Chapter Procedures
November 2017

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Foreword

Association Statement

The Special Libraries Association (SLA) is an international organization of innovative information professionals and their strategic partners.
I. INTRODUCTION

These Recommended Practices serve as a reference for Unit Leaders in the development of Practices for their particular unit. Each Unit is encouraged to customize its own Practices based on the model presented here. This model contains valuable, "must-know" information on Unit responsibilities, Association structure, policies and procedures. The Practices delineate the responsibilities of key Unit Leaders and will aid in the understanding of the relationships among Unit Leaders, Association officers, and Units.

Each Unit will maintain approved Practices that define, in detail, the responsibilities and duties of the individual elected Unit officers, appointed positions and committee chairs, as appropriate for the Unit.

Suggested additional content of a Unit Practices Manual:

1. History and background of Unit, including a list of past Unit Leaders.
2. The addition or deletion of descriptions of committee chair and appointed positions and their respective duties, as currently in practice.
3. Detailed descriptions of existing Unit programs (such as specific awards, traditions, special programs, meetings, etc.).
4. Approved Unit Policies (such as an Officer Travel Policy).
5. Calendar of deadlines (such as leadership reports, elections, meeting notifications).

A former Unit Leader is often chosen to undertake the preparation and/or updating of the Unit Practices Manual. Each Unit Leader must have a copy of the Unit Practices Manual available.

Additional information is available at the Unit Leadership web pages:

● Division
● Chapter
● Caucus

A copy of the Unit’s most current Practices Manual must be sent to the Membership Department at the Association office (mailto:membership@sla.org). Suggestions for additions and revisions to these Recommended Practices should also be forwarded to the Membership Department.
A. Definition of Units as Chapters

1. Relationship to the Association

The creation of Chapters and their activities are carried on within the framework of the Association's bylaws and policies as determined by the Association's Board of Directors. The Association receives direct impetus in many of its professional activities from the work and support of the Chapters. In turn, Chapters receive the benefits of an international body that fosters inter-Chapter cooperation and collectively promotes the advancement of information professionals and the information and knowledge work they perform.

Chapters exist to serve their members' special interests and the interests of the Association by planning programs and events, issuing publications (such as newsletters), maintaining an online presence through social media and unit websites, sharing information through SLA Connect, and engaging in special projects (such as organizing webinars, institutes or seminars and cooperating with other professional groups in their respective geographic or interest area).

All Chapter officers and leaders must be members of the Association and members of the Chapter.

2. Relationship to the Chapter Cabinet

The Chapter Cabinet consists of all SLA Chapter Presidents and Presidents-Elect. If the President or President-Elect is unable to attend a meeting of the Chapter Cabinet, the Chapter President may assign a delegate to attend the meeting. The Chapter Cabinet represents Chapter interests on all matters considered by the Board of Directors or acted upon by the Association staff and committees, and the Chapter Cabinet keeps the Chapters informed of all decisions and policies affecting them. The Cabinet Chair and Chair-Elect, elected by the SLA membership to the Board of Directors, head the Chapter Cabinet.

The Chapter Cabinet shall hold at least one regular meeting per calendar year. If there is only one meeting, it shall be held during the Association's annual conference. Special meetings may be held upon call of the Chair or upon written request of 15 members of the Chapter Cabinet. The Chapter Cabinet Chair or the Association President may request joint sessions with other Unit Cabinets. Meetings of the Chapter Cabinet shall be open to all Association members.
II. BEST PRACTICES FOR CHAPTER OFFICERS

A. President

Each Chapter is required to have an elected President by the Chapter's Governing Document.

The Chapter President’s duties are as follows:

1. Communications

   a. Chapter Presidents may be asked to speak or act officially on matters that are within their areas of official responsibility and on which they are fully informed. When the Association's official position is known, particularly when it has appeared in writing, it should be quoted to ensure consistency of response. Advice from Association leadership and staff should be sought when the official position is not known. Without exception, new or controversial matters should be referred to the Association President and Executive Director. This is particularly important when drafting a statement that will publicly reflect the Association’s position.

   b. Interactions at Leadership Events and Annual Conference are the best means of establishing a productive rapport among Cabinet members. Between meetings, telephone, e-mail, and SLA Connect discussion lists assist the functioning of the informal communications network.

   c. To assure that the Chapter President-Elect is fully informed on all business of the Chapter and the Chapter Cabinet, it is important for the Chapter President to share all Chapter and Association-related messages and information with the President-Elect, even if the subject matter seems inconsequential. This keeps the President-Elect both informed and prepared to substitute for the President, in case of an emergency.

2. Appointment Duties

   a. To appoint chairs for all committees and other positions as specified in the Chapter's Practices Manual. Appointments should be made before the President-Elect assumes the office of President. Appointments should be made for a specific term of office. Chapter Committees and appointed positions are identified in Section III of this guide.

   b. To aid the Chapter Treasurer to appoint an auditor by the end of December to audit the year-end financial statement prepared by the Chapter Treasurer. The auditor may be neither an elected or incoming Chapter officer nor a current or incoming member of the SLA Board of Directors.
3. Meeting Attendance

   a. To attend all Chapter meetings.
   b. To preside at Chapter board meetings. These meetings can be very useful for problem solving and can include the entire Advisory Board.
   c. To preside at the Chapter's annual business meeting.
   d. To attend Chapter Cabinet meetings and any joint meetings of the Cabinets at the Association's Winter/Spring Leadership Summit/Symposium and Annual Conference.
   e. All Chapter Presidents and Presidents-Elect constitute the Association's Chapter Cabinet. Attendance at the meetings of the Cabinets is one of the most important responsibilities of Chapter officers. The Chapter Cabinet can be truly effective only if all representatives participate.
      The Association Office issues a "Call to Meeting" approximately two months before the Annual Board of Directors and Cabinet meeting, held at the Annual Conference. This document includes detailed instructions on the preparation of documents for information or action at the Board and Cabinet meetings. The deadline for receipt of documents for placement on the Cabinet's agenda is usually about one month before the meeting.
      If the Chapter President has last-minute business to bring to a Chapter Cabinet meeting, the nature of the business should be brought to the attention of the Chapter Cabinet Chair a minimum of 24 hours before the start of the meeting. All motions, petitions, resolutions, etc., should be provided in advance.
   f. To attend the Association's Leadership meetings and any orientation and meetings for Chapter officers moderated by the Chapter Cabinet Chair and Chair-Elect.
   g. Orientation aids for incoming Chapter officers can be found on Chapter Leadership Training Center and the Leadership Webinars Page. This information serves to expand the communications network and provides an opportunity for Chapter Presidents to get to know the Association's inner workings and concerns. It is also of real value for information on funding meetings, finances, bulletins, etc.
   h. To attend the open sessions of the Board of Directors at the Annual Conference and leadership trainings offered by the Chapter Cabinet Chairs.

4. Reporting Duties

   a. The Chapter President must submit several specific reports that are due at predetermined times during the Association's business year. These reports must be submitted on or before the stated deadlines. Regardless of which Chapter officer or committee chair has the responsibility for preparation and distribution of a report, the President is responsible for seeing that all deadlines are met. Refer to Section IIH for the Association Action Deadline Chart. See also, Association Policy for Reporting Requirements for SLA Units. Timely submission of the Chapter’s annual report and year-end financial report (including all bank statements) are required in order to receive the dues allotment the following year.
5. **General Duties**

There are several general duties that are crucial to the successful operation of the Chapter and to the smooth transitions of authority. Among the general duties of the Chapter President are the following:

a. Serves as President of the Executive Board and Advisory Board.
b. Reads the Chapter's Governing Document and Practices Manual thoroughly to determine the responsibilities of each Chapter officer.
c. On assuming office, acquires from the Past President all of the Chapter's current records. Those records not needed should be forwarded to the Chapter archivist. (If current records are not received within 20-25 days, contact the departing President to request their transfer.)
d. Reads all the information sent by the Association office and the Chapter Cabinet Chair via the SLA Volunteer Leadership Community on Connect (both President and President-Elect should maintain current email listings in their SLA member records).
e. Prepares the Chapter's budget in consultation with the Treasurer and other Chapter leaders.
f. Holds check signing authority in addition to the Treasurer and the President-Elect.
g. Makes decisions on Chapter policy; referring questions to the appropriate Chapter officer or the entire Executive and/or Advisory Boards.
h. Serves as ex-officio member of all committee except the Nominating Committee.
i. Recommends to the SLA Board, via their SLA Board Liaison, any measures that will further the objectives and improve the effectiveness of the Chapter.
j. Works with appropriate chapter volunteers (i.e. the Social Media Chair, Chapter Webmaster, and Chapter Connect Administrator) to bring all pertinent information before the Chapter membership.
k. Takes part in the interviewing process of the SLA Scholarship Program (if applicable) for applicants from the Chapter area. The task of interviewing may be delegated to other Chapter members.
l. Informs the Membership Department at the Association HQ at once if the Chapter appoints a representative to another professional society.
m. Informs the Membership Department at the Association Office of appointment/changes throughout the year of elected and appointed offices.
n. Sends copies of all reports, publicity, etc., to the Chapter archivist (or other designated Chapter member) and copies of current correspondence to the Chapter President-Elect.
o. At the conclusion of term as Chapter President, reviews with the President-Elect the responsibilities of the position and any ongoing projects. At the conclusion of term as Chapter President, forwards all current records to the incoming President within 20 days of stepping down from office. At the discretion of the Chapter, retiring Chapter Presidents often have continuing responsibilities as past Presidents.

**Stipends**

See Appendix A, Chapter Finances

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Chapter Org Chart is Section II, [ ]
B. President-Elect

The President-Elect duties are as follows:

1. **Orientation and Communications**

   It is very important for the Chapter President-Elect to read the Chapter's Governing Document and Practices Manual to become familiar with the duties of all Chapter officers.

   Among other responsibilities, the Chapter President-Elect will substitute for the President in his/her absence. In the event of disability or withdrawal of the President, the President-Elect shall assume the title and all duties and obligations.

   The Chapter President-Elect should take every opportunity to become acquainted with other members of the Chapter Cabinet, especially the Presidents-Elect of other Chapters. Chapter Presidents-Elect who are diligent in becoming acquainted with other Cabinet members will find that they are soon well established in the informal communications network that exists among Chapter officers.

   The President-Elect also:
   - Coordinates activities with the Chapter's Professional Development Program Chair and the Karen Gersten-Sternheim Memorial Scholarship Fundraiser Chair so as not to have conflicting programs for proposed event dates.
   - Works with the Vendor Relations Chair who may be able to identify vendors to provide financial support for programs.
2. General Duties

The following duties are essential for the efficient operation of the Chapter and for the smooth transition of office:

a. Serves as a member of the Executive Board.
b. Substitutes for the Chapter President. The President-Elect may act in the President's absence and perform other duties as specified in the Chapter's Governing Document and/or Practices Guide.
c. Attends all meetings. The Chapter President-Elect is required to attend the same meetings as the Chapter President. These are detailed under the Chapter President's responsibilities, Section II.A of these Practices.
d. Learns during the year as President-Elect, as much as possible about the operation of the Chapter so that when he/she assumes presidency the following year, a smooth transition will occur.
e. Holds check signing authority in addition to the Treasurer and President.
f. Recruits Advisory Board members to serve during his/her term as President.
g. Works with the outgoing President to provide the Association Headquarters office with the names of all incoming Chapter and committee officers appointed and elected to serve the Chapter. Forms for submitting this information are supplied by the Association office.
   - Chapter Elected Form (due October 1)
   - Chapter Appointed Form (due December 1)

NOTE: The completed forms should be submitted to the Association office by December. Failure to report the names of officers and committee appointees before December 15 may result in the untimely omission of individual’s email addresses to the appropriate Connect Community.

h. Transfers records to the new Chapter President-Elect. On assuming the office of President, all pertinent records should be given to the incoming Chapter President-Elect within 20 days assuming office. As the new Chapter President, make sure all Chapter officers have received their files.
i. Performs any other duties as required for operation of the Chapter and the request of the President.
j. Directly oversees the Professional Development Program Committee, the Sternheim Scholarship Fundraiser Committee, the Scholarship Committee, and Vendor Relations / Fundraising Committee, and the Program Planning Committee

Stipends
See Appendix A, Chapter Finances

Fee structure for chapter events
See Appendix A, Chapter Finances

Chapter Org Chart is Section II, I
C. Treasurer

Each chapter is required to have an elected Treasurer by the chapter’s governing document.

1. General Duties:

   a. Serves as a member of the Executive Board.
   b. Maintains all financial records of the Chapter in accordance with Association Practices and submits required reports to the Association office accurately and on time. The Southern California Chapter has opted to send quarterly statements in PDF format by email, to controller@sla.org.
   c. The SLA-supplied QuickBooks and PayPal should be kept up-to-date with latest transactions.
   d. Collects, deposits, and expends funds for the Chapter as requested and authorized by the President, including annual allotment payments from Association HQ. The SLA Annual Allotment payments structure is located at https://www.sla.org/access-membership/2016-dues-restructuring-resource-center/. Check on December 31 of each year to gather chapter membership status numbers, sorted by membership type in order to compare with SLA HQ numbers used for annual allotment.
   e. To arrange for the President and President-Elect to have signing authority at the beginning of each year.
   f. Prepares, signs, and submits an audited year-end financial statement for each fiscal year ending December 31, with a listing of all U.S. residents paid over $600 to include name, Social Security Number, address, amount paid, reason for payment to CFO. Year-end Annual report forms can be accessed in the SLA Treasurers’ Connect Community. The completed forms must be submitted to the Director of Finance at the Association office by January 31. An auditor appointed by the Chapter Treasurer must certify each Chapter’s year-end financial statement as to its accuracy.
   g. Reports the fiscal condition of the Chapter to the Executive Board at each Board meeting.
   h. Prepares the budget with the President for Board approval at the first Board meeting of each new calendar year and to submit the budget to the Membership Department of the Association Office by January 31.
   i. Monitors Chapter fund-raising activities to ensure that they are in compliance with Association Practices.
   j. Invoices sponsors for chapter activities and sponsor commitments. Invoices should be sent as soon as the sponsor has committed to supporting the chapter. If a delay in invoicing is needed, notify the sponsor as soon as possible.
   k. Works closely with the Chapter Vendor Relations chair.
   l. Receives the payment from Sponsors. If sponsors do not pay promptly, follows up with reminders or past due invoices requesting payment.
   m. It is preferable to have two-year overlapping terms for secretary and treasurer to assure continuity of records.
For additional information about the duties of the Chapter Treasurer, consult the SLA Treasurers’ Community

See Also
- Unit Reporting Requirements Policy
- Chapter Fund Development Practice
- Credit Card Practice for Association Units
- Practices for the Administration of Property Owned by Units of SLA

Stipends
See Appendix A, Chapter Finances

D. Secretary

Each chapter is required by the Chapter’s Governing Document to have an elected Secretary.

