

COMMUNITY PRACTICES

Military Libraries Community (MLC)

Special Libraries Association

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INTRODUCTION

Name and Mission

The name of this unit is the Military Libraries Community (MLC), Special Libraries Association,.

The mission of this Community shall be that of the Special Libraries Association.

The scope of the Community is to bring together those interested in the betterment of military library service. It is a forum for the exchange of ideas and information on military librarianship; it conceives and carries out projects that assist members in improving services to their constituencies; it works to promote the professional advancement of its members and to enhance understanding of the importance of libraries to a successful national defense.

--From the 2007 MLC Governing Document.

Brief History of the Military Libraries Community (“MLC”)

Our earliest record of interest in forming an organization of military librarians was in 1944. Five years later, 28 Military Librarians met at a breakfast meeting during the SLA Conference in Los Angeles (1949) to discuss a formal organization. The initial steps toward a formal organization took place in 1952, spearheaded by librarians from the Military Service Academies. In 1953, a Military Library Institute was held in conjunction with the SLA Conference in Toronto, Canada. The Military Librarians Section of the Social Sciences Division, forerunner to MLC, was formed in 1953. The Military Librarians Division of the Special Libraries Association was created from the Social Sciences Division Military Libraries Section and met at the SLA Conference in Detroit in 1955.

- This information taken from "The Military Librarians Workshop: A Premier Gathering of Military Librarians, 1957-1999," by William A. Palmer, Jr. and with a postscript by Marcia Hanna, Ph.D. (June 2000)

In 2006, the Military Librarians Workshop was changed to the Military Libraries Workshop.

In 2007, the Military Librarians Division was changed to the Military Libraries Division to promote inclusiveness of those who work at military libraries, whether or not they are librarians.

In 2008, the Division Newsletter, *The Military Librarian*, was changed to *Military Libraries*.

In 2014, the Division Newsletter, *Military Libraries*, ceased publication.

In 2015, the Military Libraries Workshop was changed to the Military Libraries Training Workshop.

In 2021, the Military Libraries Division was changed to the Military Libraries Community based on updated guidelines from SLA.

Unless specifically identified otherwise, all mention of President, Executive Board or Board, or other positions or duties, refer to the Military Libraries Community of the Special Libraries Association.

MEMBERSHIP

The membership of the Community shall be those members of the Association who elect to affiliate with the Community.

The Association's Board of Directors shall define the classes of members.

Community membership falling below 25 members for more than one Association year will be reported to the Community Cabinet President.

Full Members of the Association who are members of the Community shall have the right to vote and to hold any elective or appointive office in the Community.

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

The Association Board of Directors shall determine the rights and benefits of Sustaining Members and Honorary Members.

EXECUTIVE BOARD

The Executive Board ("Board") shall have the power and authority to manage the Community's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms.

Should the office of President become vacant, the President-elect shall assume this position for the remainder of the term. All other board vacancies occurring before the conclusion of a departing member's term, including a vacancy in the office of President-elect, will be filled by majority vote of the remaining members of the board.

The Board shall determine Community policies within the limits of the Bylaws of the Association and the Governing Documents of the Community; shall take such actions as it considers necessary to carry out the objectives of the Community; and shall perform such other functions as the membership may direct.

The Board shall consist of ten members elected by the membership: President, President-elect, past President, Secretary, Treasurer, two Directors-Conference Planners, and two Service Directors. All members of the Board shall be members of the Special Libraries Association.

The executive board ("board") with a minimum of four members shall have the authority and responsibility to manage the Community's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

The Board shall hold at least one meeting annually and may hold additional meetings upon call of the President or upon written request of any two members of the Board.

The term of office of President, President-Elect, and Past President shall be one year. The term of office of Secretary, Treasurer, and Service Directors shall be two years. The term of office for the Directors-Conference Planners shall be three years. All members of the Board shall serve until their successors are elected and assume their duties. The term of office shall commence on January 1 following the election.

Function:

The Military Libraries Community Executive Board shall have the authority to manage the Community's property and to regulate and govern its affairs.

Duties:

1. To appoint the Nominating Committee and designate its President.
2. To determine policies within the limits of the Association and the Community Governing Document.
3. To take actions it considers necessary to the objectives of the Community.
4. To provide long range planning for the Military Libraries Training Workshop (MLTW).
5. To establish standing and special committees. The board shall delegate necessary functions and responsibilities to each committee. Committee Presidents are required to submit annual reports. The Board shall abolish committees that do not serve a useful purpose. The term of office begins on January 1.

Reports:

Summaries of actions taken at Executive Board meetings shall be prepared by the Secretary and distributed to board members.

Expenses:

(See notations for individual officers.)

Transition Checklists:

(See notations for individual officers.)

President

Function:

The President is the chief executive officer of the Military Libraries Community and, subject to the Executive Board, shall have general supervision and control over its affairs. The term of office is one year but is part of a three-year commitment to the Association.

Duties:

1. Appoints all committee Presidents, except the Nominating Committee. (See executive board.)
2. Plans and presides at all business (including awards/business luncheon) and executive board meetings of the Community (at Annual SLA conferences and MLTWs).
3. Recommends to the Executive Board measures necessary for the effectiveness of the Community.
4. Signs all contracts and legal documents jointly with the Secretary, unless determined otherwise by the Board.
5. Reviews reimbursement requests prior to submission to SLA.
6. Serves as ex officio member, without vote, of all committees except the Nominating Committee.
7. Represents the Community at Association winter meeting and annual conference. Attends conference planning and leadership development sessions. If unable to attend, President appoints another member, preferably an officer, to represent the Community. The President shall fully brief the appointee.
8. Supervise Community program planning for the Association Annual Conference during the year the office is held;
9. Represents the Community, together with the President-elect, at meetings of the Community Cabinet and Joint Cabinet during the Association Year in which the office is held, or, if either is unable to attend, shall designate a Member, Associate Member or Retired Member of the Community to serve as alternate representative;
10. Provides long range planning for the Military Libraries Training Workshop (MLTW).
11. Conducts site survey for MLTW (or designates President-elect).
12. Plans and conducts the Executive Board and awards/business meetings at the MLTW.
13. Works with the MLTW host, Executive Board, and selected contractor (if any) for MLTW planning.
14. Reviews appropriate sections of the *Community Practices* in February. Sends recommended changes to Secretary.
15. Prepares such reports as may be required by the Association.
16. Supervise the preparation of such reports as may be required of other Community officers by the Association.

