

**POLICIES HANDBOOK:
ACADEMIC AND SPECIAL LIBRARIES SECTION**

A. SCOPE OF RESPONSIBILITIES

1. The Academic and Special Libraries Section of NDLA exists to:
 - a. Create and foster cooperation between Academic Librarians and Special Librarians in all forms of institutions.
 - b. Support and foster the educational aspects of librarianship.
 - c. Provide continuing education to members of the section.

B. MEMBERSHIP

1. Any person employed in an Academic or Special Library or interested in promoting the library as an educational institution may be a member of the AS&L section.
2. All members must be members in good standing of the North Dakota Library Association. Voting privileges are in accordance with Article I, Section I of the NDLA Constitution.

C. OFFICERS

1. The officers of AS&L are the Chair, Chair-elect, and the Secretary. The term of office is one year. The Chair and Chair-Elect assume their duties at the close of the Annual Conference following their election; the Secretary assumes his/her duties immediately upon appointment.
2. The officers and the immediate past Chair are the Executive Committee.

2. Duties of the Chair:

- a. Presides at all section meetings.
- b. Presides at all AS&L Executive Committee meetings.
- c. Represent AS&L at all Executive Board meetings.
- d. Send section news to the editor of *The Good Stuff*.
- e. Submit requested general budget to the NDLA Finance Committee.
- f. Submit Annual Conference budget to the NDLA Conference Chair.
- g. Fill vacancies in the offices of Chair-Elect and Secretary until the next annual election.
- h. Approves any section expenditures.

3. Duties of the Chair-Elect

- a. Assumes the position of the Chair in the Chair's absence, inability to act, or vacancy in the chair position.
- b. Plans the section program for the Annual Conference.
- c. Carries out other duties as assigned by the Chair.
- d. Moves into the position of Chair at the end of the term as Chair-Elect.

4. Secretary

- a. Records and distributes minutes of section meetings to the section membership within one month of the meeting.
- b. Handles any correspondence, memos, and other duties at the request of the Chair.
- c. Forwards proposed Bylaws amendments or Policies Handbook revisions to the NDLA Constitution, Bylaws, and Policies Committee.
- d. Maintains a notebook which contains all official communications of the section, including all minutes, meeting notices, announcements, and other materials that are important to the membership in either print or electronic format for the past 5 years, or longer as needed.
- e. Annually sends outdated materials of "ongoing, long-term, historical interest"* to the NDLA archives.

*See NDLA Archivist's Policies Handbook

5. Executive Committee

- a. Works together to support the activities of the section.
- b. Appoints ad hoc committees as needed.
- c. Serves as the nominating committee for the section.
- d. Annually reviews the section Bylaws and Policies Handbook for amendments and changes.
- e. Forwards changes to the NDLA Constitutions, Bylaws and Policies Committee.
- f. Annually reviews section records, minutes and other materials to be sent to the NDLA Archives.
- g. A majority of the Executive committee constitutes a quorum for the transaction of

business.

D. BUDGET AND FINANCES

1. Operating expenses of the section are approved by the Executive Board of NDLA.
2. A budget is sent to the Finance Chair annually, upon request.
3. The section budget includes fund for photocopy expenses, mailing costs, and similar supplies.
4. Requests for reimbursement are approved by the section chair and sent to the NDLA treasurer on the appropriate form.
5. Annual Conference expenses are established and approved by the Chair-elect as program chair. Requests for reimbursement are sent to the Conference Chair.

E. REIMBURSEMENT

1. See Reimbursement Policy Handbook
<http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

F. CHRONOLOGICAL GUIDELINES

1. September

- a. Incoming Chair attends first Executive Board meeting, held at the Annual Conference.
- b. Incoming officers receive files and orientation from the outgoing officers (can be done via phone/e-mail).
- c. Secretary distributes minutes from the section meeting held at the Annual Conference to the Section membership via listserv.

2. Winter

- a. Chair attends NDLA Executive Board meeting.
- b. Chair-elect begins plans for the program for the next Annual Conference.

3. Spring

- a. Nominating Committee begins work on slate of officers for the next election.
- b. Chair attends NDLA Executive Board meeting.
- c. Names of nominees and their bios are sent to the NDLA Nominations and

Elections Committee, upon their request, usually in May.

4. Summer

- a. Chair-elect works with the Conference Chair to determine final schedule and plans for the Annual Conference.
- b. Chair plans for the annual business meeting, to be held at the Annual Conference.

Approved by section 9/19/00

Approved by Executive Board 3/22/02

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