1. General Duties:

   a. Records and distributes minutes of the Chapter's business meetings, including the annual business meeting. Minutes are a record of the proceedings of a meeting. They should contain a record of actions taken at the meeting. Minutes are to be kept not only for the annual business meeting, but also for all Executive Board and Advisory Board meetings of the Chapter. The first paragraph of the minutes should include the following information:
      - Kind of meeting: annual business meeting or executive board or Board meeting;
      - The name of the Chapter;
      - The date, time and place of the meeting;
      - The name of the convening officer and secretary or their substitutes, and if an executive board meeting, the names of those present;
      - Whether the minutes of the previous meeting were read and approved or corrected.

   b. The body of the minutes should contain a separate paragraph for each subject discussed and should include the wording of each motion; the name of the seconder does not need to be entered. The minutes should state if the motion was approved, failed, failed for lack of a second, amended, postponed, or referred. If there is a count taken of a vote on a motion, the count must be recorded.

   c. Depending on the nature of a committee report, the secretary can summarize it or included intact in the minutes. The name and the subject of a guest speaker can be given, but no effort should be made to summarize the speaker's remarks. The final paragraph includes the time of adjournment and the signature of the secretary.

   d. When the Board continues a discussion virtually that was started in the last SCC Board meeting, the results of the discussion will be reported in that meeting’s minutes if a decision is reached before the draft minutes are distributed for approval. Any decisions made after the distribution of the draft minutes will be reported in the next meeting's minutes.

   e. Sends the approved meeting minutes to the Chapter’s Web Administrator webmaster@southerncalifornia.sla.org for uploading to the Chapter website and to the Chapter Membership Department leadership@sla.org at the Association Office.
f. Conduct official correspondence and maintains a file of current records as requested by the Chapter President. These should be kept in the Chapter’s SLA Connect community library.
g. At the end of the Association year, archival material should be transferred to the Chapter archivist. It is preferable to have two-year overlapping terms for secretary and treasurer to assure continuity of records.
h. Serves as a member of the Chapter Executive Board.

E. Past President

General Duties:

a. Serves as a member of the Executive Board.
b. Advises the President based on previous years’ experience.
c. Coordinates the updating of the Chapter Practices Manual and other regularly revised sections. Forwards revised practices to the Connect Administrator to file in the Chapter Community Connect Library.
d. Undertakes special projects at the request of the President
e. Undertakes the responsibilities of revising the Governing Documents, if needed. Forwards revised Governing Document to the Connect Administrator to file in the Chapter Community Connect Library.
f. Chairs the Nominations & Elections Committee.
g. Directly oversees the Archivist.

F. Director-at-Large

General Duties:

a. Serves as a member of the Executive Board.
b. Acts as Membership and Recruitment Committee Chair as detailed in Section III, C. (Membership and Recruitment Committee). Membership and Recruitment Committee works with SLA Headquarters to retrieve current membership statistics.
c. Undertakes special projects as directed by the Chapter President, especially in such things as conducting membership surveys, reviewing aspects of the Chapter’s operation, planning future directions, and other tasks which will affect the overall philosophy of the Chapter.
d. Reports on current membership statistics to the Executive Board.
e. Formally greets new members based on a report from SLA Headquarters.
G. Executive Board

The Executive Board is comprised of the elected officers of the Chapter (President, President-Elect, Secretary, Treasurer, Past President, Director-at-Large).

As only elected officers may vote on matters of the Chapter (see this issue treated further below in Voting), many Chapters may want to make posts which may have been historically Advisory positions equal to Director positions, with candidates found through the Nominating process by the Nominating Committee (recommended positions might be Director-Vendor Relations, Director-Membership, etc.).

The Executive Board shall hold a minimum of one meeting annually. Additional meetings may be held by call of the Chapter President or by established practice or upon request of another board member. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the Board. Many Chapters hold meetings of their entire Board (Executive and Advisory Board) and do not hold separate Executive Board meetings unless otherwise deemed necessary, such as in the case of the resignation of an officer.

General Duties:

a. Approves amendments to the Chapter’s Governing Documents before presentation to the Advisory Board and Chapter membership.
b. Acts as the Chapter’s Finance Committee, overseeing budget, income, and expenses and approving requests for additional funds not addressed in the budget.
c. Approves contracts and agreements entered into by the Chapter. Any contract or expense exceeding US $5,000.00 must be approved and signed by HQ.
d. Appoints a Nominating Committee for the election of members to the Board.
e. Appoints a successor in case of the resignation of any officer except the Chapter President. The President-Elect automatically succeeds as Chapter President if the Chapter President resigns. A new Chapter President-Elect is then appointed.
f. Is responsible for all additional duties assigned to the Advisory Board.

Election Process

Each fall elections are held for Chapter officers. A Chapter President and President-Elect are elected every year. The Secretary and Treasurer serve two-year terms of office and the Secretary and Treasurer elected every other year in overlapping terms. (Note that although the President-elect serves in that position for one year, the person then automatically becomes Chapter President for one year, and then Past-President for one year. Thus, the person who becomes Chapter President Elect Unit will serve on the Board for three consecutive years.)
Terms of the Executive Board

The Executive Board is composed of the elected officers of the Chapter.

<table>
<thead>
<tr>
<th>Terms of Office:</th>
<th>President</th>
<th>1 year</th>
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<tbody>
<tr>
<td></td>
<td>President-Elect</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Past-President</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td>2 years</td>
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<tr>
<td></td>
<td>Treasurer</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>Director-at-Large</td>
<td>1 year</td>
</tr>
</tbody>
</table>

NOTES: All Chapter officers must be members of SLA and the Chapter. Non-Chapter members who are members of SLA may serve on a committee, such as students.

The independent Nominating Committee should be appointed by the Chapter President and approved by the Executive Board by July 1 of the current Chapter year. Information on the Committee should be published to the Connect community.

The Nominating Committee selects candidates for office, and the slate presented to the membership in August. The slate must be presented to the membership 30 days before the election. Election is by ballot even if the slate only includes one candidate per office.

The forms for new officers must be submitted to the Association office by October 1st (for elected officials).

Chapter Elected Form (due October 1)

The forms for new officers must be submitted to the Association office by December 1st (for appointed officials).

Chapter Appointed Form (due December 1)

New officers assume their duties on January 1. New officers should be added to the Board Connect community as soon as elected. This helps new officers gain some history before they assume their new roles. Duties and responsibilities of the Nominating Committee are outlined later in this manual.

Voting

As a practice, Boards are encouraged to have conference calls and meetings that include the full Board, in which topics are discussed and consensus reached. Federal law and liability concerns require that voting be restricted to members of the Executive Board. Advisory Board/Council members (hereinto referred to as Advisory Board) should certainly provide input and recommendations, and there should be opportunities to hear from all sides, but Advisory board members cannot have voting rights that could, in effect, override the vote of elected board members.
Electronic Voting

As SLA Units are not separately incorporated but rather are merely subdivisions of a single legal entity -- SLA, a New York not-for-profit corporation -- their Boards and memberships are not governed by the requirements and restrictions contained in the New York Not-for-Profit Corporation Law relating to voting and other governance matters. Only SLA’s Board of Directors, certain committees of the SLA Board, and SLA’s membership (when voting as an entire membership) are governed by these requirements and restrictions. Consequently, SLA’s Chapters are free to institute whatever governance procedures they choose, including all forms of electronic voting.

Unit Leadership Code of Responsibility

The role of leaders in SLA is to advance opportunities for members to share in and accomplish the Vision and Mission of the Association. To ensure that outcome, leaders shall respect and adhere to the code that identifies SLA Unit Leadership’s responsibility and accountability to the Association and its members. Unit Leadership is defined as the leaders and members of the Board of Directors, Association Committees, Task Forces, and Advisory Councils, as well as the voting members of Unit Executive and Advisory Boards and Caucus Conveners.

The Unit Leadership Code of Responsibility shall be read and signed by the Unit leaders at the beginning of their term and no later than February 15 of the year in which they’re serving.
### H. Association Action Deadlines

The chart below indicates action deadlines and responsibilities. These dates are firm with the exception of those about the Annual Conference, which may fluctuate depending upon the year. Deadline dates for conference activities, will be distributed during the year by the Association office. Unless otherwise stated, all documents should be submitted to the Association office via mailto:leadership@sla.org.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>Chapter Board and Annual Business Meeting minutes, approved by the board</td>
<td>Secretary</td>
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<tr>
<td></td>
<td>sent to <a href="mailto:leadership@sla.org">mailto:leadership@sla.org</a></td>
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<tr>
<td>Quarterly</td>
<td>Forward all reconciled bank statements to the Chief Financial Officer</td>
<td>Treasurer</td>
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<td></td>
<td>(CFO). All statements for the prior year must be sent by February 28.</td>
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<tr>
<td>January</td>
<td>First Planning meeting for President &amp; President-Elect</td>
<td>President, President-Elect</td>
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<tr>
<td>January</td>
<td>Transition Meeting for the Chapter's Executive Board &amp; Advisory Council</td>
<td>President</td>
</tr>
<tr>
<td>January 9</td>
<td>Nominations due for Fellows, Rising Stars, Hall of Fame, John Cotton</td>
<td>President</td>
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<tr>
<td></td>
<td>Dana, and Rose L. Vormelker Awards</td>
<td></td>
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<tr>
<td>January 15</td>
<td>Listing of all U.S. residents paid over $600 to include name, Social</td>
<td>Treasurer</td>
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<tr>
<td></td>
<td>Security Number, address, amount paid, reason for payment to CFO</td>
<td></td>
</tr>
<tr>
<td>January 15</td>
<td>Chapter Visit Request Form Due</td>
<td>President, President-Elect</td>
</tr>
<tr>
<td>January 31</td>
<td>Update Pooled Fund Signatory Participation Agreement (If applicable)</td>
<td>Treasurer</td>
</tr>
<tr>
<td>January 31</td>
<td>Update signature cards on bank accounts. Check with bank to</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>determine if needed.</td>
<td></td>
</tr>
<tr>
<td>January 31</td>
<td>Submits approved chapter budget to CFO</td>
<td>Treasurer</td>
</tr>
<tr>
<td>February 15</td>
<td>Completed Leadership Code of Responsibility due from ALL Elected officials</td>
<td>Elected Unit officers</td>
</tr>
<tr>
<td>February 28</td>
<td>One copy of audited financial statements to CFO plus statement of</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>liabilities, property report and audited certificate (in SLA Treasurer’s</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connect Community)</td>
<td></td>
</tr>
<tr>
<td>April 15</td>
<td>First quarter financial statement due to CFO</td>
<td>Treasurer</td>
</tr>
<tr>
<td>May-June</td>
<td>Announce Scholarship availability</td>
<td>Scholarship Committee Chair</td>
</tr>
<tr>
<td>May 1</td>
<td>Requests for Board action at June Annual Conference meeting due. Send</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>Agenda items for Cabinet meeting to Cabinet Chair (see SLA Cabinet Officers’ list) with copy to Association HQ</td>
<td></td>
</tr>
<tr>
<td>May 10</td>
<td>Requests for action, if any, by SLA Board of Directors to Annual</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>Conference Board meeting. Agenda items for Cabinet Meeting at Annual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference. Send to Unit Cabinet Chair, with copy to the Association’s</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership Department.</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>Cabinet Meetings and Board Meeting (Annual Conference)</td>
<td>President, President-Elect</td>
</tr>
<tr>
<td></td>
<td>Annual Conference Planning meeting for Presidents/Chairs-elect/incoming</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program chairs and final meeting for Presidents if applicable.</td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>Announce scholarship award winner to be honored at fundraiser</td>
<td>Scholarship committee</td>
</tr>
<tr>
<td>Jul 1</td>
<td>President and Executive Board appoint Chapter President’s Nominating</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>Committee. Information on the Committee should be published in the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter’s Connect community.</td>
<td></td>
</tr>
<tr>
<td>Jul 15</td>
<td>Second quarter financial statement due to CFO</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Aug</td>
<td>Sternheim Scholarship Fundraiser</td>
<td>Sternheim Scholarship Fundraiser Chair</td>
</tr>
<tr>
<td>Aug 15</td>
<td>Slate of Candidates for Office must be presented to the Chapter</td>
<td>Nominating Committee/Chapter President</td>
</tr>
<tr>
<td></td>
<td>membership, at least 30 days prior to the elections</td>
<td></td>
</tr>
<tr>
<td>Aug 15</td>
<td>Request for Funds in addition to regular allotment (if applicable)</td>
<td>President</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Sponsorship Agreement Renewal or Revision Due to HQ</td>
<td>President</td>
</tr>
<tr>
<td>Sep</td>
<td>Hold chapter elections</td>
<td>Nominating Committee</td>
</tr>
<tr>
<td>Sep 15</td>
<td>Request for SLA Board action at October Board Meeting, if necessary</td>
<td>Professional Dev. Committee Chair</td>
</tr>
<tr>
<td>Early Fall</td>
<td>Professional Development Program</td>
<td>Professional Dev. Committee Chair</td>
</tr>
<tr>
<td>Oct</td>
<td>Call for Sternheim Scholarship Applications</td>
<td>Incoming Sternheim Scholarship Chair</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Chapter leadership elections completed. Election reports for those eligible to hold office and vote; leadership history reports available.</td>
<td>Nominating Committee Chair</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Results of Chapter elections reported to HQ through the Elected Officer Form and posted to SLA Leadership List.</td>
<td>President</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Confirm Executive and Advisory Board members with HQ to ensure SLA Connect listings for incoming board are correct.</td>
<td>President-Elect</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Third Quarter financial statement due to CFO</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Dec</td>
<td>Annual Holiday Event</td>
<td>President-Elect</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Appointed Unit Officer Form (submitted form) to HQ</td>
<td>President-Elect</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Unit activities submitted to HQ through the Annual Report form. MANDATORY REPORT TO RECEIVE ALLOTMENT</td>
<td>President</td>
</tr>
</tbody>
</table>
See a
Chapter Practices
I. Chapter Org Chart

Southern California Chapter Organization Chart

Note: Committees are optional and can be formal or informal.

President

Post President

Nominations Committee

Secretary

Treasurer

President Elect

Director at Large

Membership Committee

Archivist

Awards Chair

Mentor Chair

Webmaster/Connect Admin

Social Media Manager

Student Chapter Liaisons

Prof. Dev. Chair(s)

Vendor Relations Chair

Sternheim Scholarship Chair

Sternheim Fundraiser Chair(s)

Sternheim Committee

9/8/17
III. CHAPTER ADVISORY BOARD AND COMMITTEES

The Chapter Advisory Board consists of all appointed Chapter leaders and Committee Chairs and has the following duties:

a. Reviews and recommends to the Executive Board approval of the Chapter budget prepared by President and Treasurer.
b. Reviews and recommends to the Executive Board approval of preliminary program plans and special projects and the authorization of funds to implement them.
c. Hears reports of appointed positions and committee chairs and takes appropriate action on recommendations.
d. Prepares report of activities for each Board meeting held.

The Chapter President appoints the Chairs of Chapter Committees, generally for a period of one year. The Chapter President may appoint Chapter members to additional positions as outlined in the Chapter's Practices. The Chapter President or the Committee Chair as specified in the Chapter’s Practices may appoint committee members.

The Chapter Governing Document prohibits any member from serving on a committee for more than six consecutive years. The Advisory Board assists the Executive Board in directing the activities of the Chapter, and members are expected to attend all Board meetings. Most Chapters, in practice, seek a consensus opinion from the Advisory Board in all matters. If consensus is not achieved, the Advisory Board should make opinions known to the Executive Board who will then vote.

The appointed positions and committee chairs listed below are a sample and do not constitute required appointed positions or committee chairs; the positions deemed as most important to the success of the chapter are listed first. The duties of these positions may be combined or assumed by one of the elected officers.
A. SLA Connect Community Administrator

The SLA Connect Community Administrator manages the Chapter’s Connect community, which is used to disseminate information and promote activities relative to the chapter, as well as to build community and engagement among chapter members.