Reports:

1. Prepares an annual report of the activities for the Association Community Cabinet President.
2. Prepares requests for action by the SLA Board or requests for supplemental funding, if necessary.
3. Assures the Treasurer submits a timely and audited financial statement to the Association Office. The Community allotment is dependent upon timely and acceptable financial accounting to the Association.
4. Arranges for transfer of files to successor or Archivist, as appropriate. At the end of operational year, all correspondence files more than one year old should be transferred to the Archives. (Exceptions should be made for those files that are necessary to maintain continuity, such as special projects, which have longevity greater than one year, as well as for ongoing publication activities.) All other correspondence and the *Community Practices* should be transferred to the incoming President.
5. Sends to the Association publications manager three copies of any publication prepared under the auspices of the Community. The copies are to be cited in Association publications and retained permanently in the Association archives.
6. Assures that sample copies of Community publications are sent to the Association Office, in accordance with SLA guidelines.
7. Prepares regular columns for each issue of *Military Libraries* and/or asks others to prepare columns to keep members informed.

Expenses:

The Community will provide financial support NTE \$1500.00 to help defray expenses at the SLA winter meeting, SLA annual conference, and/or Military Libraries Training Workshop, if the incumbent's organization is unable to provide travel funds¹. The Executive Board may approve other expenses.

Transition Checklist:

1. All pertinent files and records not sent to Archives.
2. Paperwork on ongoing projects.
3. Community medallions and pins.
4. Gavel and DMIL Banner - for display at annual conference and MLTW.
5. Recommendations for vacant positions.
6. A copy of Bylaws, if necessary.
7. A copy of *Community Practices*, if necessary.
8. Lessons learned.

* Board meetings should not conflict with major Conference events (usually on Sunday.)

¹ Financial support levels approved at MLDMLC Board meeting, 6 Dec. 2008.

- * Board meetings should not conflict with Officer workshops or annual conference. (Officers should attend these sessions.)
- * Board meetings at MLTW should not be opposite (or day after) all-day Service meetings.
- * Post conference lessons learned meetings should be electronic if possible--so Officers do not have to stay extra days at conference.

President-Elect

Function:

The President-elect serves as a member of the Executive Board and participates at the request of the President in the general supervision of Community activities. The President-elect represents the Community, together with the President, at meetings of the Community Cabinet and Joint Cabinet held during the Association Year in which the office is held, may represent the Community upon the request of the President, and assumes the duties of President in the event of the absence or withdrawal of the President. The term of office shall commence on January 1 following the election. The elected term of office is one year but is part of a three-year commitment to the Community and Association.

Appointments:

The President-elect may begin appointment of Presidents of all standing committees (except the Nominating Committee, which is appointed by the Executive Board, and the Auditor who is appointed by the Treasurer) before the annual business meeting at which the President-elect becomes the President. It is important to begin work with a Director--Conference Planner on program planning, as soon as the President-elect becomes an officer, to allow for adequate planning. It is advisable to appoint the Membership Committee President well before the annual business meeting at which the President-elect becomes President. The Association will require a full roster of committee Presidents by January 31.

Duties:

1. Attends all executive board meetings and presides in the absence of the President.
2. Represents the Community, with the President, at the Association winter meeting and annual conference. Attends conference planning and leadership development sessions. If unable to attend, appoints another Community member, preferably an officer, to represent the President-elect. In the event of a need for such an appointment, the President-elect shall fully brief the appointee.
3. Participates as a member of the Strategic Planning Committee, in order to help set the direction of the Community in future years. Monitors committee President activity and encourages support of the strategic plan.
4. Assists the President with any projects, policy planning, or other business affairs, as requested.
5. Assists in site survey for MLTW (if requested by President.)
6. Reviews all officer, committee President, and liaison position descriptions in the *Community Practices*, by February. Sends recommended changes to the Secretary.
7. Reviews all SLA and MLC timetables prior to taking the position of President, to assure that committee Presidents are meeting deadlines and that their planned activities support the MLC and SLA strategic plans.

8. May post notices calling for committee Presidents and volunteers on the Community's Web site, social media, and MLC SLA Connect discussion group prior to the annual conference.

Reports:

1. Ensures that preliminary conference program plans are reported to the Association Conference Committee according to their timetable.
2. Reports conference plans, funding support, and other issues to the membership through various communication channels.
3. Arranges for the transfer of all pertinent files to the incoming President-elect.
4. Prepares an annual report to the Community President upon request.
5. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during year of tenure, as described in Archives section.

Expenses:

The Community will provide financial support NTE \$1500.00 to help defray expenses at the SLA winter meeting, SLA annual conference, and/or Military Libraries Training Workshop, if the incumbent's organization is unable to provide travel funds². The Executive Board may approve other expenses.

Transition Checklist:

1. All pertinent files and records not sent to Archives.
2. Paperwork on ongoing projects.
3. Recommendations for vacant positions.
4. A copy of Bylaws, if necessary.
5. A copy of *Community Practices*, if necessary.
6. Lessons learned.

² Financial support levels approved at MLD Board meeting, 6 Dec. 2008.

Immediate Past President

Function:

The immediate past President serves in an advisory capacity as a member of the Executive Board.

The term of office is one year and is the last year of a three-year commitment to the Association.

Qualifications:

The immediate past President has served as President of the Community.

Duties:

1. Serves the President as called upon.
2. Serves on the Nominating Committee.
3. Reviews *MLC Community Practices* in February. Sends recommended changes to Secretary.

Reports:

1. Submits an annual report to the Community President upon request.
2. Sends to the Community Archivist all worthwhile papers of genuine historical importance accumulated during year of tenure, as described in Archives section.

Expenses:

The Community will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Executive Board may approve other expenses.

Transition Checklist:

1. Names of persons contacted for possible leadership positions.
2. All pertinent files and records not sent to Archives.
3. Paperwork on ongoing projects.
4. Recommendations for vacant positions.
5. A copy of Bylaws, if necessary.
6. A copy of the *Community Practices*, if necessary.
7. Lessons learned.

Secretary

Function:

The Secretary shall keep an approved record of all meetings of the Community and board and sign legal documents jointly with the President.

The Secretary records the minutes and official business of the Community at Executive Board and business meetings during the winter meeting, annual conference, and Military Libraries Training Workshop.

The elected term of office is two years.

