

**SPECIAL LIBRARIES ASSOCIATION
PHILADELPHIA CHAPTER
PROCEDURES MANUAL**

Revised June, 2003

CONTENTS

Introduction and Revision Notes.....
Organization Chart.....
Position Description Template.....
Executive Board Position Descriptions.....
Advisory Board Position Descriptions.....
Appendix: Suggested Format for Treasurer's Report to Executive Board.....
Knower Committee Report (2/25/02).....
By-Laws (2002).....

INTRODUCTION

This is an update of the Procedures Manual for the Special Libraries Association Philadelphia Chapter (see last update dated 1993).

The Procedures Manual is the product of current and past Chapter officers and committee members and reflects their best efforts to summarize the requirements of the various positions. Needless to say, these guidelines are not "written in stone" and should be changed to meet the changing needs of a dynamic group such as the Philadelphia Chapter. Any changes must be in accordance with the Chapter Guidelines.

REVISION NOTES

REVISION NOTE 1986 Edition

The Procedures Manual was reviewed by 1985-86 officers and committee chairmen in May, 1986. Revisions were made in June, 1986 to the sections Executive Board, Auditor, Budget Committee, Bulletin, Consultation, Directory Committee/Rankin Fund, Membership Committee, Public Relations Committee. In most cases, the revisions were minor and do not affect the substance of the responsibilities involved.

In addition, the sections on the Awards and Career Guidance Committees were combined into one entry for a Career Guidance and Awards Committee. A section for the Networking Committee, based on Guidelines approved in 1982, was added in the Procedures Manual format.

REVISION NOTE 1993 Edition

The Procedures Manual was reviewed in 1992-1993 by a committee of several Chapter past presidents. The officers and committee chairs were requested to submit revised guidelines for their positions. In addition, the committee reviewed the Minutes of the Chapter's Executive Board meetings from 1986 (the date of the last revision of the Manual) through May 1992. Any pertinent Board decisions made during that period are reflected in guidelines.

Although all of the guidelines have been revised, most revisions are minor. The guidelines for the Consultation Chair and Library Cooperation have been dropped due to inactivity. The following committees have been added: Diversity, International, List of Members, Long Range Planning, Technology, Tellers, Transportation, Visioning.

It should be noted that while there are separate guidelines * for Auditor and Budget, the Executive Board has recently allowed these positions to be held by the same individual.

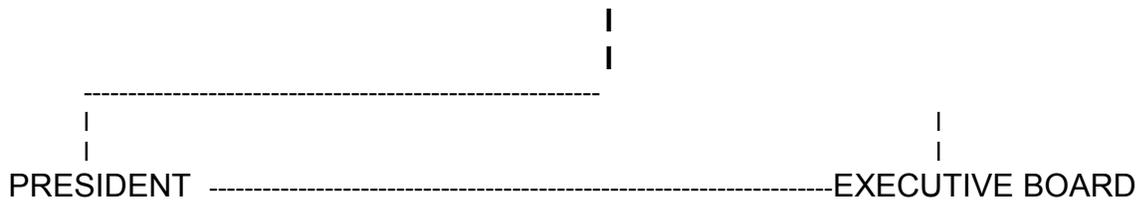
REVISION NOTE 2003 Edition

The Procedures Manual was reviewed and updated in 2002-2003. The following major changes were made:

- The list of Advisory Council chairs was changed to reflect the current Board positions. Auditor was removed from the Advisory Council.
- The 1993 budget and balance sheet was removed and replaced with a 'Suggested Format for Treasurer's Report to Executive Board'.
- The Chapter Records Retention Policy was removed. A web address for the Association's Guidelines for Chapter Archives was included in the position description for the Archives Chair.
- The Knower Fund Committee report from 2/25/02 was added.
- The 2002 revised approved By-Laws were included.

CHAPTER ORGANIZATION CHART

MEMBERSHIP



ADVISORY COUNCIL

- ARCHIVES
- AWARDS
- BUDGET
- BULLETIN EDITOR
- BULLETIN TECHNICAL EDITOR
- BYLAWS & JOB DESCRIPTIONS
- CAREER GUIDANCE & STUDENT RELATIONS
- DIVERSITY
- ELECTRONIC MAILING LIST
- EMPLOYMENT
- EVENTS COORDINATOR & HOSPITALITY
- GOVERNMENT RELATIONS
- INTERNATIONAL RELATIONS
- KNOWER FUND
- KNOWLEDGE MANAGEMENT
- MEMBERSHIP
- NETWORKING
- NOMINATING
- PROFESSIONAL DEVELOPMENT
- PUBLIC RELATIONS
- REGIONAL CONFERENCE
- RANKIN
- STRATEGIC PLANNING
- TRANSPORTATION
- VENDOR RELATIONS
- WEB MANAGER

A position on the Advisory Board need not be filled where there is no activity for that Chair.

- AUDITOR

OFFICERS

- PRESIDENT
- PAST-PRESIDENT
- PRESIDENT-ELECT
- SECRETARY
- TREASURER
- DIRECTORS (3)

POSITION DESCRIPTION TEMPLATE

FUNCTION
SELECTION
QUALIFICATIONS
APPOINTMENTS
TERM
DUTIES
REPORTS
EXPENSES

EXECUTIVE BOARD POSITIONS

EXECUTIVE BOARD

FUNCTION	The Executive Board shall have the power and authority to manage the Chapter's property and govern its affairs.
MEMBERSHIP	The Executive Board shall consist of 8 members: President, President-elect, immediate Past-president, Secretary, Treasurer, 3 (three) Directors.
TERM	For President, President-elect, Past-president: one operational year. (Operational year is defined as the end of the SLA Annual Conference to the end of the next year's Annual Conference). For secretary and treasurer: two administrative years. For directors: three administrative years.
DUTIES	The duties of the Executive Board are: <ol style="list-style-type: none">1. To serve as the governing board of the Chapter.2. To give due consideration to all matters coming before the Board, including Association, Chapter, and Committee business.3. To fill a vacancy in office, except that of President.4. To act as coordinating agent between the Association and the Chapter.5. To consider recommendations in the annual reports of officers, committee chairs, and special representatives.6. To manage the Chapter's financial affairs.
MEETINGS	Convened on the call of the President.
APPOINTMENTS	Vacancies in the membership of the Board, except the office of the President, shall be filled by majority vote of the remaining members of the Board.

PRESIDENT

FUNCTION	The function of the President is to act as presiding officer of the Chapter and its Chief Executive Officer.
QUALIFICATIONS	The President must be a member of the Chapter. The President must be able to attend the Association's Winter and Annual Conferences.
TERM	The President's term is 3 (three) consecutive years with first year as President-Elect, second as President, and third as Past-President
DUTIES	<p>The duties of the President are:</p> <ol style="list-style-type: none">1. To preside at all Chapter and Executive Board Meetings and to prepare agenda for Board meetings.2. To recommend to the Board measures that further the objectives and broaden the effectiveness of the Chapter.3. To sign contracts and other legal documents.4. To have signature on file with Chapter's bank and to sign checks if necessary.5. To appoint chairs of all committees and special appointments as appropriate.6. To alert the Electronic Mailing List Manager to any and all updates and changes to the Board and Executive Board lists.7. To be a member, ex-officio, of all committees except the Nominating Committee.8. To serve as a member of the Association Chapter Cabinet and attend the Winter and Annual conference meetings of the Chapter and Joint Cabinets.9. To call for annual reports from officers, committee chairs.10. To represent (or appoint a surrogate to represent) the Chapter at all extra-Chapter activities or functions appropriate to the interests of the Chapter.11. To act as Consultation Chair: when the Chapter or Association receives a request for library consultation services within the Philadelphia area, the Consultation Chair looks for Chapter members who may be able to fill the request.12. To take part in the interviewing process of the SLA Scholarship Program for applicants from the Philadelphia area.13. To forward all current records to the incoming President within 20 days of stepping down from office.
REPORTS	The President submits an annual report (furnished by the Association) of the Chapter's activities to the Chair of the Chapter Cabinet of the Association before the close of the operational year.

