

Per Article VI, Section 4 of the constitution, the Executive Board has the power to “appoint in case of a vacancy in any office a member from the Association to fill the unexpired term until the next regular election.” The bylaws offer further guidance for specific offices:

President/Vice-President: Per Article II, Section 2 of the bylaws:

If it becomes necessary for the Vice President to complete the unexpired term of the President, the Vice President shall also serve his or her own term as President. In the event of the Vice President becoming President during the unexpired term of the elected President, the Executive Board shall appoint a Vice President to serve until the next regular election is held.

Treasurer/Treasurer-elect: Per Article II, Section 5 of the bylaws:

If it becomes necessary for the Treasurer Elect to complete the unexpired term of the Treasurer, the Treasurer Elect shall also serve his or her own term as Treasurer.

Regional Directors: Per Article II, Section 6 of the bylaws:

In case of a vacancy, the Executive Board shall appoint a Director to serve until the next regular election is held.

Should the immediate Past President be unable to serve, the Executive Board should select a candidate from the pool of past presidents.

Standing Committees

General Information

The following committees are regarded as essential to the operation of the Association and are defined in the Constitution as standing committees:

- Archives
- Conference
- Constitution, Codes and Handbook
- Continuing Education
- Development
- Finance
- Intellectual Freedom
- Leadership Institute
- Legislative and Advocacy
- Membership
- Nominating
- Operations
- Publications and Marketing
- Scholarships
- Web and Technologies Support

All standing committees are appointed for a two-year term.

Standing committees take office at the beginning of the calendar year following the biennial conference. Other committees may be appointed on a continuing or an ad hoc basis at the discretion of the President. The President provides a charge to the committee. Funds for committee expenses are provided in the Association budget and are available from the Treasurer on request. The President is an ex officio member of all committees except the Committee on Nominations.

Duties of Committee Chair:

1. To hold meetings of the committee as needed to accomplish its purposes.
2. To attend meetings of the Executive Board as a non-voting member as specified by the President.
3. To report to the Executive Board and/or the President as appropriate
4. Submit a biennial report to the President.
5. To turn over committee files to succeeding chair and/or NCLA archives as appropriate.

Archives Committee

Membership:

Chair, plus six or more members, and the President of the Association, ex officio. Membership shall be based on knowledge of and interest in archival theory, as well as familiarity with the organizational structure of NCLA.

Charges:

1. To solicit official records, publications, and memorabilia of the North Carolina Library Association.
2. To maintain a records center for current Association records in the State Library.
3. To transfer, according to an official records retention and disposition schedule, non-current Association records to the State Archives for inclusion in the permanent records of the Association.
4. To destroy, according to an official records retention and disposition schedule, records scheduled for disposition.

Conference Committee

Membership:

Chair (Vice-President/President-Elect of the Association), plus five or more members appointed by the Conference Committee Chair, and the President of the Association, ex officio.

Charges:

1. To plan the biennial conference for the next biennium, and to recommend to the Executive Board the site for the subsequent biennial conference.
2. To establish and maintain contacts with sections and other groups within the Association with regard to programs and meetings scheduled for the conference.
3. To report regularly to the Executive Board on conference plans.
4. To negotiate contracts with hotels, convention centers, etc.
5. To invite speakers for conference-wide events.
6. To provide for local arrangements.
7. To provide for registration prior to and during the conference.
8. To provide publicity for the conference.
9. To administer all financial affairs of the conference.
10. To maintain and update the Conference Handbook.
11. To maintain and update the Conference Web site.

Constitution, Codes and Handbook Committee

Membership:

Chair, plus six or more members, and the President of the Association, ex officio.

Charges:

1. To study the Constitution and Bylaws and suggest revisions to clarify and bring up to date these documents.
2. To draft amendments to the Constitution and Bylaws based on changes suggested by the membership and/or the Executive Board.
3. To submit to the Executive Board, at least six months prior to the biennial conference, recommended amendments to the Constitution and Bylaws
4. To provide for the membership by mail, at least 30 days prior to the biennial conference, notice of proposed changes to the Constitution and Bylaws
5. To maintain compliance of section by laws with the NCLA Constitution and Bylaws by informing sections of required changes.
6. To approve proposed changes in section by laws prior to their submission to section membership.
7. To review proposed bylaws for new sections and make recommendations as appropriate

to the section.

8. To keep the Handbook up to date and submit it to the NCLA webmaster for posting to the NCLA website.

Continuing Education Liaison

The Continuing Education Liaison is appointed by the NCLA President to serve as the liaison between the association and other continuing education initiatives on the state and national level. Duties include (but are not limited to) advising sections on continuing education opportunities as requested and serve on the State Library's Continuing Education Advisory Committee during the appointed term.

Development Committee

Membership:

Chair, plus three or more members, and the President of the Association, ex officio.

Charges:

1. To work with the North Carolina Community Foundation in the management of the North Carolina Library Association Endowment Fund.
2. To publicize the Fund and its goals to all who may be interested in libraries in North Carolina, soliciting contributions from all groups of people from all over the state.
3. To report to the Board and the Membership of the Association on progress of solicitation and receipts from Endowment.
4. To consult with the Finance Committee of the Association on the use of Endowment receipts.
5. To report to the Board and the membership of the Association and to the North Carolina Community Foundation on the use of receipts from the Foundation.
6. To work with the Association Administrative Assistant on procedures for handling money and records and correspondence relating to the Endowment.

Finance Committee

Membership:

Chair (usually someone familiar with the Association budget), the Treasurer of the Association, the Treasurer Elect, plus two or more members, and the President of the Association, ex officio.

Charges:

1. To prepare and present Association budgets to the Executive Board.
2. To make recommendations to the Executive Board regarding all aspects of the Association's finances.
3. To review on a regular basis the long-range fiscal status of NCLA including fiscal policies and procedures, and to make recommendations to the Board about the management of Association funds.
4. To study and make recommendations on matters assigned by the Executive Board.

Intellectual Freedom Committee

Membership:

Chair, plus four or more members and the President of the Association, ex officio.

Charges:

1. To promote professional and public awareness of the importance of free access to information and the responsibility of libraries to provide such access.
2. To serve as a clearinghouse for information relative to censorship.
3. To support libraries in defense of intellectual freedom when requested to do so.
4. To keep the Association and the Executive Board informed of infringements of intellectual freedom.
5. To encourage librarians to adopt written selection policies and to secure the approval of such policies by their local boards.
6. To cooperate with the Public Policy Committee in opposing any statutory abridgment of freedom in the selection and use of library materials.
7. To urge librarians to ensure the privacy of library records.
8. To speak for the Association on matters of intellectual freedom when empowered by the Executive Board.

Leadership Committee**Membership:**

This committee

Charges:

1. To develop future leaders for North Carolina libraries and for the library profession.
2. To develop the capacity of north Carolina librarians and paraprofessionals to become leaders in the communities they serve.
3. To enable the profession to be a positive force for change in society.

Legislative and Advocacy Committee**Membership:**

Chair, plus five or more members, and the President of the Association, ex officio

Charges:

1. To keep the Association informed of all pending state and federal legislation affecting libraries.
2. To keep in touch with state and federal legislators, acquainting them with needs of libraries, and justifying budget requests.
3. To cooperate with other groups in promoting legislation which benefits libraries and librarianship.
4. To promote good relations between government at all levels and libraries of all types, and to explore ways and means of improving these relationships.
5. To assist with the planning and promotion of State Legislative Days with other state organizations.
6. To plan National Legislative Days with on behalf of North Carolina Libraries and NCLA.
7. To recommend person or organizations for special recognition by NCLA.

Membership Committee**Membership:**

Chair plus a member to represent each section , and the President, Treasurer, and Directors-at-

Large of the Association, ex officio.

Charges:

1. To promote individual and institutional membership in NCLA.
2. To recruit new members and encourage non-renewing members to renew their membership.
3. To prepare membership brochures and other publicity materials to be used for recruiting members.
4. To cooperate with the editors of North Carolina Libraries and E-NEWS to promote membership in NCLA.
5. To seek nominations for honorary and life membership according to established criteria, to make recommendations to the Executive Board for these awards by January 31 of the conference year, and to be responsible for all other aspects of awarding honorary and life membership to those selected.
6. To seek nominations for the North Carolina Library Association Distinguished Library Service Award, according to established criteria, to make recommendations to the Executive Board for this award, and to be responsible for all other aspects of making this award.
7. To work with membership representatives of the American Library Association and the Southeastern Library association in providing membership information.

Operations Committee

Membership:

Chair, plus 3-5 additional members who serve on an “as needed” basis.

Charge:

1. To advertise, hire, interview, and hire the NCLA Administrative Assistant,
2. To supervise and evaluate, on an annual basis, the NCLA Administrative Assistant.
3. To offer a direct line of communication for the daily operations of the NCLA office.
4. To assist, as needed, the NCLA Administrative Assistant with special projects such as NCLA elections, the NCLA biennial conference registration, and the determination of when to route NCLA materials to the NCLA Archives.
5. To report the routine activities in the NCLA Administrative office to the Executive Board on a quarterly basis and to alert the Board of issues, concerns, and problems with the work of the NCLA Administrative office on an as-needed basis.

Publications and Marketing Committee

Membership:

Chair, plus six or more members, and the editor of North Carolina Libraries and the President of the Association, ex officio.

Charges:

1. To provide for continuity and balance in NCLA publications by coordinating and reviewing all materials to be formally published by the Association. (An NCLA publication is defined as one published by NCLA other than by a section .)
2. To develop and recommend to the Executive Board policies and guidelines for NCLA publications, with the exception of North Carolina Libraries.

3. To identify publication needs of the Association and make recommendations to the Executive Board as appropriate.
4. To provide advice and recommendations regarding publications to sections .

Scholarships Committee

Membership:

Chair, plus five members, and the President of the Association, ex officio. Membership is for a six-year term, with two members' terms expiring each biennium. One of the continuing members shall be appointed as chair.

Charges:

1. To recommend to the Executive Board policies and regulations for awarding scholarships administered by NCLA.
2. To publicize the scholarships available.
3. To receive and review applications for the Appalachian Scholarship, Query-Long Scholarship, the McLendon Scholarship Fund, and the NCLA Memorial Scholarship

NCLA Scholarships Fund

- The North Carolina Library Association Memorial Scholarship is a \$1,000 scholarship.
- The Query-Long Scholarship for Work with Children and Young Adults is a \$1,000 scholarship.
- The McLendon Scholarship is a \$400 scholarship.
- The Appalachian Scholarship, for a library science student who plans to be a school library media specialist in North Carolina, is a \$1000 scholarship.

A scholarship may be awarded for original or continued study in library science:

1. To a student entering library school for the first time; or
2. To a student currently enrolled in a library school program; or
3. To a practicing librarian who wishes to continue his or her studies.

To be eligible for a scholarship, the applicant:

1. Must currently be a legal resident of North Carolina with a minimum residency of two years.
2. Must hold an undergraduate degree.
3. Must have been accepted by a library school. (Persons whose library school applications are pending may apply for the scholarship.)

Major factors to be considered in making the awards:

1. Academic excellence.
2. Leadership qualities.
3. Evidence of commitment to a career in librarianship in North Carolina.
4. Financial need.
5. Scholarship opportunities will vary depending on how much funding is available from NCLA.