Duties:

1. Records minutes of the business and/or executive board meetings at winter meeting, annual conference, and MLTW.
2. Drafts the minutes of the business and executive board meetings for approval by the Board, and posts approved minutes to the SLA Connect Military Libraries Community (MLC) – Members Only Library.
3. Prepares 5 paper copies of the approved minutes of the above and sends 1 copy to the Community Cabinet President, 1 copy to the Community President, 1 copy to the Archivist, and 1 copy to the Association Office. Sends electronic copies to the Executive Board, if possible.
4. Conducts official correspondence and maintains a file of current records.
5. Executes documents as needed.
6. Reviews and revises the *Community Practices* annually in March, after officers and committee Presidents send recommended revisions. Obtain approval for changes from Community President before final revision.
7. Cast a vote for incoming officers at the annual business meeting if the election is uncontested.
8. Handles the annual election of officers balloting if election is contested.
 - a. Requests address labels from the Association well in advance – may be able to download from Association website.
 - b. Prepares the ballot and accompanying biographical data using information provided by the Nominating Committee or other source.
 - c. Folds, stuffs (by hand or machine) – or hires a mailing service – and mails the ballots addressed to the membership together with a return envelope addressed to the Secretary.

Reports:

1. Prepares an annual report to the President upon request.
2. Submits approved minutes of the annual business meeting to the Community Cabinet President and Community's Executive Board.

3. Sends the Archivist a copy of the annual business meeting minutes and revised ***Community Practices***, as noted above, as well as all worthwhile papers of genuine historical importance accumulated during the year, as described in the Archives section.

Expenses:

The Community will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Community will provide financial support NTE \$1000.00 to help defray expenses at the SLA annual conference, and/or Military Libraries Training Workshop, if the incumbent's organization is unable to provide travel funds³. The Executive Board may approve other expenses.

Transition Checklist:

1. File of current records.
2. Roster of officers with home and work contact information, as needed.
3. Electronic or paper templates and/or forms.
4. Bylaws, if necessary and not available from Website.
5. ***Community Practices*** in paper and electronic format.
6. Lessons learned, including notes on how to take minutes of meetings.

³ Financial support levels approved at MLD Board meeting, 6 Dec. 2008.

Treasurer

Function:

The Treasurer shall have custody of the Community funds and shall furnish such financial statements as required by the Board, the President, and the Association. The Treasurer or the President shall sign all checks drawn upon Community funds unless otherwise determined by the Board, and perform other duties as the President and/or the Board may assign.

The Treasurer serves as a member of the Executive Board and maintains all financial records and prepares the annual financial statement, which must be audited. (See Auditor) All financial transactions are closed and reported as of December 31. The elected term of office is two years.

Duties:

1. Keeps an accurate and detailed record of Community reimbursements.
2. Furnishes the President and Executive Board guidance in the preparation of the annual budget. Each officer and committee President should submit budget requests to the Treasurer by October 31.
3. The Treasurer compiles the budget and presents it to the Executive Board prior to the winter meeting.
4. Reviews the appropriate sections of the *Community Practices* annually in February and sends recommended changes to Secretary.

Expenses:

The Community will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Community will provide financial support NTE \$1000.00 to help defray expenses at the SLA annual conference and/or SLA Leadership Symposium, and NTE \$1500.00 to help defray expenses at the Military Libraries Training Workshop, if the incumbent's organization is unable to provide travel funds⁴. The Executive Board may approve other expenses.

Transition Checklist:

1. Copies of last two Treasurer's reports, in electronic format.
2. Lessons learned, including any shortcut sheets on above-mentioned software.
3. A copy of Bylaws and *Community Practices*, if necessary and not available from Website.

⁴ Financial support levels approved at MLC Board meeting, 6 Dec. 2008.

General Information

FISCAL SUMMARY OF EVENTS

The following time frame is adapted from the Treasurer's Handbook for SLA Chapters & Communities, distributed annually:

- January 15: List of payments \$600 or more to individuals due to SLA Headquarters
- January 31: Annual Financial Statements due to Chief Financial Officer, SLA Headquarters
- January 31: Updated list of authorized Pooled Fund Signatories due to Headquarters
- As soon as Association financial audit is complete: Allotments mailed to Treasurers. Allotments are based on membership numbers on 31 December.
- October 31: Receive budget requests from Community officers and committee Presidents.
- November 30: Present proposed budget to executive board for approval.
- Quarterly: Receive financial status reports on SLA Pooled Funds.
- Quarterly: On a quarterly basis minimally, monthly preferred, send a copy of reconciled bank statement to SLA. All bank statements must be received before annual financial report will be considered complete
- Ongoing: Contact SLA Financial Services staff for assistance.

Annual documents that help to answer other questions include:

- Community Guidelines
- Tax and Legal Handbook

Director—SLA Annual Planner (year location)

Function:

The Directors shall be planners and points of contact for Community programs to be held at the Annual Conference and shall perform other duties as the President, President-elect, and/or the Board may assign.

The elected term of office is one year.

Duties:

1. Works closely with the President-elect or President during all planning for programs for a given conference.
2. Assists in soliciting program ideas from Community membership and from previous program planners.
3. Prepares a summary of preliminary program ideas and presents them nine months before the actual conference.
4. Attends conference-planning meetings at the annual conference nine months prior to the actual date of the conference.
5. Works closely with the other Communities, when necessary, to complete the schedule of events.
6. Prepares a list of Community sponsored events about a year before the conference, which can be used by the incoming Resources President to help solicit sponsors.
7. Prepares an estimate of conference costs.
8. Prepares brief "scope notes" for MLC sponsored sessions, which are reviewed by the Community President, prior to submission to ***MILITARY LIBRARIES*** and/or the Conference Program Planning Committee.
9. Contacts potential speakers/moderators, to obtain abstracts for sessions and submit them for pre-conference publication, usually before 1 September.
10. Obtains biographies from speakers and identifies their equipment and presentation needs.
11. Assures that all SLA conference forms and paperwork are completed with copies sent to the President.
12. Communicates with speakers and moderators to make sure all forms, information, complimentary tickets, etc., are sent to them in advance.
13. Prepares a "MLC Community Conference Schedule Planner" for publication in the issue of ***MILITARY LIBRARIES*** prior to the annual conference and posts it on the Community discussion list and Website. SLA Connect
14. Works with the appropriate members to plan the Community open house or similar social and special events, as necessary.
15. Makes signs announcing Community suite location and times, as well as other special meetings and posts them in the hotel, on the message boards, and in the Conference Update, as appropriate.

16. Reviews Community Practices in February and sends recommended changes to Secretary.

Reports:

The Director(s) prepare(s) an annual report for the Community President in the spring, as requested, outlining the accomplishments and special arrangements for social events and tours.

Expenses:

For the Director of the current year and the Director of one year out, the Community will provide financial support NTE \$1500.00 to help defray expenses at the SLA Leadership Symposium and/or SLA Annual, if the member's organization is unable to provide travel funds. For the Director of two years out, the Community will provide financial support NTE \$1000 to help defray expenses at the SLA Annual. The Community will also provide funding for such expenses as tolls, parking, postage, and telephone calls, if not borne by the member's organization. The Executive Board may approve other expenses.

