

# SLA Illinois Chapter

## Recommended Practices

May 22, 2006

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# **INTRODUCTION**

## **Background**

The Special Libraries Association (dba SLA) Illinois Chapter Recommended Practices (formerly known as the Chapter Manual) was first prepared in 1953 to assist officers and committee chairs in the performance of their duties. The current revision, in preparation for several years, is an attempt to make the Illinois Chapter Recommended Practices “user-friendly” and easily adaptable to the ever-changing needs of the Chapter. It is recognized that new committees may take over functions of previously existing ones, and that entirely new functions and committees may be added. The Illinois Chapter Recommended Practices is not intended to be “written in stone”, officers and committee chairs are encouraged to submit changes to the Illinois Chapter Recommended Practices Committee when they are warranted; the committee is responsible for implementing such changes.

The basic content of the Illinois Chapter Recommended Practices has not changed substantially. In order to provide future officers and chairs with a more complete record of past years, committee chairs have been encouraged to list and provide documents, which reflect what their committees have done. When applicable, this information will be included in the description of the chair's duties.

### **Change in Governance in 2004**

In early 2004, the Governing Document was put into effect by vote of the Chapter Cabinet. It serves as the “Governing Document” of Special Libraries Association (dba SLA). Bylaws are no longer needed at the Chapter level.

This 2005 revision of what was formerly known as the Special Libraries Association Illinois Chapter Manual, will be known as the Special Libraries Association (dba SLA) Illinois Chapter Recommended Practices as referred to in the Governing Document. Changes were overseen by a committee and approved by the Executive Board on May 22, 2006.

### **Accessibility**

Special Libraries Association (dba SLA) Illinois Chapter Recommended Practices via our Chapter web site.

### **Thank you**

The committee is grateful to officers, past and present, who not only read and revised their own sections, but actively solicited the cooperation of committee chairs where necessary; to committee chairs, who assisted by reading pages and making changes, some quite substantial due to the length of time between revisions; and to all those who assisted in retyping and reformatting the Illinois Chapter Recommended Practices. Any omissions or corrections should be brought to the attention of the committee chairs.

Illinois Chapter Recommended Practices Committee Chairs:

Carol Berger

C Berger Group Inc

327 E. Gundersen Drive

Carol Stream, IL 60188-2402

630-653-1115

Fax: 630-653-1691

[carolb@cberger.com](mailto:carolb@cberger.com)

Jan Chindlund

McDonald's Corporation

2915 Jorie Blvd.

Oak Brook, IL 60523

630-623-5805

Fax: 630-623-7141

[jan.chindlund@mcd.com](mailto:jan.chindlund@mcd.com)

Bobbie Goering

Exelon Corporation

227 W. Monroe

Chicago, IL 60606

312-394-3064

Fax: 312-394-4466

[Roberta.goering@exeloncorp.com](mailto:Roberta.goering@exeloncorp.com)

## **I. GOVERNING DOCUMENT**

### **ILLINOIS CHAPTER GOVERNING DOCUMENT**

January 21, 2004

#### **NAME AND MISSION**

The name of this unit is the Special Libraries Association Illinois Chapter.

The mission of this Chapter shall be that of the Special Libraries Association (dba SLA).

#### **MEMBERSHIP**

The membership of the Chapter shall be those members of the Association who reside or work within the geographic boundaries of the Chapter, defined as the state of Illinois (except the counties of Jersey, Madison, Monroe, and St. Clair) or who elect to affiliate with the Chapter.

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

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

#### **EXECUTIVE BOARD**

The Executive Board ("Board") with a minimum of four members shall have the authority and responsibility to manage the Chapter'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, including a vacancy in the office of President-Elect, occurring before the conclusion of a departing member's term, will be filled by majority vote of the remaining members of the Board.

#### **OFFICERS**

The President, subject to the Executive Board, shall have general supervision and control over Chapter affairs.

The President-Elect shall have duties as specified by Chapter Recommended Practices and the needs of the Chapter.

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

The Treasurer shall have custody of the Chapter's funds.

The Chapter may elect additional officers as specified by the Chapter Recommended Practices, and the needs of the Chapter.

## MEETINGS

At least one Chapter business meeting shall be held during the term of office of each elected Board. Adequate notice of meetings shall be provided to the membership. See Appendix 9: Transition to January – December calendar year for recommended dates for the Chapter business meeting.

## COMMITTEES

The Board may establish committees, which shall be responsible to the Board.

The Board may authorize funds for committee expenses.

No Chapter member may serve on any one committee for more than three consecutive years.

## SUBUNITS

Subunits may be established and disbanded by the Chapter, according to Chapter Recommended Practices.

## FUNDS, CONTRACTS AND PROPERTY

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

Any agreement, contract, or obligation entered into by the Chapter, 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 Chapter Recommended Practices.

## NOMINATIONS AND ELECTIONS

The Board shall appoint a Nominating Committee for each election of members to the Board. Nomination of candidates for each office and the election of candidates shall be determined by Chapter Recommended Practices.

## DISSOLUTION AND MERGER

The Chapter may petition the Association Board of Directors for dissolution, or for merger with another Chapter, by vote of its membership in accordance with Chapter Recommended Practices.

## COMMUNICATIONS

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

## CHAPTER REPRESENTATION AND AFFILIATION

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

## AMENDMENTS

This Governing Document may be amended by an affirmative vote of two thirds of the members present at any Chapter meeting. The Association Bylaws Committee, prior to presentation to the Chapter membership, shall review revisions in, or amendments to, the Chapter Governing Document.

Approved by Chapter Cabinet: June 10, 2003

Approved by Board of Directors: January 21, 2004

Effective Date: February 1, 2004

## **II. OFFICERS**

### **1. EXECUTIVE BOARD**

#### **Composition and Qualifications**

The Executive Board is composed of the elected officers: President, President-Elect, Secretary, Treasurer, immediate Past President and two Directors. The President and President-Elect must be members of the Association and are elected at the Chapter annual business meeting in May. The Secretary, Treasurer and Directors are members of the Association and are elected biennially at the annual business meeting. The Executive Board shall read and follow the procedures set forth in the Illinois Chapter Recommended Practices section covering the Executive Board. The President and President-Elect should be familiar with the recent activities of both the Chapter and the Association through committee or Board work or through holding a previous office.

#### **Function**

The Executive Board is the governing body of the Chapter. It sets Chapter policy as to the scope of committee activity, reserving the right to stop those activities that do not represent the best interests of the Chapter. It stimulates committee work, instigates new projects and encourages continued education and orientation to new developments. It coordinates committee activities by delegating authority to Past President, Directors and other officers to act as liaison officers between committees and the Board.

#### **Responsibilities and Procedures**

##### **A. Executive Board:**

Authorizes all extraordinary expenditures of the Chapter but may delegate to the Treasurer the power to approve bills for ordinary postage, printing, meeting expenses and other routine expenses.

1. At the beginning of each Chapter year, a budget for the year must be estimated. The Budget/Finance Committee essentially does this by requesting Committee Chairs and Chapter officers to submit an estimate of funds needed and revenue expected for the ensuing Chapter year (see Budget/Finance Committee). See Appendix 9: Transition to January – December Calendar Year for recommended dates for the budget process).
2. The Executive Board shall meet upon the call of the President at such intervals as he or she may deem necessary or upon the written request of any two members of the Board. A majority of the Executive Board shall constitute a quorum. A joint meeting of outgoing and incoming Boards and committee chairs shall be held at the direction of the incoming President.

3. Fill a vacancy in any office, except that of the President, for the remainder of the Chapter year by majority vote.
4. Make suggestions for committee personnel.
5. Approve the appointment by the President of all members of the Nominating Committee and the slate of Chapter officers selected by the Nominating Committee.
6. Arrange to entertain Association officers, President or President-Elect, during their scheduled visits to the Chapter.

**B. Individual Executive Board members shall:**

1. Participate in all meetings of the Board.
2. Familiarize themselves thoroughly with the activities of the Chapter, and the policies and procedures as outlined in the Illinois Chapter Recommended Practices.
3. Give due consideration to all matters which come before the Board and vote on them accordingly.
4. Take the initiative in bringing matters to the attention of the Board when necessary.
5. Be prepared to make a study of any question that comes before the Board and report back their findings.

**Reports**

The Secretary records the minutes of all meetings of the Executive Board. In the Secretary's absence minutes are taken by a Board member designated by the President.

**Expenses**

The normal expenses (travel, lodging, meals, local transportation) incurred by the Chapter's Officers in attending the meetings of the Executive Board may be reimbursed from the Chapter's operating fund. The amount of reimbursement will depend on the Chapter's finances, and should not exceed 5% of the total assets of the Chapter. These expenses are subject to review and approval by the Budget/Finance Committee.

## **Chapter Funds**

The Chapter funds offer the means of realizing the plans and projects that further the Chapter's objectives and policy as established by the Executive Board. In managing these funds, the Executive Board, with assistance from the Budget/Finance Committee, must consider the sources of income and operating expenses.

### **1. Allotment and Reserve Fund**

#### **Allotment**

Basic funds for the operating expenses of the Chapter are provided by an allotment from the Association. The annual allotment is usually paid to the Chapter in February or March. The allotment is calculated on the membership statistics for the preceding December 31 (the date of the highest membership count in each year).

The membership count includes all membership classes, plus those members who have selected the Chapter as an extra Chapter affiliation. The per capita allotment is determined each year by the Association Board.

No allotment will be paid to the Chapter unless an audited financial statement prepared by the Chapter Treasurer has been received by the Association Accountant and approved.

Money from the allotment is used for regular operating costs and miscellaneous expenditures.

At the beginning of each year, the Budget/Finance Committee estimates expenses and income, in the form of a budget, and conveys this information to the Chapter Board. If the required expenditures will be less than the anticipated income, the Board may elect to use the extra funds for some special purpose. This fund can be added to gradually in the anticipation of specific plans, where special project funds have not been accumulated.

Examples of special purposes for which the allotment money or other general income money can be used are: expenses for a special speaker or program at a Chapter meeting, special exhibits, recruitment activities, education activities, flowers or gifts for a Chapter member, recognition for Chapter members who retire or receive Awards, donations to the scholarship fund, student stipends, seed money for conferences, or special Chapter anniversary celebrations.

#### **Reserve Fund**

Any part of the allotment or other general income, which is not spent during the year, can be transferred to a reserve fund. This fund should not exceed twice the amount of the Chapter's annual allotment.

Money in the reserve fund may also be used for operating expenses, if necessary, but it is not considered a part of the Chapter's normal cash flow.

## **2. Officer Travel Expense**

The normal conference expenses (travel, lodging, registration, meals, local transportation) incurred by the Chapter President and President-Elect in attending the SLA Annual Conference and the SLA Leadership Development Institute Meeting can be reimbursed from the Chapter's Operating Fund. The amount of reimbursement in any Chapter year will depend on the level of monetary support given to the President and President-Elect by their employers and the state of the Chapter's budget as determined by the Budget/Finance Committee and approved by the Executive Board. When the Chapter's operating funds are limited, the order of priority is: 1. President; 2. President-Elect; 3. President's Designate; 4. President-Elect's Designate. Officers who anticipate needing Chapter funds for conference expenses must submit an estimated budget to the Budget/Finance Committee. An expense report with receipts must be submitted for Board approval after each conference.

## **3. Special Projects**

The Executive Board may also elect to save some of the regular income funds for a special project that is contemplated or under way such as a publication or Directory. The Board, or a Chapter Committee, may also instigate a project such as a special publication or a survey, which would require use of funds that will not be recovered, as they are if a publication is sold.

The Chapter's income sources include, but are not limited to: sponsorships, advertising, fundraising, gifts, royalties, and excess of income over expenses. Chapter money can be maintained in one or more project funds, general or designated, and the Association does not place any on the size of such funds. However, special project funds are considered a part of the Chapter's Net Cash Worth. As such, these funds are included when the annual Chapter allotment is determined by the Association accountant. This money, along with the reserve fund, should be carefully invested in new professional projects approved by the Executive Board.

Examples of typical income sources and typical expenditures:

**Typical Income Sources**

Association allotment  
Sponsorships  
Advertising  
Association publications royalties  
Chapter publications sales  
Meeting registration fees  
Special projects, seminars, workshops and conferences  
Gifts  
Fundraising

**Typical Expenditures**

Printing, postage  
Association officer Chapter visit  
Assistance with expenses incurred by the President and/or President-Elect to attend the Leadership Development Institute and/or Annual Conference (if necessary)  
Student stipends  
Scholarships  
Program speakers  
program venues  
Publications  
Illinois Chapter Recommended Practices revision  
Questionnaires and surveys  
Seminars, workshops and conferences  
Seed money  
Communications, such as web site, press releases

**2. PRESIDENT**

**Function**

The President is the chief officer of the Chapter and is responsible for all aspects of its operation. He or she conducts Executive Board and Chapter meetings, appoints committee chairs, sees that needed projects are carried out, sees that the continuing affairs of the Chapter are properly managed, and is responsible for the ongoing improvement of the organization. The President is the official representative of the Illinois Chapter and its membership and is the only person allowed to speak for the Chapter both in and outside of the Association, until he or she delegates that prerogative to another person. The President represents the Chapter at the two association Chapter Cabinet meetings during the Association year in which he or she holds office.

## Responsibilities and Procedures

The following are the express responsibilities of the President. The President is also responsible for the work of the Executive Board as set forth in the Illinois Chapter Recommended Practices section covering the Executive Board, and for seeing that the Chapter Governing Document is followed and that the Chapter Recommended Practices are kept up to date.

1. **Chapter Meetings:** Preside at all Chapter meetings. There are normally nine Chapter meetings each year. During the business part of each meeting see that all necessary items of Chapter and Association business are presented, discussed and acted upon.
2. **Board Meetings:** Call meetings of the Executive Board and preside at these meetings. (See 4.b. below.)
3. **Committee Appointments:** Finalize appointments of committee chairs and the members with the approval of the Executive Board. (See: President-Elect). Every effort should be made to complete the committee rosters between the date of election and the beginning of the calendar year.
  - a. **Standing Committees:** Previous committee members should be considered for chairs and, when possible, new Chapter members should be included on committees. The President (other Board members may assist) calls prospective chairs and asks them to serve. Then he or she instructs the chairs to recruit additional members and report back.
  - b. **Special Committees:** These may be appointed at any time to carry out special projects. The Past President or the Director may serve as chair, or the Board may appoint a chair.
  - c. **Nominating Committee:** Appoint a committee of three or more members, with the approval of the Board. This committee is usually appointed at the same time as the standing committees. No member may be a member of the current Executive Board, but one should be a former officer, preferably the Immediate past President, or member of the previous Nominating Committee.
  - d. As soon as the roster of committees and officers is completed, the President should send copies to all officers and committee chairs, to the *Informant* Editor and Web Site Committee for publication, and to SLA Headquarters.