To apply for any NCLA scholarship, submit the online application and up to three Recommendation for Scholarship Forms no later than May 31, of the conference year.

Web and Technologies Committee

Membership: Chair, plus three or more members, and the President of the Association, ex officio. Membership shall be based on experience with web and other technologies.

Charges:

1. To provide technical maintenance of the website, website training and content creation support.
2. To provide other technology support, such as implementation recommendations and training on technology and other related topics, such as webinars.
3. To provide oversight on various existing and future technologies (i.e., Facebook, Twitter, YouTube) by opening accounts, maintaining administrators, providing recommendations for content, setting contribution guidelines.

North Carolina Libraries Editorial Board

NORTH CAROLINA LIBRARY ASSOCIATION PUBLICATIONS

North Carolina Libraries (NCL) has been published continuously since 1942 as the official publication of the North Carolina Library Association. It is provided to members of NCLA and is available to non-members on a subscription basis. Financing is from Association funds supplemented by advertising revenue. Tar Heel Libraries has been provided to members of NCLA since spring 1980 as the result of a relationship with the Division of State Library approved by the NCLA Executive Board. These two publications coordinate efforts to bring news of interest to members of the Association and others. The Tar Heel Libraries mailing list is maintained by NCLA.

North Carolina Libraries Editorial Board

Membership:

- Editor (appointed by NCLA President each biennium, with concurrence of NCLA Executive Board)
- Associate Editors (two, appointed by the editor)
- Advertising Manager (appointed by the editor)
- Book Review Editor (appointed by the editor)
- Indexer (appointed by the editor)
- Research Editor (appointed by the editor)
- Section Editors (appointed every biennium by each section)
- State Library Representative (appointed by State Librarian)

Specific Functions:

Editor

- Responsible for all phases of operation and publication.
- Responsible for final selection of material published.
- Reports to NCLA Executive Board on general program for NCL.
- Seeks assistance and suggestions from NCLA Executive Board and the membership as a

whole.

- Serves as voting member of NCLA Executive Board.

Associate Editors

- Provide assistance to the editor.
- Serve as guest managing editors for issues as assigned by the editor.
- Assist in jury process for manuscripts submitted for publication.
- Report directly to the editor.

NCL Editorial Board

Advertising Manager

- Solicits advertisements from appropriate sources.
- Maintains appropriate records.
- Provides advertising copy to the editor on timely schedule.
- Reports directly to the editor.

Book Review Editor

- Responsible for selecting books and reviewers for "North Carolina Books" column.
- Compiles reviews and provides copy to the editor on timely schedule.
- Reports directly to the editor.

Indexer

- Provides final copy of index to the editor prior to publication of final issue of volume.
- Indexes NCL on continuous basis.
- Reports directly to the editor.

Research Editor

- Responsible for preparation of "Library Research in North Carolina" column.
- Reports directly to the editor.

Section Editors

- Represent section on NCL Editorial Board.
- Represent NCL to section.
- Solicit and provide initial review of manuscripts to be published in NCL.
- Review manuscripts as requested by the editor, providing recommendation and review on timely basis.
- Attend NCL Editorial Board meetings regularly.
- Serve as guest editors of issues or special sections of articles as requested by the editor.

Sections

General Information

A section represents a type of library, or field of activity, or field of librarianship clearly distinct from that of other sections. Sections may be organized by application, signed by 100 voting members of the Association, and approved by the Executive Board. Sections have their own budgets. They receive \$5 from each NCLA member who joins the section, and may charge fees for events and programs. Sections often have their own committees for programming and other

activities.

Sections

Sections may be organized upon petition of 100 members of the Association.

Membership in NCLA includes membership in one section. Additional sections may be joined upon payment of an additional fee.

Sections may be discontinued by the NCLA Executive Board when in its opinion the usefulness of that section has ceased. For active sections, a majority vote of the members is required prior to the Executive Board's action.

Each section elects officers (chair, chair-elect, secretary, etc.) to serve for one term, or the officers may be appointed by the President.

Each section may adopt its own bylaws, which are not to conflict with Constitution and Bylaws of NCLA.

Funds are allocated for sections in the Association budget and are available from the Treasurer.

Sections may charge fees for their own purposes.

All monies are to be channeled through the NCLA Treasurer.

Duties of Section Chairs:

- To serve as a voting member of the NCLA Executive Board.
- plan and conduct meetings of the section Executive Committee.
- appoint a section editor for North Carolina Libraries.
- To appoint a Nominating Committee and other committees within the section as necessary.
- To provide for workshops, programs, etc., at the biennial conference and at other times as appropriate.
- To preside at the business meeting of the section at the biennial conference.
- To represent the section in affiliated groups as appropriate.
- To inform the Constitution, Codes, and Handbook Revision Committee of proposed changes in section bylaws.
- To submit a biennial report to the President.
- To arrange for transfer of records to succeeding chair and/or NCLA archives as appropriate.

Financial Procedures

Procedures and Guidelines

1. Income
 1. All income (checks, cash, and/or credit card payments) is sent to the Administrative Assistant for deposit with NCLA deposit form
 2. Monthly, the Treasurer will post revenue to the appropriate fund in the accounting

system

3. As membership applications and renewals are received the Administrative Assistant will:
 1. Record section and endowment income on the deposit form
 2. Update the membership databases
 3. Monthly, or upon request, send section membership list to appropriate chair
 4. Update the membership listserv
 4. All operating fund interest earned will be retained for the operating fund of NCLA
 5. The Finance Committee will serve as advisors to the treasurer in determining the best way to increase income gained from investments. Expenditures from investments will be dealt with under separate procedures based on the purpose of the restricted fund.
2. Expenditures
1. Check request (with appropriate receipts and NCLA Check Request Cover Sheet) are:
 1. signed by the section chair and /or treasurer
 2. mailed to the Treasurer.
 2. Biweekly, the Administrative Assistant forwards completed check request forms to the treasurer with invoice and or receipts attached.
 3. Biweekly, the Treasurer:
 1. receives the check request
 1. pays the invoice(s) electronically, or
 2. prepares the check(s), signs and mails the check(s)
 1. directly to the payee for checks in amounts less than \$2,500
 2. to a designated third party designee for a second signature on checks in amounts of \$2,500 or more. The third party designee then signs the checks(s) and mails it directly to the payee
 1. completes the check request form with check or bank reference number and date of payment
 4. Monthly, the Administrative Assistant will forward all receipts for credit purchases indicating line item to the treasurer.
 5. Monthly, the treasurer will reconcile the credit card statement with receipts from the Administrative Assistant.
 6. The Administrative Assistant will maintain a record all assets purchased including item, date, serial numbers, disposition and cost.
 7. Expenditures from investments will be dealt with under separate procedures based on the purpose of the restricted fund
3. Reporting
1. Monthly, the Treasurer
 1. prepares an income and expenditure report for the operating budget
 2. prepare an income and expenditure report for the fund accounts documents
 3. sends documents (and b above) to Finance Committee, the check co-signer and as requested to section chairs, President and officers.
 4. receives, reconciles and retains the bank statement for his/her records
 5. sends a copy of the backup file from the accounting software and a copy of the bank statement to the third party appointed by the President, usually a member of the Finance Committee, who reconciles the bank statement o

the association's fund accounts. This third party may not be the one who makes deposits or is authorized to sign association checks.

2. Quarterly, the treasurer
 1. prepares a quarterly financial report no later than 20 days into the next quarter. If an Executive Board meeting is scheduled previous to this date of the month, every effort shall be made to provide the report prior to the meeting.
 2. Posts the reports to the NCLA web site.
3. Annually, the treasurer will prepare financial records for completing IRS Form 990 and forward the reports to a CPA for completion of the IRS Form 990.
4. The NCLA Treasurer will present the names of a proposed tax preparer and auditor to the NCLA Board, for approval.
5. Section chairs may request membership income and expenditure reports, and other pertinent documents, from the Administrative Assistant and /or Treasurer as needed, or may at any time make a standing request for continuing monthly reports

Archives Committee Records Retention

Introduction

The North Carolina Library Association Archives Committee is responsible for soliciting records, publications, and memorabilia of NCLA, maintaining a records center for current records, transferring non-current records to the North Carolina State Archives, and destroying records scheduled for disposition. This Records Retention and Disposition Schedule is intended to guide NCLA officers in transferring records to the Archives Committee as well as to provide the committee with instructions on retaining, transferring, or destroying NCLA records.

The types of materials the Archives Committee solicits include:

- Official minutes of the Association and its sections and committees
- All correspondence of all officers and chairs
- Financial records, including treasurers' reports
- Membership lists
- Committee appointments
- One copy of each issue of North Carolina Libraries and two copies of other publications, including each issue of newsletters and published reports
- Two copies of printed materials related NCLA, including conference and workshop programs and invitations
- Labeled black and white photographs (preferred over color for better preservation)
- Reports, speeches, and other documents pertinent to the Association's business
- Photocopies (on acid-free paper, if possible) of newspaper clippings
- Any other records, regardless of media, such as videocassettes, audiocassettes, and computer files

Transfer of Records

At the close of a biennium, each officer of NCLA transfers all records of the biennium to

the officer's successor. The officer also transfers to the Archives Committee the records of the officer's predecessor. Thus, each person currently in office should have records from the current biennium and the preceding biennium. All other records should be transferred to the Archives Committee. Every effort should be made to transfer these records to the Archives Committee within a year of the end of a biennium. (If any officer does not need records generated during the preceding biennium, the committee will accept early transfer of those records.) The Secretary keeps the official record of meetings of the Executive Board, biennial meetings, and any special meetings of the Association. The Secretary is responsible for depositing these official records with the Archives Committee. The Archives Committee maintains current records in a records center located at the State Library of North Carolina. Administrative records, publications files, clippings files, history files, and other files to be retained permanently as indicated by this schedule are transferred to the State Archives after six years. The committee destroys financial records as instructed by this schedule after audit has been completed and resolved. The committee destroys applications records as instructed after four years.

Executive Board

1. Executive Board Administrative Records. Records concerning the administration of the NCLA Executive Board. File includes official minutes, agendas, correspondence, section reports, committee reports, treasurers' reports, conference and workshop records, and other related records.

Disposition instructions: Secretary transfers to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

President

1. President Administrative Records. Records concerning the administration of the office of President. File includes correspondence, reports, executive board records, section records, committee records, conference and workshop records, related organizations correspondence and reports, and other related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

Vice President/President-Elect

1. Vice President/President-Elect Administrative Records. Records concerning the administration of the office of Vice President/President-Elect. File includes correspondence, reports, conference and workshop records, and related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

Secretary

1. Secretary Administrative Records. Records concerning the administration of the office of Secretary. File includes correspondence and related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

[Note: For official minutes and other official records, refer to Executive Board records.]

Treasurer

1. Treasurer Administrative Records. Records concerning the administration of the office of Treasurer. File includes correspondence, treasurer's reports, audit reports, budgets, membership lists, and related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

2. Treasurer Financial Records. Records concerning NCLA fiscal matters. File includes receipts, invoices, bank statements, checking account balance books, honesty bonds, travel records, and other related fiscal records.

Disposition instructions: Transfer to NCLA Archives Committee. Destroy when NCLA audit has been completed and resolved.