EXPENSES

The President shall request that the Chapter's budget include the funds necessary to cover the planned expenses for the office. Any additional funds needed shall be approved by the Executive Board including travel expenses to Conferences if not available from other sources.

PAST-PRESIDENT

FUNCTION	The Past-President is a member of the Executive Board.
QUALIFICATIONS	The Past-President must be a member of the Chapter and have held the position of President the preceding year.
TERM	One administrative year.
DUTIES	<p>The duties of the Past-President are:</p> <ol style="list-style-type: none">1. To attend and to vote at all Executive Board Meetings.2. To serve in an advisory capacity to the President.3. To attend functions in place of the President when requested.4. To serve as chair of the Chapter Procedures Manual.5. To serve as the Succession Leader and be a member of the Nominating Committee.
REPORTS	The Past-President shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Past-President shall request that the Chapter's budget include the funds necessary to cover the activities planned for the year. Any additional funds needed shall be approved by the Executive Board.

PRESIDENT-ELECT

FUNCTION	The function of the President-Elect is to act as presiding officer of the Chapter and its Chief Executive Officer.
QUALIFICATIONS	The President-Elect must be a member of the Chapter. It is desirable that this member has held Chapter offices in the past and is familiar with the recent activities of the chapter and Association. The President-Elect should be in a position to accept future responsibilities as President.
TERM	Three years - one year as President-Elect, one year as President, and one year as Past-President.
APPOINTMENTS	As program chair, to select as many volunteers as needed to run an effective meeting schedule.
DUTIES	<p>The duties of the President-Elect are:</p> <ol style="list-style-type: none">1. To serve as a member of the Executive Board.2. To attend all meetings of the Board and Executive Board.3. To serve as Program Chair.4. To coordinate plans, announcements and needs to the Board and work closely with the Web Committee, Public Relations , Vendor Relations and Events Coordinator.5. To act as host to any guest speakers.6. To assume the duties of the President in the President's absence.7. If duly elected, the President-Elect will assume the Presidency for the ensuing operational year (begins after SLA Annual Conference). If appointed to Office, the President-Elect does not automatically accede to the Presidency. New elections will be held.8. To serve as a member of the Association Chapter Cabinet and to attend the Winter and Annual Conference meetings of this cabinet. <p>Important deadlines: January (last week) Attend the Chapter Cabinet and Board Meeting</p>
REPORTS	The President-Elect gives an oral or written report at each Executive Board Meeting containing information on all activities, future plans, and budget status of programs.
EXPENSES	As Program Chair the President-Elect shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

SECRETARY

FUNCTION	The Secretary's function is to maintain an accurate record of all that transpires at each Executive Board meeting of the Chapter.
QUALIFICATIONS	The Secretary must be a member of the Chapter, attend meetings regularly and have facilities for producing and distributing the minutes.
TERM	Two administrative years.
DUTIES	<p>The duties of the Secretary are:</p> <ol style="list-style-type: none">1. To serve as a member of the Executive Board.2. To attend all meetings of the Board and Executive Board.3. To take minutes and to maintain a file of the official minutes of all Board meetings. In the absence of the Secretary, the President will appoint a substitute Secretary for any meeting.4. To write and distribute minutes of the Board meetings before the next meeting. When recording the minutes of each meeting, the following information should be included: date, place, motions, and vote thereon; statement of topics discussed and summary of discussion; reports of officers and committee chairs, either in the body of the minutes or as attachments; a list of the attendees - whether members or visitors.5. To assist the President with all Chapter correspondence as needed.6. The Secretary may sign contracts and other legal documents for the Chapter.
REPORTS	Maintains files/records and turns these materials over to the incoming Secretary. After review and weeding by the new Secretary, files older than one year are transferred to Archives.
EXPENSES	The Secretary shall request that the Chapter's budget include the funds necessary to cover the cost of the office for the year. Any additional funds needed shall be approved by the Executive Board.

TREASURER

FUNCTION	The function of the Treasurer is to handle all financial matters of the chapter.
QUALIFICATIONS	The Treasurer must be a member of the Chapter.
TERM	Two administrative years.
DUTIES	<p>The duties of the Treasurer are:</p> <ol style="list-style-type: none">1. To serve as a member of the Executive Board.2. To attend all meetings of the Chapter and Executive Board, and present a financial report of Chapter activities at the Executive Board meetings.3. To handle Chapter financial affairs and financial correspondence.4. To advise officers and committees on budget matters and financial reporting requirements.5. To keep a financial record of all committee transactions.6. Upon assuming office, to arrange for the changes in the Chapter's bank account(s). This procedure includes obtaining the necessary forms from the bank, having them completed by the appropriate officers, retiring and incoming; obtaining bank signatures for the President, Treasurer, and Secretary; and if the Treasurer wishes, transferring the bank account(s) for convenience. The Bank selected for the Chapter's accounts should be approved by the Executive Board, and this should be recorded in the minutes.7. To sign checks and pay bills for Chapter expenditures. The Treasurer is authorized to pay bills up to \$5000 resulting from routine activities previously authorized by the Executive Board. The Chapter President and President-Elect are also authorized to disburse funds and sign checks for the Chapter if necessary.
REPORTS	<ol style="list-style-type: none">1. The Treasurer keeps a record of all the normal financial transactions of the chapter, as well as the following:<ol style="list-style-type: none">a. Chapter allotments received from SLA and disbursement of these funds.b. Special funds designated for specific projects and disbursement of these funds.c. Funds received from Chapter projects and disbursement of these funds.2. The Treasurer complies with all HQ requirements for use of financial software, reporting formats, and rules of record-keeping. Fund balances are checked for accuracy on a monthly basis against current bank statements. SLA guidelines for Chapter financial management are followed, as provided in the Special Libraries Association Unit Treasurer Policy & Procedures Manual, posted on the SLA web site.3. The Treasurer prepares for each Board meeting a written report (suggested report formats are shown in the Appendix). This report should contain details of all transactions since the last Board meeting, and current balance for each account. It should also contain a Program Report, summarizing income, expenses, and attendance for programs in the current administrative year.

4. The Treasurer prepares for the first Fall Board meeting a proposed budget for the Chapter administrative year. Once the budget is approved, it is updated with actual income and expense data and presented to the Board on a quarterly basis, permitting the Board to monitor Chapter finances.