**4. Conduct of Chapter Business:**

- a. The President should familiarize himself or herself with the Chapter Governing Document, the Illinois Chapter Recommended Practices, and the Illinois Chapter Strategic Plan in preparation for his or her work.
- b. The President should consult all members of the Executive Board and obtain their approval on:
  - (1) Matters pertaining to policy.
  - (2) Matters involving the raising or expenditure of money.
  - (3) Matters relating to Special Libraries Association activities.

This approval should generally be obtained at a regular Board meeting but tentative approval can be procured via mail or e-mail or telephone vote, with confirmation of the vote to be approved at the next face-to-face Board meeting. (This practice is necessary to comply with SLA's incorporation documents.)

- c. At Executive Board meetings, the President should see that motions are made and seconded on all questions of policy and on all matters requiring a vote.
- d. The basic rules of parliamentary procedure are followed for the conduct of business at Executive Board meetings and at Chapter meetings.

**5. Coordinating Chapter Activities:**

- a. Work closely with the other officers and the committees, acting as central coordinator for the Chapter and as a clearance center for questions of policy and procedure.
- b. Keep informed and follow through on all Chapter activities. Initiate special activities and projects as needed. Stimulate others to contribute ideas and work for improvement of the organization.
- c. Assign the Past President, Directors and other officers to act as liaison between the Board and the committees. (See Director, Sec. II.6.1.)
- d. Write necessary notices and letters or call on the Chapter Secretary to write them.
- e. Maintain close contact with the Editor of the *Informant* to make sure that the membership is kept fully informed of all Chapter activities during the year.
- f. Write messages for each issue of the *Informant* to call attention to important developments.
- g. Act as liaison officer between the Illinois Chapter and the Special Libraries Association by attending the two Chapter Cabinet meetings held during

the association year in which he or she is President and by keeping in contact with the Association Office and other Chapters by correspondence or otherwise. Also maintain Illinois Chapter relationships with other library and related groups.

6. **Elections:** See that the Nominating Committee's slate of officers is presented to the Executive Board for approval, and see that the membership is notified according to the procedures set forth in the Governing Document and under Nominating Committee in this Illinois Chapter Recommended Practices.
7. **SLA Chapter Cabinet:** Attend the two Chapter Cabinet meetings (one at the Leadership Development Institute and one at the Annual Conference). The President and President-Elect of each Chapter constitute membership of the Chapter Cabinet. If it is impossible for the President to attend a meeting, the President-Elect or another active member must be appointed to represent the Chapter. Conference expenses may be reimbursed according to the guidelines in section II.1.A.

The President or a designate shall report on Association activities and issues in the *Informant* following the Leadership Development Institute and Annual Conferences.

8. **Liaison/Monitor Association level activities:** As a member of the Chapter Cabinet, the President receives the agenda and lists of documents for all Association Board meetings, including the ones in the spring and fall that do not include Chapter Cabinet sessions. It is the responsibility of the President to keep aware of suggested policies, financial statements or other matters that might have an impact on the Chapter. The President should request all documents that might be relevant to Chapter activities, including the State of the Association reports and any proposed policies. After reading the documents, the President should advise the Chapter Board of any potential problems, obtain their consent to any proposed actions or motions, and then contact the Chapter Cabinet Chair to voice the Chapter's concerns. If necessary, the President should make appropriate motions in Chapter Cabinet meetings.

## Reports and Records

1. **Annual Report:** Prepare a report on the activities and progress of the Chapter, with recommendations, if desired. The Chapter Cabinet Chair, to whom the report is sent, sets the deadline for this report. It is advisable to send a reminder to committee chairs at the beginning of the month so reports are complete by the deadline. These are the basis for much of the President's report.

At the end of the Chapter year, write letters of appreciation to all members of the Executive Board and to committee chairs.

2. **Association Reports:** Prepare such reports as are required by the Association Headquarters, providing enough copies for:
  - a. Local archives.
  - b. President's file.
  - c. The Association Office file.

The following reports are the responsibility of the Chapter President. Deadlines are approximate. Consult current association literature.

<b>Date Due</b>	<b>Report</b>
<b>(Dates subject to change with new program calendar at Association and Chapter levels)</b>	
Aug. 30	Requests for action by SLA Board of Directors at Fall meeting. Send to Executive Director with copy to Chapter Cabinet Chair.
Sept. 1	Requests for Spring visit of Association President-Elect - send to Chapter Cabinet Chair Elect.
Dec. 24	Requests for action by SLA Board of Directors at Leadership Development Institute Meeting. Send to Executive Director with copy to Chapter Cabinet Chair.
Jan. 1	Nominations (if any) for SLA Hall of Fame, SLA Professional Award and other Association level awards. Send to Chair of SLA Awards Committee.
May 1	Submit Chapter Annual Report as requested.
May 1	Requests for action by SLA Board of Directors at Annual Conference Meeting. Send to Executive Director with copy to Chapter Cabinet Chair.
May 15	Roster of new Chapter officers and Committee chairs (or as soon as possible after Election and before Annual Conference). Submit information to Manager, Membership Department.
May 31	Requests for Fall visit of Association President or President-Elect. Send to Chapter Cabinet Chair-Elect.

3. **Chapter Reports:** At the close of the Chapter year, obtain from the other officers and committee chairs two copies of each annual report: one for the local archives and one for the President's file.
4. **Records:** Turn over records of unfinished business, file of minutes, all balloting records, the Illinois Chapter Recommended Practices, the Constitution, and other Chapter records to the incoming President at the close of the Chapter year. Sort out materials not required by the incoming President and send them to the Archives Committee Chair.

5. **Working Files:** Upon taking office, the President should have access to and be familiar with:
- a. Permanent Materials (always latest editions)
    - 1) Governing Document
    - 2) Illinois Chapter Recommended Practices.
    - 3) Illinois Chapter Strategic Plan.
  - b. Temporary Materials
    - 1) File of President's report for the two previous years.
    - 2) File of minutes of Executive Board meetings for the two previous years.
    - 3) File of the Illinois Chapter *Informant*.
    - 4) File of reports of officers and committees for the two previous years.
    - 5) File of correspondence relating to unfinished business.
    - 6) SLA Executive Board and Chapter Cabinet minutes for the two previous years.
    - 7) The President will receive publications from other Chapters. Generally these bulletins from other Chapters should be passed along during the year to the *Informant* Editor.

### 3. **PRESIDENT-ELECT**

#### **Function**

Assist the President in the performance of his or her duties and perform such other duties as the President may assign; act as Program Chair; and attend meetings of the Association's Chapter Cabinet held during the Association year in which he or she is President-Elect. In the event of absence or withdrawal of the President, assume all of the President's duties and obligations.

#### **Responsibilities and Procedures**

##### **1. Committee Responsibilities:**

- a. Program Committee: Act as Chair of this committee. For details of these duties, see Program Committee.
- b. Special Projects Committee: Serve as an ex-officio member of the Special Projects Committee, if one is formed.
- c. Liaison to Meeting Arrangements, DineArounds, Book Club, SLA Cares and Professional Development Committees.

Because underestimating the pricing or attendance of a meeting can have serious budgetary consequences, the President-Elect is responsible for reviewing the anticipated meeting costs, expected attendance and prices for the meetings, and has final say in the prices announced. The President-Elect also has final proofreading and approval responsibility for the announcement flyer.

In particular, the President-Elect should make sure that the slate of candidates for Chapter office is announced on the notice for the annual business meeting.

- d. Report on all of the above committees at Executive Board meetings unless committee chair attends the meeting. Hold a meeting as soon as possible after election with committee chairs to coordinate efforts.

**2. Presidential Duties:** Act for the President in the case of the latter's absence or disability and prepare for the duties of the Presidential office by:

- a. Reading and studying the Presidential duties as described in the Illinois Chapter Recommended Practices.
- b. Initiating new activities and procedures to further the Chapter's objectives and to direct the Executive Board in establishing Chapter policy to achieve these objectives.

**3. Committee Appointments:** Since it is important for committees to be formed as soon as possible, the President-Elect while moving into Presidential term shall begin to identify candidates in order to have committee chairs assigned before the beginning of the new calendar year.

This early timing is important for at least two reasons:

- a. Complete lists of the Chapter Executive Board and of the incoming committee chairs must be reported to the association as directed.
- b. Since committee budget estimates and requests are due prior to the beginning of the calendar year, naming the chairs gives them the chance to recruit additional members as well as a few weeks to get a committee constituted and to hold a meeting before the year begins.

See material under President description about Board approval.

**4. Executive Board Meetings:** Attend, contribute to discussions, and vote at all such meetings. Become familiar with Chapter policy as established in the Past so that continuity of policy will be provided and evaluate activities or suggest changes.

**5. Chapter Cabinet Meetings:** Attend meetings of the Association's Chapter Cabinet held during the year, held at both the Leadership Development Institute Meeting and Annual Conference. It is extremely important that both the

President and the President-Elect attend these meetings. Conference expenses may be reimbursed according to the guidelines in Section II.1.A.

- 6. Maintain** the list of Joint Meeting Responsibilities with names and phone numbers for contacts at other local library groups to facilitate planning and scheduling.

## Reports

The President-Elect, as Program Chair, prepares an annual report and monthly meeting reports to the Board.

## 4. **SECRETARY**

### Function

To record the minutes of the Chapter and Executive Board meetings, handle Chapter's correspondence and preserve and organize records for use as needed, perform such other duties as the work, of the Chapter entails.

### Responsibilities and Procedures

- 1. Executive Board:** Attend and vote at Executive Board meetings. Read and follow procedures set forth in Illinois Chapter Recommended Practices in section governing Executive Board.
- 2. Minutes:** Record the minutes of the Chapter Executive Board meetings.
  - a. Include actions taken in between meetings in the minutes of the Board.
  - b. Send copies of the Board minutes to all members of the Board, *Informant* Editor and the Webmaster.
- 3. Nomination:** When Nominating Committee submits a slate, the Secretary will send a copy to the *Informant* Editor for publication on the Chapter website issue and will arrange for the notification of members by having the slate included in meeting announcement for the Chapter business meeting.
- 4. Chapter Records and Archives:** Maintain records for the current term and one term back in Secretary's possession. Send older material to the Archives. Discard ephemeral notices and correspondence. (See Archives.)

## 5. **TREASURER**

### **Function**

The Treasurer shall have custody of the Illinois Chapter funds. He/she shall sign all checks upon Illinois Chapter funds in accordance with the action of the Executive Board. The Treasurer shall also comply with SLA Unit Treasurer requirements.

### **Responsibilities and Procedures**

**SLA Unit Treasurer:** The Treasurer shall refer to and regularly monitor the SLA Unit Treasurer's responsibilities and procedures site on SLA's web site. It is also recommended that the Treasurer subscribe to SLA's mailing list for Unit Treasurers, participate in Unit Treasurer conference calls as scheduled, and attend the Unit Treasurer meeting at SLA's Annual Conference.

**Executive Board:** The Treasurer is a member of the Executive Board and as such should read and follow the procedures in the Illinois Chapter Recommended Practices section covering the Executive Board.

**Committee Responsibilities:** The Treasurer acts as liaison to the Auditor, Budget/Finance Committee and the Printing Services vendor. The Treasurer also serves as a member of the Budget/Finance Committee.

4. The Treasurer is responsible for conveying to both the Executive Board and the Budget/Finance Committee:
  - a. Chapter financial status on a monthly basis,
  - b. Unanticipated and unusual expenditures and receipt items, in order that these bodies, as outlined in their responsibilities, can take appropriate action.
  
5. **Books and Records/Supplies:** The Treasurer's files include:
  - a. Chapter financial records, including the ledger, files of receipts and expenditures (kept for five year period), accounts receivable and Past Treasurer's reports;
  - b. Bank checks and deposit slips;
  - c. Savings account and/or investment account passbooks for all special accounts established by the Chapter;
  - d. A supply of Chapter stationery.

**Check Signatures:** The Treasurer may sign checks, or in the event of his/her absence, another designated Board member (normally the Chapter President or the Past Treasurer) at the direction of the Chapter President. Signature cards should be obtained from the bank when officers change and be signed by all concerned. In years in which the Treasurer changes, this is the responsibility of the outgoing Treasurer. Authorized signature changes should also be made with SLA headquarters for the SLA Pooled Fund.

7. **Bookkeeping:** Quicken software must be used to keep a detailed journal of all receipts and expenditures. SLA provides a list of account categories that must be used (see Appendix 3a); subcategories may be created as needed locally. Additional special ledger records are established and maintained for all special Chapter accounts.
  - a. Copies of all paid bills and receipts should be kept for the annual audit. These are arranged in the same order as the journal entries.
  - b. Balance Sheet: At the end of the month, Quicken is used to generate balance sheet and cash flow reports.
  - c. Check Register: The check register reflects each deposit and expenditure made by the Chapter.
  - d. Reconciling Bank Statements: The bank statement should be checked against the journal within 10 days of receipt. Cancelled checks and deposit slips should be attached to the statement on which they appear.
  - e. Ledger Records for Special Accounts: When special projects are undertaken which result in special income or expenditures, these should be shown in separate accounts. Examples are royalties from the Association, special Chapter projects, publications or surveys, which involve expenditures or receipts, etc. In addition, unallocated funds from the checking account may be transferred to a special account, in order to provide the Chapter with reserve funds.
  - f. All withdrawals and deposits, including interest accrued to these special accounts, are recorded in the ledger records for special accounts.
  - g. Savings/Investment Accounts: Monies accrued to any savings and/or investment accounts should be recorded on a regular basis.
8. **Expenditures:** Bills other than those for regular expenditures should be approved by the Executive Board. Preferably, the Committee or persons spending the funds will obtain general approval from the Executive Board in advance of expenditures. The Treasurer will release no Chapter funds without an official bill, invoice or reasonable facsimile, provided by an authorized Chapter member.
9. **Committee Receipts and Expenditures:** As a rule, Committee chairs are responsible for approving and submitting to the Treasurer all bills applicable to their Committee's activities, with authorization for payment. Certain regularly received bills may be directly sent to the Treasurer. Prior to payment, the Treasurer will send copies of these regular bills to appropriate chairs for their approval and their budget records. Committee chairs are responsible for swiftly conveying to the Treasurer all receipts from Committee activities, for prompt deposit.
10. **Invoices:** Invoices for payment to the Chapter should be made on official Chapter stationery. Appropriate Chapter members and/or the Treasurer may issue invoices. All invoices should carry the name and address of the Chapter member issuing the invoice. Payments should be recorded by committees or Chapter members and then sent to the Treasurer for the accounts receivable file.