Sections and Committees

1. Administrative Records. Records concerning the administration of each NCLA section or committee. Files include reports, minutes, agendas, correspondence, treasurers' reports, bylaws, conferences and workshops, clippings, membership lists, and related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

2. Financial Records. Records concerning the fiscal matters of each NCLA section or committee. Files include receipts, invoices, travel records, bank statements, checking account balance books, and related fiscal records.

Disposition instructions: Transfer to NCLA Archives Committee. Destroy when NCLA audit has been completed and resolved.

3. Publications Records. Publications and printed materials of each NCLA section or committee. Files include publications, newsletters, conference and workshop programs and materials, exchange lists, subscriptions, manuscripts, and related records.

Disposition instructions: Transfer two copies of each publication and printed material to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

4. Section and Committee Records. Records concerning standing, special, and ad hoc committees. Files include reports, minutes, agendas, correspondence, conferences and workshops, and related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

CONFERENCES AND WORKSHOPS

1. Conference and Workshop Records. Records concerning planning and programs of conferences and workshops. File includes correspondence, exhibit records, programs, speeches, photographs, clippings, tapes, and related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

PUBLICATIONS

1. Publications Records. Records concerning publications produced by NCLA. File includes correspondence, reports, surveys, publications, exchange lists, subscriptions, manuscripts, and related records.

Disposition instructions: Transfer records and one copy of each issue of North Carolina Libraries and two copies of all other publications to NCLA Archives Committee. After six years, Archives Committee transfers correspondence, reports, surveys and publications to State Archives for permanent retention. Destroy exchange lists, subscriptions, and manuscripts when reference value ends.

History File

1. History File Records. Records concerning the history of NCLA and its sections, round tables, and committees. File includes scrapbooks, clippings, chronologies, photographs, and related records.

Disposition instructions: Transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

Administrative Assistant

1. Administrative Assistant Administrative Records. Records concerning the administration of the office of the Administrative Assistant. File includes correspondence, reports, and related records.

Disposition instructions: Retain in office until reference value ends then transfer to NCLA Archives Committee. After six years, Archives Committee transfers to State Archives for permanent retention.

2. Administrative Assistant Financial Records. Records concerning fiscal matters of the office of the Administrative Assistant. File includes travel records, receipts, invoices, and related fiscal records.

Disposition instructions: Transfer to NCLA Archives Committee. Destroy when NCLA audit has been completed and resolved.

Operations

NCLA Calendar

Date	Annually	Conf. Year	Biennially	Non-conf. Year	Action or Deadline
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Jan 1				X	New Treasurer office (every four years)
Jan 1		X			Annual budget goes into effect
Jan 31		X			Honorary and Life membership nominations are submitted to the Executive Board
Feb 10	X				NCL deadline
Spring				X	Annual budget is prepared
Apr 1	X				Membership renewal deadline for members whose dues are in arrears
Apr 1		X			Deadline for petition candidates to submit 50 signatures to Chair on Committee on Nominations
May 1			X		Ballots mailed to voting members
May 10			X		NCL deadline
May 31 of conference year	X				Scholarship applications due
June 1			X		Deadline for return of ballots
Aug 10	X				NCL Deadline
Fall			X		Biennial Meeting. All officers except Treasurer assume office
Nov 1				X	Deadline for Committee on Nominations to present slate of candidates for NCLA offices. In alternate biennial elections two candidates for ALA Councilor shall be included.
Nov1-Apr 1					List of nominees published in NCL

Nov 10	X				NCL deadline
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Note: This calendar includes only those dates which are not subject to change. Refer to appropriate documentation for additional dates and deadlines.

Bulk Mailing

NCLA has a Bulk Mail Account with the USPS for mailing of the Tar Heel Libraries Newsletter, North Carolina Libraries Journals, and other mailings to membership as needed. To use the bulk mail service the mailing must contain a minimum of 250 pieces. USPS has specific preparation and arrangement requirements for using Bulk Mail.

NCL and THL are both mailed using CES Mailing Service (Raleigh, NC). This service prepares the mailing according to USPS requirements for bulk mail. NCLA pays CES for this service.

CES Mailing Service charges a min. of \$100 to prepare all mail jobs. In most cases this will cover all costs associated with regular mailings -costs for larger mailed items such as THL or NCL are usually higher.

NOTE: The NCLA office will not prepare or present bulk mail to the USPS directly. If Sections wish to prepare their own mailings using labels they can obtain the instructions for preparation from the NCLA office and present the completed Mail Job to the Bulk Mail Service Center, (near the airport), Raleigh, NC.

Mailing Jobs less than 250 pieces:

The NCLA office will assist in preparing mailings less than 250 pieces. Each piece is charged regular First Class Postage and is stamped in the NCLA Office. Please allow 10 days for the preparation of all mail jobs to your schedule for getting your piece mailed out. Sections can prepare the mailing and deliver completed envelopes to the NCLA office to affix the postage.

NCLA Electronic Discussion Group

NCLA members have access to a listserv (NCLA-L) that keeps them informed of upcoming events, issues of importance to the profession, and news about the association.

The listserv is restricted to NCLA members

To opt out of the listserv, sent a message to admin@nclaonline.org

To post a message to the listserv, address it to:

ncla-all-members@ncla.simplelists.com

Please allow time for moderation.

Forms

The list of forms below may be found on the North Carolina Library Association website.

Membership Application Form

Motion Form

Request for reimbursement of travel expenses

Challenged work

Sample bylaws

FOR SECTIONS

Article I - Name

The name of this organization shall be the _____ of the North Carolina Library Association.

Article II - Objectives

The objectives of this organization shall be to unite in this group North Carolina Library Association members interested in _____, to provide an opportunity for discussion and activity, and to seek to fulfill the purposes of the North Carolina Library Association.

Article III - Members

Members of the North Carolina Library Association who state a preference for this [section] at the time of payment of Association dues shall become members.

Article IV - Officers

Section 1. The officers of this organization shall be: Chair, Chair-Elect, who shall serve as Vice Chair, a Secretary/Treasurer, and two Directors.

Section 2. The Chair-Elect, the Secretary/Treasurer, and the two Directors shall be elected at the regular biennial meeting and shall serve for a two-year term, or until their successor are elected and have assumed their duties.

Article V – Executive Committee

The Executive committee shall consist of the Chair, the Vice-Chair, the Secretary/Treasurer, the immediate past Chair and the two Directors. The Executive Committee shall have general supervision of the affairs of the [section] and shall have the power to act for the [section] on administrative business of the [section] in the intervals between biennial meetings. Such administrative business shall include only that business which necessarily must be dealt with prior to the regular biennial meeting.

ARTICLE VI. MEETINGS

Section 1. The regular meeting shall be held as a [section] meeting during the biennial meeting of the North Carolina Library Association.

Section 2. Special meetings may be called by the Chair, by the Executive Committee, or by the Executive Committee, or by the Executive Board of the Association of the Association upon written request, signed by 15 members.

Section 3. Twenty-five percent of the membership of the [section] shall constitute a quorum.

Article VII - Elections

Section 1. The Chair shall appoint a Committee on Nominations who will present the name of at least one candidate for each elective office, consent being secured from the nominees. Any member or members of the [section] may present a candidate or candidates for the elective offices of this [section] provided that they notify the Chair of the [section] and that the consent of the nominee or nominees has been secured and so indicated on the notification.

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

Article VIII – Special Duties of Officers

Section 1. The Chair shall, with the Executive Committee, appoint such committees and define their duties as may be necessary to carry on the work of the [section].

Section 2. The Chair shall serve as ex officio member on all committees with the exception of the Committees on Nominations. The Chair shall also serve as Chair of the Executive Committee.

Section 3. New committees may be created and old committees discontinued by the Executive Committee, provided that such action is not contrary to the wishes of the membership of the membership of this [section] as expressed at the most recent meeting the [section].

Section 4. The Chair-Elect shall assume the responsibilities and perform the duties of the Chair in the event of absence, death, disability, or resignation of the Chair. They shall serve as Chair during the two years following their term as Chair elect.

Section 5. The Secretary/Treasurer shall perform the duties normally accepted for such offices.

Section 6. In the event of absence, death, disability, or resignation of the Chair and the Chair-Elect during the interval between the biennial meetings, the Executive Committee shall fill such vacancy or vacancies by the appointment of a member or a members of that committee. Such appointment or appointments shall remain in force until the next regular meeting of the [section].

Article IX – Parliamentary Authority

Section 1. Robert’s Rules of Order, latest edition, shall be the governing authority in any matter not specifically covered by these bylaws.

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

Article X - Amendments

These rules may be amended by a two-thirds vote of the members present at a meeting called in accordance with the bylaws of this [section], or by a mail ballot, provided that the request for such action be submitted to the Executive Committee in writing and signed by 15 members of

the [section] and that the total number of returned ballots be at least 25 percent of the membership, two-thirds of which shall be affirmative.

Adopted [date]

Conference Handbook

A. Biennial Conference Purpose

The biennial conference of the North Carolina Library Association furthers the purpose of the Association, which are to promote libraries, library and information services, and librarianship, and to champion intellectual freedom and literacy programs. It provides a forum for discussing library-related issues and opportunities for professional growth. The conference supports both formal and informal networks of libraries and librarians and helps the profession identify and resolve special concerns of minorities and women in the profession.

In addition, the biennial conference provides *revenue* for the Association. Distribution of conference revenue is determined by the Executive Board upon recommendations from the Finance Committee. The biennial conference provides opportunities for *continuing education*. Programs and exhibits provide information about new concepts, new services, and new products. Library personnel in the state have opportunities to make presentations in their areas of expertise.

The biennial conference provides opportunities for *networking*. Whether participants are gathering around a snack area, waiting to talk to an exhibitor or for a meeting to start, or attending a meal function, they will meet and talk with others whom they will find interesting and helpful.

The biennial conference provides opportunities for *promotion of the profession* through publicity, outreach and community interest.

Pre-Conferences

Pre-conferences offer opportunities for constituent and related external organizations to present topics of interest to the profession in more intensive, in-depth session than are offered during the conference.

Pre-conference activities are coordinated by the Conference Committee and pre-conference bills are paid by the conference treasurer. Profits from pre-conferences are divided as follows:

NCLA sections, committee and round tables: 25% (conference)

75% (sponsoring group)

non NCLA affiliated groups: 50% (conference)

50% (sponsoring group)

B. Conference Committee

Successful conference planning requires creativity, professionalism, thoroughness and organization, foresight, patience, and a sense of humor. It is a rewarding challenge.

The Conference Committee has responsibility for the biennial conference and should be representative of the Association Membership of the committee should reflect the diversity of the

membership in terms of types of libraries represented, employment categories, regions of the State, ethnic background, and gender of members.

The Chair of the Conference Committee, the NCLA Vice-President/President Elect, is responsible for choosing and organizing a group to plan and oversee the conference. S/he is also responsible for monitoring the work of the Conference Committee and its subcommittees while working closely with chairs of sections, round tables and committees of NCLA.

Elements of the organizational structure may include, but are not limited to, site selection, program planning, exhibits, registration, publicity, finance, placement center, hospitality, local information, tours, etc.

The Chair of the Conference Committee reports to the NCLA Executive Board on a quarterly basis. The Executive Board is responsible for approving site for future conferences and all registration rates and fees, including exhibitor fees. The status of the conference plans and conference finances should be a part of each report by the Chair to the Executive Board.