Transition Checklist:

1. All pertinent files and records not sent to Archives.
2. Paperwork on ongoing projects.
3. A copy of the MLC Governing Document and *MLC Practices*, if necessary and not available from Website.
4. Lessons Learned – to successor and MLC Executive Board.

Director—MLTW Conference Planner (year)

Function:

The Directors shall be planners and points of contact for Community programs to be held at the Annual Conference and shall perform other duties as the President, President-elect, and/or the Board may assign.

The elected term of office is one year.

Duties:

Coordinate duties of MLTW committee (see below). Pull from applicable parts of SLA Annual.

ADVISORY BOARD

The Community Advisory Board consists of all appointed Community leaders and Committee Presidents and has the following duties:

1. Reviews and recommends to the Executive Board approval of the Community budget prepared by President and Treasurer.
2. Reviews and recommends to the Executive Board approval of preliminary program plans and special projects and the authorization of funds to implement them.
3. Hears reports of appointed positions and committee Presidents and takes appropriate action on recommendations.
4. Prepares report of activities and recommendations for each Board meeting held.

The Presidents of Community Committees are appointed by the Community President, generally for a period of one year. The Community President may appoint Community members to additional positions as outlined in the Community's Practices. Committee members may be appointed by the Community President or the Committee President as specified in the Community's Practices. The Community 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 Community, and members are expected to attend all Board meetings.

Committee Presidents may participate in meetings of the Board but shall not have the right to vote.

Archivist

Function:

The Archivist is responsible for receiving, organizing, filing, and maintaining archival copies of records for the Community.

Duties:

1. Serves as a member of the Advisory Board.
2. May appoint another Community member to assist with the archives, if needed.
3. Maintains non-current documents, correspondence and publications of the Community.
4. Solicits archival materials from Community officers, committee Presidents and appointed positions.
5. Sorts, files and weeds collections, retaining only materials of genuine historical importance, as per the Association Guidelines for Community Archives.
6. Arranges for storage of the archives in a suitable location, easily accessible to Community 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.

Reports:

Prepares an annual report to the Community President, upon request, in the spring.

Expenses:

Requests for reimbursement must be submitted through the Treasurer.

Transfer of Materials to Archivist

Outgoing officers and committee Presidents shall send the files which they used during their tenure to their successors at the end of their terms of office, along with their copies of the *Community Practices*. All files they received a year earlier (from their predecessor) should be reviewed as to usefulness for archival retention (see Attachment I), and items which have retention value should be sent to the Archivist. This retention of a predecessor's files is in the Association's suggested guidelines. Copies of all annual reports and minutes of meetings should be sent directly to the Archivist as they are completed.

Transition Checklist:

1. Association Archival Guidelines.
2. Community Archival Guidelines.
3. Recommendations for electronic or microfilm archiving.

4. Lessons learned.
5. Reviews Community Practices in February and sends recommended changes to Secretary.

For more information consult the [SLA web page for Archivists](#).

Awards Committee

Function:

The Awards Committee judges applications and selects winners for MLC Awards and assists the Community President in efforts to recognize members for outstanding service to the Community. The Community President appoints the President of the Awards committee. The term of appointment is two years.

MLC Awards:

1. Distinguished Service Award

The MLC Distinguished Service Award was first awarded in December 1999 at the MLC Workshop in Williamsburg, VA. It recognizes a MLC member for outstanding and sustained contributions to the Community. It is presented at the Military Libraries Training Workshop (MLTW) in December. The award consists of a certificate of achievement and/or a presentation gift. Nominees must be members of the Community of Military Libraries, Special Libraries Association. Membership eligibility of the nominees will be verified.

2. Student Stipend

MLC will waive the MLTW Registration fee, and provide up to \$1500.00 stipend for the hotel and transportation to the MLTW meeting, for one student per year. Applicants for this award must be a student in an accredited at Master's level Library Science/Library Information Science program and a member of SLA and MLC at the time of the self-nomination/application. Other requirements are listed on the application form.

Duties:

1. Committee President serves as a member of the Advisory Board
2. Awards committee President may appoint additional members of the Awards committee.
3. If possible, the winner of the Distinguished Service Award should be appointed to the Committee the year following the award.
4. Selects recipient(s) of award(s), purchases the awards, presents the awards, and publicizes the award winners.
5. Nominates or coordinates the nomination, of qualified candidates for other Community and SLA Association-level awards.
6. States guidelines and call for nominations for Community awards clearly to all Community members via Community communications methods.
7. Announcements for each award should include purpose, eligibility requirements, deadline date, name and address of Awards committee President, and other pertinent information.
8. Sends notifications to Chapter Presidents and/or Chapter Bulletin Editors and other appropriate contacts.

9. Verifies eligibility of all applicants through the Community Membership President or Association Membership Department, after applications have been received.
10. Blind judging is not recommended for nominees for the MLC Distinguished Service Award.
11. Selects and notifies winners, and requests acceptances in writing. The Awards President also notifies the Community President and Treasurer of winners and makes arrangements for awards to be sent to or picked up by winners.
12. Provides assistance to the President in efforts to recognize members for outstanding service to the Community, including preparation of certificates of appreciation, which are handed out to committee Presidents and officers at the annual conference.
13. Maintains an up-to-date file of names - from President and other sources, of Community members who should be recognized for current and/or past achievements.
14. Reviews appropriate sections of the *Community Practices* annually in February. Sends recommended changes to Secretary.

Reports:

1. Prepares a report of activities for each Board meeting.
2. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during the term of tenure, as described in the Archive section.
3. Sends a list of all award winners to the Archivist

Expenses:

The Community will provide funding for such expenses as postage and telephone calls if not borne by the organizations of the committee's members. The Executive Board may approve other expenses.

Transition Checklist:

1. All working files, except those given to Archivist.
2. Nominations folder, with list of past members deserving of an Award.
3. A copy of *MLC Practices*, if necessary.
4. Lessons learned.

Finance Committee

Function:

To assist the Treasurer in the fulfillment of their duties

Duties:

As assigned by the Treasurer

Governing Documents Committee

Function:

The Governing Documents President serves the Community by keeping abreast of Association Bylaws changes and drafting Community Governing Document changes as recommended by the Executive Board. (See Appendix I, Military Libraries Community Governing Document.)