The Chapter member or Treasurer should handle second notice billing as necessary. If numerous invoices are needed for a special Chapter project, the Treasurer will obtain and provide appropriate Chapter invoice blanks to committees for this special project.

11. The Treasurer is responsible for submitting necessary financial records kept beyond a 5-year period to the Archives for permanent retention.

## **Reports**

The Treasurer shall report to the membership on the financial status of the Chapter at the annual business meeting and throughout the fiscal year as necessary. Each month the Treasurer shall report to the Budget/Finance Committee Chair all Chapter expenditures and receipts processed by the Treasurer during that month. An electronic format is preferred. The Treasurer shall also send each monthly report to the *Informant* Editor for publication.

Prior to the annual audit, the Treasurer shall prepare the annual financial statement for the Association and the Chapter. The deadline for submission of the audited financial statement to Headquarters is January 31. Five copies of the audited financial statement are needed: one for the Treasurer, two for the Association accountant, one for the Chapter President, one for the Budget/Finance Chair. A mid-year financial report must be submitted to Headquarters by June 30th, covering January 1st through May 31st. See Appendix 3 for financial reports required by the national association and the dates they are due.

## **Auditor**

See the Illinois Chapter Recommended Practices section on the Auditor. The Treasurer calls the Auditor early in January to set the audit date for as soon as possible during that month for the annual audit and in mid-June for the mid-year audit.

## **6. DIRECTORS**

### **Composition**

Two Directors, at least one from outside the Chicago Standard Metropolitan Statistical Area.

### **Function**

Assist in advising and directing the Chapter's activities and establishing policies to achieve the Chapter's objectives.

### **Responsibilities and Procedures**

1. **Liaison Officers or Proctors:** The Directors serve as liaison officers between the Chapter committees and Executive Board by keeping in contact with Chapter committee members for the purpose of:

- a. Advising and coordinating the activities of the Chapter committees within the scope of the Chapter policy and objectives as established by the Executive Board;
  - b. Stimulating committee activities by giving the committee members initiative in planning committee activities;
  - c. Reporting to the Board especially on those committee activities which do not represent the Chapter's interests; and
  - d. Establishing better communications among committees and Executive Board members.
2. **Division of Committee Representation:** At the beginning of the Chapter year, the President decides which committees will be assigned to each Director.
3. **Executive Board Meetings:** Be willing to take on tasks as the Executive Board may request. Consider ways and means of maintaining high standards of performance within the Chapter, of improving relations between committees and the Board, and of setting Chapter policy as to scope of committee activities. Be familiar with the Procedure Illinois Chapter Recommended Practices as to what each committee's function is. Attend and vote at all Executive Board meetings.

## Reports

Oral reports are to be given at Board meetings on the progress of the committees for which each Director serves as liaison.

At the close of the Chapter year, provide two copies of an annual report from each assigned committee.

### III. STANDING COMMITTEES

#### 1. CHAPTER INFRASTRUCTURE TEAM

##### **ARCHIVES COMMITTEE**

##### **Composition**

A Chair appointed by the Chapter President and additional members recruited by the Chair as needed.

##### **Function**

To maintain an archival collection of non-current documents, correspondence and publications that reflect the development and activities of the Chapter.

##### **Responsibilities and Procedures**

- 1. Archival Materials – Content:** Archival materials should include the Chapter Governing Document, history, minutes, publicity, membership Directories, annual reports, Chapter Committees' files, a set of the Chapter's bulletin (the *Informant*), awards and materials that are pertinent to the Chapter's development and activities, including records of Student Groups, records of the Chapter's activities as host to Annual Conferences or Leadership Development Institute Meetings, and such other material as may be deemed appropriate.
- 2. Archival Materials – Acquisition:** The Chapter officers or committee chairs send these materials to the Archives Chair. The Archives Chair reviews that all required materials have been received for the current Chapter year. Any duplicate material can be eliminated as needed. Periodically, the chair should examine the Archives and make recommendations for removal of certain materials. The chair should be aware of the Archives Guidelines prepared by the Association Office.
- 3. Archival Materials – Location:** The archives should be housed in a public place (easily accessible by transportation) such as the library of one of the Chapter's members. If at all possible, the archives should not be moved from year to year. Present location: Dominican University; Graduate School of Library and Information Science; 7900 West Division Street; River Forest, IL 60305; ATTN: Inez Ringland.

##### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

**Also see Appendix 1, General Committee Information.**

## **AWARDS COMMITTEE**

### **Composition**

A Chair appointed by the Chapter Board and additional members recruited by the Chair as needed.

### **Function**

To seek nominations for, and present awards to, Chapter members for achievements in various areas. Note that the Chapter has established seven awards (see below), but not all are given each year.

### **Responsibilities and Procedures**

1. The Chapter Awards Committee annually seeks nominations for 7 awards, which are presented by SLA-IL to Chapter members. Please note, not all awards may be presented in a given year.
2. All Chapter members may make nominations. Self or member(s) can submit nominations.
3. The Awards Committee Chapter Awards (note that other committees may present awards, e.g. student travel awards) and criteria are:
  - a. Up and Coming Award: presented to a relatively new Illinois Chapter member who through work and professional involvement shows promise of becoming an outstanding member of the profession.
  - b. Author Award: awarded to the Illinois Chapter member who has published noteworthy work within the "*Informant*", other professional literature, a trade journal, popular press, or in-house publication. Work published since January of the previous Chapter year will be considered.
  - c. Library Partner Award: will be awarded to the vendor chosen by the Vendor Relations and Advertising Committee as the vendor whose partnering with the Illinois Chapter was noteworthy this year.
  - d. Library Communications and Marketing Award: will be awarded to the Information Center who has at least one Illinois Chapter member contributing to an in-house informational or library-related promotional publication. Nominators should submit two copies or related materials to the Professional Development Committee Chair by the award deadline.
  - e. Library Champion Award: presented to the parent organization, individual or other entity that has shown support to special libraries/information centers through speaking, writing, or advocacy.

- f. Outstanding Achievement Award: awarded to an Illinois Chapter member or Committee who has exhibited outstanding, unique or beyond-the-call-of-duty service to the Chapter.
  - g. Library Technology Award: awarded to an individual member who made significant contributions to developing innovative information systems and services that directly benefit their clients.
4. Nominations for any of the awards can be made by sending a letter, email or fax to the Chair of the Awards Committee. As much detail and supporting material as possible should be included.
  5. The deadline for nominations is typically two months before the Chapter Annual Meeting.
  6. Awards typically consist of a plaque and a small gift. This use of Chapter funds has been approved (see this Illinois Chapter Recommended Practices under Chapter Funds Allotment, Regular Operating Expenses).
  7. The awards are presented at the Chapter Annual Meeting or the Holiday party. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for chapter functions.)

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

**Also see Appendix 1, General Committee Information.**

## **ILLINOIS CHAPTER RECOMMENDED PRACTICES COMMITTEE**

### **Composition**

One or more members; at the time of a major revision of the Illinois Chapter Recommended Practices, the committee may be expanded to three members.

### **Function**

To revise the Illinois Chapter Recommended Practices on a continuing basis and make them available to Chapter officers via the web site. Provide electronic copy of Illinois Chapter Recommended Practices to Web Site committee for inclusion on web site.

### **Responsibilities and Procedures**

1. Request changes to the Illinois Chapter Recommended Practices annually from all officers and committee chairs. It is best to make this request near the end of the Chapter year so that the person suggesting changes has some experience in the office or on the committee.
2. Review copies of the minutes of Chapter and Board meetings from the SLA-Illinois web site in order to select actions that require changes to the Illinois Chapter Recommended Practices.
3. Submit changes to the Executive Board for approval.
4. Send copies of the approved pages to all holders of the Illinois Chapter Recommended Practices (members of the Executive Board) and to the chairs of committees affected by the changes.
5. Keep an electronic copy of the Illinois Chapter Recommended Practices up to date and available for electronic dissemination.

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

Submit changed pages to Archives at the end of the calendar year.

**Also see Appendix 1, General Committee Information.**

## ***NOMINATING COMMITTEE***

### **Composition**

The Executive Board shall appoint the Nominating Committee at least three months prior to the annual business meeting. This Committee shall be composed of three members, at least one of who shall be a former officer, or member of the previous Nominating Committee and one of whom shall be a member-at-large.

### **Function**

Prepare a slate of candidates for the offices of President-Elect, one Director and either the Secretary or Treasurer. (The three latter positions are filled every other year).

### **Responsibilities and Procedures**

1. **Selection of Candidates:** Hold committee meeting early enough so that there is time to receive written acceptances from the candidates and to transmit the results by the various deadlines. One candidate is nominated for each office.
2. **Additional Nominations:** Additional nominations may be made by the membership preceding the annual business meeting provided the additional nominees have accepted. The Chair should be ready to accept such nominations and submit them along with the slate prepared by the committee.
3. **Announcement of the Slate:**  
Day 1 of month PRIOR to annual business meeting  
Submit committee report, consisting of the slate and written acceptances of the nominees to the Executive Board. The Secretary will send a copy of the slate to the Informant Editor for publication and will arrange for the notification of members by having the slate included in the business meeting announcement.

If meeting in the month PRIOR to the annual business meeting

Arrange for the Chair or a member of the committee to read the slate at the meeting and accept additional nominations.

Business Meeting

Arrange for the Chair or a member of the committee to read the slate at the meeting.

4. **Elections:** The Election of officers shall be by (voice) ballot. Should there be a contest and the Election of officers be conducted by secret ballot, the Nominating Committee shall serve as Election Committee to tally the vote.

A sample script for Elections follows:

The Nominating Committee has offered a slate of candidates for election to the SLA-IL Board. The following persons have been nominated:

\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_

The names of nominees have been published in the last issue of the Informant, at our web site and on the May meeting flyer.

**President-Elect**

The nominee for President-Elect for program year's 2xxx-2xxx, President 2xxx-2xxx, and Past-President 2xxx-2xxx is \_\_\_\_\_.

Is there any other nominee for President-Elect being proposed? (This nominee would have to have agreed to the nomination beforehand).

Hearing none, all in favor of electing \_\_\_\_\_ as our President-Elect for program years 2xxx-2xxx, President 2xxx-2xxx, and Past-President 2xxx-2xxx, say Aye; opposed Nay.

\_\_\_\_\_ is our new President-Elect. Congratulations, \_\_\_\_\_.

**Reports**

See Section 3, Announcement of the Slate.

**Also see Appendix 1, General Committee Information.**

## **2. FINANCE TEAM**

### **AUDITOR**

Because of IRS regulations, the Auditor cannot be an SLA member. An Auditor will be designated by the Treasurer with Board approval.

### **AUDITING COMMITTEE**

#### **Composition**

One member, who should be a Past Chapter or division Treasurer.

#### **Function**

Audit Treasurer's records annually, check expenditures and receipts, approve and sign balance sheet to be sent to the Association for annual report. A mid-year audit will be made in July in years when a new Treasurer takes office. (Note: the transition to January – December calendar years will negate the mid-year audit requirement.)

#### **Responsibilities and Procedures**

The annual audit is conducted as soon as possible after December 31. The mid-year audit will be made in July for the six months previous to the assumption of office by a new Treasurer. See Illinois Chapter Recommended Practices section on Treasurer-Auditing.

1. **Expenditures:** Check expenditures for each month against cancelled checks, bills and receipts of expenditures that are arranged in date order.
2. **Receipts:** Check each month's receipts against the bills sent out (see copies of the Informant bills); record receipt of Chapter allotment check when received by the President from the Association.
  - a. Receipts and Expenditures: Add receipts and expenditures for each month to check the balance against the Treasurer's total.
  - b. Final Balance: Check the checkbook against final balances on hand.
  - c. Balance Sheet: Check the balance sheet against operating statement totals for various categories in preparation for annual report.
  - d. Signature: Sign the Treasurer's book/spread sheet printout and the Treasurer's report.

#### **Reports**

No report is required.

Also see [Appendix 1](#), General Committee Information and [Appendix 3a](#), Association Financial Statements.

## ***BUDGET/FINANCE COMMITTEE***

### **Composition**

Committee Chair and committee members as needed. The Treasurer serves as a member of this committee. It is recommended that the immediate Past Treasurer also serve on this committee, along with any other members appointed by the Chair.

### **Function**

To prepare a budget for the Chapter and to monitor the Chapter finances involving both receipts and expenditures.

### **Responsibilities and Procedures**

1. The committee meets regularly to monitor the finances, thus assuring the Chapter that a solvent status always exists.

The committee chair requests each Chapter Committee Chair and Board member to submit projected receipts and expenditures for the coming Chapter year. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the budget process.) A consolidated Chapter budget is then prepared for submission to the Chapter Executive Board.

2. The committee does all the necessary research insofar as the Chapter finances are concerned. The recommendations thus derived are given to the Chapter Executive Board. The Board is thus relieved of the burden of having to spend many hours on financial matters, allowing it to make the proper decisions based on the studies made by the committee.
3. Finances of the Chapter are to be administered according to the following guidelines on the purpose and definition of funds:
  - a. **Current Operating Fund** – The Current Operating Fund is the one to which the current allotment should be assigned and from which current operating expenses are paid. In addition to the allotment, these funds are derived from income accruing as a result of normal Chapter activities, such as advertising, any excess income on meetings, hospitality suites, etc. Normal charges against this Fund include postage, notices, etc.
  - b. **Reserve Fund** – The Chapter shall establish a Reserve Fund. Normally the Chapter will utilize the greater part of its annual funds. However, it may elect to conserve its funds in anticipation of specific undertakings where special projects have not already been identified. The Chapter may, through lack of activity, carry unspent allotments over to the following year. Funds accumulated for either of these reasons and not expected to be spent during the year's usual activities may be transferred to the Reserve Fund.

- c. **Project Fund(s)** – Money earned in special Chapter projects may be maintained in one or more project funds, general or designated. Projects may cover a one-time publication, a serial publication, a meeting or activity that can result in revenue, and royalties paid by the Association for Chapter originated publications. Expenses involved in such projects are to be charged against these funds. There is no limit to the size of these funds; but the project or projects from which the money is derived and spent must be itemized. The Special Projects Committee fund is an example of this type of fund.
  
- d. **Travel Funds** – Any travel funds for members of the Chapter must have prior approval of the Chapter Board. Conference expenses for the Chapter President and President-Elect can be reimbursed according to the guidelines in section II.1.A. Expenses for Executive Board meeting attendance by Chapter Officers can be reimbursed according to the guidelines in section II.1.1.