General Duties:

a. Serves as a member of the Advisory Board.
b. Maintains the Chapter’s online community.
c. With notice from the Chapter’s Membership Committee, welcomes new members to the community.
d. Publicizes instructions on how to build a profile, connect with members, start a discussion, post a reply, upload a document to the library, and maximize the usage of the online community for all members.
e. Keeps community discussions active and engaging through posting seed questions and replying to unanswered posts.
f. Monitors posts in the community and immediately addresses any discussions that go against SLA Connect’s Code of Conduct.
g. Explains system rules to members of the community, if needed.
h. Notifies the Board of problems with postings to the list that are defamatory, abusive, threatening, or illegal. The Community Admin is responsible for suggesting to the Board any corrective actions that need to be taken.
i. Reports any errors or problems with the operating software to the SLA IT Director.
j. Receives and distributes messages from SLA to members of the community, such as events, promotions, campaigns, etc.
k. Shares from SLA’s Career Center any jobs that are relevant to the Unit either geographically or by industry, and links to the Career Center.
l. Prepares a report of activities for each Board meeting.

Chapter Org Chart is Section II, I
B. Archivist

Each Chapter shall maintain their own archives. Since Chapters are part of the Special Libraries Association, all archives are, ultimately, the property of the Association. Chapters should treat their archival material with the highest level of professional competence.

All digital archived documents should be stored in the Chapter’s SLA Connect community library. Physical materials should be located in a place easily accessible to Chapter officers or members, not in a private home or office. A retention agreement must be signed by a responsible representative of that institution and approved by the Association.

General Duties:

a. Serves as a member of the Advisory Board.
b. Reports directly to the Past President.
c. Maintains non-current documents, correspondence and publications of the Chapter.
d. Solicits archival materials from Chapter officers, committee chairs and appointed positions.
e. Sorts, files and weeds collections, retaining only materials of genuine historical importance.
f. Prepares an annual report for the chapter, with a report for each Board meeting and as-needed, reports to the Board on any special acquisitions or projects.
g. Retrieves information and/or makes files accessible to Chapter Board.
h. Familiarizes himself/herself with the Practices for Chapter Archives to understand more specific requirements for the housing of archives, archivist, retention schedules, transfer of materials to archivist, organization of archives, filing of archives. Any questions should be directed to the IT Director at the Association office.

Chapter Org Chart is Section II, I

See also Practices for Chapter Archives

C. Membership & Recruitment Committee

The Membership & Recruitment Committee is responsible for encouraging the growth of membership in SLA. Any members appointed to the committee should assist in carrying out the responsibilities of the Chair.
General Duties:

a. Committee Chair serves as a member of the Advisory Board.
b. Directly reports to the Director-at-Large.
c. Maintains up-to-date membership records as downloaded from the SLA website’s Membership Directory and alerts the Association office of irregularities with membership lists.
d. Writes welcome communications to new members, inviting them to upcoming Chapter or Association activities, and sends their names to the SLA Connect Community Admin to be welcomed.
e. Supplies items for the SLA Connect community encouraging recruitment of new members. These items should discuss the requirements for membership and inform members of the application process, and provide a link to the online membership application form.
f. Acts as host to new members attending their first Chapter Meeting or arranges for Chapter officers to fulfill this duty.
g. Reaches out monthly to members who are up for renewal the following month, encouraging them to renew.
h. Prepares a report of activities for each Board meeting.
i. Regularly remind members to renew membership by highlighting the value of membership.
j. Follows up with lapsed members by encouraging reinstatement. Personal telephone calls, or emails from other members or other officers are particularly effective.
k. Plans recruitment activities or campaigns to attract new members to the association, including distribution of brochures and registration forms to non-member attendees at chapter meetings.
l. Plans and carries out membership drives in cooperation with the programs of the association.
m. Advises other officers, SLA Connect community admin, and mentoring committee.
n. Membership applications for potential members can be obtained from the Chapter's membership chair, from the Association office, or online at http://www.sla.org.
o. Contact the Association's Membership Department via e-mail at membership@sla.org for authoritative up-to-date information that will answer the questions asked by potential members about membership requirements, dues, benefits, etc.

NOTE: To avoid distributing outdated information to potential new members, officers and membership committees are advised to take care that they use the most recent revision of the membership application and brochure when recruiting new members.

For more information, consult the SLA Connect community for member engagement.

Chapter Org Chart is Section II, I
D. Awards Committee

The Awards Chair is responsible for appointing two additional Chapter members to form an Awards Committee, subject to the approval of the Chapter President. The Committee is responsible for soliciting nominations for any Chapter Awards.

General Duties:

- Committee Chair serves as a member of the Advisory Board.
- States guidelines and calls for nominations for Chapter awards clearly to all Chapter members via Chapter’s communications methods.
- Selects recipient(s) of award(s), purchases the awards, presents the awards, and publicizes the award winners.
- Nominates or coordinates the nomination of qualified candidates for other Chapter and SLA Association-level awards.
- Maintains files of past candidates for awards to assist with documentation in the future.
- Communicates to the Association’s Membership Department the award winners.
- Maintains liaison with the student liaisons.
- Prepares a report of activities for each Board meeting.
- Investigates and establishes awards pertinent to the Chapter. Such awards may be in terms of community services, professional contributions, contributions to the Chapter, or student recognition or scholarship.
- Transfers all working papers, lists of award winners, committee reports, etc. to new Awards Chair, at the completion of Chair’s term.

Useful files

- Letter to accompany award certificate
- Example of Meritorious Service Award
- Example of Billie Connor Award
- Sample text for discussion list award announcement
- Example of an Appreciation Award
- E-mail text requesting mailing address of award recipient
- Sample text for discussion list calling for award nominations
Friday Oct. 30th was our chapter’s 2009 Annual Business Meeting and Awards Dinner at the Ninth Circuit US Court of Appeals R.H. Chambers Courthouse in Pasadena when we introduced the new 2010 SLA-SCC board members and presented awards to our most active chapter members. Also, we celebrated the SLA Centennial by inviting past SCC Presidents to dinner, and were briefed on upcoming SLA Alignment initiatives by our SCC Alignment Ambassador.

I’d like to thank all the past, current, and future SCC board members for attending the Annual Business Meeting, Kathryn Way of the US Court of Appeals for hosting the evening, our SCC President-Elect Belinda Beardl for planning the event and the Chapter Appreciation awards, our SCC Sternheim Scholarship chair Peter Johnson for presenting the awards to the 2009 scholarship recipients, our SCC Award chairs Ann and John Shea for coordinating the chapter Service and Billie awards, David Cappoli for coordinating the SCC past presidents event, and Richard Hulser, our SCC Alignment Ambassador for briefing us the upcoming alignment initiatives.

Below are the 2009 SLA-SCC Award winners and photos of the evening are at http://sla-scc.blogspot.com/2009/11/congratulations-to-our-new-2010.html

The 2009 Billie Connor Award, Southern California Chapter, Special Libraries Association
Susan Hendrickson, 2009 Billie Connor Award Southern California Chapter, Special Libraries Association for continuous and outstanding service to the needs & interests of the Southern California Chapter of SLA.

The 2009 Meritorious Service Award, Southern California Chapter, Special Libraries Association
Eric Bryan, 2009 Meritorious Service Award Southern California Chapter, Special Libraries Association for taking the initiative when the Chapter sought to integrate advertising into its website and blog to create a new revenue stream and enable vendors to advertise in these key modes of communication.

David Cappoli, 2009 Meritorious Service Award Southern California Chapter, Special Libraries Association for his efforts in creating the SLA-SCC Executive and Advisory Board organization chart and for moving the SLA-SCC Practices to the wiki format.

Peter Johnson, 2009 Meritorious Service Award Southern California Chapter, Special Libraries Association for overseeing the Karen Sternheim Scholarship competition including revising the guidelines, advertising the competition, directing the judging of the entries and working with the winners to publish their essays on the Chapter’s blog.

Brad Roger, 2009 Meritorious Service Award Southern California Chapter, Special Libraries Association for single-handedly managing the Chapter’s 2008 Karen Sternheim Scholarship Fundraiser which brought significant contributions to the Scholarship fund ensuring its financial stability.

Sara Tompson, 2009 Meritorious Service Award Southern California Chapter, Special Libraries Association for planning, hosting, and moderating the Chapter’s 2009 Professional Development program, “Doing More with Less: Creative Ways to Provide Outstanding Service in Tough Economic Times.”

Josh Walters, 2009 Meritorious Service Award Southern California Chapter, Special Libraries Association for leading the Chapter’s efforts to launch its blog in 2008 and for serving as a back-up for administering the Chapter’s web site during a transition period in that position even though he had relocated to North Carolina.

2009 Certificate of Appreciation Award
Southern California Chapter, Special Libraries Association
Robin Dodge – for hosting the FIDM downtown LA area lunch meeting.
Susan Eubank – for hosting the Sternheim Fundraiser at the LA County Arboretum.
Charlotte Wixx-Daniel – for hosting the Alhambra area lunch meeting.
William Holmes – for hosting the Manatt, Phelps & Phillips Century City area lunch meeting.
Ann Shea – for hosting the CAAM downtown LA area lunch meeting.
Jill Foreman – for hosting the Beckman Coulter Fullerton area lunch meeting.
Hema Ramachandran – for hosting the Long Beach Area lunch meeting.
Christian Gray – for facilitating the Strategic Planning and Brainstorming Leader at USC.
Chris Schneider – for the vendor support at the Chapter’s 2009 Professional Development program, “Doing More with Less: Creative Ways to Provide Outstanding Service in Tough Economic Times.”
Peter Johnson – for hosting the Skirball area lunch meeting and holiday meeting host.

Best regards,
First name
Full Name
SLA SCC board title
E. Nominating Committee

The Nominating Committee, chaired by the Past President, consists of members appointed by the Chapter President with the approval of the Chapter’s Executive Board. Committee members should be experienced in Chapter operation and well acquainted with the interests and capabilities of Chapter members. The Committee, and its Chair, must be appointed before July 1st.

General Duties:

a. The Past President, as the Committee Chair, serves on the Executive Board.
b. Meets as soon after appointment as possible to consider candidates and draw up a tentative slate.
c. Contacts each potential candidate by phone or other means of communications to determine his/her willingness to serve.
d. Issues follow-up communication to each candidate, confirming the Committee’s invitation to become a candidate, requests a biographical profile and a recent photograph.
e. Presents the slate of nominees to the membership via the Connect community.
f. Slate, even if it only includes one candidate for each office, is distributed by ballot to each member before August 15. (Electronic balloting is acceptable. Paper ballots must be mailed to those members for whom the Chapter does not have an email address.)
g. Tallies votes and notifies all candidates of results.
h. Reports election results to the membership. The report should be included as an agenda item of the Annual Business Meeting.
i. Nominations Chair, or a member of the Nominating Committee, presents the slate and election results. New officers are introduced, and their term of office begins in January of the next calendar year.

Chapter Org Chart is Section II, 1

F. Communications Committee Chair

The Southern California Chapter currently does not fill this office. The Webmaster, Social Media Coordinator and the SLA Connect Community Administrator fill the duties. Procedures for these offices are located elsewhere in these practices.

Chapter Org Chart is Section II, 1

G. Web Administrator (Webmaster)

The Webmaster is responsible for Chapter website content. The Webmaster evaluates and implements new web technology and its applicability to the webpage. The Webmaster brings issues to the Chapter President for review and approval.

General Duties:

a. Publicizes the Chapter’s Website to the membership, at peer-group meetings, SLA functions, and industry functions (the goal being to increase the Chapter’s visibility via the Website).
b. Maintains and updates existing pages, and regularly checks and updates links.
c. Creates new pages from content provided by the Chapter’s Unit Board and SLA staff that adhere to SLA brand guidelines.
d. Designs page schemes, graphics, CGI scripts, etc., on an as-needed basis. These should adhere to SLA brand guidelines.
e. Communicates with SLA’s Director of Information Technology to ensure that the site is accessible. Troubleshoots problems on an as-needed basis.
f. Ensures that the Chapter’s website’s content and hosting is securely backed up, and runs security scans on a regular basis.
g. Responds to emails directed to the Webmaster in a timely fashion.
h. Works with Chapter President and Advisory Board to update the website for the Chapter’s functions and meetings.
i. Makes recommendations regarding new web technologies to the Board.
j. The Webmaster should provide input to the Treasurer for a draft budget around the time of the first meeting of the year.
k. The Webmaster works with the Library School Liaisons to assure that chapter-related communications are fed to the student publications and that student activities are posted on the chapter blog.

Chapter Org Chart is Section II, 1

**Style Guidelines Specific to So Cal Chapter**

1. Items posted on the blog for entities other than the SLA-SCC chapter will be removed after the event or effective date.
2. Items posted on the blog such as "save the date" will be removed if superseded by a later, more complete notification.
3. Items on the discussion list should not be duplicated on the blog verbatim. However, items on the discussion list might direct users to the blog. It should be pointed out that not all members use all the various forms of social media and often rely on one single method of getting chapter news and information.
4. Items sent by SLA Board or SLA Headquarters staff to all SLA members are not to be duplicated on the blog.
5. All other items would remain on the blog "forever".
6. Guidelines outlined here shall apply to the chapter's Flickr page as well.
1) **How to create, edit and save a blog post**
   **Overview**
   Login
   Create the blog post
   Optionally add an image to the blog post
   Review, edit, preview and publish or save the draft
   Logout

2) **How to login to the Southern California Chapter blog**
   Login to WordPress blog
   Go to [southerncalifornia.sla.org/wp-login.php](http://southerncalifornia.sla.org/wp-login.php)
   Get Username and Password from your predecessor
   Now you are at the WordPress dashboard

3) **How to create a blog post**
   a) Login
   b) Be at the dashboard
   c) Hover over the left sidebar “posts”
   d) Click on “add new”
   e) Enter/paste text into header/title area (smaller single line box).
   f) Enter/paste text into larger area under toolbar of icons
   g) Optionally add image (see how to “add an image to your post” section)
   h) Choose one of the following actions:
      i. If not posting immediately, in right sidebar, click on “save draft
      ii. Do logout
      iii. In right sidebar, click on preview
      iv. Review post
   i.) Click on edit post in black line at top of the post to get back to the edit dashboard
   j) If it looks okay and you are ready to publish, click on publish
   k) Perform logout

4) **How to add an image to your post**
   a) Be in edit mode
   b) Put cursor where you want to insert the jpg
   c) Click on “add Media”
   d) Either upload from your desktop or click on an existing image
   e) Click on “insert into post”
   f) Size if needed by clicking in center of image and drag corners to correct size
   g) Click on “update”
   h) Review post
5) **How to edit a previously saved draft**
   a) Login
   b) Be at dashboard
   c) Hover over posts – select all posts
   d) Select the draft post you wish to edit
   e) Click edit – you are now in edit mode
   f) Make changes and click on “Preview”
   g) You can save the draft again, publish or move to Trash if you don’t like it.

6) **How to save post and exit WordPress blog**
   a) Make sure you have saved or published your finalized blog post
   b) Go to far right sidebar
   c) Click on blue “publish” or “update” box if you have not already done so.

7) **How to logout of WordPress blog**
   a) Go to upper right section of sidebar
   b) Click on “Howdy” icon
   c) Click on “Logout”

8) **How to edit your previously posted blog**
   a) Login
   b) In left sidebar, hover over posts
   c) Click on all posts
   d) Select post to be edited
   e) Click on “edit”
   f) Make changes as required
   g) When all edits/changes have been done, click on “update”
   h) Perform logout

9) **How to delete your post**
   a) Login
   b) Click on “all posts”
   c) Click on post(s) you wish to delete
   d) Click on red “trash” of each
   e) Perform logout
   f) Note: Deleted posts may be recovered until Trash is emptied.