Duties:

1. May appoint committee members to help fulfill functions whenever necessary.
2. Community Governing Document must be approved by the Association Bylaws Committee and may not conflict with Association Bylaws. When Association Bylaws are amended or revised, the Community must amend or revise its Governing Document accordingly.
3. Handles polling for amendments to the Governing Document. Good lead-time is required, together with an organized procedure.
4. The Governing Documents President must submit Community Governing Document proposals to the President of the Association Bylaws Committee before submitting proposed changes to the membership. After approval by that committee, arranges for members to vote on changes in accordance with the Community Governing Document; after approval by members, sends two original copies of the revised Governing Document, signed by the Community President, to Association Bylaws Committee President for signature, and submits one copy of amended and signed Governing Document to: Community Cabinet President, Community President-elect, Community publications President- for bulletin and website, Archives, and Association Office.
5. Reviews the appropriate sections of the *MLC Practices* annually in February. Sends recommended revisions to Secretary.
6. Assists the Secretary with revision of the *MLC Practices*, as needed
7. Assists the Secretary with revision of the MLTW Requirements, as needed
8. Sends relevant sections of MLC Practices to incoming Executive and Advisory Board members and committee members.

Reports:

1. Drafts Governing Document revisions, as needed.
2. Prepares an annual report for the Community President, upon request.
3. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during years of tenure, as described in the Archives section.

Expenses:

The Community will provide funding for such expenses as postage (may include a mailing service), printing (may include collating and folding), and telephone calls, if not borne by the incumbent's organization. The Executive Board may approve other expenses.

Transition Checklist:

1. Copies of current bylaws.
2. Notes on necessary bylaws revisions, if not completed during tenure of President.
3. All files, except those sent to Archivist.
4. Lessons Learned.

Membership Committee

Function:

Maintain accurate and timely records of Community membership and encourage retention of current members and actively recruit new members, in support of the strategic plan. The Community President appoints the Membership committee President. The term of appointment is two years.

Qualifications:

The President must be a Member of Associate or Retired Member of the Association as well as an actively involved member of the MLC. The term of appointment is two years, which is renewable.

Appointments:

Membership committee President selects the Membership committee. Membership should represent the geographic and/or military service spread of the Military Libraries Community. The term of appointment is one year, which is renewable.

Duties:

1. Committee President serves as a member of the Advisory Board.
2. Maintains up-to-date membership records as received from the Association Office and alerts the Association office of irregularities with membership lists.
3. Writes welcome communications to new members, inviting them to upcoming Community or Association activities, and lists their names in the Community bulletin.
4. Supplies items encouraging recruitment of new members via Community communications methods. These items should review the requirements for membership and inform members that applications may be obtained from and returned to the Association Office for processing.
5. Annually remind members to renew memberships by highlighting the value of membership.
6. Acts as host to new members attending their first Annual Conference or Military Libraries Training Workshop, or arranges for Community officers to fulfill this duty.
7. Follows up with delinquent members and encourages reinstatement. Personal telephone calls or e-mails from other members or officers are particularly effective. The Association sends lists of Members not renewing and Members dropped to the Membership President.
8. Plans recruitment activities or campaigns to attract new members to the Association, including distribution of brochures and registration forms to non-member attendees at Community meetings and to other potential members.

9. Plans and carries out membership drives in cooperation with the programs of the Association.
10. Reviews appropriate sections of the *Community Practices* annually in February. Submits recommendations for revisions to the Secretary.
11. Attends, if possible, the Unit Membership Presidents' workshop at the Annual Conference.
12. Committee members should be encouraged to attend their service workshops and to promote the Association and Community at these workshops or conferences.

Reports:

1. Prepares a report of activities for each Board meeting.
2. Sends to the Archivist all worthwhile papers of genuine historical importance accumulated during years of tenure, as described in Archives section.

Expenses:

The Community will provide funding for such expenses as postage, printing, and telephone calls, if not borne by the incumbent's organization. The Executive Board may approve other expenses.

Transition Checklist:

1. Current roster of Community members.
2. SLA and/or Community membership brochures, sponsorship brochures, and welcome packet materials.
3. Templates of letters or forms (paper or electronic.)
4. Community letterhead stationery and envelopes.
5. Any remaining mailing supplies purchased with Community funds
6. Lessons learned.
7. A copy of the *Community Practices*, if necessary and not on Website.

General membership information:

General membership records are maintained at the Association Office.

Applications Information: for new membership; questions regarding membership for individuals or organizations; change of address; and requests for change in Chapter, Community, or Section affiliation should be forwarded immediately to the Manager, Membership Development, Supervisor, Membership Records, or Executive Director for Leadership Development, at the Association Office.

Copies of the Community Governing Document and Community Practices are available to Members upon request to the Membership President. Current approved Community Governing Document and Community Practices are available on the Community Webpage.

Members should be reminded to pay dues directly to the Association Office. Membership data is not official until after notification from the Association Office. During the summer, an alphabetical printout of Community members with addresses (as of June 30) will be sent from the Association Office to persons designated to receive it. This is the official roster.

THE OLD ROSTER SHOULD BE DISCARDED IMMEDIATELY TO AVOID PERPETUATION OF ERRORS.

It is NOT NECESSARY to keep old rosters in your Community Archives. Revisions will be sent once a month to indicate changes in name, address, Community membership, etc. Codes for membership category, chapter and Community affiliations appear to the right of the member's name and address on the printout. A list of current code numbers is sent with the June 30 printouts.

Military Libraries Training Workshop (MLTW) Host

Function:

The MLTW host is responsible to the MLTW Director for the Workshop, if applicable. This includes program planning and local logistics. Military library that volunteers to assist with the planning of MLTW, but is not required.

Duties:

1. The Executive Board must approve the program plan at least 90 days prior to the workshop. The MLTW preliminary budget must be balanced, should be as realistic as possible, and must be submitted for approval to the Executive Board and the Association as soon as possible, but no later than 120 days before the workshop. The MLTW budget should reflect all assumptions and should detail extraordinary expenses or assumptions. For example, a very low room rental expense might reflect a military discount. Because SLA unit Executive Board votes may not be conducted electronically, MLTW program plans and budgets should be available for Executive Board action during the SLA annual conference, winter meeting, or previous-year's MLTW.
2. Reviews MLTW Procedures Manual (See Appendix VI) in February and sends recommended changes to Secretary.
3. Programming primary

Reports:

1. Obtains sponsorship to support his/her workshop activities.
2. Works closely with the Treasurer, President, his/her MLTW service representative Director, and MLTW Program Planning Committee to assure adequate funds are available to support Workshop activities.
 - a. May seek sponsors from among own vendors or contact vendors at previous workshops,
 - b. Get commitments in time for sponsorship information to appear in pre-Workshop publicity.
 - c. Checks must be made out to "SLA, Military Libraries Community," not to an individual.
1. Maintains a fund-raising notebook, with sample request letters, historical summaries of funding, a list of potential vendors, and tips for success.