## **Reports**

No annual report is necessary. Reports will be in the form of the budget prepared for the Chapter Executive Board by the November meeting of each year.

**Also see Appendix 1, General Committee Information.**

### ***PRINTING SERVICES***

A vendor approved by the Board provides printing Services. The vendor currently provides registration services for meetings (receives registration monies, prepares meeting badges and registration list), distributes meeting and professional development flyers. A monthly invoice and registration receipts are submitted to the Treasurer. The Treasurer serves as Board liaison to the vendor. The Membership Committee and Programming Team also liaise directly with the vendor for their specific program activities.

#### **Reports**

No report is required.

## ***JOBLINE COMMITTEE***

### **Composition**

A minimum of two members, a Chapter Jobline Chair appointed by the President, and a representative of the Illinois Library Association.

### **Function**

The Jobline is co-sponsored by the Illinois Chapter of SLA to provide all librarians with information about employment opportunities via the internet.

### **Responsibilities and Procedures**

#### **1. Operations**

- a. Jobline is operated by the Illinois Library Association office.
- b. The Treasurer maintains the Jobline checkbook.

#### **2. Positions**

- a. Full-time or part-time professional positions are accepted (MLS required). Separate listings for support-staff positions are also accepted.
- b. A fee is charged for each listing.
- c. Each listing runs for two weeks and is cancelled automatically after this period unless renewed.

#### **3. Funding and Cost Recovery:**

- a. Income from employer listings will be divided between the two sponsoring organizations after operational expenses have been recovered.
- b. If unrealistic losses occur, the Chair must notify the Executive Board and Budget/Finance Committee Chair.

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.) The report includes:

- The average weekly number of listings
- Total listings for the year
- Expenses

**Also see Appendix 1, General Committee Information.**

### **3. INTERNAL COMMUNICATIONS TEAM**

#### **INFORMANT COMMITTEE**

##### **Composition**

Editor, with one or more Assistant Editors, if necessary, and regional correspondents. The Committee works closely with many of the Chapter officers and particularly closely with the Membership, Sponsorship and Advertising Committee. Committee members should understand the activities of the Chapter and be acquainted with the interests of the members and their libraries in order to make the *Informant* an effective means of communication.

##### **Function**

Publish the *Informant*, the official bulletin of the Illinois Chapter. The function of the *Informant* is to publish news about Chapter activities, including Executive Board meetings, and Chapter members, and to publish other professional news.

##### **Responsibilities and Procedures**

1. **Number of Issues:** The Informant content is published on a rolling calendar to the Chapter website.
2. **Schedule:** Articles are submitted and published within a timely manor. For example, the Chapter Board Meeting Minutes are published no more than 7 days after approval. Time must be allowed for writing, editing, layout, and proofreading.
3. **Editorial Responsibilities:** The Editorial Committee selects, writes and edits material. The Editorial Committee consists of the Informant staff and 1 or more Chapter members appointed by the Editor. The Editor sets the policy for the year within the guidelines of the Informant's function and contacts Chapter members or Committee members for reports. While Chapter members and particularly the Chapter President, Secretary, and Treasurer should submit material; it is the Editor's responsibility to obtain the material. All material is subject to the Editor's decision as to inclusion and editing. Certain types of Chapter news usually appear in these specified issues:

<b>TYPE OF MATERIAL</b>	Monthly	Annually	Special Feature
Advertising	x		
Annual Conference		x	
Annual Reports		x	
Coming Meetings	x		x
Correspondents' Reports			x
Jobline Website access information	x		
Membership Changes			x
Articles on Chapter Meetings	x		
Minutes of Board Meetings	x		
Nominations		x	
Officers and Chair	x	x	x
President's Message	x	x	x
Treasurer's Report	x		
Winter Conference		x	

The Editor is responsible for complying with Association guidelines, particularly with respect to the proportion of advertising to editorial pages.

Other editorial features may include: Association news of particular interest to the Chapter; biographies of officers if provided by the Nominating Committee; reports from committees such as Consultation; activities of groups and committees within the Chapter; announcements of other local library group meetings.

The Informant encourages original writing and research.

4. Advertising: The Membership, Sponsorship and Advertising Committee solicits advertising in order to help defray the expenses of the website. See the Vendor Relations and Advertising Committee, Responsibilities and Procedures.
5. Production Methods: The Informant is published to the website on a rolling schedule.
6. Posting to Website: An email is sent to the membership list when a new content of the Informant is available for download.

## **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

Include: a summary of accomplishments; innovations and problems; and recommendations for the future.

**Also see Appendix 1, General Committee Information.**

## **WEB SITE COMMITTEE**

### **Composition**

The committee will be composed of at least one member, with the ultimate goal of having between two and three people to share the duties. One member must have demonstrated HTML and other web site production experience.

### **Function**

Maintain and promote the Chapter home page to best serve the interests of the Chapter members. The home page should serve as both a communication and marketing tool for the Chapter.

### **Responsibilities and Procedures**

1. Maintain the web site by adding and deleting information as required.
2. Develop new content for the site and work as a liaison with other Chapter chairs to increase information available through the site.
3. Adhere to several scheduled content submissions (incorporate into responsibilities of affiliated committee chairs)
  - a. names and contact information of Executive Board members submitted to the home page committee by mid summer of each year.
  - b. names and contact information of committee chairs submitted to the home page committee as soon as members are appointed
  - c. meeting program schedule submitted to the home page committee as soon as topics and dates are finalized
  - d. detailed meeting program announcements submitted to the home page committee at the same time they are submitted to printer for mailing production
4. Update layout and design of the home page as needed.
5. Keep current on web technology issues.

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

Update the Internal Communications Committee liaison before each month's Board Meeting with the following statistics:

1. The three most visited pages;
2. Total site hits;
3. Notable changes and updates to the site; and
4. Increased areas of activity on the site.

**Also see Appendix 1, General Committee Information.**

## **DISCUSSION LIST**

### **Composition**

One chair (listowner)

### **Function**

Maintain and manage electronic discussion list for the membership. The list may be used for, but not limited to sharing professional ideas, seeking guidance from colleagues, distributing meeting information, etc. Members should not post, reproduce, or distribute copyrighted material on the discussion list without the permission of the author or copyright holder.

### **Responsibilities and Procedures**

1. The chair (listowner) should be responsible for establishing maintaining an electronic discussion list on any server or platform deemed most effective,
2. Communicating to the membership the means for subscribing, unsubscribing and posting messages to the discussion list,
3. Notifying the membership of any scheduled downtime or discussion list unavailability if known and apprising them of any technical difficulties or changes, should they occur,
4. Adding, deleting or making corrections to user accounts when necessary,
5. Monitoring error messages received from the electronic list and correcting as necessary,
6. Notifying the Treasurer of any charges or fees associated with the electronic discussion list,
7. Submitting quarterly and annual reports as described below.

### **Reports**

Submit an annual report on the number of list subscribers and list traffic to the Board liaison for the Internal Communications Team.

### **Records**

Records passed to the next Chair should include:

- Technical contacts for list server organization
- Instructions and policies for list maintenance

**Also see Appendix 1, General Committee Information.**

#### **4. MEMBERSHIP, SPONSORSHIP AND ADVERTISING**

##### **MEMBERSHIP COMMITTEE**

###### **Composition**

One to two members. Other Committee members may be appointed if necessary.

###### **Function**

Maintains membership records, develop programs to maintain and increase membership and work with the SLA Membership Department.

###### **Responsibilities and Procedures**

1. **Membership Records:** Maintain membership records as supplied by the Association's Membership Department. The Association sends Chapter rosters and monthly updates to the Committee Chair.
  - a. **Changes:** Send monthly updates to: (1) the *Informant* Editor for publication; and (2) the Meeting Arrangements & Hospitality Committee Chair.
  - b. **New Members:** Send welcoming letters to new members. Include a copy of a meeting announcement of the next meeting, if the meeting date is in the near future. Inform new members of the availability of the Chapter Web Site and instructions for creating a personalized Membership Directory.
  - c. **Non-Renewed Members:** Follow up on non-renewed members lists sent by the Association. Contact all members on the lists and urge reinstatement. Find out reasons for non-renewal of membership.
2. **Prospective Members:** Maintain a file of prospective members compiled from sources such as the Professional Development, Meeting & Hospitality Committees, and Chapter members. When a new prospect is reported, he or she should be invited to join the Association. Have a supply of Association literature and application forms to send to prospects and to use in answering queries. Library school students are prospective members and can be a target of a campaign in cooperation with the Student Outreach Committee.
3. **Sustaining Members:** Sustaining memberships do not carry membership in a Chapter. Chapters do, however, receive a computer printout of sustaining members in their areas and are encouraged to invite representatives to Chapter meetings. Include these names in the Chapter mailing list.
4. **Membership Campaigns:** The search for new members and the retention of current members is a continuing activity. Plan and carry out membership drives in cooperation with the programs of the Association's Board of Directors and the Association's Membership Department. In the past there have been Chapter membership meetings whereby the Committee, in cooperation with the Program

Committee, plans a regular Chapter meeting geared to membership recruitment. Special invitations are sent to prospective members.

## **Reports**

Submit an annual report to the Chapter President before April 1. Include a review of activities, statistics of membership and recommendations for the future.

The following records should be retained for one year and passed on to the next committee chair:

1. All membership rosters and member data change reports received from the Association
2. Any local correspondence related to membership data problems for Chapter members
3. Any correspondence with the Association concerning member data problems; and
4. Samples of the various form letters, etc. used by the Committee to correspond with Chapter members and prospective members.

**Also see Appendix 1, General Committee Information.**

## **VENDOR RELATIONS AND ADVERTISING COMMITTEE**

### **Composition**

Two co-chairs and committee members (number may vary).

### **Function**

Solicit and obtain advertising for meeting sponsorship of monthly Chapter meetings, the *Informant*, the holiday reception, and the reception at the Annual Conference. Funds are used to reduce or defray speaker and meeting expenses in the case of meeting sponsorship; and to reduce or defray the expenses of publishing the *Informant*.

### **Responsibilities and Procedures**

Submit a budget estimate to the Budget/Finance Chair. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the budget process.) . This should include revenue estimates and expenses. Expenses include estimates for one free dinner or lunch per vendor sponsor per meeting, postage, signage, and other costs.

Set sponsorship rates for the year with Chapter Board.

1. Develop marketing letter and rate cards.
2. Contact Program Chair for topic list and dates to especially target vendors whose products and services tie in with the meeting topic.
3. As early as possible in the Chapter year, write to Past and prospective advertisers, soliciting advertising for forthcoming meetings and the *Informant*. Include in the letter a description of each advertising opportunity and the target audiences, and a copy of the rate schedule.
4. Meeting sponsorship: When a vendor agrees to sponsor a meeting, send a letter with details of the meeting and an invoice. When contracts are returned, the committee chair signs them and files the original. Inform Program Chair and *Informant* editor of sponsors for each meeting. Fashion signs for each meeting acknowledging vendors. Greet vendors at meeting.
5. Publication sponsorship: When contracts are returned, the committee chair signs them and files the original. Advertisers write their own copy, subject to the approval of the Vendor Relations and Advertising committee chair with input from the Web Site Committee chair. When the *Informant* is updated, the advertisers are billed for the amount stipulated in the contract with instructions that payment be sent directly to the committee chair. Send each advertiser links to the *Informant* as proof of publication.
6. Forward sponsorship checks to Treasurer.

## **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.) One copy should be kept in the Committee records. The report will include, for each publication, the number of ads per issue and total, the revenue per issue and total, and the names of all advertisers for the year.

## **Records**

Records passed to the next Chair should include:

1. The committee annual report for the previous three years.
2. Solicitation letters and rate schedules for the previous three years.
3. Addresses and contact names for all potential and actual advertisers contacted.
4. Financial records of the Committee, including the annual budget projection.

## **Archives**

Items for archives should include names and addresses of vendors contacted during the year, in addition to a record of meeting dates and the corresponding vendors that sponsored each meeting.

**Also see Appendix 1, General Committee Information and Appendix 4, Contracts for Advertising**

## 5. **OUTREACH AND PROMOTION**

### **PUBLIC RELATIONS COMMITTEE**

#### **Composition**

The Chair is appointed by the incoming President and may recruit other members as needed.

#### **Function**

**Inform** the SLA-IL membership about events and activities of the chapter and other organizations of interest.

**Promote** special librarianship as a professional option with library school students and the business community.

**Identify** media opportunities with SLA-IL members and SLA-IL committees for publicity. (e.g. Student Outreach, Community Services, member awards and activities).

**Disseminate** media information from SLA headquarters pertinent to SLA-IL members.

**Advance** the visibility of special librarians in organizations and their contributions to the betterment of access and organization of information.

**Create** media opportunities that highlight the SLA-IL membership and their activities through general and library media.

**Publicize** the activities, meetings and events of the Chapter and its members through local and national communication media;

#### **Responsibilities and Procedures**

1. **Chapter Activities:** Publish to the discussion list a weekly update of chapter activities. Include other organizations of interest. The Public Relations Chair works closely with Programs, Student Outreach, SLA Cares, Professional Development and other committees to ensure that all activities are represented.
2. Identify and pursue opportunities to publicize SLA-IL membership and activities.

#### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

**Also see Appendix 1, General Committee Information.**

## ***STUDENT OUTREACH COMMITTEE***

### **Composition**

The committee will consist of a chair and three to five members dependent upon recruitment efforts.

### **Function**

To arouse and stimulate interest in special librarianship as a possible career path for undergraduate and graduate students and to promote the field to the local professional vocational guidance Chapters.

To maintain liaison with the SLA Education Committee, Professional Development Committee, and the Deans of the area library schools.

### **Responsibilities and Procedures**

#### **1. Suggested Educational Activities:**

- a. **Potential Recruits:** Emphasis should be placed on college and university students, and those currently enrolled in library school.
- b. **Library Tours:** Offer tours of selected special libraries to library school students. This may also be opened up to Chapter members as a networking and educational event.
- c. **Scholarships:** Promote the SLA student financial assistance programs to Illinois library schools and local colleges.
- d. **Outreach Activities:** Develop such programs as internships, mentoring programs, student essay contests, and student night at a Chapter meeting.

#### **2. Coordination and Cooperation:**

- a. **Relationships with Library Schools:** Maintain regular contacts with local library schools so that students and faculty are kept informed about the special library profession and Chapter events.
- b. Invite students to Chapter meetings when the program is of particular interest and pay attention to those who attend.

### **Budget**

The budget request should include provision for student discounts at meetings and for any scholarships or stipends the Committee wishes to award. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the budget process.)

## **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

This should be a review of activities during the year and ideas for the future.