5. An annual report is submitted to the Chapter President five days prior to the annual business meeting. This report is not read at the meeting, but it is published in the Bulletin.

6. A Year End financial statement is prepared in January covering the Association fiscal year (January 1 – December 31) and sent to the auditor for approval. One copy of this report is sent to the Association Finance Director by January 31 of each year, one copy is sent to the Chapter President by February 10. One copy remains on file with the Treasurer's working notes, and one copy remains on file with the auditor. Other financial reports prepared for the Association Finance Director are the Mid-Year Financial Statement due June 30, and the List of Individuals Paid Over \$600 due January 15.

7. The Chapter's financial records, computer files, paper files, bank notes, check books, and correspondence are transferred to the succeeding Treasurer. After review, the new Treasurer sends all files older than two years to the Archives.

8. The Treasurer's records are to be sent to the Auditor for approval at the end of the fiscal year in conjunction with the Year-End Financial Statement, and upon closeout for transfer to the incoming Treasurer. The auditor may not be a member of the Chapter, a member of the SLA Board of Directors, or an employee of or supervisor of the Treasurer.

EXPENSES

The Treasurer shall request that the Chapter's budget include the funds necessary to cover the Treasurer's planned activities. Any additional funds needed shall be approved by the Executive Board.

See APPENDIX

Suggested Format for Treasurer's Report to Executive Board

DIRECTOR

FUNCTION	The function of the three directors is to serve as voting members of the Executive Board and to act as trustees of the Chapter. Each of the three directors' duties will be aligned with one of the strategic focus areas of the Chapter.
QUALIFICATIONS	The directors must be members of the Chapter and be familiar with local Chapter activities.
TERM	Each director is elected by the Chapter membership for a three-year term. The terms are staggered so that a new director is elected each year as the director elected three years previously completes a term on the Executive Board.
DUTIES	<p>The duties of a Director are:</p> <ol style="list-style-type: none">1. To attend all Board and Executive Board meetings and to act on all recommendations and motions put before the Board.2. To render advice to the President in matters of Chapter policy.3. To undertake special Chapter projects and activities at the request of the Chapter President.4. To maintain an awareness of member's activities in order to be able to recommend to the Board appropriate recognition and awards to members whose activities promote the goals of the Chapter or of Special Librarianship in general.5. To act as a steward for one of the strategic focus areas of the Chapter and to coordinate the efforts of the respective committee chairpersons for those committees under that strategic focus area.
REPORTS	Each Director shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.

ADVISORY BOARD POSITIONS

ARCHIVES

FUNCTION	To maintain the Archives of the Chapter in accordance with the Association's Guidelines for Chapter Archives.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	Due to the ongoing accumulation and processing of Chapter records, the Chairperson should be willing to accept the responsibility on a longterm basis.
DUTIES	<p>The duties of the Archives Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To make certain that the records of each administration are received.3. To maintain the records of the Chapter in accordance with the content, organization, and retention guidelines set forth in the Association's Guidelines for Chapter Archives (found at http://www.sla.org/content/SLA/Policies/42-79.cfm).4. To service the Archives, to secure materials from it as may be necessary and to respond to questions whose answers may be found in archived Chapter records.
REPORTS	The Chair shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

AUDITOR

FUNCTION	The function of the Auditor is to audit the Chapter financial records.
SELECTION	The Chair may be recommended by the Treasurer and must be approved by the Executive Board. The Auditor should not be a member of the Chapter, hold an elected office at the Division, Chapter, or Association level. The Auditor should have no relationship to the Treasurer that would be considered a conflict of interest.
QUALIFICATIONS	Membership in the Association is not required.
TERM	One administrative year.
DUTIES	<p>The duties of the Auditor are:</p> <ol style="list-style-type: none">1. To audit the Chapter financial records in January in conjunction with the chapter Financial Report for the fiscal year.2. To review and verify:<ul style="list-style-type: none">• Opening balance with previous closing balance.• All arithmetical computations.• Receipts and expenditures ledger.• The bank balances.• All checks written, cleared, and outstanding.3. To report any discrepancies to the Chapter President.
REPORTS	The Treasurer's report to each meeting of Executive Board will indicate the date of the last audit.
EXPENSES	The Treasurer shall request that the Chapter's budget include the funds necessary to cover the Auditor's planned activities. Any additional funds needed shall be approved by the Executive Board.

AWARDS

FUNCTION	The function of the Awards Chair is to nominate and get Board approval for all annual awards to Chapter members.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	The duties of the Awards Chair are:

1. To attend Board meetings as a non-voting committee Chair.
2. To oversee the annual Awards process as follows:
 - Send out a call for Award nominations prior to the Annual Banquet.
 - Receive nominations and, if applicable together with the Nominations Committee, determine Award winners.
 - Present Award winners to the Executive Board for approval.
 - Create certificates and/or purchase award gifts.
 - Present Awards to winners at the Annual Banquet.
3. To send a list of Award winners to the Bulletin Editor for publication in the Bulletin after the awards have been presented.
4. To maintain the Awards history for the Chapter.

As of the start of 2003, the following awards are given annually:

Chapter Appreciation Award: Presented to a chapter member who has made a significant contribution to the Chapter in a particular area.

Chapter High Achiever Award: Presented to a chapter member who has expanded the boundaries of service, knowledge or professionalism within his or her own organization.

Special Achievement Award for Distinguished Service: Presented to a chapter member for outstanding professional achievement or distinguished service in the field of special librarianship.

President's Cup: Presented by the past winner to a member who has made significant contributions over many years showing leadership, vision and initiative.

A list of past award winners can be found on the Chapter web site (<http://www.sla.org/chapter/cphl/awards.htm>).

REPORTS	The Chair shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to

cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

BUDGET

FUNCTION	The Budget Chair is responsible for submitting a proposed annual Chapter budget to the Executive Board at a Chapter Board meeting in the fall of each year prior to the beginning of the Chapter's fiscal year of January 1st.
SELECTION	The Chair is appointed by the Chapter President. The Chair may be the same person as the Auditor or the Treasurer.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Budget Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To prepare evaluations of current budget, allocations and spending or revised projections of future spending and to submit these projections to the Chapter Executive Board when requested to do so.3. To provide other financial advice and recommendations to the Executive Board when requested to do so.4. To attend Executive Board meetings whenever possible.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

BULLETIN EDITOR

FUNCTION	The Bulletin Editor compiles and coordinates the electronic publication of the Bulletin on the Chapter website. The Bulletin Editor is a member of the Chapter Website Team.
SELECTION	The Bulletin Editor is appointed by the Chapter President.
QUALIFICATIONS	The Bulletin Editor must be a member of the Chapter.
TERM	One administrative year.
DUTIES	<p>The duties of the Bulletin Editor are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To collect and solicit materials for the Bulletin from Association Headquarters, members, etc.3. To set publication deadlines at the beginning of the year to match the meeting schedule.4. To distribute publication deadlines to the President and any other members who need to be informed.5. To coordinate, edit, and compile the Bulletin at the times specified by the deadline schedule. This includes the meetings calendar and any meetings notices.6. To deliver the Bulletin copy electronically to the Technical Editor.7. To work closely with the Technical Editor, be receptive to changes and recommend and implement policies.8. To publish names of new members in the Bulletin.
REPORTS	The Chair shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