Expenses:

Transition Checklist:

1. MLTW Lessons Learned - to next Host and to MLC Executive Board.

2. A copy of Community Governing Document and Community Practices, if necessary.

MLTW Registrar

Function: Register attendees for the Military Libraries Training Workshop

Qualifications:

Duties

Reports: At the close of the workshop, report number of attendees.

Expenses:

The Community will provide financial support NTE \$1500.00 to help defray expenses at the MLTW or SLA annual conference, if the member's organization is unable to provide travel funds.⁵ The Community will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. The Executive Board may provide other expenses.

⁵ Financial support levels approved at MLC Board meeting, 6 Dec. 2008.

Military Libraries Training Workshop (MLTW) Planning Committee

Function:

The MLTW Planning Committee plans the programs and makes all logistical arrangements for speakers and programs at the Military Libraries Training Workshop. A contractor may be hired to arrange facilities, receptions, open houses, suites and/or tours that are part of the Military Libraries Training Workshop. (The MLC President and Executive Board shall make the decision to contract and shall follow SLA guidelines in contracting.) The workshop host appoints the MLTW planning committee members, and they report to the host or his/her designate. SLA units, including the Military Libraries Community, may not conduct Executive Board action and voting electronically. These actions and votes may only be done face-to-face and in person. Thus, any item requiring Executive Board action should be ready prior to the SLA annual conference, the SLA winter meeting, or the previous year's MLTW, when the MLC Executive Board meets.

Duties:

1. The program plan is due for review and approval by the executive board NLT 90 days prior to the planned workshop date.

Reports:

1. MLTW Lessons learned

Expenses:

Transition Checklist:

1. MLTW lessons learned – to next host and executive board.
2. MLTW Procedures Manual (Appendix VI, *Community Practices*.)
3. Checklist for program planning, etc.

Nominating Committee

Function:

Each year the Community Nominating Committee shall present one candidate for President-elect, one candidate for either Secretary or Treasurer, the latter two offices to be filled in alternate years, if possible, and candidates for Directors-Conference Planners, as needed.

Qualifications:

The Executive Board should appoint the Nominating Committee for the Community no later than four months (August) prior to the election. The Committee is composed of at least three members who are not members of the current Board, but one must be a former Community officer, preferably a previous MLC Community President who may also serve as this Committee President. The President should be familiar with Community activities and have knowledge of members who have potential for Community leadership. The term of appointment is one year.

Appointments: None.

Duties:

1. Committee President serves on the Advisory Board.
2. Considers, selects, and contacts potential nominees well in advance of the time frame specified in the Reports section below.
3. Obtains written acceptance of each nominee prior to submitting its official report.
4. Requests biographical data from the nominees in a standard format so this information can be consolidated for the election with minimum revision or modification.
5. Arranges candidate announcements, voting, and announcement of election results (see Reports section below).

Reports:

1. The President publishes the proposed slate of candidates via Community communications methods before October 1. Further nominations, accompanied by written acceptance of the nominee, may be added to the ballot by petition of thirty Community members, and filed with the Committee within 30 days after the slate of candidates is published.
2. The President sends the final slate of candidates and balloting instructions to all Community members via Community communications methods before November 1.
3. The President publishes Election Results via Community communications methods, and announces the election results at the business meeting at the Military Libraries Training Workshop.

4. The President prepares a report of committee activity for each Board meeting.

Expenses:

The Community will provide funding for such expenses as postage and telephone calls, if not borne by the organizations of the Committee's members. The Executive Board may approve other expenses.

Communications Committee

Members of this committee include the MLC discussion list manager, the MLC webmaster, and the Web Committee. The committee President coordinates all aspects of communications and encourages MLC Board and members to write articles.

Members of this committee

- Communications Committee President
- SLA Connect
- Webmaster
- Public Relations committee President
- Social Media members (Facebook, Twitter?, LinkedIn?)

Duties

- Coordinate with each other, and with Board members, to provide a consistent message across all Community communication venues.
- Encourage MLC Board and members to write articles.

Discussion List Manager

The Discussion List Manager administers/manages the Community electronic discussion list which is used to disseminate information relative to the Community and to share information among the members.

Duties:

1. Serves as a member of the Advisory Board.
2. Establishes and maintains an electronic discussion group.
3. Publicizes instructions on how to join and post to the discussion group.
4. Approves requests for membership and monitors submissions of e-mail from outside the Community.
5. Removes members when they do not renew their Community membership.
6. Receives all error messages generated by the list software.
7. Sets list preferences by contacting the system's manager.
8. Issues requests on a user's behalf.
9. Explains system rules to members of the list, if needed.
10. Notifies the Board of problems with postings to the list that are defamatory, abusive, threatening, or illegal. The List Owner is responsible for suggesting to the Board any corrective actions that need to be taken.
11. Reports any errors or problems with the Lyris software to the SLA (HQ) Director, Technology.
12. Maintains the welcome message that new subscribers receive.
13. Maintains any auto-responders.
14. Receives and distributes messages from SLA Headquarters to list subscribers, such as notices of SLA online events (e.g., chats).
15. Prepares a report of activities for each Board meeting.

For more information, consult the [SLA web page for Discussion List Owners](#) and the [List Owner's Manual for Lyris](#).

Webmaster and/or Web Committee

Function:

The Webmaster or Web Committee is responsible for providing Web publication of general information for the Military Libraries Community. The MLC Website is to remain on the SLA server. Webmasters must understand that the site and all its material must be and remain on the SLA server – this will make change of Webmasters easier and also clarifies rights to information.

Qualifications:

The Community President appoints the President (or Webmaster). The President must be a member of SLA as well as an active member of the MLC. The Webmaster should be proficient with HTML coding. Knowledge of CGI and PERL scripting is desirable, but not necessary. Term of appointment is one year, which is renewable.

Appointments:

Members of the Web Committee are selected by the Webmaster and approved by the Community President. The term of appointment is one year, which is renewable.

Duties:

1. Complies with the "SLA Web Site Style Guide" on SLA web site, <<http://www.sla.org/content/interactive/chdivsites/web-index/index.cfm>>. This is required reading for every Chapter/Community webmaster.
2. Keeps aware of MLC initiatives and projects by communicating with the President, monitoring the MLC discussion list, and participating in discussions with Community members interested in web-based resources.
3. Works with the awards committee President to advertise the MLC awards.
4. Works with Web committee members to plan and carry out worthwhile web-based publication projects.
5. Establishes a relationship with the SLA Webmaster to obtain information that may be shared with the MLC through the Community website.
6. Attends the annual board meeting of the Community or appoints another member of the Web Committee to attend if s/he unable to do so.
7. Reviews appropriate sections of the Community Procedures annually in February. Submits corrections, revisions, etc., to the Secretary for inclusion.