**Also see Appendix 1, General Committee Information.**

## 6. STRATEGIC PLANNING COMMITTEE

### Composition

A minimum of three members including a Chair appointed by the President. Preferably the Chair served as a member of the Strategic Planning Committee for the year before assuming Chair. (During years in which surveys are conducted, the Committee number will need to be increased to accomplish all of the tasks.)

### Function

Serves in an advisory role to the Board by revising the Strategic Plan based on membership input.

### Responsibilities and Procedures

#### 1. Gather Membership Input

**Surveying:** Survey the membership periodically (usually not more often than every three years or less often than every five years). Use the Summer 2005 survey as a benchmark.

- a. Review all Chapter surveys to avoid asking redundant questions or sending out multiple surveys at one time. Some surveys, such as those following meetings may have blanket approval for the year.
- b. Obtain Executive Board approval for all surveys. The Board should make sure the survey is useful and well constructed, sent at an appropriate time, and it will be properly reported to the membership. The Board must authorize funds if needed.
- c. Coordinate with the Association for electronic survey tools and surveys sent outside the Chapter.
- d. Results of surveys should be presented for publication in the *Informant* or on the Chapter Web Site. Survey results may also be submitted to *Information Outlook*.
- e. Past Chapter surveys have included:
  - i. One-fact surveys (e.g. age of membership)
  - ii. Project surveys, e.g. "Do you think X is needed?" and "Would you work on it?"
  - iii. Factual surveys such as a salary survey or a loan policies survey. Note the Association performs an annual salary survey.
  - iv. Work interest surveys, done by the President or the Board to help assign people to committees. The usually take the form of a letter urging members to participate in the work of the Chapter, with a checklist of committees and possible space for comments or project ideas.
  - v. Meeting Satisfaction Survey, coordinated by the Program Committee

**Meetings:** Gather input from the membership at various meetings, such as, monthly meetings, professional development meetings, and leadership training meetings. Valuable feedback is everywhere.

**Focus Groups and other mechanisms:** Consider other mechanisms for taking the pulse of the membership.

**2. Revise Strategic Plan**

- a. Review annually and revise as needed based on membership input.
- b. Change priorities annually for the coming program year based on membership input.
- c. Communicate the current Strategic Plan via every means possible including the Informant, the discussion list, the web site, brochures.

**3. Envision and Articulate the Future**

**4. Tackle Special Projects as Assigned by President**

**Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.) Review the activities during the year and ideas for the future.

**Also see Appendix 1, General Committee Information.**

## ***SLA Cares COMMITTEE***

### **Composition**

A Chair appointed by the Chapter Board and additional members recruited by the Chair as needed.

### **Function**

To identify one or more organizations to support as an organization.

### **Responsibilities and Procedures**

1. Identify opportunities for SLA volunteers to interact with the community, such as cleaning up a park, volunteering with a food bank, collecting funds for an organization, and collecting books for an organization that supports children. In the past, the Holiday Party has been an opportunity to members to contribute books for children.
2. Consider providing membership the opportunity to select supporting one or many organizations in a calendar year and which organization(s) to support.
3. Coordinate with other Committees, such as Public Relations Committee for inclusion in the discussion list announcements, with Meeting Arrangements Committee to collect funds at meetings, and with Program Committee to make announcements at meetings.

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.) Include organizations supported and amounts (dollars or effort) contributed.

**Also see Appendix 1, General Committee Information.**

## **7. PROGRAMMING TEAM**

### **PROGRAM COMMITTEE**

#### **Composition**

Three or more members. The President-Elect is Chair of the Program Committee assisted by additional members. It is desirable to have at least one member who has served on the committee previously and to have diversification in subject and type of library, or organization represented. It is also desirable to have members who are familiar with the Chicago area and are likely to know about local developments and program possibilities. It is desirable to have enough members so that one or two members can take primary responsibility for one of the seven meetings that normally have programs.

#### **Function**

Set dates for the nine meetings held each year; plan and present the programs (unless a program is sponsored and planned by another committee such as Professional Development); coordinate with the following committees – Meeting Arrangements & Hospitality, Vendor/Advertising, *Informant*, Web Site, Student Outreach and subcontractor for issuing meeting announcements. Keep in contact with the Chapter President on developments

#### **Responsibilities and Procedures**

Meetings are the primary professional activity of the Chapter, and it is the responsibility of the Program Committee to plan and present meetings that are of interest and value to the members. Chapter meetings are held monthly, September through May. Due to the Holiday Reception and the Annual Chapter Business meeting, usually only seven of the nine monthly meetings require planning of programs. A program at the Annual Chapter Business meeting is at the option of the Program Committee and the President.

#### **1. Committee Meetings:**

- a. Recruit volunteers for the Program Committee by placing an announcement in the *Informant*, asking for help at the Annual Chapter Business, and placing a notice on the discussion list.
- b. Meet early after the election of the President-Elect to plan both meeting dates and programs. Determine and avoid possible conflicts with religious or other holidays, major local events, and library conferences (Internet World, Online World, SLA Leadership Development Institute Meeting, etc.) If dates are known, avoid conflicts with CALL (Chicago Association of Law Libraries), North Suburban Special Librarians, Society of Competitive Intelligence Professionals Illinois Chapter, and the Metropolitan Library System.
- c. Invite the President, Meeting Arrangement & Hospitality, Vendor Relations Chair, and any other interested chairs to the initial planning meeting. Keep them informed after each meeting they do not attend.

- d. Send tentative dates and plans to the *Informant* and Web Site Committee after the first planning meeting. Send further information throughout the year.
- e. Hold additional committee meetings or telephone conferences as needed to complete program plans.

## 2. **Types of Programs:**

- a. The committee may choose to present outside speakers on topics related to special librarianship, or to make use of the talents of Chapter members for speeches or panel discussions. Current policy is that Chapter funds may be used to pay for the dinners or lunches of speakers. The committee must submit a budget request for all program expenses. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the budget process.) Changes to the budget request will be handled routinely as described in section II.2.4.b of the Recommended Practices.

These expenses should include estimated cost of lunches or dinners and, for non-member speakers, honorariums, speaker travel, hotel and meal expenses, and AV expenses.

Travel expenses are defined as coach airfare and shuttle/taxi service to and from the hotel. Automobile mileage or an alternative to airfare will be paid but should not exceed the cost of coach airfare.

Hotel expenses are defined as the room rate plus tax. The speaker must pay any additional hotel charges, such as telecommunications or movies. SLA Illinois will only pay for those nights required by the meeting and transportation schedules.

Some meals are included as part of the meeting registration which SLA Illinois will provide. It is expected that the speaker will join SLA Illinois for meals included in the registration. The chapter will pay for other meals required as part of the travel.

SLA Illinois will not be responsible for expenses other than those listed above.

- b. There are several special types of meetings:
  - 1) **Visit of the SLA President or President-Elect.** These visits are by invitation of the Chapter only. Requests are made by submitting two copies of a visit form (Appendix E of Chapter Guidelines) to the Chapter Cabinet Chair-Elect during or preceding the Annual Conference of the Association so that the incoming President and President-Elect may plan visits for the next year while they are at the Conference.

- 2) **Holiday Reception:** The December Holiday Reception is usually held in conjunction with the Chicago Association of Law Libraries (CALL). Planning responsibility has rotated sequentially between the two groups.

If it is SLA's turn to plan the party, the Meeting Arrangements Committee is responsible.

- 3) **Joint meetings with other groups or Chapters:** In addition to Holiday Reception, the Chapter has occasionally held joint meetings with the North Suburban Special Librarians and the Wisconsin SLA Chapter in the summer.

The groups coordinate in planning the program, selecting the locations, handling registrations and distributing meeting announcements to all members.

Other joint meetings may be planned, if appropriate lead-time is available, and if the Board wishes to accept/propose such meetings. Examples would be hosting programs sponsored by divisions or SLA national. Such meetings may be counted as regular monthly meetings or considered as extra meetings, at the discretion of the Program Committee.

- 4) **Members outside Chicago:** Since Illinois Chapter covers most of Illinois; many members are not able to attend regular meetings. Meetings outside the Chicago area may be planned by any group of members after presenting a proposal to the Board. The program committee will coordinate with the group once a program is approved, but the initiating group is responsible for planning the meeting.

- 5) **Other Special Meetings:** To attract attendance and fit in with all phases of Chapter activities, the Program Committee should be open to suggestions from other committees and all members. There have been meetings planned by various Chapter Committees such as Membership as well as meetings directed to special audiences such as boss's night where an exceptional speaker is selected to attract businessmen or research managers. Any committee chair that decides to have a meeting must coordinate date and meeting content with the Program Chair.

- 6) **Business meetings:** An annual Chapter business meeting is held once a year. See Appendix 9: Transition to January – December Calendar Year for recommended dates for the Chapter business meeting. The slate of officers is first read at the meeting in the month

prior to the Business Meeting (if one is held); then it is re-read and voted on at the Business Meeting. Extra time for business may be needed at other times of the year, for amendment of Governing Document, discussion of a major project or other Chapter or Association affairs. The Program Committee may choose to offer a program at this meeting, at the discretion of the President.

### **3. Procedures:**

The Chair should:

- a. Call committee meetings.
- b. Keep the President informed on program arrangements.
- c. Contact speakers and make program arrangements, or assign responsibility for particular programs to committee members.
- d. Prepare Meeting Announcements in conjunction with the Meeting Arrangements Committee
- e. Notifications should arrive at least two weeks, preferably three, before the registration deadline. Establish deadline dates as a guide for Meeting Arrangements, Program Team members and Advertising/Vendor to complete their assignments in time for the flyer to be printed.
- f. Send meeting notice/reminder to discussion list two-three weeks before the program. Follow-up as needed to remind members to register.
- g. Act as host for speakers and guests.
- h. Write thank you letters to speakers, participants, and host organization immediately after meeting.
- i. If desired, the Chair should arrange to have a printed listing of program dates and topics prepared for distribution at the September meeting.
- j. For each meeting, the Program Chair and the President decide who will sit at the head table and what the sequence of program items will be. The Program Chair relays the names of speakers to the subcontractor for guest badges. The Meeting Arrangements Committee also checks on microphones and any special equipment or arrangements that are needed for the program. It is advisable to designate a member of either the Meeting Arrangements or the Program Committee to be responsible for emergency requirements during the meeting. These may involve getting the microphone turned on, adjusting lights, moving the podium, closing doors, seeing that excessive external noises are stopped quickly and handling other such problems.

### **Budget**

The committee should submit a budget request, jointly with Dinner Arrangements, for the year. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the budget process.)

It is the goal of the Chapter Board to entirely fund meetings and the Holiday Reception from registrations and vendor sponsorship. In the case of any meeting that is a joint endeavor, statistics should be kept of the percentages of the two organizations attending. Any shortfall should be covered by dividing by those percentages (i.e. if the SLA Chapter members are 55% of the attendance, the Chapter should cover 55% of the deficit.)

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

**Also see     Appendix 1, General Committee Information**

## **MEETING ARRANGEMENTS COMMITTEE**

### **Composition**

A Chair and additional members as needed to help with arrangements and registration.

### **Function**

Select suitable meeting places, make meal arrangements, relay meeting specifics, receive reservations and handle registration at the meetings, approve invoice from restaurant or banquet facility before sending it to the Treasurer for payment, and send members' dinner reservation checks to the Treasurer. The Chair works closely with the Program Committee Chair and the Vendor Relations Chair to coordinate planning.

### **Responsibilities and Procedures**

1. **Selection of Meeting Places:** Make preliminary reservations as soon as the Program Committee has set meeting dates. Select meeting places for convenience of location, quality of food, efficiency of service, reasonable price and availability of a cash bar. Reserve a room for the Executive Board meeting if necessary.
2. **Setting Prices:** When setting the price, the objective is to recover the cost of the meeting. Prices should include:
  - Meal cost including tax and gratuity (estimated at 30% in 2006).
  - When estimating number of attendees, the attendance of the meeting in the same month of the previous year can be used as a benchmark.
  - Meeting sponsors receive complimentary meal(s). Number of meals depends on level of sponsorship.
  - Bartender and other service fees.
  - Speaker's meal and non-member speaker's fees and expenses.
  - Any other meal or program-related expenses, including audio-visual.

Non-members are charged \$5 more than member prices for meetings. If the Chapter budget allows, students, retired members, and unemployed members are given a \$5 discount from member prices.

Inform the President-Elect of estimated costs and attendance figures used to set meeting prices, and obtain the President-Elect's approval before finalizing price and signing contract.

### 3. **Meeting Announcements:**

Meeting announcements are posted to the chapter website and chapter discussion list. The announcement should include:

- Day and date of meeting.
- Place, including address, and floor and parking arrangements if available.
- Time of registration, meal, and program
- Menu selection if available.
- Prices as set above.
- A short description of the program, listing speakers and affiliations.
- Names of vendor sponsors
- Reservation deadline, usually 48-72 hours.
- Name and address of where to mail payment checks.
- Instructions to make checks payable to SLA Illinois Chapter

The response form should include:

- Name and organization of the registrant
- Check box for member/non-member status
- Check box for student status with space for name of school
- Check box for retired or unemployed
- Check box for vegetarian meal preference
- Respondent's e-mail address or fax

Notify the following positions of meeting specifics:

- Vendor Relations
- Webmaster
- Public Relations
- 3rd party vendor who handles registration
- Informant editors
- President-Elect / Programming Chair

See also Section II.3 for President-Elect overall program responsibilities.

4. **Reservations:** All reservations should be prepaid. Payment will be accepted at the time of the meeting. There are no refunds for no-shows. Confirmed reservations are made with the restaurant or banquet facilities based upon the number of reservations received by the stated deadline. Checks are to be passed on to Treasurer within one week after meeting. Amounts should tally with Report Form figures. After reservations have closed, the 3rd party vendor will produce a list of the names and companies of attendees to be used for check-in purposes. Four copies of a list of new members, non-members, and students should be produced and sent to the Meeting Arrangements chair. This information will be passed to the registration volunteers. Records of meeting attendees should be maintained in a database for future analysis.

5. **Meal Arrangements:** Contact the restaurant or hotel and select the menu. The menu should be selected at least one month prior to the meeting so that the price of the dinner can be established. Always offer a vegetarian alternative. Three or four days before the meeting (the restaurant may have its own deadline), notify the restaurant of the final number of reservations and the size of the speakers' table, and arrange for a reservation desk. Check with the Program Chair on speakers' badges, seating at the speakers' table, and the need for special equipment such as lecterns or audio-visual aids.
  
6. **Registration:**  
 Badges: 3<sup>rd</sup> party vendor will provide a complete set of name tags prior to first meeting. Have extras on hand for walk ins.  
  