C. Site Selection

In selecting a site for the NCLA Biennial Conferences, historically the Association looks first at the three things identified by ALA's Chapters in a 1988 survey: meeting facilities, location and cost. To elaborate, we have to determine:

1. Are the conference facilities contained in one easily accessible area? Do the meeting rooms meet our needs, including number and size? Is exhibit space adequate and easily accessible? Are all of the above inviting to attendees? Are all facilities fully ADA accessible?
2. Is the location centrally located and accessible by car to all members? Many members choose to drive to the conference for one day only. It has been forty years since NCLA met outside the Triad, the Research Triangle area or Charlotte. Will the location afford attendees safety?
3. Can the participants afford to attend; and will NCLA make money? The two are interrelated. Cost of meeting facilities is critical. Will the local convention bureau arrange a beneficial financial package? Are caterers reasonable and competent? Are hotel rates reasonable, will NCLA benefit from the hotel package, and will attendees stay at conference hotels? A number of attendees appreciate the option of a less expensive conference hotel.

These three major criteria will play the largest part in site selection, but in addition, the Association needs to consider, in general order of importance:

- Historically, how easy has the local convention & visitors bureau been to work with (meaning do they ambush us with hidden costs, do they solve unforeseen needs for help and information and are all of our people treated pleasantly?) Are they flexible?
- How much hotel space is available within easy walking distance of the conference? Attendees prefer not to drive in and park daily, and shuttle buses have not been traditionally used.
- Are dates available which meet the Association's needs? In recent time the Biennial Conference has been held during October or early November of odd calendar years. Conferences begin on Wednesday morning and finish Friday afternoon, but allowances must be made for set-up and pre-conferences on Tuesday. Historically, how supportive have the local libraries been? Their cooperation is general is helpful and parties or socials sponsored by local libraries have often made past conferences more

appealing.

- Does the location offer restaurants, shopping, cultural and historical sites, libraries et. al., that attendees would care to visit?
- Have we been equitable in locating conferences in various parts of the state? (People should not feel slighted in any instance due to the importance of the other factors listed above.)
- Can overall costs be reduced by negotiating for more than one conference, either in conjunction with NCASL or for biennial conferences?

The Site Selection Committee for the Executive Board is appointed by the President-Elect. The committee should use as many of the above criteria as possible in preparing a list of possible sites, assigning weight to the most important while realizing that no site can meet every need.

The Site Selection Committee should begin negotiations as early as possible and offer the Executive Board a number of options early enough that they may make an informed decision without being rushed. It is also incumbent upon the site selection committee to be aware of the recent financial health of both the conference and the association in order to pursue options best suited to the association's financial needs.

D. Exhibits

Exhibits are an important component of each NCLA Conference. The inclusion of exhibits provides an opportunity for librarians, vendors and company representatives to meet and exchange information and concerns. In view of the increasing use of telephone contacts, these face-to-face meetings become even more important. Exhibits offer librarians a chance to examine and to evaluate new titles, products and services. In addition the fees charged to exhibit booths are a significant part of the Conference income.

The Exhibits Committee should make every effort to compile and maintain a mailing list, which includes companies whose products and services will appeal to all types of libraries and librarians. Exhibitors should include both established and emerging companies.

The selection of a decorator may, to some extent, be determined by the Conference location. Some sites will have their own decorating staff; at other sites, it will be necessary to contract with an outside decorator or exhibit service. It is important to identify a decorator who can be flexible and who will be on-site throughout the Conference. [Nothing ever goes as planned.] The decorator or the Conference site staff should be prepared to handle pre-Conference shipment and to assist with shipping when exhibits close.

Booth layout will be planned by the decorator and may be influenced by the exhibit facility's structural features. Booths should be one standard size but should allow for doubling or tripling

Booth assignments are made by the Exhibits chair as the reservation payment is received. Companies who respond early are usually assigned the choice locations. Traditionally, the Exhibits Committee has tried to avoid placing competitors in near-by booths.

The exhibit hall layout and a list of exhibitors should be included in the Conference materials. Each booth should include signs with the company name and the booth number. Booth numbers are crucial and should probably be a separate sign since some exhibitors will use their own company banners. The layout, an exhibitor list, and booth signs make it possible to find companies with a minimum of confusion and inconvenience. All representatives should have standard Conference name tags provided by the Registration committee.

Because many companies will be using expensive equipment, security and equipment are

important concerns – both for the exhibitors and the Association. The exhibit hall should be secure (guarded, if necessary) 24 hours a day and either the Conference facility or the Association should have adequate insurance coverage in effect.

The primary concern in planning exhibits should be bringing librarians and vendors together. Unfortunately, the scheduling of the Conference programs rarely allows free time to visit the exhibits. Therefore, plans should be made which will encourage visits to the exhibit hall. Extended hours on the first day of exhibits provide a good opportunity to browse when there are no other scheduled programs or meetings. Serving early morning coffee or afternoon soft drinks in the exhibit hall is another way to encourage people to attend the exhibits.

Exhibit passes should be available for people who are not registered for the Conference. Allowing the public to attend exhibits provides an excellent opportunity for out-reach and publicity.

E. Finances/Conference Treasurer

The conference treasurer has two major responsibilities with respect to the biennial conference: budgeting and general accounting.

The budget process is a function based on historical information from past conferences, which provides a plan of spending for each area of conference responsibility. It is a basic financial blue print from which local arrangements, the placement center, exhibits, etc., are able to plan their specific areas of the conference with the amount of dollars available.

The purpose of the general accounting function is to inform the various planning participants about their progress relating to the initial budget and to inform the Board of NCLA, through the NCLA treasurer, whether the conference is projected and/or has been a financial success. General accounting functions should be conducted according to general accounting principles.

A further purpose of general accounting is to keep the NCLA treasure informed regarding revenues and expenditure for purposes of reporting this information within the organization's tax return and financial statements, which are audited.

F. Program

The Program Committee for the NCLA Biennial Conference is responsible for planning the three General Sessions as well as working with the NCLA Biennial Conference program planners designated by the various NCLA committees, round tables and sections. The Chair of the Program Committee is a member of the Executive Board of the Conference Committee

Programs are planned with the needs of the NCLA membership foremost, but also to attract non-NCLA affiliated groups with an educational focus.

The Program Chair must make all contacts with the program planners of all NCLA committees, round tables and sections. A list of these is located in the *NCLA Handbook*

Non-NCLA affiliated groups which have been included in the past are the North Carolina Writers' Network and the Friends of the North Carolina Public Libraries. The Program Chair should include other groups as identified. Increasingly, there has been a demand for meeting rooms and time slots for users' groups of major bibliographic utilities and integrative automated library systems, many of who may not be NCLA members. The Program Chair should work with the Registration and Conference Committees to determine registration fees or waivers for these non-NCLA affiliated groups and individuals.

The Program Subcommittee is appointed by the Chair of the Conference Committee. Membership of the Program Subcommittee is representative of the NCLA membership at large and as such should include academic, public, and school librarians as well as library educators. The Program Subcommittee selects the speakers for and determines the format of the three General Sessions subject to overall approval of the Conference Committee. As much as possible, the Program Subcommittee will select speakers who address some aspect of the Conference theme.

The Chair of the Program Committee works in especially close contact with the Chairs of the following committees: Publicity, Registration, and Local Arrangements. As soon as the Chair of the Program Committee determines the formats and times of the General Sessions and receives plans from the program planners of the various NCLA committees, round tables and sections, this information is passed on to the Chairs of the aforementioned committees.

Program planners for the various NCLA committees, round tables, and sections look to the Chair of the Program committee for leadership in terms of general ideas and suggestions for speakers, size and arrangement of meeting rooms, food and refreshments and time slots and length of time for sessions. The Chair of the Program committee facilitates the planning of jointly sponsored sessions and encourages informal as well as formal sessions. Although not responsible for making hotel reservations for speakers other than the General Session speakers; the Chair of the Program Committee should remind individual program planners to make hotel reservations for speakers for their programs. Based on the anticipated audience and estimated attendance, program planners communicate to the Chair of the Program Committee specific instructions regarding the room setup arrangement desired and audiovisual and electrical setup required. Table talks are defined as informal sessions, which may be repeated, and are designed for discussing various issues of interest among no more than 15 people. Audiovisual and electrical setups have not traditionally been provided for table talks because of the expense involved and the fact that, since large areas are often sectioned off to accommodate multiple table talks, noise can be a distraction when audiovisuals are used.

A General Session is planned for every day of the Conference, which traditionally has been held from Wednesday through Friday, with pre-conference events and early registration occurring on the preceding Tuesday. One of the three General Sessions is designated the Ogilvie Lecture in honor of Phillip Ogilvie, former NC State Librarian. The Ogilvie Lecture addresses the professional issues in librarianship. The third General Session, sometimes occurring in conjunction with the NCLA Conference Luncheon held on the final day of the Conference, is usually recreational rather than instructive. The formats of the General Sessions may vary according to the content of the information to be shared, including, but not limited to lectures, panels, skits, musical performances and slide shows.

Speakers who are librarians and educators usually require the reimbursement of travel and lodging expense. In cases where there is no set speaker's fee, a modest honorarium of \$300 - \$500 is appropriate, particularly for non-NCLA members. The Program Chair will make every attempt to accommodate schedules of speakers for both the General Sessions and the individual programs. Although speakers for the General Sessions may also be obtained through contact with various speakers' bureaus, prices for non-librarian speakers range from \$3,000-\$10,000 plus reimbursement of travel and lodging expenses.

Serving as the advocate for financial support NCLA Conference program planners, the Chair of the Conference Program Committee is a member of the NCLA Finance Committee during the year preceding the Biennial Conference and as such attends regularly scheduled and called meetings of NCLA Finance Committee. The Chair of the Conference Program Committee serves

as liaison from the Executive Board and in this capacity gives updates on funding decisions regarding Conferences programming.

G. Conference Registration

The purpose of conference registration is to handle pre-registration and registration of delegates to the conference. The focus of the committee should be on the provision of effective and professional customer service with a consideration of the best use of volunteer professionals' time and cost effectiveness.

Responsibilities of the conference registration committee are:

- To provide a clear format by which conference attendees may pre-register for pre-conferences, conference and special events or register on site at the conference.
- To expedite the pre-conference registration, conference pre-registration, and conference registration processes which include the production of name tags, tickets for special effects and receipts to make the best use of volunteer professionals' time and meet deadlines for completion. In 1991, a computer program was written specifically to process NCLA conference pre-registration and registration data and to print nametags, tickets, financial reports and other reports. Before use each biennium, the program must be updated to reflect new registration information, meal functions, and costs. Decisions to otherwise update the software to make the program generate additional information should include the consideration of the cost to location and mobility of the computer system on which the pre-registration/registration program is loaded so that members of the pre-registration committee can give maximum assistance to the chair in the entry of pre-registration data and so that work can be done on the program at the conference after registration desk hours.
- To develop procedures, establish a convenient location and hours of operation, and provide adequate volunteer staff to distribute pre-registration materials and register delegates on site at the conference. Volunteers who are recruited from various kinds of libraries are more likely to sign up to work needed days and times at the registration desk. Before the conference a decision must be made whether or not to have a single or multi-station network to register patrons on site. One must consider the level of customer service desired (e.g. relative amount of time when a number of people are registering at the same time) versus the cost of renting and programming a multi-station network when making this decision.
- To provide a mechanism for the collection of outstanding monies and/or provide refunds at the time the delegate requests registration materials from the registration desk. During the 1991 and 1993 biennial conferences, the conference treasurer sat at the registration desk to handle the collection or refund of monies.
- To provide verification of NCLA membership and/or the opportunity to conveniently join NCLA at the conference. The NCLA administrative assistant has been traditionally stationed at or near the registration desk to answer questions regarding membership and registration fees and to recruit new or renewing members.
- To provide accurate and detailed financial accounting of money transactions of the conference treasurer. (Generated by the aforementioned computer program in 1991 and 1993.)
- To provide an accurate and detailed account of the number of delegate who pre-registered or registered by type (member, non-member, library school student, vendor guest, speaker) and by day to the Conference Chair. (Generated by the aforementioned computer

program in 1991 and 1993.)