Reports:

- Prepares an annual report for the Community President.
- Prepares other reports, as requested.

Expenses:

The Treasurer will reimburse members for such expenses as postage and telephone calls if not borne by the committee members' organizations. The Executive Board must approve other expenses.

Transition Checklist:

1. Lessons learned from WebMaster.
2. A copy of Governing Document and Community Practices, if necessary.

Public Relations Committee

Function:

The public relations President and committee develop and coordinate public relations activities for the Community.

Duties:

1. Committee President serves as a member of the Advisory Board.
2. Coordinates the development/revision of the Community Brochure to be used for recruitment and public relations.
3. Distributes news releases and publicity for activities of the Community, such as meetings, elections, special projects and awards.
4. Maintains a distribution list for press releases.
5. Writes and submits Press Releases to SLA's *Information Outlook*
6. Assists other Committee Presidents with projects, as requested.
7. Solicits the Board and membership for constructive suggestions and ideas for the public relations committee to pursue. Should also consider past activities, as well as activities undertaken by other units and SLA headquarters.
8. Prepares a public relations plan, and obtains input and approval by the Board.
9. Prepares a report for each Board meeting held.
10. Cooperates with Association Public Relations Committee to further the public relations program of the Association.

For more information, consult the [SLA web page for Public Relations Presidents](#).

Resources Committee

Function:

The President of the Resources Committee initiates and coordinates all fund-raising efforts of the Community. The President of the Resources Committee creates templates for correspondence: invitations to sponsor a Community or workshop activity or event, thank-you notes, and instructions to sponsors.

Duties:

1. President of the Resources Committee serves on the Advisory Board.
2. Obtains funds to support Community activities of the current year, including all conference and some workshop activities. Works closely with the Treasurer, President, and MLTW Program Planning Committee to assure adequate funds are available to support conference and/or workshop activities.
 - a. Contacts vendors at the annual conference and Military Libraries Training Workshop in which he/she takes office,
 - b. Sends fund request letters by late September for the SLA Conference, and late March for MLTW, if possible,
 - c. Gets commitments by late October for the SLA Conference, and late April for MLTW, if possible, so that sponsorship information appears in pre-conference publicity.
 - d. 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 sponsors are properly credited in program literature.
 - e. Finalizes information of correct sponsor name and spelling for preliminary program, final program, brochures, signs, and obtains sponsor description if needed.
 - f. Arranges for sponsors to make payments directly to the Community Treasurer, so that he/she can track actual payments and have the Secretary send "thank you" letters upon receipt of funds. Checks must be made out to "SLA, Military Libraries Community," not to an individual.
1. Maintains a fund-raising notebook, with sample request letters, historical summaries of funding, a list of potential vendors, and tips for success.
2. Reviews Community Practices in February and sends recommended changes to Secretary.

Reports:

Expenses:

For up to two members of the Resources Committee, the Community will provide financial support NTE \$1000.00 to help defray expenses at the SLA Annual Conference and/or Military Libraries Training Workshop, if the members' organization is unable to provide travel funds.⁶

Transition Checklist:

1. Lessons learned from Resources President.
2. History/files on vendors contacted and results of contacts.
3. Recommendations for vendors to contact.

For more information, consult the SLA web page for Fundraising Presidents.

⁶ Financial support levels approved at MLC Board meeting, 6 Dec. 2008

SLA Conference Program Planning Committee

Function:

The MLC Director-Conference Planner appointed for each SLA Conference is the President of the SLA Conference Program Planning Committee, and is responsible for appointing as many additional committee members as needed for successful programming, subject to the approval of the President. Members of the committee should assist in carrying out the responsibilities of the President.

Duties:

1. Committee President serves on the Advisory Board.
2. Works with the Executive Board and the Advisory Board to select programs and locations, if applicable.
3. Attend all Annual Conference Program Planning meetings at the Leadership Summit and Annual Conferences. **NOTE:** The Annual Conference Program Planners Handbook is distributed to Program Planners at the Leadership Summit eighteen months for planning programs at the Annual Conference. For more information about the Program Planners Handbook, contact SLA.
4. Supervises detailed plans for each program. Arranges for speakers, moderators, panelists, exhibitors, etc.
5. Submits Conference Program material information to the Association by established deadlines.
6. Creates a budget for the program, in conjunction with the Treasurer, and works with the Vendor Relations Committee on soliciting sponsorships for the program.
7. Works with the Communications and Public Relations Committees to announce and publicize meetings.
8. Works with the Library School Liaisons to offer free passes or special rates for library school students.
9. Works with Vendor Relations President to secure needed sponsorships for programs.
10. Checks with Community President for special activities or announcements to be included in the program.
11. Solicits input from Community members – formally or informally – on program topics, speakers, locations and times.
12. Works with incoming Program Planning President to inform that person about the duties of the job by passing along step-by-step written instructions on planning a program. The outgoing President may meet with the incoming President for an orientation session.
13. Works with Association staff in planning continuing education courses. To propose Community courses to be held in conjunction with the SLA Annual Conference, completes the Call for Courses Form, see Guidelines for Approval of Annual Conference Program CE Courses. For additional information, see the Practice for the Administration of CEUs and contact the Professional Development Department.

14. Writes thank-you notes to speakers.
15. Reports on each meeting/program to the Board and ensures that meeting highlights are written for the Bulletin. (Sometimes students who attend gratis are asked to write a meeting summary, thus allowing them to give back to the Community.)
16. If holding separate program meeting of the Community, 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.
 - If hotel rooms may be needed for members who want to stay overnight, the Program Committee President tries to arrange for a special room rate at a local hotel and communicates this information to the membership when publicizing the meeting.
 - Arranges for registration forms to be mailed (sometimes included with Bulletin distribution) including directions to the meeting place, cost, schedule, speakers, and registration to be returned with payment.
 - Develops list of non-members to whom meeting notices and registration forms will be sent.
 - Acts as "master of ceremonies" for the day; introduces speakers, makes announcements, thanks those responsible for local arrangements, etc.
 - Summarizes evaluation forms and distributes to Board.
17. Prepares a report of activities for each Board meeting.

For more ideas on program planning of separate meetings for Communities, consult the Chapter Program Planning Guide and the Chapter Program Planner's Manual.

Strategic Planning Committee

Function:

The Strategic Planning Committee is responsible for ensuring the strategic plan is up to date, and reflects the needs and values of the membership. It solicits membership input into the strategic planning process and leads the Community in establishing its future vision.

Qualifications:

The committee President must be a Member or Associate or Retired Member of the Association as well as an active member of the MLC. The term of appointment is one year, which is renewable.

Appointments:

Members of the committee may be selected by the Community President or the Committee President. Membership should reflect the demographics of the Community.