 Check-In:
  - At least two registration volunteers should be at the meeting place one-half hour before the scheduled time with the check-in list. Provide name tags and pens at the registration table. If pre-printed name tags are used, also have a supply of blank ones available.
  - Request contact information for walk-in guests
  - Provide receipt forms as requested.
  
7. **Greeters:** Volunteers who are willing to greet attendees, introduce new members to others and basically act as hosts for the event.
  
8. **Records:** Maintain records evaluating facilities used or contacted. Note price, room suitability, service, food, contact name and telephone number.
  
9. **Complaints:** The Chair should bear in mind that no possible arrangement will please everyone and should try to bear with equanimity and good humor the inevitable complaints about the food, the speaker, the place and the parking.
  
10. **Surveys:** e-mail surveys should be sent to registrants on the work day following the meeting. Coordinate with Strategic Planning Committee for survey tools and survey wording. It is helpful to use the same structure and grading levels for a chapter year for comparison purposes.
  
11. A sub-function of the Meeting Arrangements Committee is planning special events such as the holiday reception, chapter receptions, reception or hospitality suite at Annual Conference.

## Reports

Complete the meeting report form, which includes details on program, registration vs. actual attendance, costs, and other information as shown in the sample form in Appendix 6. Submit the original meeting report to the President-Elect promptly after each meeting for submission to the Board, keeping a copy for the committee files.

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

Include a review of activities, discussion of any problems, and recommendations for the future.

**Also see: Appendix 1, General Committee Information and Appendix 5, Joint Meeting Responsibilities.**

**Note: As of Fall 2005, Illinois sales tax is still required. This was investigated with headquarters.**

## ***PROFESSIONAL DEVELOPMENT COMMITTEE***

### **Composition**

The Committee will consist of a Chair and at least one other member.

### **Function**

To plan and execute special programs in the area of Professional Development for our Chapter members.

### **Responsibilities and Procedures**

1. **Suggested Educational Activities:**

**Educational Programs:** These may be seminars, workshops, or study groups which can be presented at or in addition to regular Chapter meetings. Topics addressed will focus on professional development issues.

2. **Coordination and Cooperation:**

- a. Keep abreast of the interests on the national level. Joint programs should be considered.
- b. Develop relationships with other organizations, such as professional societies, that could possibly provide future programming ideas or co-sponsor programs.

3. **Publications:**

Programs and activities of the Professional Development Committee should be considered for publication possibilities. The Chapter can publish workshop Proceedings of workshops and individual talks can be submitted to The Informant or other publications.

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

This should be a review of activities during the year and ideas for the future. Include descriptions of programs presented, with attendance figures and income/expense information.

**Also see: Appendix 1, General Committee Information.**

## **SLA BOOK CLUB COMMITTEE**

### **Composition**

A Chair appointed by the Chapter Board and additional members recruited by the Chair as needed.

### **Function**

Encourage informal membership gatherings.

### **Responsibilities and Procedures**

1. The SLA Book Club encourages small groups of members throughout SLA-Illinois to gather for networking.
2. SLA Book Club Chair and Committee, with input from membership, select one book every month or every other month. Book selections may alternate between business or professional literature and non-business selections.
  - a. Selections are posted. The Committee coordinates with Public Relations Committee for inclusion on the weekly announcement, Program Committee for announcements at meetings, *Informant* for articles about the selected books and other committees as needed.
  - b. Small groups are encouraged to self-form at geographically convenient locations. The Chair coordinates discussion materials for other leaders.

### **Reports**

An annual report is submitted to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.) Include books selected and the number of members participating.

**Also see Appendix 1, General Committee Information.**

## IV. IRREGULAR COMMITTEES

### 1. ANNIVERSARY COMMITTEE

#### Composition

Shall consist of the Chair, those chairs listed below and as many Chapter members as can be used to their best potential.

#### Function

To make all arrangements for a Chapter anniversary celebration.

#### Responsibilities and Procedures

1. **Type of Celebration:** The committee should decide what type is to be held. From this decision, the committee members can decide on what type of meeting to have, such as a dinner meeting or an all day session.
2. **Committee Chairs:** The Chair should select Chapter members to be responsible for:
  - a. Program
  - b. Exhibits
  - c. History-Archives
  - d. Decorations
  - e. Hospitality
  - f. Location and Menu
  - g. Printing Invitations
  - h. Publicity
3. **Special Guests:** Special guests connected with the Chapter can be invited such as:
  - a. Past Chapter Presidents
  - b. Past SLA Presidents
  - c. Hall of Fame members
  - d. Past members who have retired
4. **Dates:**
  - a. September 1, 1925, Founding
  - b. September 1, 1935, 10th Anniversary
  - c. September 1, 1945, 20th Anniversary
  - d. September 1, 1950, 25th Anniversary
  - e. September 1, 1955, 30th Anniversary
  - f. September 1, 1965, 40th Anniversary
  - g. September 1, 1975, 50th Anniversary
  - h. September 1, 1985, 60th Anniversary
  - i. September 1, 1995, 70th Anniversary
  - j. September 1, 2000, 75th Anniversary
  - k. September 1, 2025, 100th Anniversary

### **3.     *DOWNSTATE PROGRAM COMMITTEE***

#### **Composition**

Members are all volunteers from various special libraries, University of Illinois Champaign-Urbana Graduate School of Library and Information Science, multitype library systems, consortia and other appropriate groups.

#### **Function**

The purpose of the Downstate Program Committee is to help the Special Libraries Association Illinois Chapter promote the professional and educational development of special librarians in Downstate Illinois. The Committee works closely with the Board of Directors and collaborates with other organizations, including University of Illinois Champaign-Urbana Graduate School of Library and Information Science, University of Illinois Champaign-Urbana SLA Student Chapter and multitype library systems, consortia and other appropriate groups in planning and promoting at least one annual event.

#### **Responsibilities and Procedures**

The tasks for the Committee members include:

1. Committee Chair (in most instances the Downstate Director): oversees all planning activities
2. Local Coordinator (from the meeting site): reserves meeting facility, food, etc. and provides information and direction for the meeting announcement
3. Coordinate sponsorship by working with the Vendor Relations/Advertising Committee.
4. Coordinate registration by using the process and vendor established by the Meeting Arrangements Committee.
5. Meeting evaluation collected and compiled by one committee member
6. Post-Meeting article written by one committee member, reviewed by the whole committee and submitted to the Informant.

To select meeting topic and guest speaker(s), suggestions and coordination will be sought from:

1. Committee members
2. The Chapter Program Committee
3. Board of Directors
4. Membership

The Downstate Program Committee should follow Program Committee guidelines for speaker fees and expenses and Meeting Arrangement Committee guidelines for registration.

A program meeting is held at least once a year and, as with all Chapter activities, should aim to be self-supporting through meeting fees and sponsorships. Registration fees and vendor income will be sent to the Chapter Treasurer by the Chair, after all local expenses are paid.

#### **4. REGIONAL GROUPS OF ILLINOIS CHAPTER MEMBERS**

##### **A. Chicago Area Solo Libraries**

<http://www.caslibrarians.info/aboutus.html>

The Chicago Area Solo Librarians (CASL) group formed in 2001, spearheaded by some solos in Chicago who wanted to meet and network, to commiserate and celebrate the challenges of life as a solo librarian! A couple attended a grant-writing summit in the spring of 2001, "Lighting the Fire", sponsored by the Illinois State Library to help stimulate creative grants and projects within the Illinois library community with federal money from LSTA (Library Services and Technology Act). This initiative gave the twelve library systems in Illinois an opportunity to hold their own subsequent mini-sessions with member libraries to encourage innovative grant-writing within their systems.

##### **B. Northwest Suburban Special Librarians**

Established by the special libraries which are members of the North Suburban Library System; meetings are held at least quarterly through the year to discuss matters of mutual interest and to function as an arm of multi-type library development. Representatives of the special libraries function in an informal setting, charge nominal dues, and Elect their own officers. (System Center is in Wheeling, IL, (708) 459-1300).

##### **C. Chicago Area Law Librarians**

The Chicago Association of Law Libraries (CALL) is a non-profit organization comprised of law librarians and other information professionals in the greater Chicago area. It was formed as a chapter of the American Association of Law Libraries (AALL) in 1947 to promote librarianship and information services, to develop and increase the usefulness of law libraries and to foster a spirit of cooperation among the members of the profession.

#### **7. SPECIAL CONTRIBUTIONS**

Guidelines for memorial contributions honoring deceased Chapter members:

1. Contributions shall be made at the discretion of the Chapter Executive Board.
2. Typically, contributions will be made to honor deceased members who have made significant contributions to the Chapter, the Association, and the profession.

3. The amount of the contribution shall depend on the state of the Chapter's finances at the time the contribution is made. As a guideline, an appropriate range would be \$100 to \$500, but generally not to exceed 1.5% of the total assets of the Chapter.
4. Contributions shall normally be made to the SLA Scholarship Fund, unless, in individual circumstances, a different fund would be more appropriate.

## **8. SPECIAL PROJECTS COMMITTEE**

### **Composition**

Five members. These will include the President and Treasurer of the Chapter during their term of office. The other three members will serve three-year terms on a revolving basis with original term length to be determined by drawing straws. The Chapter President appoints replacements as each term ends, with the concurrence of the Executive Board. These terms coincide with the official Chapter year. The Chapter President appoints the Chair. The President-Elect serves as an ex officio member of this committee.

### **Function**

To serve as both a creative and advisory body charged with overseeing the use of the Chapter Special Projects Fund for worthy professional purposes. The Special Projects Committee is to advise the Chapter Board whether it should make or deny loans and make grants. The Special Projects Committee may also initiate special projects and carry them through itself if it wishes to do so. The Special Projects Committee's own requests for funds must be approved by the Chapter Board.

### **Responsibilities and Procedures**

Other committees or ad hoc groups in the Chapter who wish to receive Chapter funds for a special project must present their proposal to the Special Projects Committee for approval. The Special Projects Committee will then make a recommendation to approve or disapprove to the Chapter Board, who will make the final decision. Requests for \$100 or less may be approved by the Special Projects Committee without further referral.

It is intended that these funds be used for workshops, publications, or innovative projects. Special projects may be, but are not limited to, projects expected to produce income for the Chapter. Regular Chapter activities, such as regular meetings, publication of newsletter, etc. shall not be considered special projects and are to be funded from general funds.

Profits from activities funded by the Special Projects Fund will be returned to the fund, with the intention of making it grow. If the fund sustains severe losses, it could be replenished by transferring regular Chapter funds to the Special Projects Fund at the discretion of the Board.

Any request for funds equaling more than half the amount in the fund at any one time must be referred to the members present at any regular Chapter meeting for a vote of approval.

**Reports**

An annual report is submitted to the Chapter President before April 1 of any year during which the Committee has been active.

## V. GENERAL

### *USE OF CHAPTER MAILING LIST*

1. The manager of the Circulation and Order Department in the Association Office said we **cannot** permit use of our Chapter mailing list. Any and all requests should be forwarded to Washington. We can supply the brochure, "SLA Mailing List Service" to interested requestors (per correspondence to Illinois Chapter President from Illinois Chapter Director, responding to a request to use our mailing list, 3-1-79).
2. Non-profit educational institutions in the Chapter area will be permitted to use our list of members. (Board, 11-17-81).

## **APPENDICES**

### **Appendix 1 - General Committee Information**

#### **Term and Composition of Committee**

The President appoints committee chairs for a term of one year. They may be reappointed by up to two succeeding Presidents, for a total of three years unless approved by the Board. No committee member may serve continuously on a committee for more than three years unless approved by the Board.

Although the Executive Board, especially the President and President-Elect, will assist in recruitment of committee members by referring names or soliciting volunteers in general, it is the responsibility of each committee chair to recruit as many committee members as needed to perform the functions of the committee. See individual committee descriptions for suggestions of the number of persons recommended for that specific committee.

#### **Financial Responsibilities**

Each committee chair is responsible for submitting a budget request/estimate for the upcoming Chapter year to the Budget/Finance Committee Chair. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the budget process). This document should specify anticipated activities and expenses of the committee for the Chapter year, along with any estimated income. The chair is responsible for monitoring the actual financial status of the committee's activities and notifying the committee Executive Board liaison and the Budget/Finance Committee chair if problems arise.

#### **Surveys**

Committees are encouraged to coordinate survey requests through the Strategic Planning Committee.

#### **Ongoing Reports**

The Executive Board member designated as liaison to the committee will contact the committee chair before each Board meeting to see if the committee has anything to report. Chairs should be prepared to give a brief description of the committee's activities for the month, if any. Chairs are welcome to attend the Board meetings to report in person, if they wish. The chair is responsible for notifying the designated Executive Board liaison immediately if any problems or major issues arise.

#### **Annual Report**

The committee chair must submit an annual report to the Chapter President as requested. (See Appendix 9: Transition to January – December Calendar Year for recommended dates for the annual report process.)

The President will send one copy to the Archives. A third copy of the annual report will be kept with the committee records for the information of later committee chairs. The report will include a description of committee activities for the Past year, recommendations for future years, a full list of committee members, a summary of the committee's income and expenses for the Chapter year, and a recommendation for the budget for the next year. Committees producing events, such as Programs, Professional Development, and Student Outreach, will specify attendance figures in the reports.

Since the annual report must be submitted two months before the end of the Chapter year, if significant activities occur between the filing of the report and the end of the year, an addendum to the report will be submitted to the President after the end of the Chapter year, with a copy kept in committee records. This addendum will particularly include details of any financial transactions that have occurred, and provide a total financial picture for the Chapter year (e.g. total advertising revenue instead of estimated).

### **Reports - *Informant***

If the committee has interesting news or activities it wishes to communicate to the Chapter membership, the chair should submit material to the Informant editor in time for the next deadline.

### **Records**

Records passed to the succeeding chair include:

- Committee annual report for the previous 3 years
- Names, addresses, telephone numbers, and fax numbers of committee members

## **Appendix 2 - Liaison Committees**

Several of the Chapter's committees are one-person liaison committees whose responsibility is connecting with Association level committees. These are:

1. Affirmative Action
2. Government Relations
3. International Relations

The committee chairs have no official Executive Board contact, and should report directly to the Chapter President.

## Appendix 3 - Chapter Finances

### A. Overview

Currently, there are three reports that are required to be filed each year by each unit Treasurer. These reports are the 1) Mid-year Financial Statement, 2) Year-End Financial Statement and 3) List of Individuals Paid Over \$600. These reports are required to ensure that all units of the Association are in compliance with all applicable rules and regulations of the Association and various taxing authorities. Additionally, these reports provide headquarters with information needed to complete its tax returns (Federal Forms 990 & 990T).