- To provide an account of the number of delegates registered for special meal functions to the Conference Chair and the Local Arrangements Committee.(Generated by the aforementioned computer program in 1991 and 1993.)

All registration rates and fees are approved by the NCLA Executive Board. The Chair of the Conference Committee establishes policy regarding which speakers, guests, etc. do not pay fees to attend the conference.

The Registration Chair works with the Publications Chair to design an appropriate pre-registration form and name tag to enhance the theme of the conference. The Registration Chair interacts with the Program Committee Chair to identify special events to be placed on the pre-registration form and with the Local Arrangements Committee Chair to arrange adequate and convenient registration facilities at the conference.

H. Local Arrangements

The planning done by the Local Arrangements Committee will be essential for a successful conference. Therefore, it is imperative that good lines of communication be established among the committee chair, sections and round tables.

The Local Arrangements Committee has responsibility for making all arrangements pertinent to the selected site. The Local Arrangements Committee has responsibility to make room and space assignments, to make provisions for audiovisual equipment, to investigate all conference liabilities, to arrange all meal functions, to make decorative decisions, to provide hospitality, to arrange tours, to make room assignments for speakers, to arrange transportation for speakers, to handle any special needs as stated by the ADA, and to provide requested entertainment. It is also necessary that all deadlines be strictly adhered to.

The Chair of the Local Arrangements Committee is responsible for choosing and organizing a group to oversee the various responsibilities for local arrangements. The Chair of the Local Arrangements Committee should be a local person. The Chair of the Local Arrangements Committee will work closely with all other committee chairs.

The Chair of the Local Arrangements Committee reports to the Chair of the Conference Committee

Listed below are the specific responsibilities of the Local Arrangement Committee:

- All arrangements for flowers should be made through this committee. All meal functions should be handled by this committee.
- Reasonable deadlines for guest speaker room arrangements should be handled by this committee.
- All room assignments for sessions, table talks, etc. will be handled by this committee
- This committee should investigate all conference liabilities.
- All arrangements for special entertainment should be made through this committee.
- The conference will provide traditional equipment; specialized equipment such as modems, video projectors, etc. will be provided but at the rental expense charged back to the section.
- Special needs request such as signing for sessions; food allergies, etc. will be handled to the extent which is possible.
- General session equipment will be provided by the conference.
- Equipment will be rented from local companies. School may no longer be able to provide

- equipment.
- During the conference, walkie-talkies should be provided for some members of this committee.
 - Hotel and motel room assignments should be handled by the local housing authority.
 - It is our policy to provide specialized services (babysitting charged back to the recipient of the service; specialized transportation) in as much as possible.
 - This committee should develop a checklist of all costs of room setup.
 - One month prior to the conference, this committee should send to each session chair a confirmation of what is expected in the way of equipment, room size, etc. for the session presentation. The chair should respond to make any corrections.
 - This committee should look into the possibility of a communications center (internet) with a charge to the users.
 - This committee should have a preliminary budget in hand and adhere to it. This committee should provide services of traffic control in the exhibits area on the opening and closing days of the conference, the security for the exhibit area, and safety and security for the conference participants.

I. Publicity/Publications Committee

The most obvious and immediate purpose of the Publicity Committee is to promote the conference and convey all of the details so that NCLA members and supporters will choose to register for the conference. However, as with any publicity effort, there must also be an awareness that we are promoting and building a certain image of the organization. In that sense the impact of the conference publicity is subtle and cannot be measured merely by the conference registration statistics.

The single most significant issue for this committee is the determination of the conference theme. The president, in conjunction with the conference committee, will develop a theme for the conference.

The publicity must express and interpret the theme. Consequently, the Publicity Committee cannot really begin its work until the theme is selected. Thus, it is very important that the theme be chosen several months in advance of publicity target dates, so that the committee and graphic artists have plenty of time to develop a logo, advertising and other promotional materials.

In 1993, after we selected the theme, we held a logo contest to get the best artistic interpretation of the theme.

The publicity needs to stress the significance of the biennial conference to the members. It must also make them think that it will be fun. The challenge is creating a conference image that both implies continuing education and late night parties with wine and cheese.

Since the conference publications are the final repository for all the conference information, the Publicity Committee works very closely with all of the other committees.

When choosing committee members, it is wise to look for the following skills and talents: marketing instincts, graphic skills, attentiveness to details and deadlines, understanding of the complexities of the NCLA organization, bookkeeping (for the conference store), understanding of printing techniques. Obviously, no one person possesses all of these, but the committee needs to have a variety of members. It would be preferable that the committee chair have secretarial support, a fax machine, modem, software that is compatible with the other

committee chair and compatible with the graphic designer and printer.

The basic tasks of the committee are:

- Pre-conference Publicity This includes announcements in professional journals, announcements to exhibitors and use of e-mail/listservs.
- Pre-registration Packet The goal of the packet are (1) To promote the conference by providing information about the programs, speakers, workshops, meetings, exhibitors, etc. (2) To provide details about registration.
- In 1993, the committee chose to compile all of the program information into a booklet, rather than sending out a stack of flyers produced by the various committees, sections and round tables. The booklet looked more professional and it was easier to use. The trade-off was that individual sponsors did not have the opportunity to design their own publicity, unless they mail an additional piece out. (In 1993 many committees did choose to mail out something and it was felt that these extra mailings helped to boost enthusiasm for the conference.)
- The other important piece in the pre-registration packet is the information about registration and lodging. The major challenge is to make the information clear so that people will quickly send in their registration form.
- One other key element in this packet is the information conference participants will need to find their way to the conference site, find their hotels, parking, etc. Whether they pre-register or not, they do not receive any other mailings, so this packet contains everything they might need to register for the conference.
- Conference Program This piece expresses the theme, describes every single conference activity, provide information about time and place of all activities. It also serves as a history of the biennium as well as a general promotional piece for the organization and for the exhibitors. Since it functions as a guidebook and calendar for nearly two thousand people for four days it must be a convenient format. For this reason, in 1993 we chose to pare it down to the most essential information, so that it would not be bulky or confusing.

Other responsibilities of the committee are:

- Dealing with the media prior to and at the conference. Unfortunately, this is usually shortchanged because of all of the other responsibilities.
- Conference Store: This involves ordering merchandise, keeping up with inventory and bookkeeping, setting up and staffing the booth at the store. In 1993, we ordered several things with NCLA logos, but we chose not to buy anything that could not be sold at future conferences.
- Signs at the Conference: These are the signs that are posted outside of meeting rooms and banners for the general sessions. Also, the committee is responsible for signs in the exhibit hall. In 1993, we chose to create signs for the meeting rooms that listed all of the events that would take place in that room on each day, rather than individual signs regarding each program. This saved printing money and it avoided the hassle of having to post signs for every conference session.
- Name tags: This is handled by the Registration Committee and Publicity Committee. Since the registration software allows us to design and generate the nametags, the main responsibility of the Publicity Committee is to order appropriate supplies.

J. Conference Placement Center

Purpose:

The North Carolina Library Association provides placement facilities at its Biennial Conference. These facilities are intended to provide an opportunity for conferees to review information about job openings, make applications to these openings, and interview for employment to representatives. In addition, it allows employers who are seeking individuals for employment to review resumes from individuals who are seeking employment, and to interview those who meet the requirements for the job. Facilities are made available at no cost to the users.

The Chair of the Placement Center is responsible for choosing members to work with plans and to staff the Center during the conference. Representation should include academic, public, school, special libraries, and library school students. Contact is made with other chairs of the Conference and Association Committees.

Employers:

1. Employers should make every effort to list positions ten days before the conference. Announcements are accepted at the conference.
2. Employers should interview individuals for only those positions which actually exist and are listed with the placement center. If an employer is recruiting for a position which is not yet authorized and/or funded, notice to this effect should be given on the job order and during the interview.
3. Interviews should be conducted in private and without interruptions.
4. Employers should check the message center frequently and acknowledge all messages.
5. Employers who are not interviewing should state on the job order where resumes may be sent.

Applicants:

1. Applicants should provide as complete a resume as possible.
2. Applicants should not interview for positions unless they have a resume on file with the placement center.
3. Applicants should be prepared to provide an employer with copies of resume and names and addresses of references.
4. Applicants should check the message center frequently and acknowledge all messages.
5. Applicants should make every effort to submit resumes prior to the deadline. Resumes are accepted at the conference.

Web site

The conference Web site is at: <http://www.nclaonline.org/conference/>

Policy on Releasing Conference Attendee List

There will be a check box on both membership form and conference registration to indicate release or non-release of contact information.

Two lists will be sent out free to corporate vendors who register as exhibitors for conference and request a list. These two lists will be of the attendees before and after conference.

There will be a charge for non-registered vendors for lists in excess of two at the discretion of the Executive Board.

Appendix A. Historical Information

Editors of North Carolina Libraries

Feb. 1942	John J. Lund, Sidney Holmes
Apr. – Sept. 1942	Sarah Bowling, Mary D. Grant, Sidney Homes
Nov. 1942 – Jan. 1943	Hallie Sykes Bacelli, Pattie Bartee, Louise Justice Sink
Mar. – Sept. 1943	Hallie Sykes Bacelli, Louella S. Posey, Louise Justice Sink
Dec. 1943 – Dec. 1944	Ernestine Grafton, Editor-of-Chief Mary Lindsay Thorton, College Library Editor Sidney Holmes, School of Editor
Feb. 1945 – May 1946	Mary Lindsay Thornton, College Library Editor Sidney Holmes, School Library Editor Margaret Allman, Public Library Editor
Sept. 1946 – Mar. 1947	Harlan C. Brown, Nancy Burge
June/Sept. 1947 – Mar. 1949	Wendell W. Smiley
June 1949 – May 1951	Charles R. Brockmann
Oct. 1951 – May 1953	Hallie Sykes Bacelli
Oct. 1953 – Oct. 1957	Elaine von Oesen
Feb. 1958 – Fall 1959	William S. Powell
Winter 1960- Fall 1963	Charles M. Adams
Winter 1964 – Fall 1965	Adriana P. Orr
Winter 1966 – Fall 1968	Alva W. Stewart
Winter 1969 – Fall 1971	Mel Busbin

Winter 1972 – Winter 1979	Herbert Poole David Jensen, Acting Director (Winter 1973 – Spring 1974)
Spring 1979 – Summer 1983	Jonathan A. Lindsey
Fall 1983 – Summer 1985	Robert Burgin
Fall 1985	Patsy J. Hansel
Winter 1985 – 2001	Frances Bryant Bradburn
2001 – 2005	Plummer Alston “Al” Jones, Jr.
2005-	Ralph Scott