BULLETIN TECHNICAL EDITOR

FUNCTION	The Bulletin Technical Editor compiles and coordinates the electronic publication of the Bulletin on the Chapter website. The Bulletin Editor is a member of the Chapter Website Team.
SELECTION	The Bulletin Technical Editor is appointed by the Chapter President.
QUALIFICATIONS	The Bulletin Technical Editor must be a member of the Chapter.
TERM	One administrative year.
DUTIES	The duties of the Bulletin Technical Editor are: <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To assist the Bulletin Editor with the collection and solicitation of material.3. To prepare the Bulletin in final format for electronic publication.4. To work closely with the Bulletin Editor, be receptive to changes and recommend and implement policies.
REPORTS	The Editor shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Editor shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

BYLAWS & JOB DESCRIPTIONS

FUNCTION	The Bylaws & Job Description Chair is to assure that the Chapter Bylaws are up-to-date and consistent with the Association Bylaws, and that Chapter business is conducted in accordance with these Bylaws and accepted procedure. The Chair also makes sure the Board and Advisory Board job descriptions are up to date.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	The duties of the Bylaws & Job Description Chair are: <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To review the Bylaws and job descriptions each year for revisions or clarification.3. To advise the Chapter of changes in Association Bylaws which require changes in the Chapter Bylaws; to draft proposals for appropriate changes.4. To submit proposed changes at the earliest possible regular meeting for further discussion and voting.
REPORTS	The Chair shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

CAREER GUIDANCE & STUDENT RELATIONS

FUNCTION	The Career Guidance and Student Relations Chair provides a liaison between the Chapter and the Special Libraries Association and students/faculty of the College of Information Studies (CIS) at Drexel University and other library programs. The Chair will provide the students with information on the Association and Chapter activities.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint Committee members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Career Guidance & Student Relations Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To encourage student membership in SLA specifically the Philadelphia Chapter.3. To plan, organize, promote, and coordinate special student events such as “Spend a Day with a Special Librarian”, Rush at Rush, etc.4. To notify students of time, place, and topic of Chapter meetings.5. To provide students and faculty with career information on special libraries.6. To inform students of awards available at the Association and Chapter level.7. To accept additional assignments as directed by the President and Board.
REPORTS	The Chair shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Chair shall request that the Chapter’s budget include the funds necessary to cover the Committee’s planned activities. Any additional funds needed shall be approved by the Executive Board.

DIVERSITY

FUNCTION	The Diversity Chair is responsible for raising awareness and bringing to the Chapter issues surrounding diversity in our profession and professional organization.
SELECTION	The Chair is appointed by the Chapter President. The Chair should be an individual who has an interest in ethnic minority concerns relevant to present and potential special librarians and information professionals.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Diversity Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To create chapter awareness of Diversity issues through programs, meetings, training and communications.3. To work with the Membership Committee and other information professional associations and minority information associations to recruit and enhance diversity in the Chapter.4. To have a representative, most often the Chair, attend Chapter Executive Board meetings.
REPORTS	The Chair shall submit an annual report to the President that will include an outline of all activities, exhibits, and suggestions for the future.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

ELECTRONIC MAILING LIST

FUNCTION	The function of the Electronic Mailing List Manager is to maintain the Chapter electronic mailing list and the Board and Executive Board mailing lists.
SELECTION	The Electronic Mailing List Manager is appointed by the Chapter President.
QUALIFICATIONS	The Electronic Mailing List Manager must be a member of the Chapter.
TERM	One administrative year.
DUTIES	<p>The duties of the Electronic Mailing List Manager are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To make any changes, additions or subtractions of Chapter member email addresses from the electronic mailing (via Internet Service Providers) and Board and Executive Board (via Palinet) lists as necessary.3. To maintain a liaison with the Membership Chair and/or Association Headquarters to get email addresses of new members and deactivating members.4. To maintain a liaison with PALINET and with the Internet Service Providers used for electronic mailing lists.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

EMPLOYMENT

FUNCTION	The function of the Employment Committee is to serve as a clearing house in the Greater Philadelphia area for both individuals seeking employment in the special library field and for employers seeking librarians/information scientists.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members, if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Employment Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To serve as Chapter contact for Employment.3. To explain Chapter job posting policies and procedures to employers4. To answer questions from employers and job seekers.5. To post job openings on the Chapter's electronic discussion list (SLA-PHIL@SHRSYS.HSLC.ORG).6. To serve as an employment advisor to individuals desiring employment in Greater Philadelphia special library / information center.7. To encourage Chapter members to notify the Employment Chair of job opportunities in their organizations.8. To attend all Philadelphia Chapter Executive Board meetings and all Philadelphia Chapter meetings if possible. If unable to attend a Board meeting, send a report to the Chapter President in time for the meeting.9. To maintain liaison with Association Headquarters' employment activities.
WHEN CONTACTED BY AN EMPLOYER:	<ol style="list-style-type: none">1. Receive, screen, and trouble-shoot job opportunity notices. Obtain appropriate information pertaining to the job, including job description, duties and responsibilities, salary, contact person, address of employer, and deadline for applying.2. Post job openings on the Chapter's electronic discussion list.<ul style="list-style-type: none">• The Chapter Webmaster copies job opening notices from the discussion list to the Chapter Web page.• The Bulletin editor may select recently posted openings to publish in the Bulletin.3. Share list of job hotlines with employers if they ask for suggestions on further posting their job openings.

Under no circumstance should the Employment Chair or any committee member

send out resumes of potential candidates who are seeking employment. This practice follows the policy established by the Special Libraries Association.

When dealing with employment agencies, the above policy applies. More than one employment agency may post the same job ad. The Chapter's services are not to be publicized to employment agencies.

WHEN
CONTACTED BY
AN APPLICANT:

1. If the applicant has Internet access, share information about the Chapter's electronic discussion list and Web pages as alerting services for job openings.
2. Keep a list of job hotlines and suggest their use by applicants.

REPORTS

The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.

EXPENSES

The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

EVENTS COORDINATOR & HOSPITALITY

FUNCTION	The function of the Events Coordinator & Hospitality Chair is to coordinate the registration process for Chapter programs.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
TERM	One administrative year.
DUTIES	<p>The duties of the Events Coordinator & Hospitality Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To receive all registrations and payments for Chapter programs.3. To maintain a list of registered members and non-members for Chapter programs.4. To serve on the reception desk for Chapter programs for registrant sign-in, receipt of payment, and new registrations.5. To turn over registration payments to Chapter Treasurer.6. To follow up with registrants who registered for programs but did not attend and pay and/or registrants who attended but did not pay.7. To coordinate programs and events with the program chair and/or meeting planner(s)
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

GOVERNMENT RELATIONS

FUNCTION	The function of the Government Relations Chair is to monitor governmental activities, regarding library and information issues and report back to the Chapter.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter. The Chair should be an individual who has an interest in and knowledge of legislation and/or government policies which affect special librarians and information professionals at all levels of government.
APPOINTMENTS	The Chair may appoint a committee of members, if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Government Relations Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To monitor SLA web pages, literature reviews, and other professional publications for hot topics developing that may have an impact on our profession.3. To recommend positions and actions to the Board.4. To disseminate information to the Board and membership.5. To serve as a link between the Chapter and the Government Relations staff at Headquarters.6. To identify 'expert witnesses' in the chapter who might be asked to prepare a statement or provide input on government policies or proposed regulations.7. To solicit and encourage members to contact Government Relations for additional research, comment or status of legislation or administrative announcements.8. To contribute Government Relations information to Bulletins.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