### B. Policy

All units of the Association will submit the required reports in a timely and accurate fashion. Effective January 1, 1999, these reports must be submitted using Quicken Software and formats provided by Association Headquarters. The Board of Directors has established a Unit Officer Reporting Requirements Policy, which governs the filing of these reports and establishes penalties for failure to file, including the loss of the unit's allotment and dissolution of the unit. This policy and an acknowledgment form will be sent out each July to all newly elected officers. The Acknowledgment Form must be signed and returned to Association Headquarters by the date specified in the mailing.

### C. Procedure

1. The following steps should be taken to file the Mid-Year Financial Statement:
  - a. **Produce a Balance Sheet**
    - (1) Select Reports from the Menu
    - (2) Select Business Reports
    - (3) Select Balance Sheet
    - (4) Select Customize
    - (5) Change Report Layout-Title "*Unit Name* Balance Sheet"
    - (6) ***In the Interval Box select "Year"***
    - (7) Set the Dates as 12/31/Prior Year and 5/31/Current Year
    - (8) Under Accounts select your bank account(s)
    - (9) Create the report
  - b. **Produce a Cash Flow Report**
    - (1) Select Reports from the Menu
    - (2) Select Business Reports
    - (3) Select Cash Flow Report
    - (4) Select Customize
    - (5) Change Report Layout-Title to "Unit Name Mid-Year Financial Statement"
    - (6) Under Organization select "Income/Expense"

- (7) Under Accounts select your bank account (If you have more than one bank account, select only one account at a time).
- (8) Create the report
- (9) Please add answers to the following questions at the bottom of your printed reports:
  - (a) What is your term of office?
  - (b) Does your unit have a budget?

Additionally, please sign and date the report. Your signature is your certification that the information contained in the report is true and accurate.

2. The following steps should be taken to file the Year-End Financial Statement:

a. **Produce a Balance Sheet**

- (1) Select Reports from the Menu
- (2) Select Business Reports
- (3) Select Balance Sheet
- (4) Select Customize
- (5) Change Report Layout-Title to "*Unit Name* Balance Sheet"
- (6) ***In the Interval Box select "Year"***
- (7) Set the Dates as 12/31/Prior Year and 12/31/Current Year
- (8) Under Accounts select your bank account(s)
- (9) Create the report

b. **Produce a Cash Flow Report**

- (1) Select Reports from the Menu
- (2) Select Business Reports
- (3) Select Cash Flow Report
- (4) Select Customize
- (5) Change Report Layout-Title to "*Unit Name* Year-End Financial Statement"
- (6) Under Organization select "Income/Expense"
- (7) Under Accounts select your bank account (*If you have more than one bank account, select only one account at a time.*)
- (8) Create the report

The following forms are also required, but not produced through Quicken:

- (1) Summary of Bank Accounts
- (2) Statement of Liabilities
- (3) Property Report
- (4) Auditor and Treasurer Certification
- (5) Listing of all contributions and sponsorships.

3. The following steps should be taken to file the List of Individuals paid over \$600:

- a. Make a list of all individuals paid over \$600 for the period 1/1/current year through 12/31/current year. This calculation only applies to checks actually written in this time period.
- b. Eliminate amounts paid for the reimbursement of actual expenses (i.e. airfare, hotel, postage, etc.) in determining if \$600 has been paid during the year. Only amounts paid for services (i.e. honoraria, consulting, etc.) are included in the calculation.
- c. Forward the list of the individuals, including 1) Name, 2) Address, 3) Social Security Number, 4) Amount Paid, and 5) reason for payment to the Director of Finance *no later than January 15th*.

**Appendix 3a - Annual Financial Statement: Current Operating Fund**

NOTE: Two copies to be submitted to Special Libraries Association

**SLA Association Office, to the Attention** \_\_\_\_\_ Chapter  
**of the Accountant by January 31.** \_\_\_\_\_ Group

**ANNUAL FINANCIAL STATEMENT, (year)\_\_\_\_\_**  
**CURRENT OPERATING FUND**

1) **Opening Balance** - Jan. 1, \_\_\_\_\_ \$ \_\_\_\_\_  
 (Enter Closing Balance Previous Year)

**Income**

2) Allotment from Association \$ \_\_\_\_\_  
 3) Bulletin Subscription Income \_\_\_\_\_  
 4) Bulletin Advertising Income \_\_\_\_\_  
 5) Income from Meetings \_\_\_\_\_  
 6) Interest Income \_\_\_\_\_  
 7) Transfer from \_\_\_\_\_ Fund and \_\_\_\_\_  
 Other Income (Itemize & Identify)\* \_\_\_\_\_  
 Educational Seminar \_\_\_\_\_  
 Chapter Directories \_\_\_\_\_  
 8) Total Other Income \$ \_\_\_\_\_  
 9) Total Income (add Lines 2 through 8) \$ \_\_\_\_\_  
 10) Total Available for Expenditures &  
 Disbursements Line 1 plus 9) \$ \_\_\_\_\_

**Expenditures & Disbursements**

11) Bulletin Costs (non-advertising) \$ \_\_\_\_\_  
 12) Bulletin Advertising Costs \_\_\_\_\_  
 13) Costs for Meetings \_\_\_\_\_  
 14) Bank Charges \_\_\_\_\_  
 Other Costs (Itemize & Identify)\* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 15) Total Other Costs \$ \_\_\_\_\_  
 16) Transfer to \_\_\_\_\_ Fund \_\_\_\_\_  
 17) Contributions to SLA \_\_\_\_\_ Fund \_\_\_\_\_  
 18) Total Expenditures & Disbursements \$ \_\_\_\_\_  
 (add Lines 11 through 17)  
 19) Closing Balance - Dec. 31, \_\_\_\_\_ \$ \_\_\_\_\_  
 (Line 10 minus Line 18)

\*If space is not adequate, please itemize on an attached sheet.

**Appendix 3b - Reserve Fund Statement**

**Special Libraries Association, Illinois Chapter**

**Annual Financial Statement, \_\_\_\_\_ Year**

**RESERVE FUND STATEMENT\***

Please report present status of this fund whether or not active during the previous year.

1) **Opening Balance** Jan. 1, \_\_\_\_\_ \$ \_\_\_\_\_  
(Enter Closing Balance Dec. 31 Previous Year)

**Income**

2) Transfers from Operating Fund \$ \_\_\_\_\_  
3) Transfers from \_\_\_\_\_ Fund \_\_\_\_\_  
4) Interest earned \_\_\_\_\_  
5) Total Income (add lines 2, 3 & 4) \$ \_\_\_\_\_  
6) Total available for Expenditures and  
Disbursements (Line 1 plus line 5) \$ \_\_\_\_\_

**Expenditures and Disbursements**

7) Transfers to Operating Fund \$ \_\_\_\_\_  
8) Transfer to \_\_\_\_\_ Fund \_\_\_\_\_  
9) Total Expenditures and Disbursements  
(Add Lines 7 and 8) \$ \_\_\_\_\_  
10) Closing Balance Dec. 31, \_\_\_\_\_ \$ \_\_\_\_\_  
(Line 6 minus line 9)

\* If more than one reserve fund exists, please report each fund on a separate sheet in this format. You may reproduce additional copies of this form as needed.

**Appendix 3c - Project Fund Statement**

**Special Libraries Association, \_\_\_\_\_ Chapter**

**Annual Financial Statement, (year)\_\_\_**

**PROJECT FUND STATEMENT\***

Please report present status of this fund whether or not active during the previous year.

1) **Opening Balance** Jan. 1, \_\_\_\_\_ \$ \_\_\_\_\_  
(Enter Closing Balance Dec. 31 Previous Year)

**Income**

2) Transfers from Operating Fund \$ \_\_\_\_\_  
3) Interest earned \_\_\_\_\_  
Other Income (Itemize & Identify)\*\* \_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
4) Total Other Income \$ \_\_\_\_\_  
5) Total Income (add lines 2, 3 & 4) \$ \_\_\_\_\_  
6) Total available for Expenditures and Disbursements (Line 1 plus line 5) \$ \_\_\_\_\_

**Expenditures and Disbursements**

7) Transfers to Operating Fund \$ \_\_\_\_\_  
8) Other Costs (Itemize & Identify)\*\* \_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
9) Total Other Costs \$ \_\_\_\_\_  
10) Total Expenditures and Disbursements (Add Lines 7 and 8) \$ \_\_\_\_\_  
11) Closing Balance Dec. 31, \_\_\_\_\_ (Line 6 minus line 9) \$ \_\_\_\_\_

\* Purpose or name of fund

\* If more than one project fund exists, please report each fund on a separate sheet in this format. You may reproduce additional copies of this form as needed.

\*\* If space is not adequate, please itemize on an attached sheet.

**Appendix 3d. - Summary of Operating, Reserve and Project Fund (Current Year)**

**Special Libraries Association, \_\_\_\_\_ Chapter**

**Annual Financial Statement, \_\_\_\_\_**

**SUMMARY OF OPERATING, RESERVE AND  
PROJECT FUND AS OF DEC. 31, \_\_\_\_\_**

(All accounts must have at least two (2) signatories with any one (1) signature capable of completing a cash transaction.)

**Cash** (if any) \$ \_\_\_\_\_

**Checking Account**

1) Name of Bank & Branch \_\_\_\_\_ Amount \$ \_\_\_\_\_

Account No.

Account Name

Bank Branch Address

Names and Chapter Office Titles of Signatories

*or*

**Savings Account(s)**

2) Name of Bank & Branch \_\_\_\_\_ Amount \$ \_\_\_\_\_

Account No.

Account Name

Bank Branch Address

Names and Chapter Office Titles of Signatories

*or*

---

3) Name of Bank & Branch \_\_\_\_\_ Amount \$ \_\_\_\_\_

Account No.

Account Name

Bank Branch Address

Names and Chapter Office Titles of Signatories

*or*

4) Total Chapter or Group Accounts \$ \_\_\_\_\_  
(Total cash in all above accounts)

Attach a set of these Financial Statement Forms for every Group in the Chapter. You may reproduce additional copies of these forms if needed.

**Appendix 3e - Liabilities**

**Special Libraries Association, \_\_\_\_\_ Chapter**

**Annual Financial Statement, 20\_\_**

**Statement of Liabilities as of Dec. 31, \_\_\_\_\_  
Fund\***

**LIABILITIES\*\***

- |    |   |    |
|----|---|----|
| 1) | Unpaid Bills as of Dec. 31, _____               | \$ |
| 2) | Subscriptions Received in Advance**             |    |
| 3) | Meeting Income Received in Advance***           |    |
| 4) | Payments for Book Orders Received in Advance*** |    |
| 5) | Outstanding Loans from                          |    |
|    | Other Liabilities (Itemize & Identify)          |    |
|    | December meeting notice charge                  |    |
|    | \$  |    |
|    | \$ _____  |    |
|    | \$ _____  |    |
|    | \$ _____  |    |
| 6) | Total Other Liabilities                         | \$ |
| 7) | Total Liabilities (add lines 1 through 6)       | \$ |

\* Insert name of Fund (Current Operating, Reserve or Project). For each Fund listed on page 1, 2 or 3 a separate page five should be completed unless a particular Fund has no liabilities as of Dec. 31 in which case it can be indicated here by a check mark that this page is not applicable to the \_\_\_\_\_ Current Operating Fund, \_\_\_\_\_ Reserve Fund, \_\_\_\_\_ Project Fund. You may reproduce additional copies of this form as needed.

\*\* For purposes of this Statement, a Liability is defined as the cost of goods or services received by the Chapter on or before Dec. 31 but not paid for as of Dec. 31, or as the amount received by the Chapter on or before Dec. 31 for goods or services to be provided by the Chapter but not provided as of Dec. 31.

\*\*\* The related cash amount for this Liability should have been included under income on page 1, 2 or 3.

## Appendix 3f - Property Report

Special Libraries Association, \_\_\_\_\_ Chapter

Annual Financial Statement, \_\_\_\_\_

### PROPERTY REPORT

**Property.** If the Chapter or subunit owns property which falls within the definitions given in the "Property Guidelines," please give the following details: date of acquisition, purchase value, name of person responsible for the property, and address of the location of the property. If there is no property, enter "None".

<u>Item</u>	<u>Date Acquired</u>	<u>Purchase Value</u>	<u>Person Responsible</u>	<u>Address &amp; Location of Property</u>
-------------	--------------------------	---------------------------	-------------------------------	---

#### Auditor's Certification:

I hereby certify that I have examined the accounts of the \_\_\_\_\_ Chapter. In my opinion they have been carefully maintained, and the attached statements have been prepared correctly there from.

Auditor's Signature    Date

Print or type name and address here:

\_\_\_\_\_

Chapter Treasurer's Signature

## **Appendix 4a – Reach Your Target Market by Partnering with SLA Illinois**

### *Reach Your Target Market by Partnering With SLA Illinois*

The Illinois Chapter of SLA is pleased to present you the opportunity to partner with an outstanding professional association.

#### **Who are we?**

- A professional association consisting 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; and to promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations.
- The Illinois chapter's membership comes from all over the state including downstate, Greater Chicago-land and Chicago proper. In addition, there are members from neighboring states.
- There are currently 578 members in the Illinois Chapter.
- Members are from the financial, insurance, protective services, health care, media, legal, communications and technology sectors.
- The Chapter holds a wide variety of meetings during the chapter year. These meetings provide a multitude of opportunities to connect with your target audience.

#### **What are the benefits of a partnership?**

- Advertise to your target market.
- Partner with a premiere professional association.
- Have a link to your company's Internet address and/or advertisements on our website.
- Be eligible for inclusion in Sponsor's Corner on chapter website.
- Receive further benefits as outlined in partnership packages below .

#### **Levels of Partnership**

##### **Bronze Level (\$500)**

- One complimentary meal will be provided for company representative
- Partners will be noted in listserv meeting announcements.
- Partners will be noted on the web registration site as well as the chapter calendar of events.
- Partners will be provided with an exhibit table for promotional and informative materials.
- Partners will be thanked with an exhibit table thank you sign.
- Partners will have 30 day banner ad on chapter website.
- Partners will be included in the Partner Page on website.
- Partners will have the opportunity to address audience at meeting.

##### **Silver Level (\$750)**

- Two complimentary meals will be provided for company representatives.
- Partners will be noted in listserv meeting announcements.
- Partners will be noted on the web registration site as well as the chapter calendar of events.
- Partners will be provided with an exhibit table for promotional and informative materials.
- Partners will be thanked with an exhibit table thank you sign.
- Partners will have 45 day banner ad on chapter website.
- Partners will be included in the Partner Page on website.
- Partners will have the opportunity to address audience at meeting.