10) **How to post to Flickr**
    a) Login
    a) Go to [https://www.flickr.com/photos/34642745@N07/sets](https://www.flickr.com/photos/34642745@N07/sets)
    b) Click on “sign in” at far right
    c) Get username and password from your predecessor

**UPLOAD**

1. Click on “upload” on upper part of screen
2. Click on “choose photos and videos”
3. Go to where you have photos/videos to upload (desktop or app)
4. Drag or click photos/videos to upload
5. Wait for all pictures/videos to load
6. Click on upload “number of” photos
7. Click on “yes” to upload
EDIT EACH UPLOADED PHOTO
   1. Go to photostream on navigation line
   2. Select each photo, one at a time
   3. Add title, description and photo credit, if any
   4. Save each photo

ORGANIZE INTO ALBUMS
   1. Hover over “you” on navigation line and click on “organize” of drop down
   2. Drag each picture for new album into large blank area
   3. Go to upper black line above large blank area, which now has images and
   4. Hover over “add to album” and click on “new album” dropdown if creating new album or
   “add to existing album” if adding images to an existing album

LABELING A NEW ALBUM
   1. If new album, create title (typically starts with date of event) and add any description of
   event into large space.
   2. Click on “Save”

LOGOUT
   1. When finished click on “photostream” on navigation line
   2. Click on SLA Icon on upper far right
   3. Click on “sign out”.

For more information, consult the SLA Connect Webmaster Community (access is limited to those
listed as webmasters by SLA HQ.

H. Mentoring Chair

Typically, a mentoring relationship is developed between someone who is new to the profession and a
more experienced person in the field.

General Duties:

   a. Committee Chair serves on the Advisory Board.
   b. Directly reports to the Chapter President.
   c. Institutes formal mentoring programs, including the development of applications for
   mentors/mentees, pairing of applicants and the creation of promotional materials for the
   program.
   d. Works with the Webmaster, Program Planning Committee, Student Liaisons to plan and
   advertise programs and services that foster the building of mentoring relationships among
   members of the Chapter.

Chapter Org Chart is Section II, I
I. Program Planning Chair

At the Southern California Chapter, the President-Elect serves as the Program Planning Chair.

These guidelines from SLA HQ may serve as advice for the chair and/or committee

a. Chapter-wide programs are held at varying intervals depending on the size and location of the Chapter.
b. Members often base their opinion of SLA in large part on the subject matter, timeliness and quality of these Chapter programs. It is essential, therefore, that programs be selected with great care, based on the needs and suggestions of the membership. It is important to focus on topics of current interest, provide a variety of subjects to interest all types of information professionals and their strategic partners and obtain excellent speakers who are both knowledgeable and entertaining.
c. Arrangements for meetings must be made with attention to every detail so that the program, schedule, food and facilities all contribute to fulfill members' expectations.
d. Programs should be planned so that sponsorships and registration fees cover their costs. If possible, programs should provide a net gain to the Chapter's operating budget.
e. Meeting locations should alternate among the various geographic areas of the Chapter, in order to encourage the participation of more Chapter members, if the Chapter is geographically dispersed.

NOTE: The Program Planning Chair is responsible for appointing as many additional committee members as needed for successful programming, subject to the approval of the Chapter President. Members of the committee should assist in carrying out the responsibilities of the Chair.

Chapter Org Chart is Section II, 1
General Duties:

a. Works with the Executive Board and the Advisory Board to select programs and locations. Locations should be chosen so that every Chapter member will find at least one meeting a year in a convenient place, and ensure costs and sponsorship fit within the chapter’s budget.

b. Supervises detailed plans for each program. Arranges for speakers, panelists, exhibitors, films, etc. Prepares check-in list, if needed. Check in list cannot list full contact information such as home address, phone number, email or mail address. Check in list should only contain name and affiliation.

c. Makes an arrangement with local facilities (e.g., hotel, conference center, or library) to host the meeting. Ensures that the correct size room is available. Oversees breakfast, lunch or dinner arrangements.

d. Creates a budget for the program, in conjunction with the Treasurer, and works with Vendor Relations on soliciting sponsorships for the program. The use of sponsorships should ensure that the registration fee is reasonable for Chapter members.

e. If hotel rooms may be needed for members who want to stay overnight, the Program Committee Chair tries to arrange for a special room rate at a local hotel and communicates this information to the membership when publicizing the meeting.

f. Works with the Connect Admin and Social Media Chair and Webmaster to announce and publicize meetings.

g. Works with the Library School Liaisons to offer free passes or special rates for library school students.

h. Checks with Chapter President for special activities or announcements to be included in the program.

i. Arranges for registration forms to be placed onto the website (referenced to in the meeting announcement) including directions to the meeting place, cost, schedule, speakers, and registration to be returned via PayPal registration.

j. May act as "master of ceremonies" for the day; introduces speakers, makes announcements and thanks those responsible for local arrangements, etc.

k. Writes thank-you notes to speakers.

l. Reports on each meeting to the Board and ensures that meeting highlights are written for the Connect Community and/or the website. (Sometimes students who attend gratis are asked to write a meeting summary, thus allowing them to give back to the Chapter.)

m. Solicits input from Chapter members - formally or informally - on program topics, speakers, locations and times. Chair may also reach out to other units who may want to partner in planning the program.

n. Summarizes evaluation forms, if applicable, and distributes to Board.

o. Works with incoming Program Committee Chair to inform that person about the duties of the job by passing along step-by-step written instructions on planning a program. The outgoing Chair may meet with the incoming Chair for an orientation session.

p. Fees for SLA members, non-members, and students / retirees / unemployed, members of the following associations can register at the SLA member level: Southern California Association of Law Libraries (SCALL) & Los Angeles Chapter of American Society for Information Science (LACASIS)

For more ideas on program planning, please contact the SLA Learning and Success Department at learning@sla.org.

Chapter Org Chart is Section II, I
J. Public Relations Committee

The Southern California Chapter currently does not fill this office.

The Webmaster, Social Media Coordinator and the SLA Connect Community Administrator, and the Student Chapter Liaisons fill the duties. Procedures for these offices are located elsewhere in these practices.

K. Strategic Planning Committee

The Southern California Chapter currently does not fill this office.

The Executive Board in consult with the Advisory Board performs the duties. Procedures for those offices are located elsewhere in these practices.

These SLA HQ guidelines may be useful should such a committee be formed.

The Strategic Planning Committee may be appointed by the President to develop a Strategic Plan for the Chapter. Once a plan is completed, the Committee will be dissolved. A new Committee can be formed as needed or when a previous plan requires extensive revision.

General Duties:

a. Committee Chair serves as a member of the Advisory Board
b. Develops and recommends a strategic plan to the Board.
c. Reviews the Strategic Plan periodically for revisions.
d. Facilitates discussion and selection of Chapter goals and priorities with input from the Chapter Boards.
e. Works in conjunction with the Executive and Advisory Boards to develop surveys and gather member input to help plan future meetings, program sessions, and continuing education courses.
f. Monitors progress under the current plan.
g. Prepares a report of activities for Board at each meeting held. The Chapter Strategic Plans should be in line with the SLA Strategic Plan

L. Student Relations - Library School Liaisons

Coordinate Chapter’s contact with students in degree-granting programs for the purpose of providing information about scholarship opportunities and Chapter activities and to recruit them as new SLA members. The Chapter may have as many liaisons as relevant to schools attended by members within the Chapter’s boundaries.

General Duties:

a. Serves as a member of the Advisory Board.
b. Reports directly to the Chapter President.
c. Promotes, encourages and develops relations between the members of the Chapter and students and faculty members of graduate programs in library/information science.
d. Submits a report on Student Events and outreach to the Chapter president in November for inclusion in the Chapter Annual Report.
e. Works in cooperation with Awards Chair for any student awards, if offered
f. Contacts library schools to inform them of Chapter activities and scholarships and encourage students to attend Chapter meetings.
g. Works with Membership Chair to recruit new student members.
h. Submits announcements and articles concerning students, SLA Student Groups, and scholarships to the Connect Admin and Social Media Chair.
i. At the request of the President, may coordinate interviews for SLA scholarships.
j. Prepares a report for each Board meeting held.

Chapter Org Chart is Section II, 1

See also

- SLA Guidelines for Advisors of SLA Student Groups
- Practices for SLA Student Groups

M. Vendor Relations Committee (Fundraising)

The Vendor Relations Committee Chair is responsible for all relations with vendors including soliciting sponsors for Chapter programs to help recover/reduce the cost of the programs; and for soliciting advertisers/sponsors for the Chapter website.

General Duties:

a. Committee Chair serves on Advisory Board.
b. Reports directly to the President-Elect.
c. Contacts library supply houses, book dealers, subscription agents, consultants, online vendors and other library-related vendors to make them aware of sponsorship opportunities and Website advertising possibilities. Makes follow-up phone calls to sponsors to inquire if they will sponsor Chapter programs or advertising.
d. Obtains advertising copy from vendors and sees that it is included in the correct communication channel program, when appropriate. Sees that the vendor receives a link to their ad.
e. Sends confirmation communications to sponsors who have agreed to sponsor programs, outlining what recognition they will receive, how much money they have agreed to contribute and information on where to send the check. Ensures that program sponsor vendors receive all agreed upon deliverables and are properly credited in program literature and the Connect community.
f. Finalizes information of correct vendor name and spelling for preliminary program, final program, brochures, and signs and obtains sponsor description if needed.
g. Directs the Treasurer to invoice the vendors for all commitments.
h. Receives payment from vendor and forwards the payments to the Chapter Treasurer. If vendors do not pay promptly, follows up with reminders or past due invoices requesting payment. Adheres to SLA Unit Fund Development Practice.
i. Maintains and updates the listing of sponsor names and contacts.

Chapter Org Chart is Section II, 1
N. Diversity Leadership Development Liaison

The Southern California Chapter does not fill this office. Should the Chapter President choose to fill such an office, these SLA guidelines may of value.

The Chapter President may appoint a Diversity Leadership Development Liaison. This should be an individual who has an interest in ethnic minority concerns relevant to present and potential special librarians and information professionals. The liaison will work with the Association Diversity Leadership Development Committee, acting as a representative who will aid the recruitment and development of diverse members at the Chapter level.

General Duties:

a. Serves as a member of the Advisory Board.
b. Reports directly to the Director-at-Large.
c. Prepares a report of activities for each Board meeting.
d. A written report summarizing activities for the past year should be submitted to the Association's Diversity Leadership Development Committee chair no later than April 15

Click on the hyperlink to see the SLA Affirmative Action Policy Statement.

O. Social Media Manager

The Social Media Manager is responsible for the publication of Chapter news on the Chapter's social media platforms such as Facebook, Twitter, and LinkedIn. The Social Media Manager is a job that requires an understanding of the different purposes and audiences of different social media platforms, and the ability to post to the same in a timely, effective, and intelligent manner that adds value to the Chapter membership.

The Social Media Manager is responsible to the Chapter President. The Social Media Manager should understand the activities of the Chapter and SLA and be acquainted with the interests of the members.
General Duties:

a. Serves as a member of the Advisory Board.
b. Reports directly to the President.
c. Maintains the Chapter presence on Facebook, Twitter, and LinkedIn, including group membership management (where applicable).

d. Additional social media platforms may be added at the Board's discretion and maintained by the Social Media Manager.
e. Monitors the Chapter social media for inappropriate posts and spam and removes or edits content or members as necessary.
f. Follows all Chapter news via the Connect communities and/or website and reports select stories on the appropriate social media platforms.
g. Creates Facebook group event pages for all Chapter events.
h. Researches and publishes news from other sources that will add value to the membership and suit the tenor of each platform.
i. Prepares a report for activities for each Board meeting.

*Chapter Org Chart is Section II, 1*

### IV. CHAPTER STRUCTURE

#### A. Guidelines for Scope Notes

Scope Notes are not used for Chapters.

#### B. Governing Documents

The Governing Documents consistent with the bylaws of the Association may be amended. Model Chapter Governing Documents and copies of other Chapters’ governing documents can be requested from the Association office or from the Chapters themselves.


Additionally, the Association bylaws are available on the [Association website](http://southerncalifornia.sla.org/documents/Chapter Governing Documents 2004-05-13.pdf).

#### 1. Procedures for Amending the Chapter's Governing Document

The following steps must be completed in the order with which they are presented in order to amend the Chapter's Governing Document:

a. At least six months prior to the Chapter business meeting, send the proposed Governing Document to the Chair of the Association Bylaws Committee for review, comment and approval.
b. Submit to the Chapter's executive board for approval. The executive board, governance committee or 15 members of the Chapter may propose amendments. Proposals originating in the executive board or in the Chapter committee concerned with governance shall be approved by a majority 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.

c. Present Governing Document revisions to Chapter membership for approval in accordance with the current Chapter Governing Document. These governing documents may be amended by a two-thirds vote of the members present at any Chapter meeting.

d. If significant amendments are proposed to the Governing Document after the Association Joint Governance and Bylaws Committee have reviewed it, it is important to continue consultation with the Chair of the Committee in preparation for final approval.

e. After membership approval, Chapter President must sign and date two originals of the complete text of the newly approved Governing Document.

f. Send both copies of the signed complete text to the Chair of the Association Joint Governance and Bylaws Committee Association with space for signature and date on the last page. One signed original will be returned to the Chapter.

g. Original signed copy retained in the Chapter’s SLA Connect Community archives.

1. Copies showing both signatures are sent to: Association Leadership Department; Chapter Cabinet Chair and Chair-Elect.

C. Chapter Subgroups

1. Sections within Divisions

   - Not applicable to Chapters.

2. Groups within Chapters

   a. In a number of the larger Chapters and in Chapters having a more concentrated membership in a particular discipline, groups have been established. These groups bring together common interests and carry out projects much as the Association’s Divisions do, but within the Chapter’s geographic confines. Groups are constituent parts of the Chapters. They may or may not bear direct relationship to the Association’s Divisions. In a few instances, Chapter groups have been formed having no prototype in an Association Division.

   b. The formation of subject groups in local Chapters is a Chapter function and depends primarily on the size and interests of the proposed group. The local groups may be formed by authorization of the Chapter’s executive committee when an appreciable number of members express active interest. If a Chapter prefers to operate as one unit rather than with subunits, it is improper for a Division to encourage the organization of a group within a Unit.
c. Some groups meet at definite times in addition to Chapter meetings and are often responsible for one or more programs at the regular Chapter meeting. Occasionally, a portion of the regular program is allotted to the groups. Care should be taken that the group cooperates and does not compete with the Chapter. Groups should clear program dates with the Chapter program officer to avoid meeting date conflicts.

d. If the Chapter has sufficient funds, it is their responsibility to finance its groups. However, to assist in paying for group expenses (such as postage for meeting notices, etc.) it may be advisable to have some continued form of group membership assessment.

e. If a group plans a project that the Chapter approves but cannot finance, the Chapter may ask for a loan from the Association through the Chapter Cabinet Chair. Association Divisions may also support group activity through grants to the Chapters if the activity will benefit the whole Division. However, Division officers have neither the authority nor direct responsibility for group enterprises.

f. Chapter members considering formation of a group within a Chapter should give consideration to some of the potentially undesirable effects on the Chapter. For example, when the Chapter membership is largely concentrated in one group with only a scattering of group meetings attracting a larger number, the Chapter may thus give unequal service to its members. The size of the parent Chapter is an important factor in the formation and success of groups. A Chapter should take care to avoid creating a group that would segregate out some of the members. In the event of internal conflicts or disagreements within Chapters, the problem should be submitted for discussion and vote by the general membership of the Chapter. If this action does not resolve the problem, the problem should be brought to the Chapter Cabinet Chair for resolution.

D. Caucuses

Caucuses do not apply to Chapters.

E. Creation of New and Provisional Units

A new Unit (Chapter, Division, or Caucus) may be authorized by the Association's Board of Directors upon written petition of 25 or more voting members of the Association who desire to participate in the activities of the proposed Unit.