The President-elect is an *ex-officio* member of the committee.

The term of appointment is one year, which is renewable.

Duties:

1. Committee President serves as a member of the Advisory Board.
2. Develops and recommends a strategic plan to the Board.
3. Reviews and revises the Strategic Plan every three years or as needed.
4. Facilitates discussion and selection of Community goals and priorities with input from the Community Boards.
5. Recommends and implements mechanisms for obtaining membership input into the strategic plan.
6. Conducts needs and values assessment surveys of the membership every 3-5 years or as required.
7. Records member input for incorporation into the strategic plan.
8. Leads strategic planning and visioning sessions at the annual conference.
9. Monitors progress under the current plan.
10. Submits revised drafts of the strategic plan to the Executive Board for approval.
11. Works closely with the President and other board members and committee Presidents.
12. Reviews *Community Practices* in February and sends recommended changes to Secretary.

Reports:

1. Prepares a report of activities for Board at each meeting held.
2. Prepares other reports as required and publishes results of surveys via Community communications methods.

Expenses:

The Community will provide funding for such expenses as postage and telephone calls if not borne by the committee members' organizations. The Executive Board may approve other expenses.

Transition Checklist:

1. Lessons learned.
2. Working files not submitted to Archives.

For more information, consult the Strategic Planning Handbook.

Student Liaison

Function:

Coordinates Community contact with students in degree-granting programs for the purpose of providing information about scholarship opportunities and Community activities and to recruit them as new SLA members.

Duties:

1. Serves as a member of the Advisory Board.
2. Promotes, encourages and develops relations between the members of the Community and students and faculty members of graduate programs in library/information science.
3. Works in cooperation with Awards President for any student awards, if offered.
4. Contacts library schools to inform them of Community activities and scholarships and encourage students to attend Community meetings.
5. Works with President and Program President to arrange special student rates.
6. Works with Membership President to recruit new student members.
7. Submits announcements and articles concerning students, SLA Student Groups, and scholarships to the Community Bulletin.
8. At the request of the President, may coordinate interviews for SLA scholarships.
9. Prepares a report for each Board meeting held.

MEETINGS

The Community shall hold at least one business meeting each year, during the Military Libraries Training Workshop, at the Association Annual Conference, or virtually. At least one business meeting shall be held during the term of offices of each elected board.

Adequate notice of meetings shall be provided to the membership.

Special meetings may be held upon call of the Board or on petition of twenty members or ten percent of the membership of the Community, whichever is less. Notice of a special meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered.

Notice of meetings shall be sent to each member at least twenty-one days before the meeting.

A quorum for the transaction of business shall be twenty Community members, or ten percent of the membership, whichever is less.

Whenever in the judgment of the Board, a question arises that should be put to a vote of the entire voting membership and cannot await the annual business meeting, the Board may submit the question for electronic vote. The closing date for the completion of votes shall be established by the Board. The question presented shall be resolved by a two-thirds vote of the completed ballots sent to the entire voting membership.

When not in conflict with these Bylaws, Robert's Rules of Order Newly Revised (latest edition) shall govern all deliberations.

SUBUNITS

Sections may be established and disbanded by the Community.

Sections relating to definite areas of interest within a Community may be established by the Board upon written petition of 15 members of the Community who desire to participate in the activities of the proposed Sections. Sections shall receive needed operating funds from the Community, and shall submit to the Board an annual report including a financial statement. Should dissolution of a Section occur, its assets shall revert to the Community. Formation or dissolution of a Section shall be reported to the Community Cabinet officers and the Association Office.

FUNDS, CONTRACTS, AND PROPERTY

Funds for Community expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Community members.

Eligibility for this allotment is based on the submission to the Association of the Community financial statement for the previous year and on its acceptance by the Association. Requests for additional funds or loans may be submitted to the Community Cabinet officers for presentation to the Association Board of Directors for its consideration. All funds received by the Community shall be used for purposes incident to the fulfillment of the Community's objectives. Should dissolution of the Community become necessary, its assets shall revert to the Association.

Any agreement, contract, or obligation entered into by the Community, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Community Recommended Practices.

If the cost or liability exceeds \$1,500, the advance approval of the Community members is required. If the cost or liability exceeds \$5,000, the transaction must be reviewed and signed by the Association's Executive Director or Chief Financial Officer; any cost or liability that exceeds the Community's available or budgeted funds requires advance approval of the Association Board of Directors.

All affiliate and contractual relationships shall be directed toward the best interest of the Community and the Association and shall protect their property and identity.

NOMINATIONS AND ELECTIONS

A Nominating Committee for each election of members to the Board shall be appointed by the Board no later than September 1. This committee shall be composed of the Immediate Past President and two other members, no more than one of whom is a member of the current Executive Board but at least one of whom shall be a former Community officer or member of the previous Nominating Committee.

Each year the Nominating Committee shall present at least one candidate for President-elect; either Secretary or Treasurer (the latter two offices to be filled in alternate years), one Director, and one Director-Conference Planner. The Committee shall obtain the written acceptance of each nominee prior to submission of its report.

The report of the Nominating Committee shall be sent to Community members no later than October 1. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of twenty Community members and shall be filed with the Nominating Committee no later than October 16. The report of the Nominating Committee shall be presented for approval by the membership at the Community annual business meeting.

If the slate includes more than one candidate for any office, election shall be by secret ballot sent to each Community member no later than November 1. 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 Community annual business meeting.

DISSOLUTION AND MERGER

The Community may petition the Association Board of Directors for dissolution, or for merger with another Community, by mail vote of its membership, the ballots to be mailed not more than 45 days after an annual business meeting at which a majority of the members present votes that it no longer meets the needs of the membership. If two-thirds of the mail ballots favor dissolution, or merger, the petition shall be submitted to the Community Cabinet officers for presentation to the Association Board of Directors, which shall make the final decision.

In the event of dissolution, all assets of the Community shall revert to the Association. In the event of merger, assets shall become a part of the new merged unit, as decided upon by the bodies concerned. Any other assets shall revert to the Association.

COMMUNICATIONS

Communities shall institute suitable mechanisms to facilitate communications with and between its members regarding Community activities, affairs, issues, and other matters.

Control of all publications of the Community shall be vested in the Board.

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

COMMUNITY REPRESENTATION AND AFFILIATION

Community representatives to joint committees and meetings of other societies having objectives allied to those of the Community and of the Association shall be appointed by the President. Such representatives shall submit at least one written report to the Board during the year.

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

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

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

AMENDMENTS

These Community Practices may be amended by the approval of the Community President. The advice of the Governing Documents Committee, and the Executive Board, is recommended for significant amendments.