NCLA Conferences: Date and Locations

Date(s)	Conference/Meeting	Location(s)
May 14, 1904	Organizational Meeting	State Normal and Industrial College, Greensboro
Nov. 11 – 12, 1904	First Annual Meeting	Colonial Club, Charlotte
Apr. 27, 1906	Second Annual Meeting	Olivia Raney Library, Raleigh
May 23 – 24, 1907	Third Annual Meeting (with ALA)	Battery Park Hotel, Asheville
Nov. 12 -13, 1908	Fourth Annual Meeting	Greensboro Public Library
Dec. 2 – 3, 1909	Fifth Annual Meeting	Goldsboro
Dec. 7 – 8,	Sixth Annual Meeting	Winston-Salem

1910		
Nov. 22 – 23, 1911	Seventh Annual Meeting	Durham Public Library
Nov. 5 – 6, 1913	Eighth Annual Meeting	Washington, N.C.
Apr. 1 – 2, 1915	Ninth Annual Meeting	Supreme Court Room, Raleigh
Apr. 12 – 13, 1916	Tenth Annual Meeting	Gastonia
Apr. 24 – 25, 1917	Eleventh Annual Meeting	Salisbury
1918	District Meetings	Durham, Winston-Salem, Charlotte
Nov. 19 – 20, 1919	Twelfth Annual Meeting	Raleigh
1920	District Meetings	Durham, Greensboro, Asheboro
Nov. 10 – 11, 1921	Thirteenth Annual Meeting	O. Henry Hotel, Greensboro
1922	District Meetings	Charlotte, Greensboro, Chapel Hill, Goldsboro, Asheville, Southern Pines
Nov. 22 – 23, 1923	Fourteenth Conference	Robert E. Lee Hotel, Winston-Salem
Nov. 19 – 20, 1925	Fifteenth Conference	Carolina Inn, Chapel Hill
1926	District Meetings	Gastonia, Winston-Salem, Raleigh, Asheville, Wilmington, Rocky Mount, Sanford

Nov. 2 -3, 1927	Sixteenth Conference	Hotel Charlotte, Charlotte
Oct. 21 – 22, 1929	Seventeenth Conference (with Southern Conference on Education and SELA)	Chapel Hill
1930	District Meetings	Charlotte, Statesville, Albemarle, Goldsboro, Warrenton
Nov. 12 -13, 1931	Eighteenth Conference	Duke University, Durham
May 10 – 11, 1933	Nineteenth Conference	Woman’s College, Greensboro
Oct. 10 – 12, 1935	Twentieth Conference	Battery Park Hotel, Asheville
Oct. 14 – 15, 1937	Twenty-first Conference	Carolina Inn, Chapel Hill
Sept. 2, 1938	Twenty-second Conference	Woman’s College, Greensboro
Oct. 26, 1939	Twenty-third Conference	Highland Pines Inn, Southern Pines
Oct. 2 – 4, 1941	Twenty-fourth Conference	King Cotton Hotel, Greensboro
Oct. 20, 1943	Twenty-fifth Conference	Hotel Charlotte, Charlotte
Apr. 25 – 27, 1946	Twenty-sixth Conference	Hotel Sir Walter, Raleigh
Oct. 16 – 18, 1947	Twenty-Seventh Conference	Robert E. Lee Hotel, Winston Salem
Apr. 28 – 30, 1949	Twenty-eighth Conference	Washington Duke Hotel, Durham

Apr. 26 – 28, 1951	Twenty-ninth Conference	O. Henry Hotel, Greensboro
Oct. 22 – 24, 1953	Thirtieth Conference	Ashville Conference
Oct. 20 – 22, 1955	Thirty-first Conference	Sheraton Hotel, High Point
Nov. 21 – 23, 1957	Thirty-second Conference	Hotel Sir Walter and North Carolina State College, Raleigh
Oct. 8 – 10, 1959	Thirty-third Conference	Washington Duke Hotel, Durham
Oct. 25 – 28, 1961	Thirty-fourth Conference	Jack Tar Hotel, Durham
Oct. 23 – 26, 1963	Thirty-fifth Conference	Jack Tar Hotel, Durham
Nov. 4 – 6, 1965	Thirty-sixth Conference	Robert E. Lee Hotel, Winston-Salem
Oct. 26 – 28, 1967	Thirty-seventh Conference	White House Inn, Charlotte
Oct. 22 – 25, 1969	Thirty-eighth Conference	White House Inn, Charlotte
Nov. 4 – 6, 1971	Thirty-ninth Conference	Winston-Salem Convention Center
Nov. 1 – 3, 1973	Fortieth Conference	Benton Convention Center, Winston-Salem
Oct. 29 – Nov. 1, 1975	Forty-first Conference	Benton Convention Center, Winston-Salem
Oct. 5 – 8,	Forty-second Conference	Benton Convention Center, Winston- Salem

1977		
Oct. 17 – 20, 1979	Forty-third Conference	Civic Center, Charlotte
Oct. 7 – 9, 1981	Forty-fourth Conference (Joint Conference with South Carolina Library Association)	Civic Center, Charlotte
Oct. 26 – 28, 1983	Forty-fifth Conference	Benton Convention Center, Winston- Salem
Oct. 1 – 4, 1985	Forty-sixth Conference	Civic Center, Raleigh
Oct. 27 – 30, 1987	Forty-seventh Conference	Benton Convention Center, Winston- Salem
Oct. 10 – 13, 1989	Forty-eighth Conference	Civic Center, Charlotte
Nov. 12 – 15, 1991	Forty-ninth Conference	Market Square, High Point
Oct. 19 – 22, 1993	Fiftieth Conference	Benton Convention Center, Winston- Salem
Oct. 3 – 6, 1995	Fifty-first Conference	Koury Convention Center, Greensboro
Oct. 8 – 10, 1997	Fifty-second Conference	Raleigh Convention and Conference Center
Sept. 22 – 24, 1999	Fifty-third Conference	Benton Convention Center, Winston- Salem
Oct. 3 -5, 2001	Fifty-fourth Conference	Benton Convention Center, Winston- Salem
Sept. 23 – 26, 2003	Fifty-fifth Conference	Benton Convention Center, Winston- Salem

Nov. 9 – 12, 2004	Centennial Conference (with SELA)	Civic Center, Charlotte
Sept. 20-23, 2005	Fifty-sixth Conference	Benton Convention Center, Winston- Salem
2007		Hickory
2009		Greenville
2011		Hickory
2013		Winston-Salem
2015		Greensboro
2017		Winston-Salem
2019		Winston-Salem
2021		Virtual

Centennial Conference History Committee Members

North Carolina Library History Bibliography Subcommittee

- Wiley Williams
- Robert Anthony (University of North Carolina at Chapel Hill)
- Nicholas Graham (University of North Carolina at Chapel Hill)
- Plummer Alston “Al” Jones, Jr. (East Carolina University)

Centennial Conference Video Scrapbook Subcommittee

- Terry Beckwith (Wayne County Public Library)
- Denis Bosselman (Sandhills Community College)
- Shelia Bumgarner (Public Library of Charlotte and Mecklenburg County)
- Vanessa Gaskill-Hurtig (Carteret Community College)
- John Kincheloe (Meredith College)
- Pamela McCarter (Public Library of Charlotte and Mecklenburg County)
- June Power (University of North Carolina-Pembroke)
- Nicole Pugh (Public Library of Charlotte and Mecklenburg County)
- Trilby P. Weeks (Public Library of Charlotte and Mecklenburg County)
- Joel White (Forsyth County Public Library)

Centennial Exhibit Subcommittee

- Paula Brown (Gaston-Lincoln Regional Library)
- Shelia Bumgarner (Public Library of Charlotte and Mecklenburg County)
- Craig Fansler (Wake Forest University)
- Peggy Higgins (Brevard College)
- Victor Jones (New Bern-Craven County Public Library)
- Cheryl McLean (State Library of North Carolina)
- Gena Moore (Central Piedmont Community College)
- Katie Schlee (Old Salem, Inc.)
- Marie Spencer (New Hanover County Public Library)
- Colleen Turnage (Queens University of Charlotte)

Centennial Handbook Subcommittee

- Plummer Alston “Al” Jones, Jr. (East Carolina University)
- Emily Gore (East Carolina University)
- Maurice C. York (East Carolina University)

Centennial Oral History Project

- Kevin Cherry (East Carolina University)
- Joan Sherif (Northwestern Regional Library)
- Linda Simmons Henry (Saint Augustine’s College)
- Joel White (Forsyth County Public Library)

Centennial Moments/Treasure Hunt Subcommittee

- Barb Gushrowski (University of North Carolina-Pembroke)
- Dianne Johnson (Wake Forest University School of Medicine)
- June Power (University of North Carolina-Pembroke)
- Marie Spencer (New Hanover County Public Library)
- Georgia Williams (Chowan College)

Library History Programming Subcommittee

- James V. Carmichael, Jr. (University of North Carolina at Greensboro)
- Patrick Valentine (Wilson County Public Library)

Centennial Time Capsule Subcommittee

- Eileen McGrath (University of North Carolina at Chapel Hill)

Chair, Centennial Conference History Committee

- Kevin Cherry (East Carolina University)

Chair, Centennial Conference

- John Via (Forsyth County Public Library)

President, North Carolina Library Association

- Pauletta Brown Bracy (North Carolina Central University)

NCLA Distinguished Service Awards

1989	Nancy Brenner Annette Phinazee (posthumously) Diana Young
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1991	Elizabeth Jordan Laney
1993	O. Mel Busbin, Jr. (posthumously)
1995	Edward G. Holley
1997	Gene Lanier
2001	Elaine Christian (posthumously) Sue Ann Cody William S. Powell William H. Roberts
2003	April Wreath
2005	Diane Kester
2006	Leland Park
2007	Frances Bryant Bradburn Paula Pearce Hinton (posthumously)
2009	Dr. Benjamin F. Speller
2011	Dr. Robert Burgin
2013	Carol Walters
2015	Dr. Pauletta Bracy Gerald Holmes
2017	
2019	

NCLA Honorary and Life Memberships

From 1904 to 1910, honorary memberships were given to out-of-state speakers, who came at their own expense to help establish the North Carolina Library Association. From 1919 to 1975, honorary members were elected by a majority vote at the annual meeting. Since 1977, honorary

memberships have been presented to lay citizens who have made outstanding contributions to the development of libraries and library programs in the state. Life memberships are given to retired librarians whose contributions to the state and the profession were especially notable.