1. The Association’s Board of Directors upon written petition of fewer than 25, but at least 15, voting members of the Association to be served by the proposed Unit and receive Provisional status, may authorize a new Unit. (See Practices policies linked below.)
2. Approval of a Provisional Unit is limited to two years unless the Board approves a two-year extension.
3. The Association Board may authorize provisional Divisions as full Divisions upon submission of a statement of the proposed Division’s name, scope note, together with confirmation from the Association office that the provisional Division has maintained a membership of 100 or more for a period of 12 months.
4. The Association Board may authorize provisional Chapters as full Chapters upon submission of a statement of the proposed Chapter’s name and geographical boundaries together with confirmation from the Association office that the provisional Chapter has maintained a membership of 25 or more for a period of 12 months.
5. The Association Board may dissolve a Provisional Unit at any time.
Provisional Units will receive an allotment, prorated to the time remaining in the Association’s year. Provisional Units shall not be entitled to representation in the Unit Cabinet. They are invited to attend Unit Cabinet meetings but are not authorized to vote.

**Origin of Petitions for New Units**

Petitions for New Units may originate in one of the following ways:

1. By action of interested members in any geographic region, or, by action of interested members who wish to participate in the activities of the proposed Division.
2. By action of the Unit Cabinet Chair upon information from the Association office noting a concentration of unaffiliated members in an area not served directly by a Unit. In this case, the Unit Cabinet Chair shall appoint a representative to call an informal meeting and to act as Unit Leader for purposes of organization.

**Form of the Petitions for New Units**

1. The following language is suggested for use in the petition for organization of a new Chapter:

   "We, the undersigned members of Special Libraries Association, do hereby petition for the organization of the [insert name] Chapter of the Special Libraries Association. There are presently [number] Special Libraries Association members within the proposed area which is to include: [geographical description; be specific about boundaries]."

   Adjacent Chapters should be contacted for agreement and approval of proposed boundaries of the new Unit prior to the petition. The Chapter Cabinet Chair prior to the proposed Chapter’s approval by the Board of Directors shall submit any boundary disagreements that cannot be settled by negotiation between the Chapters concerned for arbitration.

2. The following language is suggested for use in the petition for organization of a new Division:

   “We, the undersigned members of Special Libraries Association, do hereby petition for the organization of the [insert name] Division of the Special Libraries Association. We desire to participate in the activities of the proposed Division. The proposed scope note of the Division shall be [insert scope note.]”

3. As with a proposed Section, the Membership Director and the Division Cabinet Chair and Division Cabinet Chair-Elect should be the first points of contact when consideration is giving to creating a new Division. Scope notes will be reviewed to prevent duplication of effort and to ensure that the proposed Division does not conflict with the interests of an existing division. As a courtesy, the Division Chairs/Division Chairs-Elect will be notified of the potential Division. Advance notice enables the entire Leadership to think through the process of creating a new Division.
4. If in the opinion of the Division Cabinet Chair and/or Division Cabinet Chair-Elect there appears to be a possible conflict between the scope of the proposed Division and another existing Division, the Division Cabinet Chair notifies the chair of the Division. The Division Cabinet Chair shall be the arbitrator. If any disagreements cannot be settled by negotiation between the affected Division and Cabinet Chairs, the Division Cabinet Chair will solicit input from the Division Cabinet prior to the proposed Division’s approval by the Board of Directors.

Temporary Unit Leader

Association members may appoint a Unit Leader at an information meeting, or they may call upon the Unit Cabinet Chair to name a representative to act as Unit Leader for the purpose of organization. The responsibilities of the temporary Unit Leader are as follows:

1. Call and preside at an informal organizational meeting of actual or potentially interested members.
2. Keep records of all meetings and transactions that will later become part of the new Unit's archives.
3. Handle necessary correspondence with Association HQ and the Unit Cabinet Chair.
4. Forward the required petition, governing document (to be approved by the Association Joint Governance and Bylaws Committee), and slate of officers to the Association office.
5. Carry out arrangements for the election of officers upon notification of acceptance of the petition by the Association's Board of Directors. This may be accomplished by mail/electronic ballot so that newly elected officers may be installed and preside at the first official Unit meeting.

Presentation

The temporary Unit Leader of the petitioning group shall forward the petition with signatures, the proposed Governing Document, and the proposed slate of officers to Association HQ. The Unit Cabinet Chair will present the petition to the Board of Directors at its next meeting on behalf of the petitioning group. The temporary Unit Leader and/or other members of the proposed Unit may attend the Board of Directors meeting if they wish.

1. In the case of a provisional Chapter, the petition must contain a statement of the proposed Chapter’s name and geographical boundaries, and confirmation from the Association office that the provisional Chapter has maintained a membership of 25 or more members for a 12-month period.
2. In the case of a provisional Division, the petition must contain a statement of the proposed Division's name and scope note, and confirmation from the Association office that the provisional Division has maintained a membership of 100 or more members for a 12-month period.

The Board of Directors typically meets monthly. Deadlines for submitting items for Board consideration are usually one week prior to the meeting dates.

Membership of a New Chapter

When a new Chapter is approved by the Board of Directors, the Association office will notify all Association members within the boundaries of the new Chapter that they will have membership in both their current Chapter and the new Chapter at no extra charge until their next membership renewal, at which time they may choose the Chapter(s) with which they prefer to continue affiliation.
Allotments

Upon approval by the Board of Directors, the new Unit's allotment for that year will be sent from the association office (except for a former Provisional Unit, which may have already received its allotment for the year). The allotment is based upon the number of Association members within the new Unit's boundaries. The initial allotments of new and provisional Units that were approved at Board of Director meetings are prorated on the basis of the number of months remaining in the calendar year.

Unit Activities

Once the Unit has been approved and its officers installed, regular Unit activities such as Connect, other communications, programs, committee work, etc., may begin. These activities should be conducted in accordance with the Unit's Governing Documents and these Practices.

See also: Practices for the Formation of Provisional Chapters

F. Merger of Units

1. The matter of merging Units is one, which must be given careful consideration by the members and executive board of any Unit considering such action and should be discussed with the Unit Cabinet Chair.

2. After seeking the guidance of the Unit Cabinet Chair, if the Unit Executive Board still wishes to affiliate with another Unit, the Unit Leader shall immediately contact the Unit Executive Board with which they wish to affiliate and negotiate the terms for merging the two Units.

3. When both Executive Boards are in agreement on the terms of the merger, they shall provide advance notice to their respective membership that the topic will be discussed at the next Business Meeting of each Unit. A joint meeting should be scheduled as soon as possible to address this merger with the Unit memberships.

4. If the merger proposal is approved by a majority of the members present and voting at both of these meetings, both Units will send a ballot to all their members no later than 45 days after the business meeting.

5. If a two-thirds majority of each Unit's members returning valid ballots approve the proposal to merge, the Leader of both Units will notify the Unit Cabinet Chair and SLA Membership Department in the form of a single petition, signed by both Unit Leaders. The petition will include the reason(s) for merging, the election results, the terms of the merger, the proposed effective date of the merger, the changes needed in the name, scope note (required for Divisions only), or governing document, and a plan of how the activities of both Units will be combined.

6. The Unit Cabinet Chair will present the petition to the Association's Board of Directors at its next regularly scheduled meeting. Upon approval by the Board, the Leaders of the petitioning Units will be notified by the Association office that the two Units are being merged, advising of the merger effective date. The Unit Leaders will then notify their respective members of the Board's approval. The general membership will be notified through a notice in Information Outlook and on the SLA Connect Open Forum. Funds, properties, and financial responsibilities of the two Units will become the responsibility of the newly merged Unit.
G. Return to Provisional Unit Status

1. Unit membership falling below 25 members for more than one Association year will be reported to the Unit Cabinet Chair. The Unit may be placed on provisional status until membership increases or there is a decision to dissolve the Unit.

H. Downsizing

1. Should a Unit wish to downsize, for example from a Division to a Caucus, a similar process would be followed as outlined in Section F, Merging of Units. Merging with, or becoming a group within, another Unit should be considered as a possibility as well.

2. To begin the process, a Unit Executive Board meeting should be held to ensure all options and remedies have been investigated. If the Executive Board feels that downsizing is the only option left and votes as such, then a Unit Business Meeting would be called to further discuss the issue. If the downsize proposal is approved by a majority of the members present and voting at the meeting, the Unit will send a ballot to all their members no later than 45 days after the business meeting. If a two-thirds majority of each Unit's members returning valid ballots approve the proposal to downsize, the Unit Leader will notify the Unit Cabinet Chair and SLA Membership Department via memorandum. The memorandum will include the reason(s) for downsizing, the options previously considered, the election results, the terms of the downsizing, the proposed effective date of the downsizing, and any changes needed in the name.

3. The Unit Cabinet Chair will present the petition to the Association's Board of Directors at its next regularly scheduled meeting. Upon approval by the Board, the Leader of the petitioning Unit will be notified by the Association office that the Unit is being downsized, advising of the effective date. The Unit Leader will then notify their members of the Board's approval. The general membership will be notified through a notice in Information Outlook and on the SLA Connect.


5. Any funds left in the downsizing Unit’s accounts shall be transferred within 30 days to the appropriate group:
   - For Units becoming sections of a Division, funds will be transferred to that Division.
   - For Units becoming groups of a Chapter, funds will be transferred to that Chapter.
   - For Units becoming Caucuses, funds will be transferred to the Association.
I. Dissolution of a Unit

a. The dissolution of a Unit is an action that must be given careful consideration by the members and executive board of a Unit. The Unit Leader, acting on behalf of an Executive Board that has voted to take this step, should discuss its concerns with the Unit Cabinet Chair. Dissolving should be a last resort and the Unit should first look at merging or downsizing before moving forward with dissolution. Once all other options have been tried, a Unit may then petition to dissolve.

b. Once determined that the Unit has ceased to fulfill a useful role and does not wish to affiliate or formally merge with another Unit, the Unit Leader shall bring forth the matter for discussion at the Unit's next business meeting. Advance notice must be given to the Unit membership that the topic will be discussed.

c. If a majority of the voting members present approve the proposed dissolution, a ballot shall be sent to all Unit members regarding the proposed dissolution no later than 45 days after the business meeting. A two-thirds majority of the members is required to approve the proposal to dissolve. The Unit Leader shall notify the Unit Cabinet Chair and Membership Department in the form of a petition for dissolution. The petition will contain the reason(s) for dissolution, the actions previously taken to address the issue, the election results, the proposed effective date of the dissolution, and plans to complete current Unit activities and business matters.

d. The Unit Cabinet Chair will present the petition to the Association's Board of Directors at its next regularly scheduled meeting. Upon SLA Board approval, the Association office that the Unit is being dissolved with the effective date, and that its funds and properties will revert to the Association will notify the members of the Unit. Assistance in joining another Unit will be provided to members by the Association office, with recommendations from the Unit Leader being taken into account.

J. Nomination of Unit Officers

a. In the selection of nominees for Association offices, the Association Nominating Committee has priority over Division, Chapter or section nominating committees. However, the Association Nominating Committee usually starts its work before the Division, Chapter and section nominating committees; therefore, conflicts are rare.

b. A Nominating Committee for each election of members to the Chapter executive board shall be appointed by the board by July 1st. This committee shall be composed of 3 members, no more than one of who is a member of the current board, one of who shall be a former Chapter officer (such as past president, or member of the previous Nominating Committee), and a third participant from the general membership.
Duties of the Nominating Committee are outlined below:

a. Each year the Nominating Committee shall present at least one candidate for each officer whose term is expiring. The committee shall obtain the written acceptance of each nominee along with brief biographical information, prior to submission of its report.

The length of term for the Chapters Board Members is as follows:
- President-Elect - 1 year
- President - 1 year
- Past-President - 1 year
- Director-at-Large - 1 year
- Secretary - 2 years (to be elected on alternate years of the Treasurer)
- Treasurer - 2 years (to be elected on alternate years of the Secretary)

b. The nominees for President-Elect should be aware that attendance at Chapter Cabinet meetings at the Annual Conference and any possible Leadership Summit is part of the responsibilities of the elected candidate. An elected candidate should not simultaneously hold more than one office associated with membership in the Chapter and Division Cabinets.

c. The report of the Nominating Committee shall be published by August 15 in the official Chapter bulletin. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 10 Chapter members, and shall be filed with the Nominating Committee at least 30 days before voting occurs.

d. If the slate includes more than one candidate for any office, election shall be by secret ballot distributed to each Chapter member by August 15. (Electronic balloting is acceptable.) 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.

e. In the case of a distributed ballot, send the biographical information to the person whose duty it is to prepare and distribute the ballots (e.g. Secretary, Nominating Committee Chair or Bulletin Editor.) Full Members, Student Members, and Retired Members all have the privilege of voting. Mailing labels for envelopes and/or e-mails may be requested from the Association office. Please request these at least two weeks in advance of distribution.

K. Chapter Representation and Affiliation

a. Chapter representatives to joint committees and meetings of other societies having objectives allied to those of the Chapter and of the Association shall be appointed by the Association President.

b. Upon approval by a majority of the Chapter members voting, the Chapter may affiliate or disaffiliate with a local common interest organization provided the objectives of the organization are consistent with those of the Chapter and of the Association and the activities of the organization are not in conflict with the Association bylaws.

c. The Association Board of Directors shall approve any other affiliation, including that with a national or international organization. Notices of affiliations and disaffiliations shall be reported to the Association.
V. APPENDICES: OTHER IMPORTANT ASSOCIATION INFORMATION

APPENDIX A. Chapter Finances

1. The Association's Bylaws, Article X, Section 3 allows for funding of Chapters in the form of an annual allotment. Allotments are calculated using the Chapter’s membership count as of December 31. Allotments are calculated using the Chapter’s membership count as of December 31. The Chapter Treasurer should obtain the chapter membership numbers on December 31 in order to compare with SLA HQ numbers when chapter annual allotments are calculated and paid. Allotment checks are mailed after Annual Conference invoicing.

2. **No allotment shall be paid to a Chapter unless the Chapter has submitted an accurate Annual Report by December 15, an accurate Year-End Financial Report by February 28th, and all bank statements (quarterly, monthly preferred)** to Association Headquarters, Director of Finance.

3. The Board of Directors may grant funds or loans at its discretion. Each Chapter applying for additional monies must submit a detailed estimated budget to substantiate the request. This budget should then be submitted to the Chapter Cabinet Chair, who will make the presentation to the Board.

4. The Chapter Treasurers shall maintain the financial records required for their units. A simplified single-entry system has been found sufficient for most cases. The Treasurer shall prepare a report on the Chapter or group's finances for each Chapter meeting.

REPORTS

The following reports and record-keeping procedures are **mandatory**:

1. The Treasurer of each Chapter shall submit an annual Year-end financial statement for the previous calendar year to the Association office to the attention of the Finance Director by January 31 of each year. These must be submitted utilizing the Association provided financial software program. A copy of all bank statements for the year must also be provided, no less than quarterly, to the Association Director of Finance. This deadline is most important and must be adhered to. A copy of this annual year-end statement is to be retained in the Chapter’s Connect Library for the Chapter’s archives. This report is to be audited; an auditor is defined as a disinterested third party. The auditor need not be an accountant, but may **not** be any of the following:

   - An elected or incoming officer of the Chapter
   - A current or incoming member of the Board of Directors
   - An employee or supervisor of the Treasurer

   The Auditor reviews bank statements against your records/financial reports to make sure the ending balances match.

