

# ***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 libraries in the profession;

### ***Article IV – Membership***

Membership in the North Carolina Library Association shall be open to all individuals and organizations and shall consist of six classes: individual membership, institutional membership, contributing membership, lifetime membership, honorary membership, and life membership. Only individual, lifetime, 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 - Lifetime.** Members who choose to pay a one-time fee will not be charged for membership in the future.

**Section 5 - Honorary.** The Membership Committee may recommend to the Executive Board for honorary, non-voting membership of non-librarians who have made unusual contributions to library services. Such nominees may be elected by the Executive Board.

**Section 6 - 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. Life members will not be charged for membership in the future.

## ***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 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.143B68).

**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 four 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 the 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 by the President; nor shall the Treasurer or other authorized person make any payment except for expenditures which have been so approved. When the need arises, the president and/or their designee may act on behalf of the Executive Board between meetings and authorize expenditures up to \$1,000. Any such discretionary action shall be communicated to the Board promptly.

**Section 7.** There shall be a biennial financial review of all accounts, or when there is a change in Treasurers.

## ***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 section's activities or alignment with NCLA's goals have ceased.

## ***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. 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 – Nonprofit 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 nonprofit educational, professional, or library entities.

## ***Article XIV – Amendments***

Amendments to the Constitution shall originate with the Executive Board. A proposed amendment shall become effective when it has been approved by a majority of the members of the Executive Board present and voting, followed by ratification by the members of the Association either by a vote by email of a majority of the members of the Association voting, or by a majority vote of the members present and voting at the general business meeting of the Association at the biennial conference. 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 communicated to the membership at least 30 days prior to the vote being 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 their 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 their 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 for a biennial financial review annually 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 their 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, lifetime, 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.** Membership 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 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.

## **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 published 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 the ALA 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 email 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 canceled. If an NCLA sponsored event is canceled where there is a separate fee, the refund would be for the separate fee.

3. Individual Cancellation Due to Inclement Weather. Individuals requesting a refund due to 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 registration 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.

### ***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 to 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 payment of all bills in accordance with the budget adopted by the Executive Board, and to appoint a person to reconcile monthly bank statements 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 their 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 a personal member of ALA and NCLA in order to be nominated. Elected every four years as part of the general election of NCLA officers. Four-year term begins at conclusion of NCLA biennial meeting in the year of election.

Duties:

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

### ***NCLA Administrative Assistant***

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 and Vice-President
- 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

## **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
- Development
- Diversity, Equity and Inclusion
- Finance
- Intellectual Freedom
- Leadership Institute
- Legislative and Advocacy
- Marketing
- Membership

- Nominating
- 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 the succeeding chair and/or NCLA archives as appropriate.

## ***Archives***

### **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***

### **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 website.

## ***Constitution, Codes and Handbook***

### **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.

## ***Development***

### **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.

## ***Diversity, Equity, and Inclusion***

### **Membership:**

Two co-chairs, plus four or more members, and the President of the Association, ex officio.

### **Charges:**

1. Support the mission of the North Carolina Library Association, particularly as it relates to issues of Diversity, Equity, and Inclusion (DEI).
2. Establish a framework to facilitate the development and implementation of DEI initiatives in the following areas:  
Support for underrepresented populations within NCLA: Opportunities for engagement, support, and networking for individuals who self-identify as members of underrepresented populations (i.e. BIPOC, LGBTQ+, Individuals with disabilities)  
Educational opportunities: Mechanisms to learn about DEI-related topics and improve DEI proficiency among NCLA members (i.e. webinars, training sessions, workshops)  
Best practices, both internal and external: Structures and strategies to develop, support, and sustain diverse, equitable, and inclusive work environments and services (i.e. Hiring, Retention & Promotion; Programming & Collection Development)
3. Collaborate with NCLA committees and sections, and other relevant associations as appropriate.

## ***Finance***

### **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***

### **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 Institute***

### **Membership:**

Chair, plus other members appointed by the President of the Association, past participants in the Leadership Institute, and an officer representing LAMS.

### **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.

## ***Marketing***

### **Membership:**

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

### **Charges:**

1. To promote the activities of the association, its members, and related organizations through contemporary mediums.
2. To create, maintain, and ensure compliance to the association's style guide and brand standards by all Executive Board members, sections, round tables, and committees.
3. To keep the contemporary communications mediums as up to date as possible using best practices.

## ***Membership***

### **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.

## ***Nominating***

### **Membership:**

Chair (the Immediate Past-President), plus 3-5 additional members who serve on an “as needed” basis.

### **Charges:**

1. To contact potential candidates who have shown interest in serving as an elected officer of the association;
2. To evaluate each candidate and to educate them on the duties of the office they are interested in serving.
3. To prepare a slate of candidates and present to the Executive Board at the October meeting before a conference year for the Boards approval.
4. To work with the Web Committee once the slate is approved to set up the online biennial election of officers.
5. Communicate to the membership that nominations are open for the next biennial elected officers and then describe a process and timeline
6. To report the results of the election first to the Executive Board and then to the general membership of the association.

## ***Scholarships***

### **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 are awarded from the NC Community Foundation Endowment. Scholarships shall be awarded each biennium, depending on the availability of Endowment funds, with a minimum award of \$1,000 each. If the committee deems it appropriate and funds

are available, more than one scholarship may be awarded from each fund per biennium. Funded scholarships are as follows:

- The Appalachian Scholarship (awarded to a library science student who plans to be a school library media specialist in North Carolina).
- The McLendon Scholarship.
- The Query-Long Scholarship for Work with Children and Young Adults.
- The North Carolina Library Association Memorial 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 their 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.

## ***Web and Technologies Support***

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, and setting contribution guidelines.

## **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. See also Article X of NCLA Constitution and Article IV of NCLA Bylaws.

## ***Sections***

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 the Constitution and Bylaws of NCLA. Section Bylaws are on the NCLA website.

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

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 the succeeding chair and/or NCLA archives as appropriate.

## ***Sample Bylaws for Sections***

[Click here](#) for a MS Word document of Sample Bylaws for sections. These can be found on the [Forms](#) page of the NCLA website

## **Financial Procedures**

### ***Procedures and Guidelines***

1. Income



1. All income (checks, cash, and/or credit card payments) is sent to the NCLA 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
    3. 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 items 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 of 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. prepares an income and expenditure report for the fund accounts s documents
    3. sends documents (and b above) to the Finance Committee, the check

- co-signer and as requested to section chairs, President and officers.
4. receives, reconciles and retains the bank statement for their 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 of the association's fund accounts. This third party may not be the one who makes deposits or is authorized to sign association checks.
  6. Quarterly, the Treasurer pares 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.
  7. Posts the reports to the NCLA website.
  8. 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.
  9. The NCLA Treasurer will present the names of a proposed tax preparer and auditor to the NCLA Board, for approval.
  10. 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 the audit has been completed and resolved. The committee destroys application 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, the Archives Committee transfers it to the 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, the Archives Committee transfers it to the 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, the Archives Committee transfers it to the 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, the Archives

Committee transfers it to the 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, the Archives Committee transfers it to the 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 the 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, the Archives Committee transfers to the 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 the 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, the Archives Committee transfers it to the 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, the Archives Committee transfers it to the 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, the Archives

Committee transfers it to the 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, the Archives Committee transfers correspondence, reports, surveys and publications to the 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, the Archives Committee transfers it to the 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, the Archives Committee transfers it to the 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

Revised and approved by NCLA Executive Board 10.28.2022.