Honorary Memberships

1904	Anderson H. Hopkins (Louisville, Kentucky) Anne Wallace (Atlanta, Georgia)
1906	Ida J. Dacus (Rock Hill, South Carolina) John P. Kennedy (Richmond, Virginia) Julia Rankin (Atlanta, Georgia)
1919	Minnie Leatherman Blanton
1923	Mary Palmer Phillips
1939	Annie F. Petty
1943	Charles Whedbee
1947	Joseph Penn Breedlove Louis Round Wilson
1949	J. Frank Wilkes
1951	Marjorie Beal Ethel Taylor Crittenden Lillian B. Griggs Nellie Rowe Jones Katharine C. Ricks
1953	Susan Grey Akers

	<p>Robert D. Douglas</p> <p>Georgia H. Faison</p> <p>Harry Miller Lydenberg</p> <p>Charles E. Rush</p>
1961	<p>James W. Atkins</p> <p>Nell Battle Lewis</p> <p>Charles R. Brockmann</p> <p>Lucile Kelling Henderson</p> <p>D. Hiden Ramsey</p> <p>Mary Lindsay Thornton</p>
1965	<p>Charles F. Carroll</p> <p>Roy B. McKnight</p> <p>Mrs. Claude S. Morris, Sr.</p> <p>Meade H. Willis, Sr.</p>
1969	<p>Mary Peacock Douglas</p> <p>Elmer H. Garinger</p> <p>Benjamin Lee Smith</p> <p>David Stick</p> <p>Philip Johnson Weaver</p>
1971	<p>Hector Mclean</p> <p>Charles W. Phillips</p>
1973	<p>John F. Blair</p>

	Hilda Austin Highfill
1975	Joseph V. Ruzicka, Jr. B. Everett Jordan
1977	Lyda Moore Merrick
1979	Thad Stem, Jr.
1981	John Emmanuel Dotterer Mary Frances Kennon Johnson (posthumously) Mary Lynn Jordon Philip Smythe Ogilvie (posthumously)
1983	Harry K. Griggs, Sr. Flora Webb Plyler
1985	Eleanor and Elliott Goldstein Harold W. Hardison George W. Miller, Jr. Samuel T. Ragan
1987	Patric G. Dorsey William C. Friday Craig Phillips
1989	Kenneth C. Royall, Jr. Robert Williams
1991	Irene P. Hairston

	Sarah Dale Merrill
1995	Charlie Rose Elinor Swaim
1999	L.B. Rick Beasley
2005	Marian McLawhorn Kay R. Hagan
2009	Marcia Johnson
2011	Ruth Holleman
2013	Harriet Smith
2015	
2017	
2019	

Life Memberships

1977	Hallie S. Bacelli Harlan C. Brown Mollie Huston Lee Benjamin E. Powell Eunice Query Elaine von Oesen
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	Carlton Prince West
1979	Paul S. Balance Willie Godfrey Boone Charlesanna Fox Mildred C. Herring Evelyn B. Pope Jane B. Wilson
1981	Cora Paul Bomar Hoyt R. Galvin Marjorie Hood Marian Leith Marianna Long Louise Moore Plybon Mary Elizabeth Poole
1983	Elizabeth Copeland Barbara Heafner Katherine Howell George Linder
1985	Mildred Council H. William O'Shea
1987	Mertys W. Bell Martha Davis

	<p>Ila Taylor Justice</p> <p>Marjorie Wilkins Lindsey</p> <p>Mae S. Tucker</p> <p>Allegra M. Westbrooks</p>
1989	<p>Lualgia P. Alcorn</p> <p>Louise V. Boone</p> <p>Edith Briles</p> <p>Dorothy W. Campbell</p> <p>Lillie D. Caster</p> <p>Clara J. Crabtree</p> <p>Marion M. Johnson</p> <p>Issac T. Littleton</p> <p>Pauline F. Myrick</p>
1991	<p>Eunice Paige Drum</p>
1993	<p>Emily S. Boyce</p> <p>H. Eugene McLeod</p>
1995	<p>Neal F. Austin</p> <p>James Govan</p> <p>Miriam Ricks</p> <p>Alene Coley Young</p>
1997	<p>Camilla McConnell</p> <p>Ophelia Irving</p>

1999	Doris Ann Bradley Elsie Brumback Gwen Jackson Gene Lanier Carol Southerland
2001	William H. Roberts
2003	Louise Marie Rountree
2005	Elizabeth Laney
2007	Elizabeth Herring Smith Richard Wells
2009	William H. Roberts
2011	Dr. Beverley Gass
2013	Ron Jones
2015	Nancy Fogarty
2017	
2019	

NCLA Officers

1904-06	President: Annie Smith Ross 1 st Vice President: Charles D. McIver 2 nd Vice President: J.A. Bivins Secretary - Treasurer: Louis R. Wilson	1915-16	President: Mary B. Palmer 1 st Vice President: Nan Strudwick 2 nd Vice President: Eva E. Malone
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	<p>Executive Committee: Annie Smith Ross,</p> <p>Louis R. Wilson, Annie Perry, J. P. Breedlove,</p> <p>R. D. Douglas</p>		<p>Secretary: Carrie L. Broughton</p> <p>Treasurer: Mrs. A. F. Griggs</p>
1906-07	<p>President: Annie Smith Ross</p> <p>1st Vice President: J. P. Breedlove</p> <p>2nd Vice President: Mrs. Sol Weil</p> <p>Secretary-Treasurer: Louis R. Wilson</p>	1917-19	<p>President: Mrs. A. F. Griggs</p> <p>1st Vice President: Mary O. Linton</p> <p>2nd Vice President: Cornelia Shaw</p> <p>Secretary: Carrie L. Broughton</p> <p>Treasurer: Eva. F. Malone</p>
1907-08	<p>President: Annie Smith Ross</p> <p>1st Vice President: Mrs. Sol Weil</p> <p>2nd Vice President: Annie Petty</p> <p>Secretary: Louis R. Wilson</p> <p>Treasurer: J. F. Wilkes</p> <p>Executive Committee: Annie Smith Ross,</p> <p>Louis R. Wilson, Mrs. Sol Weil, E. P. Wharton,</p> <p>J. P. Breedlove</p>	1919-21	<p>President: Ethel Taylor Crittenden</p> <p>1st Vice President: Mrs. J. S. Atkinson</p> <p>2nd Vice President: Pamela Bynum</p> <p>Secretary: Carrie L. Broughton</p> <p>Treasurer: Eva E. Malone</p>
1908-09	<p>President: Annie Petty</p> <p>1st Vice President: Mrs. Lindsay Patterson</p>	1923-25	<p>President: Charles B. Shaw</p> <p>1st Vice President: Eva E. Malone</p> <p>2nd Vice President: Lottie E.</p>

	<p>2nd Vice President: Ernest Cruikshank</p> <p>Secretary: Louis R. Wilson</p> <p>Treasurer: J. F. Wilkes</p> <p>Executive Committee: Annie Petty, Louis R. Wilson, Annie Smith Ross, Grace McH. Jones, J. P. Breedlove</p>		<p>Blake</p> <p>Secretary: Clara Crawford</p> <p>Treasurer: Alma L. Stone</p>
1910-11	<p>President: J. P. Breedlove</p> <p>1st Vice President: Mrs. S. P. Cooper</p> <p>2nd Vice President: E. P. Wharton</p> <p>Secretary: Mary P. Palmer</p> <p>Treasurer: Bertha Rosenthal</p> <p>Executive Committee: J. P. Breedlove, Mary B. Palmer, Louis R. Wilson, Bettie Caldwell, M. O. Sherrill</p>	1925-27	<p>President: Nellie Rowe</p> <p>1st Vice President: Charles M. Baker</p> <p>2nd Vice President: Catherine Ricks</p> <p>Secretary: J. R. Gulledge</p> <p>Treasurer: Bertie H. Craig</p>
1911-13	<p>President: J. P. Breedlove</p> <p>1st Vice President: John S. Hill</p> <p>2nd Vice President: Jennie Coffin</p> <p>Secretary: Mary B. Palmer</p> <p>Treasurer: Bertha Rosenthal</p> <p>Executive Com.: J. P. Breedlove, Mary B. Palmer, Louis R. Wilson, Annie Petty, Mrs. A. F. Griggs</p>	1927-29	<p>President: Annie Pierce</p> <p>1st Vice President: Frank Capps</p> <p>2nd Vice President: Emma Woodward</p> <p>Secretary: Cornelia Love</p> <p>Treasurer: Janet C. Berkely</p>

1913-15	<p>President: Annie Petty</p> <p>1st Vice President: J. F. Wilkes</p> <p>2nd Vice President: Bettie Caldwell</p> <p>Secretary: Mary B. Palmer</p> <p>Treasurer: Mrs. A. F. Griggs</p> <p>Executive Committee: Annie Petty, Mrs. A. F. Griggs, J. P. Breedlove, Carrie L. Broughton</p>	1931-33	<p>President: Lillian B. Griggs</p> <p>1st Vice President: Emma Woodward</p> <p>2nd Vice President: Elizabeth Sampson</p> <p>Secretary: Katherine Ricks</p> <p>Treasurer: Julius Amis</p>
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NCLA Officers (Continued)

1933-35	<p>President: Charles H. Stone</p> <p>1st Vice President: Nellie Rowe</p> <p>2nd Vice President: Lilly Moore</p> <p>Secretary: Katherine Ricks</p> <p>Treasurer: Julius Amis</p>	1949-51	<p>President: Harlan C. Brown</p> <p>1st Vice President: Charles R. Brockmann</p> <p>2nd Vice President: Hortense Boomer</p> <p>Secretary: Margaret Johnston</p> <p>Treasurer: Marianna Long</p> <p>Executive Committee: Marianne A. Martin, Annie Graham Caldwell</p>
1935-37	<p>President: Nora Beust</p> <p>1st Vice President: Ann Talbot</p> <p>2nd Vice President: Louise Justice</p> <p>Secretary: Etta Beal Grant (Left State,</p>	1951-53	<p>President: Jane B. Wilson</p> <p>1st Vice President: Mildred Herring</p> <p>2nd Vice President: Margaret Johnston</p> <p>Secretary: F. Bentley</p>

	<p>Evelyn Harrison appointed)</p> <p>Treasurer: Julius Amis</p>		<p>Treasurer: Marianna Long</p> <p>Executive Committee: Carlton P. West,</p> <p>Olan V. Cook</p>
1937-39	<p>President: Mary Louise McDearman (Resigned and left state Nell G. Butte elected president in special election Sept. 2, 1937)</p> <p>1st Vice President: Meade H. Willis</p> <p>2nd Vice President: Elizabeth Sampson</p> <p>Secretary: Frances Auld</p> <p>Treasurer: Evelyn Harrison</p>	1953-55	<p>President: Charlesanna Fox</p> <p>1st Vice President: Marion M. Johnson</p> <p>2nd Vice President: Elizabeth Williams</p> <p>Recording Secretary: Hallie Bacelli</p> <p>Corresponding Secretary: Marjorie J. Hood</p> <p>(Appointed by Executive Board)</p> <p>Treasurers: Marianna Long</p> <p>Directors: Benjamin E. Powell, Katherine McDiarmid</p>
1939-41	<p>President: Mary Peacock Douglas</p> <p>1st Vice President: Guy R. Lyle</p> <p>2nd Vice President: Dora Ruth Parks</p> <p>Secretary: Sydney Holmes</p> <p>Treasurer: Evelyn Harrison</p> <p>Executive Committee: W. T. Polk, Susan Gray Akers</p>	1955-57	<p>President: Olan V. Cook</p> <p>1st Vice President: Vernelle G. Palmer</p> <p>2nd Vice President: Marianna Long</p> <p>Recording Secretary: Celeste Johnson</p> <p>Corresponding Secretary: Mae S. Tucker</p> <p>Treasurer: Marjorie J. Hood</p> <p>Directors: Charles M. Adams, Elaine</p>