2. No allotment shall be paid to a Chapter unless an annual financial statement has been approved.

3. A Chapter or group within a Chapter may have undesignated funds for general administration. These funds are derived from allotments and from income accruing as a result of normal activities, such as special events, advertising, dinner meetings, etc. Normal charges against such "regular funds" include postage, meeting notices, etc.
4. Normally a Chapter or group will administer its expected activities to utilize the greater part, if not all, of its allocated funds. However, a Chapter or group may elect to conserve its funds gradually in anticipation of specific undertakings where special project funds have not already been accumulated. Chapters may, through lack of activity in one year, carry unspent allotments over to following years. Funds accumulated for either of these reasons and not expected to be spent during the year’s usual activities, may be transferred to a project fund.

5. Money earned in special Chapter or group projects may be maintained in one or more project funds, general or designated. Examples of such projects are seminars or workshops for which a fee is charged, royalties paid by the Association for Chapter-originated publications, receipts from similar works published independently by the Chapter, and fund-raising activities conducted for a specific purpose. Expenses involved in such projects are to be charged against these funds. Project funds must be reported as part of the periodic and annual financial reports.

A Chapter must report property that falls within the definition given in the "Property Guidelines" on a special page accompanying the year-end Annual Financial Report. Upon dissolution of a Chapter, its funds and properties shall revert to the Association. On dissolution of a group within a Chapter, the group's remaining funds revert to the Chapter.

STIPENDS

1. The SLA Southern California Chapter President and President-Elect are strongly encouraged to attend the SLA Spring Leadership Summit/Symposium, typically held in January, and the SLA Annual Conference, typically held in June. To support this travel, the chapter will provide the following funding if the chapter is financially able to support such stipends:

Chapter Stipends

1. SLA Leadership Summit/Symposium Stipend - If there is funding available in the Chapter's general budget, the Chapter President and President-Elect or designated alternates shall receive stipends of $1,000.00 each to attend the SLA Leadership Summit/Symposium. The President and President-Elect or designated alternates are encouraged to use workplace funding, if available, in place of the stipends. If costs exceed the stipend amount, the Executive Board can vote to cover the full costs of travel, but the President and President-Elect or designated alternates are expected to use early-bird registrations and book flights and accommodations well in advance of the conference. Upon return from the SLA Leadership Summit/Symposium Stipend, the President and President-Elect or designated alternates are expected to compose a review for the Chapter website/Chapter Connect community either individually or jointly, and possibly present a review of the conference as part of a chapter program.

2. If it is agreed by the Chapter's Executive Board that there is not sufficient funding available for stipends, then no stipends shall be offered for the SLA Leadership Summit/Symposium.

3. Between two and three months prior to the SLA Leadership Summit/Symposium, the President and President-Elect shall inform the Chapter Treasurer whether their stipends will be claimed.

4. SLA Annual Conference Stipend - If there is funding available in the Chapter's general budget, the Chapter President and President-Elect or designated alternates shall receive stipends of $1,500.00 each to attend the SLA Annual Conference. The President and President-Elect or designated alternates are encouraged to use workplace funding, if available, in place of the stipends. If costs exceed the stipend amount, the Executive Board can vote to cover the full costs of travel, but the President and President-Elect or designated alternates are expected to use early-bird registrations and book flights and accommodations well in advance of the conference. Upon return from the summit, the President and President-Elect or designated alternates are expected to compose a review for the Chapter website/Chapter Connect community either individually or jointly, and possibly present a review of the conference as part of a chapter program.

5. If it is agreed by the Chapter's Executive Board that there is not sufficient funding available for stipends, then no stipends shall be offered for the Annual Conference.
6. Between two and three months prior to the summit or conference, the President and President-Elect shall inform the Chapter Treasurer whether their stipends will be claimed.

**Unclaimed stipends**

In the event that a stipend is not claimed by either the Chapter President who will be in office at the time of the Annual Conference or President-Elect who will be in office at the time the Annual Conference will be held, the sitting Executive Board will be notified, and the options, listed below, should be used as guidelines for offering the stipend unless the sitting Executive Board thinks it is prudent to offer the stipend to a more experienced individual based on the current needs of the chapter.

1. One stipend shall be offered to the current Past President.
2. If the Past President does not claim the stipend within five business days, the stipend shall be offered to either the current Chapter Secretary or Treasurer depending on which officer has more Executive Board experience.
3. If the Treasurer has more Executive Board experience and does not claim the stipend in five business days, it shall be offered to the Secretary.
4. If the Secretary has more Executive Board experience and does not claim the stipend in five business days, it shall be offered to the Treasurer.
5. If neither the Secretary nor the Treasurer claims the stipend within five business days, the stipend shall be offered to the Chapter's Director-at-Large.
6. If the Director-at-Large does not claim the stipend within five business days, the stipend shall remain unclaimed and revert to the Chapter's general budget.
7. Each stipend will be paid out by the Chapter Treasurer to match submitted receipts, up to the stipend limit, unless the board has previously granted an exception to exceed the stipend amount.

**Fee Structure for Chapter Events**

1. When developing a registration fee structure for a Chapter program, and there are separate fees for SLA members, non-members, and students / retirees / unemployed, members of the following associations can register at the SLA member level:
   
   - Southern California Association of Law Libraries (SCALL)
   - Los Angeles Chapter of the Association for Information Science (LACASIS)
APPENDIX B. Legal Issues

1. Each Chapter President and President-Elect should be aware of these basic issues and restrictions. If there are questions, please do not hesitate to contact the SLA Department of Member Engagement at membership@sla.org

2. The Special Libraries Association, Inc. is a not-for-profit corporation, incorporated pursuant to the Not-For-Profit Corporation Law of the State of New York. During its early years, SLA existed as an unincorporated Association. SLA was first incorporated in Rhode Island on April 13, 1928 and then reincorporated in New York on September 25, 1958.

The basic purposes of SLA as stated in its Certificate of Incorporation and Bylaws, are:

"1(a) To provide an Association of individuals and organizations having a professional, scientific, or technical interest in library and information science, especially as these are applied in the recording, retrieval and dissemination of knowledge and information in areas such as the physical, biological, technical and social sciences, and the humanities."

"1(b) To promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations. No part of the property, assets, profits or net income shall inure to the benefit of any director, officer, or member or be of benefit to any private shareholder or individual within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 as amended."

Member Types

1. Membership eligibility is governed by the membership provisions of Article IV of the SLA Bylaws and policies established by the Board of Directors. Membership in the Association shall consist of: Full Members, Full Member Outside North America (and making <$18,000 USD annually), Student Members, Retired Members, and Organizational Members.

Eligibility for and privileges of each class shall be as stated herein.

1. Full Member status shall be granted to an applicant who has an interest in the objectives of the Association. A Member shall have the right to vote, to hold any Association or unit elective office or appointive position, and to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.

2. Student member status shall be granted to an applicant enrolled in a curriculum of library or information science at least part time (two or more courses). This category of membership shall be available to those joining the Association for the first time. This category of membership shall also be available to current members renewing their membership after enrolling in an appropriate academic program. Student membership may be maintained only while actively a student, but for no more than three years. Appropriate verification of student status is required. A Student Member shall have the right to vote, to hold any Association or unit elective or appointive position, to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.
3. *Retired member* status shall be granted, upon request, to a Member who has retired. In this connection, the Board shall define “retirement”. A Retired Member shall have the right to vote, to hold any Association or unit elective office or appointive position, to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge. A Member who has 45 years of uninterrupted Association membership shall be designated Forty-Five Year Honoree status. Basic membership dues will be waived for members holding this distinction. Forty-Five Year honorees have the same membership rights as other Retired Members.

4. *Organizational member* status shall be granted to a firm, organization, or individual desiring to support the objectives and programs of the Association. Up to four employees may access member benefits. Organizational Members shall have the right to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge. The Board shall determine other benefits of this membership category.

5. SLA Chapters and Divisions exist only as a part of the single corporate entity, Special Libraries Association, Inc. and are organized pursuant to Articles X and XI of the Bylaws. There is no separate incorporation of SLA Chapters and Divisions and both are funded by allotments from the SLA annual dues. SLA, its members, Chapters and Divisions can be roughly analogized to a for-profit corporation, its shareholders and branch offices. Numerous not-for-profit corporations are organized in this way, including other major library Associations.

### Association Meetings

1. Any interested party regardless of membership standing may attend SLA meetings, including Chapter, Division and Association meetings. This open attendance policy does not, however, require members to subsidize attendance by non-members. Chapters and Divisions may charge a reasonable registration fee to help defray the costs of the meeting. Non-members are permitted to attend Association meetings of SLA. The registration fee charged such nonmembers is higher than that charged members.

2. SLA’s open attendance policy does not mean that non-members can participate in SLA in the same manner as members. Obvious examples include the fact that non-members may not vote and may not hold Association office.

3. The SLA Board of Directors and Chapter and Division Cabinets are not required to open their sessions to non-members although, in their discretion, they may do so.

4. All meetings, whether open to interested parties or restricted in attendance, should have a written agenda. Chapter officers should ensure that summary minutes are prepared of all meetings and that such minutes are accurate and stored in the Chapter’s Connect community after the meeting has concluded.

### Joint and Regional Meetings

1. Chapters often participate in joint or regional meetings. Regional, sectional and joint meetings require particular attention to organization and cooperation. The responsible person must be selected on the basis of experience and ability. Where program and arrangements require them, committees should be appointed as soon as possible. If an Association officer is to be invited, arrangements should be coordinated as early as possible. When other professional Associations are involved, it should be made clear that their members are welcome at any separate SLA program.
2. Initial planning of joint professional meetings normally is undertaken by the officials of the respective groups. Specified representatives then work out detailed programming. Decisions, such as date, place, publicity, accommodations, registration, financing, etc., must be cleared through each group. Frequently, publication of papers is also considered with distribution and cost taken into account.

3. Any plan involving a unit of the Special Libraries Association must conform to the SLA practice on non-discrimination, which reads:

"I. Practice. It is the practice of Special Libraries Association not to discriminate, limit membership or participation in any respect by race, creed, color, national origin, age, sex or physical disability

“II. Purpose. To ensure that no individual is denied membership or participation in Association programs because of his/her race, creed, color, national origin, age, sex or physical disability

III. Practice/Procedure. It is the policy of the Special Libraries Association that membership and participation in the Association and its units are not limited in any respect by race, creed, color, national origin, age, sex or physical disability. In particular, all meetings are conducted as to assure compliance with this policy. The Association participates in joint meetings only with other organizations having the same policy. The association is an Equal Opportunity Employer.

IV. Responsibility. The Executive Director is responsible for monitoring the compliance of this policy."

(Approved June 1975)
Tax Status - Federal

1. In 1972, the United States Internal Revenue Service ruled that SLA is an organization meeting the requirements of Section 501(c)(3) of the Internal Revenue Code.
   As a Section 501(c)(3) organization, SLA must:
2. Be organized exclusively for charitable, scientific or educational purposes.
3. Be operated exclusively for those purposes.
4. Have no part of the net earnings inure to the benefit of any private individual.
5. Refrain from any substantial lobbying activities.
6. Refrain from participating in political campaign activities.
7. Corporate gifts and lifetime gifts by individuals to a Section 501(c)(3) organization are, with certain limitations, deductible to the donor for purposes of the U.S. federal income tax. Testamentary bequests are, again with certain limitations, deductible for purposes of the U.S. federal estate tax. There are other advantages. A Section 501(c)(3) organization may qualify for privileged postal rates for mailings relating to the organization's own affairs. In some states, a Section 501(c)(3) organization is exempt from sales tax.
8. As a general rule, the income of SLA that is related to its tax-exempt purposes is tax exempt. For example, members' dues, interest earned by bank accounts, and income resulting from the sale of SLA publications is tax exempt.
9. Income from a trade or business that is not substantially related to SLA’s tax-exempt purposes is taxed. For example, income generated from the sale or rental of mailing lists (except for exchanging with or renting to another organization exempt under Sections 501(c)(3) or (c)(2)) and advertising income is taxed.
10. Although most of SLA’s income is tax exempt, SLA normally does have unrelated income that is taxable. As a result, SLA annually files two returns with the Internal Revenue Service: Form 990 related to non-taxable income and Form 990T relating to taxable income.
11. To enable SLA to properly prepare these returns, each Chapter must annually furnish certain information including all income generated during the year and expenses incurred in producing the income. New or major changes in programs and services provided by SLA must be reported in Form 990. Accordingly, any Chapter that engages in a previously unreported activity must so inform the Director of Finance at the Association office through the Chapter’s Annual Report and Year-end Financial Statement.
12. SLA considers being recognized as a Section 501(c)(3) organization a valuable privilege. It is the policy of SLA to follow the provisions of the Internal Revenue Code and Regulations regarding the operation of a Section 501(c)(3) organization and not to engage in activities, which might jeopardize that status. All questions regarding the Association's tax-exempt status should be referred to the Executive Director.
Tax Status - State and Provincial

1. Each of the fifty states and Canadian provinces has its own tax law and regulations and, accordingly, any question concerning state and provincial taxation must be addressed to the law of the state or province involved.

2. As a general rule, an organization that is exempt from U.S. federal income tax under Section 501(c)(3) is also exempt from state income taxes. In addition, in some states, local sales and use tax exemptions are available to Section 501(c)(3) organizations. Since SLA is not incorporated in Canada, it cannot apply for tax-exemption from Canadian provinces.

3. Because it is SLA, and not the individual Chapters and Divisions, which is responsible for compliance with state tax laws, responsibility for dealing with state tax authorities is that of the Director of Finance. Individual members or Chapter officers are not allowed to deal with state tax authorities. Any question concerning state taxation of SLA units should be directed to the Director of Finance.

4. Over the years, the Director of Finance, working with legal counsel, has conducted extensive research and made numerous inquiries regarding the availability of sales and use tax exemptions for SLA units. As indicated above, the rules vary from state to state. Some states grant no exemption to any organization; some states grant exemptions only to particular types of charitable organizations such as religious organizations; and, in a few states, an exemption is available to an organization such as SLA. A consideration to be kept in mind is that the paper work costs associated with obtaining and maintaining a sales tax exemption may equal or exceed the limited savings which may be realized by a sales tax exemption. Again, if there is any question as to whether a sales tax exemption is available in a particular state, inquiries should be directed to the Director of Finance.

Political and Legislative Action

1. SLA, as a 501(c)(3) educational institution, is restricted in the amount of lobbying it can do. Although IRS rules in this area are not as restrictive as they have been in the past, they are always open to interpretation. It is therefore critical that all legislative endeavors be channeled centrally through the president or executive director, both of whom, under SLA policy, are the only individuals who can officially speak on behalf of the Association. In essence, if the Board of Directors has not taken a position on a particular issue, it is imperative that either the president or executive director be consulted. However, if comments or statements are based on Board-approved issues, discuss them with the Association staff for clarification. This also enables headquarters staff to be aware of Chapter activities.

2. A Section 501(c)(3) organization may not participate directly or indirectly, in any campaign for any public office - federal, state or local. Thus, SLA may not endorse any candidate, make any contribution to a candidate or have its members work in any candidate's campaign. This requirement also prevents SLA from having a Political Action Committee (PAC).

3. A Section 501(c)(3) organization may, to a limited extent, attempt to influence legislation. The specific language of the statute is that "no substantial part of the activities" of the organization may consist of "carrying on propaganda, or otherwise attempting to influence legislation." Examples of attempts to influence legislation include attempts to influence the general public to vote in a particular way, often called "grassroots" lobbying, and direct lobbying by communicating with a member or employee of a legislative body. Also included would be any effort by SLA to encourage its members to lobby.