INTERNATIONAL RELATIONS

FUNCTION	The function of the International Relations Chair is to monitor Headquarters activities regarding international association issues and report back to the Chapter.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members, if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the International Relations Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To recommend positions and actions to the Board.3. To disseminate information to the Board and membership.4. To serve as a link between the Chapter and the International Relations staff at Headquarters.5. To coordinate Chapter activities with International Relations projects (for example, the "Twinning Project").
REPORTS	<p>The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.</p> <p>The Chair contributes International Relations information for <i>The Bulletin</i>.</p>
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

KNOWER

FUNCTION	The Knower Chair is responsible for submitting proposals to the Executive Board for expenditure of Knower Fund monies in support of student activities, in accordance with the established Knower Fund policy. Such proposals can be made at any point in the fiscal year.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair shall appoint a committee of at least two other Chapter members. At least one of the committee shall be a continuing member from the previous year. The Membership Director and the Membership Chair shall serve as ex officio members of the committee, as shall the President of the Chapter. A member of the student chapter shall be appointed to serve as a liaison between the committee and the student chapter. However, the student liaison shall not participate in selection of individual student recipients of awards.
TERM	One administrative year.
DUTIES	<p>The duties of the Knower Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To communicate with the student chapter regarding best methods of support for student involvement and promotion.3. To propose to the Executive Board a plan and budget for support of student activities.4. If individual awards are to be offered, to oversee the awards process as follows:<ul style="list-style-type: none">· Send out calls for award applications.· Receive applications and, together with the Knower Committee, determine award winners.· Present Award winners to the Executive Board for approval.· Notify winners of their selection and arrange for the Treasurer to send checks. Present the awards at a Chapter meeting, if appropriate.· Send a list of award winners to the Bulletin Editor for publication in the Bulletin.5. To document the history of the committee's activities for the Chapter.6. To coordinate fund raising for the Knower Fund including but not limited to:<ul style="list-style-type: none">• Holiday Auction• donations at the Wine and Cheese
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for

the Committee file.

EXPENSES

The Chair shall request that the Chapter's operating budget include the funds necessary to cover the Committee's operating expenses. Any additional operating funds needed shall be approved by the Executive Board. Withdrawals from the Knower Fund in support of student activities shall be approved by the Executive Board on the basis of proposals received throughout the administrative year.

KNOWLEDGE MANAGEMENT

FUNCTION	The function of the Knowledge Management Chair is to ensure the passing of Chapter knowledge, experience, and activities by keeping Chapter records readily available on the Chapter web site.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Knowledge Mangement Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To work with the Archives Chair and Web Manager to post on the Chapter web site such records as, but not limited to:<ul style="list-style-type: none">• Bylaws• Meeting minutes• Job descriptions• Policies• Procedures manual
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

MEMBERSHIP

FUNCTION	The function of the Membership Committee is to recruit new members, to retain current members, and to maintain an up-to date membership roster based on information supplied by SLA headquarters.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Membership Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To send prospective members a personal letter of invitation, information about SLA, and an application form.3. To send new members a personal letter of welcome and a Chapter packet, including the brochure, List Of Members and latest Bulletin.4. To welcome new members at Chapter meetings.5. To send non-renewing members a personal letter encouraging them to renew their membership.6. To contact non-renewing/dropped members by telephone to ascertain reasons for non-renewal.7. To maintain a current membership roster based on the annual printout and updates received from SLA headquarters.8. To compile a list on disk of new members and Chapter List of Members changes for each Bulletin.9. To send to Electronic Mailing List Chair a disk of all new members and changes for requested time period for List of Members update.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

NETWORKING

FUNCTION	The Networking Chair serves as a clearinghouse for information on networking and as liaison between the Chapter and other organizations active in the area of networking.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Networking Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To maintain an awareness of networking developments locally, nationally and internationally, as they affect special libraries and make such information available to chapter members.3. To encourage networking among the libraries and information centers of chapter members.4. To suggest ways in which the chapter can participate in networks and further develop existing networks.5. To act as liaison between the chapter and other organizations in the library and information science organizations in the library and information science fields who are active in networking or who would like to become so.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

NOMINATING

FUNCTION	The function of the Nominating Chair is, along with the Nominating Committee, to develop a slate of candidates for election to the Executive Board.
SELECTION	The Chair is appointed by the Executive Board at least six months prior to the Chapter annual business meeting.
QUALIFICATIONS	The Chair and the two additional members of the Committee must be members of the Chapter. One of the three members must be the Past-President. No other member of the Executive Board may be a member.
TERM	One administrative year.
DUTIES	<p>The duties of the Nominating Chair and Committee are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To form the Nominating Committee.3. To present at least one candidate each for President-Elect and for the Director to be elected that year and present at least one candidate for Treasurer in even-number years or Secretary in odd-numbered years.4. To present the slate of candidates at a Chapter meeting held prior to the Chapter's annual business meeting.5. To arrange for the email or mail distribution of ballots to each Chapter member immediately after the Chapter meeting at which the slate of candidates has been presented, if the slate includes more than one candidate for any office.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

PROFESSIONAL DEVELOPMENT

FUNCTION	The function of the Professional Development Chair is to plan and implement all Professional Development activities for the Chapter.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Professional Development Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To arrange for at least one professional development and/or continuing education program per administrative year.3. To maintain the Professional Development content on the Chapter web site.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

PUBLIC RELATIONS

FUNCTION	The function of the Public Relations chair is to promote the Chapter and the Association locally.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	The duties of the Public Relations Chair are: <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To draft a statement of purpose and plan for the public relations activities.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

REGIONAL CONFERENCE

FUNCTION	The function of the Regional Conference Chair is to coordinate Chapter participation in Regional Conferences.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year or as determined by the planning cycle for the conference.
DUTIES	<p>The duties of the Regional Conference Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To be the liaison between the Chapter and other participating groups in the Conference.3. To solicit and get approval from the Board for Chapter expenses toward the Conference.4. To engage the Chapter members to participate in the Conference.5. To keep the Board and Chapter members informed about Conference planning and activities.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

RANKIN

FUNCTION	<p>The Chair coordinates and maintains the electronic version of <i>The Directory of Libraries and Information Sources in the Philadelphia Area</i>. There were 24 print editions published. In 2003 the Directory became a web-based “publication”.</p> <p>The Committee Chair functions as an editor, ensuring that participating libraries update their entries correctly. The Chair attempts to locate new libraries for inclusion and periodically reviews entries that haven’t been updated to determine if the libraries are still in existence.</p>
SELECTION	<p>The Chair is appointed by the Chapter President with the approval of the Executive Board.</p>
QUALIFICATIONS	<p>The Chair must be a member of the Chapter.</p>
APPOINTMENTS	<p>The Chair appoints any committee members necessary.</p>
TERM	<p>Two administrative years.</p>
DUTIES	<p>The duties of the Rankin Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To function as an editor, ensuring that participating libraries update their entries correctly.3. To attempt to locate new libraries for inclusion and periodically review entries that haven’t been updated to determine if the libraries are still in existence.
REPORTS	<p>The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.</p>
EXPENSES	