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1941-43	<p>President: Guy R. Lyle (Succeeded by Hoyt R. Galvin, 1942)</p> <p>1st Vice President: Marianne R. Martin</p> <p>2nd Vice President: Dora Ruth Parks</p> <p>Secretary: Sydney Holmes</p> <p>Treasurer: Evelyn Harrison</p> <p>Executive Committee: W. T. Polk, Susan Gray Akers</p>	1957-59	<p>President: Vernelle G. Palmer</p> <p>1st Vice President: Elizabeth H. Hughey</p> <p>2nd Vice President: Margaret E. Kalp</p> <p>Recording Secretary: Myrl Ebert</p> <p>Corresponding Secretary: Gladys Johnson</p> <p>Treasurer: Marjorie J. Hood</p> <p>Directors: Carlyle J. Frarely, Nell B. Wright</p>
1943-46	<p>President: Susan Gray Akers</p> <p>1st Vice President: Mary D. Grant</p> <p>2nd Vice President: Sue Vernon Williams</p> <p>Secretary: Virginia Kellam</p> <p>Executive Committee: Wendell B. Smiley, James Bryant</p>	1959-61	<p>President: Elizabeth H. Hughey</p> <p>1st Vice President: Carlton P. West</p> <p>2nd Vice President: Louise M. Plybon</p> <p>Recording Secretary: Dorothy E. Shue</p> <p>Corresponding Secretary: Lottie Hood</p> <p>Treasurer: Marjorie J. Hood</p> <p>Directors: Mary Peacock Douglas, Allegra M. Westbrooks</p>
1947-49	<p>President: Margaret Ligon</p>	1961-63	<p>President: Carlton P. West</p>

<p>1st Vice President: Wendell B. Smiley</p> <p>2nd Vice President: Charles M. Adams</p> <p>Secretary: Margaret Johnston</p> <p>Treasurer: Marianna Long</p> <p>Executive Committee: Jane B. Wilson,</p> <p>George M. Stephens</p>	<p>1st Vice President: Margaret E. Kalp</p> <p>2nd Vice President: Benjamin F. Smith</p> <p>Recording Secretary: Louella S. Posey</p> <p>Corresponding Secretary: Anna J. Cooper</p> <p>Treasurer: Pattie B. McIntyre</p> <p>Directors: Evelyn Parks, Elvin E. Strowd</p> <p>ALA Councilor: Carlyle J. Frarey</p>
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NCLA Officers (Continued)

1965-67	<p>President: Paul S. Ballance</p> <p>1st Vice President: Mildred Council</p> <p>2nd Vice President: Doris Brown</p> <p>Recording Secretary: Ms. Willis Hill</p> <p>Corresponding Secretary: Joseph Dixon</p> <p>Treasurer: Leonard L. Johnson</p> <p>Directors: Katherine Howell, Pattie B. McIntyre</p>	1975-77	<p>President: Annette Phinazee</p> <p>1st Vice President: Leonard L. Johnson</p> <p>2nd Vice President: Leland M. Park</p> <p>Secretary: William Roberts</p> <p>Treasurer: Richard T. Barker</p> <p>Directors: John M. Johnson, Margaret E. Rogers</p> <p>ALA Councilor: Florence Blakely</p> <p>SELA Representative: I. T. Littleton</p>
1967-69	President: Mildred Council	1977-79	President: Leonard L. Johnson

	<p>1st Vice President: Eunice Query</p> <p>2nd Vice President: Herschel V. Anderson</p> <p>Recording Secretary: Ray N. Moore</p> <p>Corresponding Secretary: Lois B. McGirt</p> <p>Treasurer: Leonard Johnson</p> <p>Directors: Mildred Herring, Robert A. Miller</p> <p>ALA Councilor: William S. Powell</p> <p>SELA Representative: Charlesanna Fox</p>		<p>1st Vice President: H. William O'Shea</p> <p>2nd Vice President: Alice Coleman</p> <p>Secretary: Artemis C. Kares</p> <p>Treasurer: Richard T. Barker</p> <p>Directors: Louis Boone, Fred W. Roper</p> <p>ALA Councilor: Norma M. Royal</p> <p>SELA Representative: Mae S. Tucker</p>
1969-71	<p>President: Eunice Query</p> <p>1st Vice President: Elizabeth Copeland</p> <p>2nd Vice President: I.T. Littleton</p> <p>Secretary: Rebecca S. Ballentine</p> <p>Treasurer: David L. Vaughan (Died 1971)</p> <p>Directors: Jo Ann Hardison Bell, William G. Wilson</p> <p>ALA Councilor: William S. Powell</p> <p>SELA Representative: Charlesanna Fox</p>	1979-81	<p>President: H. William O'Shea</p> <p>1st Vice President: Mertys W. Bell</p> <p>2nd Vice President: Phillip W. Ritter</p> <p>Secretary: H. David Harrington</p> <p>Treasurer: W. Robert Pollard</p> <p>Directors: Emily S. Boyce, Carol A. Southerland</p> <p>ALA Councilor: Norma M. Royal</p> <p>SELA Representative: Mae S. Tucker</p>
1971-73	<p>President: Elizabeth Copeland</p>	1981-83	<p>President: Mertys W. Bell</p>

	<p>1st Vice President: Gene Lanier</p> <p>2nd Vice President: Marion J. Phillips</p> <p>Secretary: Gray Barefoot</p> <p>Treasurer: Richard T. Baker</p> <p>Directors: Kenneth Brown, Catherine Weir</p> <p>ALA Councilor: Neil F. Austin</p> <p>SELA Representative: Leonard L. Johnson</p>		<p>1st Vice President: Leland M. Park</p> <p>2nd Vice President: Carol Southerland</p> <p>Secretary: Mary Jo Godwin</p> <p>Treasurer: W. Robert Pollard</p> <p>Directors: Gwendolyn Jackson, Gerald Hodges</p> <p>ALA Councilor: Emily S. Boyce</p> <p>SELA Representative: Rebecca S. Ballentine</p>
1973-75	<p>President: Gene Lanier</p> <p>1st Vice President: Annette Phinazee</p> <p>2nd Vice President: Nancy Clark Fogarty</p> <p>Secretary: William H. Roberts</p> <p>Treasurer: Richard t. Barker</p> <p>Directors: Ophelia M. Irving, Norma M. Royal</p> <p>ALA Councilor: Florence Blakely</p> <p>SELA Representative: Leonard L. Johnson</p>	1983-85	<p>President: Leland M. Park</p> <p>1st Vice President: Pauline F. Myrick</p> <p>2nd Vice President: M. Jane Williams</p> <p>Secretary: Roberta S. Williams</p> <p>Treasurer: Eunice P. Drum</p> <p>Directors: Shirley B. McLaughlin, Jerry A. Thrasher</p> <p>ALA Councilor: Emily S. Boyce</p> <p>SELA Representative: Rebecca S. Ballentine</p>

NCLA Officers (Continued)

1985-87	President: Pauline F. Myrick	1997-99	<p>President: Beverley Gass</p> <p>Vice President: Plummer Alston</p>
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	<p>1st Vice President: Patsy J. Hansel</p> <p>2nd Vice President: Rose Simon</p> <p>Secretary: Dorothy W. Campbell</p> <p>Treasurer: Nancy Clark Fogarty</p> <p>Directors: Benjamin F. Speller, Jr., Arial A. Stephens</p> <p>ALA Councilor: Fred W. Roper (left state), Keith Wright</p> <p>SELA Representative: Rebecca S. Ballentine (Term completed in Oct. 1986 at SELA Conference), Jerry A. Thrasher</p>		<p>“Al” Jones, Jr.</p> <p>Secretary: Elizabeth Jackson</p> <p>Treasurer: Diane Kester</p> <p>Directors: Ross Holt, Vanessa Work Ramseur</p> <p>ALA Councilor: Jackie Beach</p> <p>SELA Representative: Nancy Clark Fogarty</p>
1987-89	<p>President: Patsy J. Hansel</p> <p>1st Vice President: Barbara A. Baker</p> <p>2nd Vice President: Ray A. Frankle</p> <p>Secretary: Gloria Miller</p> <p>Treasurer: Nancy Clark Fogarty</p> <p>Directors: Janet L. Freeman, Howard F. McGinn</p> <p>ALA Councilor: Keith Wright</p> <p>SELA Representative: Jerry A. Thrasher</p>	1999-01	<p>President: Plummer Alston “Al” Jones, Jr.</p> <p>Vice President: Ross Holt</p> <p>Secretary: Sue Ann Cody</p> <p>Treasurer: Diane Kester</p> <p>Directors: Phillip Barton, Patrick Valentine</p> <p>ALA Councilor: Jackie Beach</p> <p>SELA Representative: John Via</p>
1989-91	<p>President: Barbara A. Baker</p> <p>Vice President: Janet L. Freeman</p>	2001-03	<p>President: Ross Holt</p> <p>Vice President: Pauletta Brown</p>

	<p>Secretary: Amanda Bible</p> <p>Treasurer: Michael J. LaCroix</p> <p>Directors: Sylvia Sprinkle-Hamlin, H. David Harrington</p> <p>ALA Councilor: Patricia A. Langelier</p> <p>SELA Representative: Jerry A. Thrasher (Term completed in Dec. 1990 at SELA Conference), David Fergusson</p>		<p>Bracy</p> <p>Secretary: Martha Davis</p> <p>Treasurer: Diane D. Kester</p> <p>Directors: James V. Carmichael, Jr., Teresa McManus (Left state, term filled by Robert Canida)</p> <p>ALA Councilor: Vanessa Work Ramseur</p> <p>SELA Representative: John Via</p>
1991-93	<p>President: Janet L. Freeman</p> <p>Vice President: Gwen G. Jackson</p> <p>Secretary: Waltrene M. Canada</p> <p>Treasurer: Wanda Brown Cason</p> <p>Directors: Edwards "Ed" T. Shearin, Jr., Helen M. Tugwell</p> <p>ALA Councilor: Patricia A. Langelier</p> <p>SELA Representative: David Fergusson</p>	2003-05	<p>President: Pauletta Brown Bracy</p> <p>Vice President: Robert Burgin</p> <p>Secretary: Connie Keller</p> <p>Treasurer: Diane D. Kester</p> <p>Directors: Dale Cousins, David Paynter</p> <p>ALA Councilor: Vanessa Work Ramseur</p> <p>SELA Representative: Evelyn Council</p>
1993-95	<p>President: Gwen G. Jackson</p> <p>Vice President: David Fergusson</p> <p>Secretary: Judy LeCroy</p> <p>Treasurer: Wanda Brown Cason</p> <p>Directors: Sandra Neerman, John E. Via</p>	2005-07	<p>President: Robert Burgin</p> <p>Vice President: Phil Barton</p> <p>Secretary: Paula Hinton</p> <p>Treasurer: Tina Stepp</p> <p>Directors: Frannie Ashburn, Bryna Coonin</p>

	<p>ALA Councilor: Martha E. Davis</p> <p>SELA Representative: David Fergusson</p> <p>(Term completed in Oct. 1994 at SELA Conference), Nancy Clark Fogarty</p>		<p>ALA Councilor: Kevin Cherry</p> <p>SELA Representative: Evelyn Council</p>
1995-97	<p>President: David Fergusson</p> <p>Vice President: Beverley Gass</p> <p>Secretary: Steven L. Sumerford</p> <p>Treasurer: Wanda Brown</p> <p>Directors: Barbara Akinwale, Jackie B. Beach</p> <p>ALA Councilor: Martha E. Davis</p> <p>SELA Representative: Nancy Clark Fogarty</p>		