4. The following would ordinarily not be considered activities endeavoring to influence legislation: making available the results of nonpartisan analysis or research; appearances before a legislative committee at the request of that committee; and communications between SLA and its members regarding legislation of interest to members as long as the communication does not encourage the members to endeavor to influence the same.
5. As is indicated above, a Section 501(c)(3) organization is not absolutely prohibited from endeavoring to influence legislation - the requirement is that such activities may not become a "substantial part" of the Association's activities. The U.S. Internal Revenue Code does not define what is meant by "substantial." The policy of SLA is that no more that 5% of its aggregate activities (not its income or expenditures) may be of such character.

6. Because SLA is so large and so geographically diverse, it is not feasible for each member, Chapter and Division to independently determine when efforts to influence legislation are to be undertaken. In January 1980, the Board of Directors approved a government relations practice statement and instructed the Executive Director to establish and conduct a government information program to carry out the statement.

7. Obviously, none of the foregoing affects the right of any member, acting as an individual and not as a member of SLA, to engage in whatever political or legislative activity he or she may consider appropriate.

**Member Liability**

1. One of the characteristics of a corporation is limited liability; that is, the members of the corporations are not personally liable for the debts, liabilities or obligations of the corporation. SLA is a corporation with its principal place of business in Virginia. Since it is incorporated in New York, that state’s liability law covers it.

2. New York Not-For-Profit Corporation Law Section 517(a) specifically states, "the members of a corporation shall not be personally liable for the debts, liabilities or obligations of the corporations".

3. As a general rule, directors and officers of SLA will incur no personal liability as a result of their carrying out their duties as long as they do so in good faith and with ordinary diligence, care and skill.

4. Section 717(a) of the New York Not-For-Profit Corporation law states, in part: "(a) Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men would exercise under similar circumstances in like positions."

5. Under certain circumstances, a director or officer can incur personal liability. For example, a director or officer can be personally liable for gross negligence or for defrauding the Association.

   Under Section 719 of the New York Not-For-Profit Corporation Law, a director who votes for certain actions can be personally liable - for example, voting to distribute the Association's properties to members other than as permitted by law; and, voting to make a loan to a director or officer. The law permits an action to be brought against a director or officer to compel an accounting for the mismanagement, loss or waste of corporate assets.
Association Liability

1. SLA is legally responsible for its contracts and can sue or be sued in the same manner as any corporation, whether for-profit or not-for-profit.
2. A normal business contract made by the SLA President or Executive Director will be binding on SLA. Because SLA is a single corporate entity, obligations of the Chapters and Divisions are obligations of SLA. Accordingly, a normal business contract made by a Chapter chairperson will also be binding on SLA and not just on the individual Chapter.
3. Most contracts made by Chapter presidents involve routine matters such as meeting arrangements and the amounts involved are relatively small. There have been occasions in the past, however, when Chapters, with more enthusiasm than prudence, have entered into contracts involving significant sums of money.
4. The "Extra-Association Relations Policy" which was adopted by the Board of Directors on June 9, 1973 addresses this problem. It states:
5. "An agreement, contract, or obligation entered into by an Association unit requires advance approval by the Association Board of Directors if liability exceeds the unit's available or budgeted funds."
6. In addition to the foregoing, it is the policy of the Association that all unit contracts in excess of $5,000, must be reviewed and signed by the Association HQ.
7. Any questions regarding contracts and their execution should be referred to the executive director.
8. SLA may be liable for the negligent or fraudulent acts of its authorized representatives. Therefore, officers, directors, committee chairpersons, and representatives must exercise "ordinary diligence and care" in performing their responsibilities.
9. In addition, SLA could be responsible for an obligation incurred by any member who had "apparent authority" to act for SLA even though such individual acted without authority and in violation of SLA's policies and Guidelines. In _Hydro Level Corp. v. American Society of Mechanical Engineers_, 635 F. 2d 118 (2nd Cir. 1980), cert. den., 456 U.S. 989 (1981) the American Society of Mechanical Engineers was held liable for the act of two of its members. These members, while acting as volunteer ASME workers, defrauded a third party by deliberately misinterpreting the requirements of one of the ASME codes. The court found ASME liable for the acts of these members because the injured party had no reason to believe the volunteer members' code interpretation was not "regular" and because the volunteers appeared to be acting within the authority given to them by this Society.
10. Any Chapter president, who intends to give authority to a member to act for SLA, should keep the foregoing in mind.

Inspection of Records

1. New York State law requires SLA to keep correct and complete books and records of account and minutes of the proceedings of its members, Board and Executive Committee, and a list of member names, addresses, and their class or classes of membership.
2. Although the law permits SLA to impose restrictions on the availability of such information, it is SLA policy to make the same generally available to members. Thus, SLA publishes the names and addresses of all members in the membership directory. Meeting minutes of the Board of Directors, the Executive Committee, and the Annual Business Meeting are available for inspection by members with certain exceptions that are determined by the Board of Directors. An example is executive session minutes.
Antitrust Laws

1. In recent years, the U.S. antitrust laws have been the basis for actions against certain trade and professional Associations whose activities allegedly restrained competition. The decisions of the United States Supreme Court that struck down ethical codes of Bar Associations that prohibited advertising are well-known examples. The American Dental Association was subject to a similar suit by the Federal Trade Commission. The American Medical Association has been subjected to an investigation to determine whether it controls the supply of physicians in the United States through accreditation of medical schools and other practices.

2. The trade and professional Associations that have been subject to these actions are typically Associations of competitors. Because the members of SLA do not compete with each other, it is unlikely that SLA will be subject to an antitrust action such as is described above.

3. It is worth noting that SLA is essentially an open organization. That is, Association membership is open to any person "who has a serious interest in the objectives of the Association" and there are no restrictions on the general public attending SLA meetings. The antitrust actions described above have been based in part on the fact that the particular Association imposed restrictions on membership, and thereby restrained competition. Obviously, SLA is not subject to such an attack.

4. Notwithstanding the foregoing, it is conceivable that a particular Chapter may engage in some activity that might be considered to be anticompetitive, thereby violating antitrust laws. Any member who believes that any such activity is taking place should contact the executive director. We must add that to the best of our knowledge, no governmental or private entity has ever claimed that SLA has to any extent violated the U.S. antitrust laws.

Bartering

1. For purposes of the U.S. Internal Revenue Code, a barter transaction is in substance the same as a sales transaction. For example, the exchange of a mailing list for advertising space is the essential equivalent of selling the mailing list for the value of the advertising space. The value of the advertising space is considered to be income to SLA. The comments made in the Tax Status section concerning SLA's tax liability for related business income and unrelated business income will equally apply to value received on bartering transaction. An example of barter that would generate related income would be an exchange of SLA publications for something of value. An example involving unrelated income would be the one just given, namely, the exchange of a mailing list for something of value, except when this exchange is with another organization exempt under Section 501(c)(3) or (c)(2). The sporadic and occasional bartering transaction of whatever character arguably does not constitute business income of any kind. In all events, every barter exchange transaction by any Chapter should be reported, in writing, to the Director of Finance at the Association office.
Association Reserve Funds

1. Every Association needs the economic security of a reserve fund. Unforeseen demands or loss of income may necessitate the use of funds that are not currently available in the budget. The purpose of a reserve is financial stability - to support the Association through an emergency situation. Accordingly, the reserves maintained by SLA and by its Chapters should not be used to finance day-to-day operations or activities. An ideal reserve fund would be equal to the regular budget for one year. On June 5-6, 1992, the Board of Directors approved a recommendation regarding Chapter investment policy that permits funds to be deposited only in principal-protected and insured investment instruments (e.g. checking accounts, passbook savings accounts, CD's and T-bills) or in the Association Pooled Fund Account.

2. There is no tax on accumulated earnings of a Section 501(c)(3) Organization and accordingly, such reserves and any income generated by the same are tax-exempt.

APPENDIX C. – Leadership Tools

The Special Libraries Association has established Policies and Practices for various topics related to the Association and its operations. Some of the Policies and Practices were established for various program areas in the Association. These Policies and Practices are to serve as informational purposes for SLA Staff, SLA Board of Directors and SLA Association Units. The Policies and Practices are reviewed periodically to ensure that they are still current. If at any time you have questions or comments, please do not hesitate to contact the SLA Department of Membership Engagement at membership@sla.org.

Chapter Leadership Information: https://www.sla.org/governance/chapters/

A. Leadership Webinars

1. In addition to the practices outlined in the document, another useful resource is the SLA Leadership Webinar Series – the goal of the Leadership Webinar Series is to provide a resource to help SLA Chapter leaders in administering a successful and efficient chapter. This series is being updated regularly.

B. Robert’s Rules of Order

1. In 1876 General Henry M. Robert set out to bring the rules of the American Congress to members of ordinary societies with the publication of Pocket Manual of Rules of Order. It sold half a million copies before this revision of 1915 and made Robert's name synonymous with the orderly rule of reason in deliberative societies. SLA meetings are commonly run utilizing Robert's Rules, newly revised, 10th edition. For full-text of Robert’s Rules see: http://www.bartleby.com/176

C. Chapter Annual Reports

1. Past Unit annual reports can be accessed at the bottom of the unit annual reporting page.
D. **Survey Monkey**

1. The Association's Chapter Leadership Department offers an online survey tool to make your job easier and at no cost to you. We've set up an account for you to use an online survey tool at [http://www.SurveyMonkey.com](http://www.SurveyMonkey.com).
2. Credentials can be found on the [Chapter Leadership information listed above](#).
3. Survey Monkey is often used for Chapter elections. Previous Southern California Chapter surveys can be accessed in Survey Monkey by selecting "Southern California Chapter" in Current Folders.

E. **Web Conferencing for Units**

1. SLA units can host meetings (conference calls) and webinars through [GoToMeeting](http://www.gotomeeting.com) and [GoToWebinar](http://www.gotowebinar.com).
2. There is one account for unit meetings, and a different one for webinars.

**Login and account information:**

**GoToMeeting** — maximum of 25 attendees

**Procedures** (updated April 2017)
- Username: slaunitmeetings@sla.org
- Password: @units4SLA

**GoToWebinar** — maximum of 500 attendees (including presenter(s))

**Procedures** (updated April 2017)
- Username: slaunitwebinars@sla.org
- Password: SLA4theUnits

- All units are required to use the pre-defined SLA-branded template as the starting point for each webinar. (For instructions, see pages 4 & 5 in the webinar procedures manual linked above.)
- Please note that there is no toll-free number for calls; participants bear the cost of any phone charges for meetings and webinars. However, attendees can listen and participate in meetings and webinars through their computer using a headset or a mic and speakers.

**Documents and User Guides**

*Please read the procedures document before setting up an event*

- Webinar Customer Support
- GTM/GTW Resource Center
- Meeting Customer Support

**Tips**

1. Set all webinars in EASTERN U.S. time, regardless of your time zone, so event planners can see potential conflicts at a glance. You can easily note your local time in the webinar description and marketing materials. (Meetings are automatically scheduled in local time, and will show in the local time of any person logged in.)
2. Schedule your events with a sufficient time buffer to avoid conflicts. Include non-U.S. phone numbers for your meetings and webinars and do so when you initially schedule your events.
3. Do not set up recurring webinars or meetings, as it is difficult (webinars) or impossible (meetings) for other uses to see what you have scheduled/intended. Set up each webinar or meeting as a separate event.
2. **SLA’S GOTOWEBINAR ACCOUNT**  
   Updated 04/20/17

   **http://www.gotowebinar.com**

   Login:
   Email - slaunitwebinars@sla.org
   Password – SLA4theUnits

   *To set up a meeting of 25 or fewer participants, use the SLA units GoToMeeting account.*

**General Webinar Guidelines and Tips:**

1. Carefully check the webinar schedule before setting up your event. Two events cannot occur at the same time using the same account, and you may lose participants by needing to reschedule last minute because of a timing error. Leave a sufficient buffer between events to prevent conflicts, and plan to end your webinar on time.

2. All units, regardless of time zone, must use Eastern Time to schedule their events. If everyone uses the same time zone, unintentional schedule overlaps are much less likely to occur, and schedulers can tell at a glance when there might be potential conflicts.

3. Include non-U.S. call-in numbers when you **create** your webinar. SLA members are based around the world, and some may want to attend your event by telephone. Adding non-U.S. numbers after the initial scheduling will change the call-in information for all participants. For attendees, this can lead to confusion and possibly a missed event.

4. Copy your presentation from the “Unit Webinar Template” in order to keep branding consistent across all SLA presentations. This will automatically populate the webinar with SLA’s logo.

5. Provide unit name and contact information in your webinar title and/or description. This way, attendees know how to find you. Include this information in GoToWebinar pre-webinar reminders and follow-up messaging, as well. SLA staff will not forward webinar invitations to units.

6. Retrieve the webinar registration link (for posting on your site, etc.) by going to the upcoming webinars page and clicking the “Share” dropdown icon beneath your webinar’s title.

7. Don’t forget to add your event to the SLA Events Calendar on the SLA website, as well as on the SLA Connect Events calendar (must be a community admin). Find instructions on adding your event to the SLA website here.

8. Up to 500 people, including panelists/presenters, can attend a webinar. Any participants in excess of 500 will not be able to enter the session. However, note that registration does not automatically stop at 500. Keep an eye on registration numbers, and close registration as necessary.

9. Do not set up a recurring webinar, as subsequent webinars do not appear on the schedule until the previous one has occurred. Program all events as separate items on the schedule.

10. If you record your meeting, do not archive it into the GoToWebinar system. Our account does not have the capacity to store units’ files. Unit recordings will be deleted from the system. Use your unit’s community or the Open Forum on SLA Connect to house and share your files.

11. Check GoToWebinar service status, or subscribe to e-mail status updates, on their site.
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Create a Webinar

1. Log into GTW using the login credentials on the first page of this document.
2. Click on in left margin.
3. Review the webinar schedule to be sure your preferred date and time needed are available. **Two events cannot take place at the same time** (Make sure there is no overlap with other events).
4. If the desired event date and time are available, click on “Schedule a Webinar” in the left margin.
5. If an event is listed for 1:00 p.m. – 2:00 p.m., understand that the event planner will log in before 1:00 p.m. to prep for the session (perhaps as much as 30 minutes early). In addition, a session may run slightly over the allotted time. Schedule your webinars with that information in mind, leaving a sufficient **buffer between events** to prevent cutting off another unit’s webinar.

Schedule a Webinar

1. Select **Unit Webinar Template** from the “Copy Webinar” drop down menu to modify the webinar template and create your own event. Using this template pre-populates the SLA logo and other images for consistent branding across unit events.
2. Enter the unique title and description of your webinar. Include the name and e-mail address for at least one unit contact, and be sure to also include the name of your unit so registrants know how to find and reach you.
3. Select date and time (taking care to modify “AM” and “PM” as necessary). **Time zone should be set for “Eastern” so that all units are using the same schedule, to minimize scheduling conflicts.** You can note the local time, if different, in your description and/or other promotional materials. **Do NOT set your webinar to recur.** If you are planning related events, schedule them separately so each session will appear in the schedule individually.
4. Click the “Schedule” button.
Brandining and Theme Tab

1. SLA logo, theme and custom image should be in place. **Do not remove or modify these settings.** Waiting room color should be “standard,” and light blue (top choice in the menu) should be selected.
2. Enter presenter information. Title field can be skipped if desired. Upload a photo for each presenter. This information will display in the webinar’s waiting room before you begin your program.
3. Enter a welcome message that attendees will see in their control panel when they arrive. A general message can be used for all webinars (“Welcome to the webinar. We’ll begin shortly.”), or a customized one can be added.
4. Preview theme and waiting room if desired. The waiting room is what the attendees will see before you start the webinar.
5. Hit the “Save” button once you are done.