STRATEGIC PLANNING

FUNCTION	The function of the Strategic Planning Chair is to enable the Chapter to use its resources most effectively to meet the needs of its members, the Association and the profession by determining priority areas on which to concentrate.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
APPOINTMENTS	The Chair may appoint a committee of members if needed.
TERM	One administrative year.
DUTIES	<p>The duties of the Strategic Planning Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To review the long range plan regularly and, when appropriate, solicit input from the Chapter members in order to update the document and make it an effective tool in Chapter planning.3. To make other committees, especially the Program committee, aware of the Chapter's Strategic Plan to assist them in carrying out their functions.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

TRANSPORTATION

FUNCTION	The Transportation Coordinator encourages attendance at Chapter meetings and special events by matching individuals needing transportation with members who can provide it.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
TERM	One administrative year.
DUTIES	<p>The duties of the Transportation Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To receive requests from individuals who need transportation to or from Chapter meetings and respond to those requests.3. To identify Chapter members registered for the meeting who can provide transportation
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

VENDOR RELATIONS

FUNCTION	The function of the Vendor Relations Chair is to create relationships with vendors and solicit vendor sponsorship for Chapter programs.
SELECTION	The Chair is appointed by the Chapter President.
QUALIFICATIONS	The Chair must be a member of the Chapter.
TERM	One administrative year.
DUTIES	<p>The duties of the Vendor Relations Chair are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To liaise with the local representatives of vendors.3. To solicit vendor sponsorships for Chapter programs.4. To work with the President-Elect to match sponsorship with planned programs.5. To conduct required correspondence or other communications with vendors, caterers and others involved with program planning.6. To provide program details to assist with internal marketing and promotional activities as required.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

WEB MANAGER

FUNCTION	The function of the Web Manager is to oversee the Chapter's web site, and to coordinate all activities necessary for maintenance and updating of the web site as the Chapter's major public relations site.
SELECTION	The Web Manager is appointed by the Chapter President.
QUALIFICATIONS	The Web Manager must be a member of the Chapter.
APPOINTMENTS	The Web Manager may appoint a Committee of members.
TERM	Two administrative years.
DUTIES	<p>The duties of the Web Manager are:</p> <ol style="list-style-type: none">1. To attend Board meetings as a non-voting committee Chair.2. To provide editorial direction for the development and updating of the web site.3. To ensure harmony in design, layout and content level for the web site.4. To ensure accuracy of links on the web site.5. To ensure maintenance of any host server agreements, and to recommend upgrades as necessary.7. To ensure that web site content is updated on a regular basis to ensure liaison with other Chapter activities for which the web site is an integral communications component, including (but not limited to):<ul style="list-style-type: none">• Programs• Bulletin• Etc.8. To ensure that the web site is adequately publicized and indexed on the Web, and to ensure linkage to the site from other web sites.
REPORTS	The Chair shall present reports on activities at Executive Board meetings when appropriate. An annual report of activities is prepared each year. One copy is submitted to the President, one copy is sent to Archives, and one copy is retained for the Committee file.
EXPENSES	The Chair shall request that the Chapter's budget include the funds necessary to cover the Committee's planned activities. Any additional funds needed shall be approved by the Executive Board.

APPENDIX: Suggested Format for Treasurer's Report to Executive Board

TREASURER'S REPORT – PHILADELPHIA CHAPTER, SLA
 FY 2002-2003, 11/14/02-12/08/02 Martha Kirby

I. CURRENT BALANCES

1) KNOWER FUND activities			
Balance reported Nov. 18	\$5,245.55		
Contributions	0.00		
Interest	<u>2.37</u>		
Current balance	\$5,247.92		
2) RANKIN FUND activities			
Balance reported Nov. 18	\$21,427.47		
Interest	<u>9.69</u>		
Current balance	\$21,437.16		
3) OPERATING FUND activities			
Balance reported Nov. 18	\$14,193.57		
Income	645.00	\$625 SCIP; \$20 PMI	
Expenses	<u>1000.00</u>	\$1000 Quint "seed" money	
Current balance	\$13,838.57		
4) SLA POOLED FUND activities Sept. 30 – Nov. 31			
Balance Sept 30	\$10,781.56		
Interest	<u>0.00</u>	Interest credit every 3 months	
Sept 30 balance	\$10,781.56		
Grand Total, all available funds:	\$51,305.21	(Compared to \$51,648.15 on 11/18/02)	

II. QUICKEN REPORT: CASH FLOW SINCE LAST REPORT: 11/14/02 – 12/08/02

INFLOWS	
Interest Income	12.06
Meeting Income	
Mtg 02.06 - October Mtg	20.00
Mtg 02.07 - Nov. SCIP	625.00
TOTAL Meeting Income	645.00
TOTAL INFLOWS	657.06
OUTFLOWS	
Meeting Expense	
MLA_SLA Quint Meeting 2003	1,000.00
TOTAL Meeting Expense	1,000.00
TOTAL OUTFLOWS	1,000.00
OVERALL TOTAL	-342.94

III. PROGRAMS REPORT – FY 2002/3

Program	Item	Income	Item	Expenses	Net
Wine/Cheese	Registrations	595.00	Catering	1027.57	
60 paid	EBSCO	750.00			
2 guests					
		1345.00		1027.57	317.43
Oct. PMI	Registrations	580.00	Lunch	306.32	
29 paid			Beverages, etc.	26.62	
			Honorarium	250.00	
		580.00		582.94	(-2.94)
Nov. SCIP	Registrations	625.00		?	?
17 paid					
4 more checks?					
Dec. Holiday	Registrations				
February Roundtables	Registrations				
March	Registrations				
Professional Development	Registrations				
Annual Banquet	Registrations				
Total					
All meetings					

2/25/2002

Knower Committee Report

Committee members: Amy Christopher, Brian DeMarchi, Ann Koopman, Rod MacNeil, Barbara Wilson, Penny Young

Background

The Knower Fund currently contains \$5,070.62. No further fundraising activities are expected from now through June. Income from development activities for the Fund over the last several years include:

	Income*	Expenditures
1998/1999	\$ 560	\$ -0-
1999/2000	\$ 501	\$ -0-
2000/2001	\$1,017	\$ 100
2001/2002	\$ 800	\$ none to date

*(wine & cheese donations & holiday party auction)

Many thanks are due to Holly Rutkowski for going through our archives, searching for any previous documentation of fact or intent for the Knower Fund. We believe that our recommendations are in keeping with the spirit in which the Fund was founded.

In 1998/1999, the Board stopped awarding scholarships to Drexel University CIST students, pending a general review of the Knower Fund. We separated the Knower Fund from other accounts, established an annual auction to support it, and now have some experience to know how much income it can expect to receive from current activities.

The committee would like to see the Fund built up to a point where activities can be funded by its interest, rather than principal. But realistically, it will take a long time to get to that point. In the meantime, we propose the Board set up a committee and procedures to allow for a variety of activities, which may draw on some of the principal of the Fund. Our intent is to start using the Fund more actively to support student-related activities, while continuing to slowly build it over time.