## **Gold Level (\$1,500)**

- Three complimentary meals will be provided for company representatives
- Partners will be noted in listserv meeting announcements.
- Partners will be noted on the web registration site as well as the chapter calendar of events.
- Partners will be provided with an exhibit table for promotional and informative materials.
- Partners will be thanked with an exhibit table thank you sign.
- Partners will have 60 day banner ad on chapter website.
- Partners will be included in the Partner Page on website.
- Partners will have the opportunity to address audience at meeting.

## **Banners:**

- Prominently featured across top of chapter website, refreshing every 10 seconds.
- Banner ad for the entire year at \$500
- 6 months at \$250
- 3 months at \$200

## **Partners Page**

The Chapter website will acknowledge the current year's sponsors in this area. Company name, description of products and services and link to sponsor's website. Includes name, short description of service/product, contact information (person, e-mail, phone)

## **Terms & Conditions:**

- Advertisers must confirm in writing their intent to advertise to the Treasurer
- Payment is due upon receipt of invoice
- Ads will be posted on the first of the month, following receipt of payment and information files
- Information files are required a minimum of one week in advance of the first of the month
- Banner ads for the chapter website are not tied to the publication of the newsletter, as it is ongoing. The time frame outlined on the invoice will be in 3, 6 or 12 month increments

## **Technical Requirements:**

- Banners: no larger than 780x100 pixels, animation allowed, 256 colors, file size 100kb maximum
- Images: GIF or JPEG format
- Text files (for Partners Page): TXT, RTF or MSWord format. The limit for text on the advertisers list is 4-6 lines
- Placement on the page is at the top of the page only
- The number of links available on a banner ad is one.

## Appendix 5 - Sample Meeting Announcement

Calendar Event: "May 11 - SLA-IL Annual Business Meeting"

Event Date: [05/11/2006](#)

Start Time: 11:30 AM  
Ending Time: 1:00 PM

Event Description:

### SLA Illinois Chapter Annual Business Meeting and Awards Presentation

Thursday, May 11, 2006  
11:30 a.m. - 1:00 p.m.

**Elections for our new slate of Chapter Officers will be held at this meeting! The nominees are:**

**For President - Ramona Howerton**

**For President-Elect - Laura Ikens**

**For Secretary - Bonnie Tilton Sebby**

**For Downstate Director - Robin Helenthal**

**Read their bios (this was a link to the website)**

*Thanks to this meeting's sponsor!*



- Location:** Union League Club  
65 West Jackson Boulevard  
Chicago
- Time:** 11:30 - Noon: Registration & Networking  
Noon - 1:00 PM Program & Luncheon
- Dress Code:** Business Casual Attire, please.  
The Union League Club Dress Code can be found at:  
<http://www.ulcc.org/about/dresscode.asp>.
- Cost:** \$25 for SLA or Other Association Members  
\$20 for Students/retired/in-between jobs  
\$30 for Non-members
- Menu:** **Classic Spinach Salad with Red Onion,  
Mushroom, Egg and Tomato**  
\*Raspberry Vinaigrette and Creamy Honey Mustard

Dressing Placed on the Table

\*\*\*\*\*

**Roast Tenderloin of Pork**

Mushroom Sauce

\*Accompanied by Garlic Mashed Potatoes  
and Seasonal Vegetables

-or-

**Vegetarian Meals**

Penne Pasta with Roasted Vegetables (No Mushrooms)  
and Marinara Sauce

\*\*\*\*\*

**Freshly Brewed Regular & Decaf Coffees and  
Selection of International Teas and Soft  
Drinks**

**Register Now!**

**Registration Deadline: Monday, May 8, 2006**

**Please fill out and submit the form below. You may bring your check to the  
meeting, or send your completed registration form with  
your check made out to SLA ILLINOIS CHAPTER to:**

**Mary Lyn Pfeiffer  
c/o C. Berger Group, Inc.  
327 East Gunderson Drive  
Carol Stream, Illinois 60188**

***Items with an \* are required.***

Name: \*

Company:

Street Address:

City:

State:

Zip:

Phone: \*

Fax:

Email: \*

**Check one:**

- Member
- Student

**I am a member of:**

- SLA Illinois
- SLA - Other Chapter

- Between Jobs
- Retired
- Non-Member

Is this your first SLA Illinois Meeting?

Vegetarian Meal Option?

Name:

- ALA
- AIP
- ARMA
- ASIST
- CALL / AALL
- CASL
- ILA
- SCIP

Please read SLA's [meeting policies](#).



If you are interested in getting involved with SLA Illinois or working on a committee, please contact Susan at

[susan.chenoweth@chi.frb.org](mailto:susan.chenoweth@chi.frb.org).

Please note that photographs of participants might be taken at meetings or workshops and provided to SLA Headquarters for communication purposes.

Posted by [Webmaster](#) on 02/14/2006 and approved by editor

## Appendix 6 - Copyright Transfer Agreement

\_\_\_\_\_ hereby represents and warrants that s/he is the sole author of the materials prepared in connection with the *Informant* (the “Newsletter”), that the materials are original and unpublished, and that the materials have not been previously assigned, pledged or otherwise encumbered and do not infringe upon any copyright, proprietary or personal right of any third party.

\_\_\_\_\_ hereby transfers, assigns and conveys to Illinois Chapter of the Special Libraries Association (“SLA/IL”) all rights in and to the text and other materials produced in connection with the Newsletter, including all rights of copyright ownership.

This copyright transfer is hereby made by \_\_\_\_\_ in consideration for which she/he will receive attribution and/or acknowledgement by SLA/IL upon publication of the materials in the Newsletter.

This transfer of copyright is complete and irrevocable.

Name of Author: \_\_\_\_\_

Signature of Author: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 7 - Chapter Award Nomination Form

The Chapter Awards Committee is seeking nominations for 7 awards, which are presented by the Association by Chapter members. Please note, not all awards may be presented in a given year. All Chapter members may make nominations. Self or member(s) can submit nominations. The awards and criteria are:

1. Up and Coming Award: presented to relatively new Illinois Chapter member who through work and professional involvement shows promise of becoming an outstanding member of the profession.
2. Author Award: awarded to the Illinois Chapter member who has published noteworthy work within the Informant, other professional literature, a trade journal, popular press, or in-house publication. Work published since January of the previous Chapter year will be considered.
3. Library Partner Award: will be awarded to the vendor chosen by the Vendor Relations and Advertising Committees as the vendor whose partnering with the Illinois Chapter was most noteworthy this year.
4. Library Communications and Marketing Award: will be awarded to the Information Center who has at least one Illinois Chapter member contributing to an in-house informational or library –related promotional publication. Nominators should submit two copies or related materials to the Professional Development Committee Chair by the award deadline.
5. Library Champion Award: presented to the parent organization, individual or other entity that has shown support to special libraries/information centers through speaking, writing, or advocacy.
6. Outstanding Achievement Award: awarded to an Illinois Chapter member or committee who has exhibited outstanding, unique or beyond-the-call-of-duty service to the Chapter.
7. Library Technology Award: awarded to an individual member who has made significant contributions to developing innovative information systems and services that directly benefit their clients.

Nominations for any of the awards can be made by sending a letter, email or fax to the Chair of the Awards Committee. As much detail and supporting material as possible should be included. Deadline for nominations is \_\_\_\_\_.

Send nominations to:

---

## **Appendix 8 - Accounts Receivable Procedures**

**Purpose:** To ensure prompt collection, by appropriate invoicing and other methods, from vendors (for advertising and sponsorship) and members (for unpaid Dinner Meeting attendance).

### **Monthly meeting registration**

The chapter is currently (as of 2005-06 Chapter Year) using an outside vendor for monthly meeting registration services. This vendor accepts reservations, produces check-in sheets, receives payments from the Meetings Committee, and produces a spreadsheet detailing attendance and payments and forwards it to the Treasurer. In lieu of the mailing of invoices, the Treasurer sends e-mail correspondence to unpaid attendees and no-shows. See Appendix 8a for suggested language of these mails. If payment is not received within two weeks of the original email, a reminder should be sent.

Should the Chapter decide to take over these functions, the Meeting arrangements committee should designate someone to receive and confirm registrations and create a list of attendees. This sheet can be used for check-in purposes and given to the Treasurer after the meeting for reconciliation purposes. Advance payments will be sent directly to the Treasurer by the registrants.

### **Advertising/Sponsorship**

Invoices for advertising and sponsorships are produced by the Treasurer at the request of the Vendor Relations Chair, usually via an email confirming the ad size or sponsorship level. If possible, this email should contain correspondence from the vendor with the specific dollar amounts to which they have committed. See Appendix 8b for a sample invoice. Invoices should be sent within 1 week of the confirmation if possible, and can be mailed or e-mailed to the vendor, with a copy to the Vendor Relations Chair. Reminders, if necessary, should not be sent until after the meeting date or, in the case of advertisements, after the ad runs.

## **Appendix 8a – Sample emails for meeting collections**

### **Sample emails for meeting collections**

#### **For unpaid attendees**

Hello! How are you? I am contacting you today as Treasurer of the Special Libraries Association Illinois Chapter.

According to our records, you RSVP'd and attended the meeting on \_\_\_\_\_, but we have not yet received payment from you for this meeting. If your information agrees with the above, please make your check in the amount of \$\_\_\_\_\_ payable to SLA Illinois Chapter and remit to:

(name and address of Treasurer)

If you feel this is incorrect or you have any questions, please do not hesitate to contact me. Thank you and we hope you enjoyed the meeting!

#### **For no-shows**

Hello! How are you? I am contacting you today as Treasurer of the Special Libraries Association Illinois Chapter.

According to our records, you RSVP'd but did not attend the meeting on \_\_\_\_\_. Under the SLA no-show policy, ([insert hyperlink to policy here](#)) you are responsible for this payment. If your information agrees with the above, please make your check payable in the amount of \$\_\_\_\_\_ and remit to:

(name and address of Treasurer)

If you feel this is incorrect or you have any questions, please do not hesitate to contact me. Thank you and we hope to see you at a future meeting.

## Appendix 8b. – Sample invoice

### Sample invoice

#### Advertising



Illinois Chapter

### Invoice

Date:

To:

From:

For: sponsorship level and date of meeting **OR** size and number of ads

Amount due:

Please remit the above amount to:  
(name and address of Treasurer)

Please include a copy of this invoice with your payment.

If you have any questions, please give me a call.

On behalf of SLA Illinois Chapter, thank you for agreeing to sponsor this event. We look forward to meeting your representative at the meeting.

#### **OR**

On behalf of SLA Illinois Chapter, thank you for placing your ad on (in) our web site (publication). We look forward to a continuing relationship with \_\_\_\_\_ (name of company).

(name, telephone number and email address of Treasurer)

## Appendix 9 - Transition Plan to January – December Calendar Year

### Transition plan to Jan - Dec calendar year

C = Chapter; A = Association	
<b>2006</b>	<b>January</b> A - nominations due for association awards A - annual financial statements due A - Leadership Development C - meeting (with CALL?)
	<b>February</b> A - Feb 15 audited statement due C - approve Nominating committee members C - reminder to committees for annual reports due April 1 A - allotment paid to chapters
	<b>March</b> C - second reminder to committees for annual reports due April 1 C - recommendations due to Awards Committee C - meeting (student outreach?)
	<b>April</b> C - committee reports due April 1 C - April 1 nominating committee slate due C - announce slate at meeting, in Informant, on website C - meeting C - board meeting; invite nominees
	<b>May</b> C – Chapter Annual business meeting; awards, election of officers A - submit roster of new leadership C - send materials to Archives A - submit annual report May 1 C - board meeting; invite nominees C - update Recommended Practices with all changes from the previous year incorporated
	<b>June</b> C - budget work begins A - mid-year financial report due June 30 C - transition meeting from previous officers & committees to new officers & committees / Bobbie, Karen T., Karen K. off board. Susan is Past-President, Priscilla is President, Ken is Director, and Karen K. is Treasurer. 3 new board members are President Elect, Secretary, Director C - kick-off meeting for programming committees A - conference in Baltimore
	<b>July</b> C - each committee submits budget requests C - no formal meeting; perhaps summer event
	<b>August</b> C - no formal meeting; perhaps summer event
	<b>September</b> C - budget committee recommends budget by Sept 30 C- kick-off meeting
	<b>October</b> C - meeting (student outreach?)
	<b>November</b> C - budget approved at November meeting of Executive Board C - meeting
	<b>December</b> C - holiday party
<b>2007</b>	<b>January</b> A - nominations due for association awards

	A - Leadership Development C - meeting (with CALL?)
<b>February</b>	A - Feb 15 audited statement due A - allotment paid to chapters
<b>March</b>	C - meeting (student outreach?) C - approve Nominating committee members
<b>April</b>	C - meeting
<b>May</b>	C - last meeting before summer break
<b>June</b>	A - mid-year financial report due June 31 ? A - conference at Denver
<b>July</b>	C - no formal meeting; perhaps summer event
<b>August</b>	C - Nominating Committee slate due August 1 C - announcement of slate on website and in Informant C - no formal meeting; perhaps summer event
<b>September</b>	C - remind committee chairs of annual reports due November 1 C - recommendations due to Awards Committee C - kick-off meeting for programming committees for 2008 C - board meeting; invite nominees/newly elected officers (Susan, Ramona, Laura, Karen K, Robin, Bonnie, Ken's replacement, 3 new taking office in January 2008) C - welcome back meeting; Chapter Annual Business Meeting; include nominees on meeting announcement; elections
<b>October</b>	C - board meeting; include shadow board C - remind committee chairs of annual reports due November 1 C - transition meetings for committees C - meeting (student outreach?)
<b>November</b>	A - submit annual report by November 30? (date to be set by Association) A - submit roster of new leadership? (date to be set by Association) C - send materials to Archives C - update Recommended Practices with all changes from the previous year incorporated C - board meeting; include shadow board C - budget requests to budget committee by November 15
<b>December</b>	C - Holiday party with awards and transition
<b>2008</b>	C - budget committee recommends budget by January 31 C - meeting (with CALL?)
<b>January</b>	A - Leadership Development A - financial statement by January 30 C - Ramona continues as Past President, Susan, Karen K., Ken's replacement off board
<b>February</b>	C - budget approved A - allotment to chapter A - audited financial report by February 15 C - meeting
<b>March</b>	C - meeting (student outreach?) C - approve Nominating committee members
<b>April</b>	C - meeting

<b>May</b>	C - last meeting before summer break
<b>June</b>	A - mid-year financial report due June 31 ? A - conference at Denver
<b>July</b>	C - no formal meeting; perhaps summer event
<b>August</b>	C - Nominating Committee slate due August 1 C - announcement of slate on website and in Informant C - no formal meeting; perhaps summer event
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