Registration Settings Tab

1. Enter registration form information. This form is what registrants will use to sign up for the webinar.

   **NOTE:** In addition to required first name, last name, and e-mail address (all selected by default), you may also select additional demographic information for the registration form and designate it required or not required. At this time, you can also add your own questions to the registration form.

   **NOTE:** Decide if you want registrants to AUTOMATICALLY be registered for the webinar, or if you prefer to review registrations before approving them. You may want to approve registrations if, for example, you only want to admit SLA members and need to check membership status before approval.

   **IMPORTANT NOTE:** Webinars have a 500-person limit. HOWEVER, **registration** is NOT limited by GTW. The system will continue to accept registrations and ONLY admit the first 500 that log into the webinar. It might be considered safe to let more than 500 register since not everyone will log into the webinar on program day. In order to control registration, post your registration link only in places where you can later remove it, such as your blog or site. Promote your programs on Twitter or your discussion list by linking back to your site or blog, not by posting the registration link itself.

   **NOTE:** It is not recommended that you redirect participants to your website or other URL because the redirect is very quick and doesn’t provide the registrant with enough time to read the webinar summary information (also provided by e-mail, however).
2. Save the webinar. You can retrieve the webinar registration link (for posting on your site, etc.) by going to the My Webinars page and clicking the “Share” button under your webinar.

Set Up E-mail Notifications

Customize the GoToWebinar confirmation, reminder and follow-up emails.

1. From the “Manage Webinar” page, view the “Emails” section:
2. Click the Edit button for the confirmation, reminder and/or follow-up messages.
3. Edit the subject line and/or the text. Include your unit’s contact information (name, e-mail) in the text so attendees know how to find you.
4. Preview your messages, and save your changes.
5. Reminder e-mails are generally sent 1 DAY before the webinar, and then 1 HOUR before the webinar. These settings can be changed if desired.

6. Attendee follow-up e-mail: Send 1 DAY after the webinar (alter this setting if desired). Do NOT check the box to include the archived webinar link. Units may not archive webinar files, so no link can be sent.
7. No-show follow-up e-mail: Send 1 DAY after the webinar (alter this setting if desired). Again, do not check the webinar link box, as the link will not be available.

Edit a Webinar

Go to “My Webinars.” Use the “Edit” button for your webinar. Be sure to save changes.

Add a Poll to a Webinar (before webinar session)

1. Find the webinar in “My Webinars.”
2. From the “Manage Webinar” page, click the Edit link next to Polls in the “Engage Your Attendees” section.
3. Select question type (single answer or multiple answer).
4. Add the question and up to five answer options.
5. Hit the “Save” button.
6. Add additional polls if desired.
7. Re-order polls if necessary using the buttons to the right of the question list.
8. Save changes.

Monitor Webinar Registration

A tally of registrants is kept in the webinar record in GTW. Click “My Webinars” for the webinar list and view the total registrations for your webinar. For a list of registrants, click the linked registration number. The list of registrants can be sorted by last name, e-mail address, or registration date. For free webinars, it may be permissible to allow more than 500 to register since not all will attend the live program.
Cancel a Registration for an Approved Attendee

There’s no one-step method to cancel a registration (and it’s generally not necessary). Follow these steps to cancel a registrant:

1. Find the webinar in the “My Webinars” list.
2. Navigate to the Registration list using the directions in the above Monitor Webinar Registration section.
3. Find the name of the registrant that wants to cancel, and check the box next to their name.
4. Scroll to the bottom of the page and click the “Cancel Registration” button.

Set Up an Instructor Training Session

1. Create a webinar according to the steps above, using the agreed-upon date and time for the training session. You can use the instructor’s information and picture, and well as the trainer’s name, in the presenter information section. There will be no attendees, so no need to share the registration link.
2. Invite the instructor as a panelist by including their name and contact information in the Panelists’ section of the “Manage Webinar” page.

NOTE: You may also train your instructor using the practice mode of the actual webinar program. To do so, hit the “Practice” button under your webinar in the My Webinars list. **Be sure your practice session does not conflict with other scheduled programs.**

Invite an Instructor as a Webinar Panelist

1. Find the webinar in “My Webinars.”
2. From the “Manage Webinar” page find the section titled “Panelists” and click the Edit link. Add additional names if necessary. Hit the “Save” button. The instructor will receive the invitation and link to join the webinar as a panelist. If it’s lost, the invitation can be re-sent by viewing the list of Panelists and clicking the “Resend Invitation Email” icon beside their name.

Pull a Webinar Registration List

1. Click the “Generate Reports” button on the left margin.
2. In “Step 1: Select Report Type,” then select “Registration Report”
3. Choose the date range that applies for your webinar (if the webinar you are generating the report for is planned for two weeks away, select “Next 30 Days”) or specify the exact date for the webinar.
4. Select your webinar, and select the file format for the report (.XLXS or .CSV).
5. Copy and paste needed information (such as list of e-mail address to which the webinar slides need to be sent).
Produce a Webinar

1. The webinar organizer (producer, leader) must go to http://www.gotowebinar.com and log in with the above listed credentials (email slaunitwebinars@sla.org and password SLA4theUnits). Hit the START button for the scheduled webinar.

   NOTE: You may also start the webinar in practice mode by hitting the “Practice” button. This will allow you and the instructor to practice with slides (sharing their PPT and/or other applications with you) without the attendees being able to see it. Attendees will not be able to enter the webinar waiting room while a practice session is running. To exit the practice, start the webinar broadcast. Be sure your practice session does not conflict with other scheduled programs.

2. Once the instructor is logged in as a panelist, check audio and go over any last-minute questions.

   NOTE: Organizers and panelists are in a private audio subconference and attendees cannot hear any conversation until the organizer starts the broadcast. Attendees are in the waiting room.

3. Right before starting the webinar, make the instructor the Presenter, and have them open their presentation (PPT) and any other applications they will use during the webinar. All other applications, especially e-mail, should be closed. Once they SHARE THEIR SCREEN (PPT or other application they will be using), it will be visible to participants (participants will leave the waiting room and enter the live session).

4. Begin audio broadcast by clicking the START BROADCAST button at the top of the control panel.

5. Begin recording at the desired time and start script (brief welcome, etc.). Complete script (speaker introduction, directions for submitting questions, etc.) and cue instructor to begin the presentation.

6. The organizer(s) and any other panelists should MUTE themselves if not presenting.

7. Monitor incoming questions and audio quality, as well as the chat box.

8. Open and show any polls if necessary.

9. Once it’s time for live questions and answers, forward questions to instructor as they come in (Panelists cannot see the question box on their control panel as organizers can). UNMUTE and give instructions for submitting questions through computer audio or telephone, if necessary. You can utilize the “Raise Hand” function to take audible questions from the attendees, and unmute them selectively when they raise their hand. Questions may also be submitted through the chat box in the control panel.

10. When instructor has completed the presentation, read the “thank you” part of script, etc.

11. Stop recording.

12. Give participants a minute or two to depart if you are having a debriefing session with instructor, but be sure all attendees have exited (you can dismiss them individually, if necessary, by right-clicking on their name and selecting the dismiss option).

13. End webinar.

14. When webinar has ended, the recording file conversion will begin. This can take 30 minutes or longer, depending on length and content of presentation.
15. Once conversion is complete, if you are still logged into the system, you will be prompted to archive the recording. **DO NOT archive the recording, as the GTW system storage space is limited. Any archived unit webinars will be deleted.** Please upload and save the recording to the appropriate community on SLA Connect.

16. Share the link to the recording with your attendees and others through your unit’s website, social media, or SLA Connect community (including the Open Forum should the webinar be relevant to all members).

**Tips for Running a Webinar**

1. Optimal conditions for a presenter are a wired Internet connection, a USB headset (barring interference from computer processes; telephone is an acceptable first choice and may offer better audio quality depending on computer set up), and all applications closed (including and especially e-mail) except for those required for the presentation. If the instructor is using a laptop with a microphone, the microphone should be turned off. The decision on audio choice (headset or phone) can be made during the training session based on information provided by the instructor about their preference and computer setup.

2. If there are headset/computer-related audio issues during a webinar, have the instructor switch to telephone. The call-in information, access ID, and PIN are in the audio box of the control panel. Click on the “Telephone” option to see it.

3. All questions from attendees go to the organizer, who must send them to the panelists/presenter(s).

4. Attendees enter the webinar muted. Up to 25 attendees can be unmuted at a time.

5. To chat with an individual attendee, right click their name in the attendee list and select “chat.”

6. The webinar ORGANIZER (designated by the unit) manages the session controls (such as recording and polls). A PANELIST is any instructor (there may be more than one). The PRESENTER is the person sharing their PPT or other application on their screen. Organizers can make someone (i.e. a panelist) a presenter at the start of the webinar, or switch presenters at any time.

7. Polls may be created in advance (see instructions above) or after the organizer has logged into the webinar. See the polls box in the control panel to set up the poll (similar to above instructions).

8. The practice mode of a webinar session is private to the organizer and panelist(s). Attendees hear no audio and anything shared through the computer cannot be seen. The waiting room will NOT be available to attendees until the session moves from “practice” to “start.” Practice can be run multiple times before the webinar. Please consult the schedule before beginning a practice session, as practice sessions cannot overlap with other programs.

9. If the instructor shares their screen, attendees will see this even if the broadcast (which opens the audio) has not been started.

10. As a default, attendees cannot see the full attendee list. Once the webinar has started, you can allow them to see the list by going to the “Options” menu at the top of the control panel and clicking on “Attendees Can See Attendee List.”

11. Webinars should be recorded in Windows Media Player format. Set this option in the recording preferences box. Also choose the directory to which the file will be saved so it can be easily located later. These preferences will be saved until changed; it’s not necessary to set them for each webinar.
Pull a Webinar Attendee List

1. Log in and select “Webinar History” in left margin.
2. Click the linked “Attended” number beside the webinar you would like the report for. This will cue the download of the attendee report.

Account Maintenance

GTW limits SLA’s file storage to 1GB and this is only for use by SLA staff. Any unit Webinars saved to file storage will be deleted.

More Tips

1. Don’t forget to include the GTW technical information on the webinar registration pages on your website. Also include some links to GTW help in the e-mail in which registrants are sent the program slides.
2. The final format for GTW program files is .wmv, which will play in Windows Media Player. Note that .wmv must be selected as a format within WMP (Tools/Options/File Formats).

Where to Find GTW Help and Additional Information

** Webinar User Guide:
Detailed instructions for all GTW functionality.

** Organizer and Presenter Reference Guide:
Brief overview of scheduling and running a webinar.

** Attendee Quick Reference Guide:
(Also see link below)

How to join a meeting and audio considerations

Recording QuickRef Guide:
Detailed instructions for recording a webinar.
2. **SLA’S GOTOMEETING ACCOUNT**

   Updated 04/20/17

   http://www.gotomeeting.com

   **Login:**

   Email – slaunitmeetings@sla.org
   Password - @units4SLA

   For a webinar or meeting with over 25 participants, use the SLA Units’ GoToWebinar account.

   **General Meeting Guidelines and Tips:**

   1. Meetings are for small-group (25 or fewer participants) conference calls and web meetings, and functionality is limited. Alternatively, webinars can hold up to 500 participants and offer an extensive list of presentation tools. Visit the GoToWebinar site for a side-by-side comparison.
   2. Carefully check the meeting schedule before setting up your own. Two meetings cannot occur at the same time, and you may lose participants by needing to reschedule last-minute because of a timing error. Leave a sufficient buffer between meetings to prevent conflicts, and end your meeting on time.
   3. Meetings are automatically scheduled by the system in your local time, and all meetings in the schedule will show in the time local to the person who is logged in.
   4. Include non-U.S. call-in numbers when you create your meeting. Do this by clicking “Edit” next to “Long Distance Numbers” in the “Audio” tab of the “Schedule a Meeting” box. SLA members are based around the world, and some may want to call in by telephone.
   5. Once you schedule your meeting, the call-in information will appear and you can copy the information to your clipboard so that you can easily paste into a meeting invitation to your attendees.
   6. Do not set up a recurring meeting, as no set time and date will be noted within the system and it will be impossible for other account users to know when your meeting is planned. This may lead to overlapping meetings, which GTM does not support. Set each meeting individually so it will appear on the schedule.
   7. In order to accommodate VOIP attendees, an organizer must start the session by logging into GoToMeeting. The organizer may use the telephone for the meeting audio if desired.
   8. If you record your meeting, do not archive it into the GoToMeeting system. Our account does not have the capacity to store units’ files. Unit recordings will be deleted from the system. Use your unit’s community or the Open Forum on SLA Connect to house and share your files.
   9. Check GoToMeeting service status, or subscribe to e-mail status updates, on their site.
Create a Meeting

1. Log into GoToMeeting.com using the login credentials provided on the first page of this document.
2. Review the meeting schedule to be sure your preferred date and time are available. To view all details about a meeting (including end-time), highlight a meeting in the schedule and click the “Edit” button (shown as a pencil icon). Two meetings cannot take place at the same time.

   NOTE: If a meeting is listed for 1:00 p.m. – 2:00 p.m., understand that the meeting organizer may log in before 1:00 p.m. to prep for the meeting. In addition, a meeting may run slightly over the allotted time. Schedule your meetings with that information in mind, leaving a sufficient buffer between meetings to prevent cutting off another unit’s event.

3. If the desired event date and time are available click on the “Schedule a meeting” button.
4. Name your meeting, and select the date and time.
5. Keep the “Use built-in audio” option, and provide both VOIP and call-in information for your participants (make sure they are both checked).
6. Include non-U.S. call-in numbers when you create your meeting by clicking the “Edit countries” link. SLA members are based around the world, and some may want to participate in your meeting by phone. Adding non-U.S. numbers after the initial scheduling will change the call-in information for all participants. For attendees, this can lead to confusion and possibly a missed meeting. Click the “Done” button once you’ve selected the desired countries.
7. Click the “Save” button to finalize your meeting.
8. The call and login information will appear and you will be able to copy the information to your clipboard. Copy and paste into a meeting invitation and send to your attendees.
9. Close the meeting schedule box, and don’t forget to log out.
Edit a Meeting

1. Log into GoToMeeting as above.
2. View “My Meetings,” then select your meeting.
3. Click the “Edit” button (shown as a pencil icon) and adjust your settings. **Note that if you change the audio settings, including adding countries to the location list, your meeting link and all dial-in numbers will change.** Be sure to update your participants by re-inviting them to the meeting and telling them to disregard previous communications about joining the meeting.
4. Click “Save” to confirm your changes, and log out.

Invite People to Your Meeting

You can log into GoToMeeting at any time to generate a meeting invitation. Select your meeting from the schedule, click the “Invite” button, and send your meeting information by appointment or by e-mail.

Cancel a Meeting

1. Log in to GoToMeeting.
2. View “My Meetings”
3. Click the “Delete” trash can icon next to your meeting, then confirm that you wish to delete.
4. Close the schedule box and log out.

Start a Meeting

1. Log into GoToMeeting.
2. View “My Meetings.”
3. Click the “Start” button to launch GoToMeeting. The control panel will appear on the right side of your screen.

Account Maintenance

GTW limits SLA’s file storage to 1GB and this is only for use by SLA staff. **Any unit Webinars or meetings saved to file storage will be deleted.** Please save your recordings to the appropriate community library on SLA Connect.

Where to Find GTM Help and Additional Information

** GoToMeeting Customer Support:**
Detailed instructions for all GTW functionality.

** Organizer Quick Reference Guide:**
(also see link below)

How to organize and run a meeting effectively.

Recording QuickRef Guide:
Detailed instructions for recording a meeting.