Activities already proposed for this year include a student outreach program at Drexel (January), and subsidy of student attendance at the February Breakfast Roundtables.

Scope

In 1978 the Chapter established the Beverly M. Knower Fund in memory of a member who served in many capacities, including a term as president. The Fund was intended to reflect her abiding interest in encouraging students to consider careers in special libraries. The Fund should continue to be used in support of student-related activities, both to develop interest in careers in special libraries, but also to acquaint students with the benefits of participation in SLA.

By "students" we mean individuals who have not yet completed an initial professional degree in our field, or who maintain student membership in SLA.

Qualifying Activities

It should be the responsibility of the Knower Committee to propose a plan of student support each year, for approval by the Board. Qualifying uses of available funds should include but not be limited to:

- Subsidy of student registration fees at Chapter or regional meetings, or SLA Annual Conference (with heavy emphasis on attendance at Annual Conference when it is near Philadelphia). Mechanisms for subsidy may vary; recent ideas have included reduced fees for programs, free attendance at a Chapter networking event, or a certificate for a free meeting of a student's choice.
- One-time grants or awards for achievement. We do not think it is wise at this time to commit to a continuing scholarships associated with an individual school.
- Support of special student-oriented programming, such as outreach at Drexel or special speakers.

- Support of a student SLA chapter at an educational institution.
- Support of the Chapter's student mentoring programs.
- Purchase and distribution of promotional or educational materials designed for student use.
- Subsidy of student membership in the Association.
- Sponsorship or promotion of student research projects.
- Prizes for or publication of student work.

Development

The Fund should continue to be supported by development activities of the Chapter. Members, non-members and vendors should be able to contribute money directly to the Fund. (such donations are considered tax-deductible as charitable/educational contributions). The Chapter may also conduct events specifically for the purpose of raising money or may choose to designate a portion of general income to the Fund. In recent years, the Chapter has designated its Wine & Cheese Reception and the Holiday Party Auction as specific fundraising events for the Knower Fund.

It should be the responsibility of the Knower Committee to plan the development activities for the Fund for approval by the Board, and to work closely with the Program Committee in planning events like the annual auction or wine & cheese reception.

Access to Funds

The Chapter Treasurer should continue to manage the Knower Fund in a separate account from the rest of Chapter monies.

The amount of money available to the Knower Committee to expend each year should be the higher of either:

- 1) the interest earned on the Knower Fund account, or
- 2) an amount set by the Board, to be drawn from the principal of the account. Such action by the Board could take place either during the regular annual process of budget adoption, or at any point in the year by special request of the Knower Committee.

The Knower Committee should be able to request a withdrawal from the principal of the Fund at any time, but should request funds in advance of making program commitments. All such requests must be supported with an expenditure plan and statement of justification.

Appointment of the Knower Committee

The Committee should consist of at least 3 Chapter members. At least one member should carry over from the previous year, to provide continuity. Additional workers may be recruited for specific activities, such as an auction.

In addition to the regular members, both the Membership Director and the Membership Chair should serve as ex-officio members of the Knower Committee. In keeping with current Chapter organization, the activities of the Knower Committee should be overseen by the Membership Director.

The Chapter President should appoint the Knower Chair. The Chair should recruit other members to make up the Committee.

The Board members who have prepared these recommendations are willing to function as the Knower Committee for the remainder of this fiscal year, if so desired by the Board.

BYLAWS

PHILADELPHIA CHAPTER

SPECIAL LIBRARIES ASSOCIATION

Adopted	1937
Amended	1939, 1944, 1947, 1949, 1951, 1953, 1954, 1961, 1966, 1968, 1972
Revised	1964, 1976, 1981, 1988, 1992, 2002

ARTICLE I: NAME, OBJECTIVES AND MISSION

Section 1. The name of the organization shall be Philadelphia Chapter of the Special Libraries Association, hereinafter referred to as the Chapter and the Association, respectively.

Section 2. The objectives of the Chapter shall be those of the Association, as indicated in the most recent Association Bylaws [hyperlink], with emphasis on those objectives applicable to the geographic area served by the Chapter.

Section 3. The mission of the Chapter is
TO ADVANCE THE LEADERSHIP ROLE OF OUR MEMBERS IN PUTTING KNOWLEDGE TO WORK TO ATTAIN THE GOALS OF THEIR ORGANIZATIONS (INCLUDING CORPORATIONS, GOVERNMENT ENTITIES, EDUCATIONAL AND PHILANTHROPIC INSTITUTIONS, AND PROFESSIONAL SOCIETIES) WITH EMPHASIS ON THE SPECIFIC AND UNIQUE NEEDS OF THE CHAPTER MEMBERSHIP AND OUR STAKEHOLDERS.

THE CHAPTER DOES THIS BY:

- FOSTERING AN ENVIRONMENT THAT ENHANCES LOCAL NETWORKING,
- PROVIDING PROFESSIONAL DEVELOPMENT OPPORTUNITIES, MENTORING AND RESOURCE SHARING, AND
- BUILDING AWARENESS AND APPRECIATION FOR THE PROFESSION.

ARTICLE II: MEMBERSHIP

Section 1. The membership of the Chapter shall be defined as those members of the Association who reside or work within the geographical area of the Chapter or who elect to affiliate with the Chapter.

Section 2. Members, Associate Members and Retired Members of the Association, who are members of the Chapter, shall have the right to vote and to hold any elective or appointive office in the Chapter.

Section 3. Student Members of the Association, who are members of the Chapter, shall have the right to vote and to hold any appointive, but not elective, office in the Chapter.

Section 4. The rights and benefits of Sustaining Members and Honorary Members shall be determined by the Association's Board of Directors.

ARTICLE III: EXECUTIVE BOARD

Section 1. There shall be an Executive Board that shall have the power and authority to manage the Chapter's property and to regulate and govern its affairs. The Board shall:

- determine policies and changes therein within the limits of the Bylaws of the Association and of the Bylaws of the Chapter; and shall
- take such actions as it considers necessary to carry out the objectives of the Chapter; and perform such other functions as the membership shall direct.

Section 2. The Executive Board shall consist of eight (8) members elected by the membership: president, president-elect, secretary, treasurer, three (3) directors, and the immediate past-president of the Chapter.

Section 3. The term of office of the president, the president-elect, the past president shall be for one (1) year. The term of office of the secretary and the treasurer shall be for two (2) years, to be elected in alternate years. The term of office of director shall be

for three (3) years, one to be elected each year. All members of the Executive Board shall serve until their successors are elected and assume their duties. The term of office shall commence at the adjournment of the Association's Annual Business Meeting, or, if there is no annual business meeting, on July 1, following election.

Section 4. The Executive Board shall meet as needed upon call of the President, to conduct Chapter business. Five members shall constitute a quorum. Voting by the Executive Board may be executed in person or votes may be collected and transmitted by electronic or telephonic means to the other members of the Board or to a person designated by the Board. The procedures for electronic voting shall be determined by the Executive Board and published for the Chapter members.

Section 5. A vacancy in the membership of the Executive Board, except in the office of the President, shall be filled by majority vote of the remaining members of the Board, this Board-elected member to serve until the next annual election.

ARTICLE IV: OFFICERS

Section 1. The president shall be chief executive officer of the Chapter and, subject to the Executive Board, shall:

- have general supervision and control over its affairs;
- preside at all business meetings of the Chapter and Executive Board;
- be responsible for furthering the objectives and broadening the effectiveness of the Chapter;
- be authorized to sign contracts and other legal documents and to sign checks drawn on Chapter funds;
- be a member ex-officio of all committees except the Nominating Committee;
- represent the Chapter, together with the president-elect, at meetings of the Chapter Cabinet and Joint Chapter Cabinet during the Association Year in which the office is held, or, if either is unable to attend, the president shall designate a member, associate member, or retired member of the Chapter to serve as alternate representative;
- prepare such reports as may be required by the Chapter Cabinet officers; and,
- be responsible for supervising the preparation of such reports as may be required of the other Chapter officers by the Chapter Cabinet officers.

Section 2. The president-elect shall:

- assist the president in the performance of the duties of president;
- represent the chapter, together with the president, represent the Chapter at meetings of the Association Chapter Cabinet and Joint Chapter Cabinet held during the Association year in which the office is held;
- assume all the duties and obligations of the President in the event of the temporary disability, absence, or withdrawal of the President; and,
- be authorized to sign contracts and other legal documents and to sign checks drawn on Chapter funds.

Section 3. The Secretary shall:

- keep a record of all meetings of the Chapter and of the Executive Board, including all decisions and votes;
- be authorized to sign all contracts and other legal documents; and
- perform such other duties as the President may assign.

Section 4. The Treasurer shall:

- have custody of the Chapter funds;
- be authorized to sign all checks drawn on Chapter funds, up to \$5000; and which may be waived by the board under appropriate circumstances;
- furnish such financial statements as may be required by the Executive Board, the President and the Association.

ARTICLE V: MEETINGS

Section 1. At least six meetings, including the annual business meeting, shall be held each year from June through May. The annual business meeting shall be the meeting held immediately prior to the Association Annual Conference, or, if there is no Annual Conference, upon call of the President.

Section 2. Special meetings may be held upon the call of the Executive Board or on petition of 10% members of the Chapter. Notice of a special meeting shall specify the business to be transacted and no business other than that stated in the notice shall be considered.

Section 3. Notice of meetings shall be in writing to each member at least 10 days before the meeting and may be printed in the official Chapter bulletin or distributed electronically or posted on the Chapter website.

Section 4. A quorum for the transaction of business shall be 10% of total Chapter membership.

Section 5. When not in conflict with these Bylaws, ROBERT'S RULES OF ORDER, REVISED (latest edition), shall govern all deliberations.

ARTICLE VI: COMMITTEES

Section 1. Standing and special committees shall be established by the Executive Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Chapter. These committees shall be responsible to the Board.

Section 2. The president shall appoint the members and designate the chair of all committees except the Nominating Committee. Appointment to standing committees shall be for one year, unless determined otherwise by the Executive Board. No member may serve continuously on any one committee in excess of six years.

Section 3. Committee chairs may participate in meetings of the Executive Board but shall not have the right to vote.

Section 4. Each committee shall submit to the Executive Board a written annual report of its activities, together with any recommendations considered necessary or advisable. Additional reports may be submitted by a committee or requested by the Board or the president.

Section 5. Funds for committee expenses shall be authorized by the Executive Board.

ARTICLE VII. GROUPS

Section 1. Groups within a Chapter may be established by the Chapter. Groups shall receive needed operating funds from the Chapter and shall submit to the Chapter an annual report including a financial statement. Should dissolution of a Group occur, its assets shall revert to the Chapter. Formation or dissolution of a Group shall be reported to the Chapter Cabinet officers and the Association Office.

ARTICLE VIII. FUNDS, CONTRACTS AND PROPERTY

Section 1. Funds for Chapter expenses shall be derived from the Association as an allotted share of the annual dues paid by Chapter members. Eligibility for this allotment is based on the submission to the Association of the Chapter financial statement for the previous year and on its acceptance by the Association. Requests for additional funds or loans may be submitted to the Chapter Cabinet officers for presentation to the Association's Board of Directors for its consideration. All funds received by the Chapter shall be used for purposes incident to the fulfillment of the Chapter's objectives. Should dissolution of the Chapter become necessary, its assets shall revert to the Association.

Section 2. Property purchased by the Chapter shall have the approval of the Executive Board. If it exceeds the Chapter's available or budgeted funds, prior notification shall be made to the Chapter Cabinet officers for the purpose of obtaining the required advance approval of the Association Board of Directors.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee for each election of members to the Executive Board shall be appointed by the Board no later than six months prior to the Chapter annual business meeting. This committee shall be composed of at least three (3) members, no more than one of whom is a member of the current Board but at least one of whom shall be the past-president.

Section 2. Each year the Nominating Committee shall present at least one candidate(s) for president-elect, either secretary or treasurer, the latter two offices to be filled in alternate years, and one director(s).

Section 3. The report of the Nominating Committee shall be read at a Chapter meeting preceding the Chapter annual business meeting. Additional names may be placed in nomination at that time, provided acceptance by the nominee is obtained. The final report of the Nominating Committee shall be included in the notice of the annual business meeting, and shall be presented for approval by the membership at the Chapter annual business meeting.

Section 4. If the slate includes more than one candidate for any office, election shall be by secret ballot distributed in either electronic or paper format to each Chapter member forty-five (45) days before the Chapter annual business meeting. The

candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, election shall be by majority vote of the members present at the annual business meeting.

ARTICLE X. PUBLICATIONS

Section 1. Control of all publications of the Chapter shall be vested in the Executive Board.

Section 2. The Chapter shall not be responsible for statements or opinions advanced in its publications or at meetings of the Chapter, or for statements by any of its members except those authorized by the Chapter's Executive Board or those reflecting duly established policies of the Chapter or the Association.

ARTICLE XI. CHAPTER AFFILIATION

Upon approval by a majority of the Chapter membership voting, the Chapter may affiliate or disaffiliate with a local common interest organization provided that:

- 1) The objectives of such organization are consistent with those of the Chapter and of the Association, and
- 2) The activities of such organization are not in conflict with Article I: Sections 3, 4 and 5 of the Association Bylaws;

Any other affiliation, including that with a national or international organization, shall be approved by the Association Board of Directors. Notices of affiliations and disaffiliations shall be reported to the Association Office.

ARTICLE XII. AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at any Chapter meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least thirty (30) days before the meeting at which it is to be considered.

Section 2. Any revisions in or amendments to the Chapter Bylaws shall be submitted to the Association Bylaws Committee for review before presentation to the Chapter membership.

Section 3. Amendments may be proposed by the Executive Board, the Bylaws Committee or 10% of the Chapter membership. Proposals originating in the Executive Board or in the Chapter committee concerned with Bylaws shall be approved by a two-thirds vote of the Board before submission to the members. Proposals originating by membership petition shall be submitted in writing to the Executive Board and shall be presented to the members with the recommendations of the Board.

These Bylaws were:

Approved by the Bylaws Committee, Special Libraries Association

_____, _____
(Signature Chair) (Date)

Approved by Chapter Membership Executive Board

_____, _____
(Signature President) (Date)