

**The Handbook of the  
Arizona Library Association (AzLA)**

**Table of Contents**

**Section I: Current Bylaws (Revised & Approved 14 November 2013)**

**Section II: Interpretation of Bylaws (Revised & Approved 1 August 2013, 17 October 2014, 17 July 2015)**

**Section III: Policy Statements**

**Section IV: Historical Notes & Appendices**

**The Appendices shall include:**

- An historical summary of office holders, Divisions, Interest Groups, Committees, & Awards with winners.
  - A list of acronyms / initialisms used in the Handbook.
  - A glossary, should it be deemed advisable.
  - A map of the state showing the current regions.

**Section I: The Bylaws, Revised (14 November 2013)**

Article I. Name & Location.

Section 1. The name of this non-profit Arizona membership corporation shall be the Arizona Library Association. The approved acronym shall be AzLA. Hereafter in these Bylaws, it shall be referred to as “The Association.”

Section 2. It shall have its office in the State of Arizona, but may transact business within or without the State of Arizona as may be directed by the Executive Board of the Association.

Section 3. The Executive Board may divide the state into administrative regions. These Regions shall include one (1) or more counties and will follow county lines. No prejudice shall attach to any membership type or level by reason of inclusion in a particular Region.

Section 4. The Arizona Library Association shall be a State Chapter of the American Library Association. The Association shall also be a State Library Association Member of the Mountain Plains Library Association.

Article II. Mission.

The mission of the Arizona Library Association shall be to promote the general welfare of library and information science and those employed in those professions in Arizona, to advance educational advantages in the state through libraries, and to promote general interest in library education.

Article III. Membership, Dues, & Privileges.

Section 1. Any person, library, or other institution interested in library or information service and librarianship may become a member upon payment of the dues established under the provisions set forth in the Bylaws. The Arizona Library Association shall not discriminate against any person because of race, color, ethnicity, nationality, origin, creed, religion, gender, sexual orientation, age or disability.

Section 2. Membership of the Association shall consist of various levels of Personal Members and Institutional Members. Dues shall be established by action of the Executive Board of the Association. Any adjustment in the Dues Structure for Personal Members is subject to approval by the Members.

Paragraph A. Individuals professionally involved or interested in library and information science and librarianship may join as Personal Members. This category may be subdivided by proposal of the Membership Committee and approval of the Executive Board. Membership rights and privileges shall accrue to all sub-divisions without prejudice.

Paragraph B. Libraries or other organizations, institutions, or businesses interested in library and information service and librarianship may join as Institutional Members. This category includes, but is not limited to, non-profit libraries, non-profit schools conducting programs of library or media education, library boards, friends of the library groups, non-profit organizations, and for-profit corporations.

### Section 3. Rights & Privileges.

Paragraph A. Only Personal Members of the Association shall have the right to vote, hold office, and register at membership rates at Association programs and conferences.

Paragraph B. Personal Members may join any or all Divisions or Interest Groups.

Paragraph C. Personal Members and Institutional Members shall receive the electronic Newsletter produced by the Association, have access to any Association blogs, and be included in any Association listservs.

Paragraph D. Institutional Memberships may include complimentary Personal Memberships for people associated with said institution at the discretion of the Board.

### Section 4. Membership Term.

Membership or membership renewal shall be in effect for a rolling twelve (12) month period based on the anniversary date of enrollment in the Association. Persons who, or institutions that have not renewed their membership sixty (60) days after the anniversary date shall be dropped from the rolls.

## Article IV. Officers (Elected & Appointed).

### Section 1. Elected Officers.

The elected officers of the Association shall be:

- President,
- President-Elect,
- Past President,
- Secretary,
- Treasurer,
- the Councilor to the American Library Association,
- the Mountain Plains Library Association Representative, and the
- Regional representatives

Each of these elected officers must have been a voting member of the Association the twelve (12) months immediately preceding his / her running for office. Officers whose positions are responsible for liaison with outside organizations must also be members of those organizations. Regional representatives must reside in the region they represent. The officers shall perform the customary functions of their respective offices, other duties as described in the AzLA Handbook, and any other specific duties as may be imposed upon them by action of the

Executive Board. The Past-President shall serve as Parliamentarian to the Association and its Board.

## Section 2. Appointed Officers.

Appointed Officers of the Association shall be:

- Division Chairs and other officers,
- Interest Group Chairs and other officers,
- Standing Committee Chairs, and
- Chairs of the following Sub-Committees: Conference Program and those of the Awards Committee.

## Section 3. Elections / Appointments Process.

Paragraph A. The AzLA Nominations / Appointments Committee consists of the Past President (who serves as Chair), the President-Elect, the Secretary, and the Regional Representatives. It shall present for approval, at least forty-five (45) days prior to the Annual Conference, a slate of candidates to the Executive Board for the offices to be filled. Written consent of each nominee evidencing his / her willingness to serve in the office shall be obtained and accompany the slate as presented.

Paragraph B.

Sub-Paragraph i. The AzLA Nominations / Appointments Committee shall receive from the Divisions and Interest Groups a list of those people willing to be appointed as chairs and other officers from the current Chair of each group, at least forty-five (45) days prior to the Annual Conference. Written consent of each appointee evidencing his / her willingness to serve will accompany the report from the Division or Interest Group. The list of the appointees to these offices for the next year will be presented at the Annual Conference.

Sub-Paragraph ii. The President-Elect shall appoint the Chairs of the various Standing Committees and those of the specified Sub-Committees. Whenever possible, candidates should be found from among those currently serving on the Committees or Sub-Committees. The current Chairs of those bodies should notify the President-Elect of possible candidates. The list of appointees to these offices for the next year will be presented at the Annual Conference.

## Section 4. Terms of Office.

Paragraph A. The President-Elect shall serve the first (1st) year after election as President-Elect, the second (2nd) year as President, and the third (3rd) year as immediate Past President. The office commences at the conclusion of the Annual Conference.

Paragraph B. The Secretary shall be elected for a term of two (2) years, commencing at the conclusion of the Annual Conference in even-numbered years.

Paragraph C. The Treasurer shall be elected for a term of two (2) years commencing at the conclusion of the Annual Conference in odd-numbered years.

Paragraph D. The Councilor to the American Library Association shall be elected for a term as provided in the Bylaws of that organization commencing at the conclusion of the Annual Conference of AzLA. <sup>1</sup>

Paragraph E. The Mountain Plains Library Association Representative shall be elected to begin their term at the conclusion of the Annual Conference of AzLA for a term as provided in the Bylaws of that organization.<sup>2</sup>

Paragraph F. Regional Representatives shall be elected and start with staggered, two (2) year terms to prevent all new representatives every year; term will commence at the conclusion of the Annual Conference.

Paragraph G. Division and Interest Group Chairs and other officers shall be appointed for a term of one (1) year commencing at the conclusion of the Annual Conference.

Paragraph H. Chairs of Standing Committees and those of the specified Sub-Committees shall be appointed for a term of one (1) year commencing at the conclusion of the Annual Conference. If the practice for the Committee or Sub-Committee is to have Co-Chairs, then said Co-Chairs have staggered two (2) year terms.

#### Section 5. Balloting.

Election shall be by mail (electronic or other) ballot submitted to the membership not less than thirty (30) days before the Annual Conference. In the event of a tie in any of the races for elected positions, the outcome shall be determined by a single coin toss. The coin toss shall be conducted by the Chair of the Nominations / Appointments Committee (or by a member of the Committee who is designated by the Chair), and shall be carried out in the presence of at least one (1) witness, who is a current member of AzLA. The names of those who conducted the coin toss shall be included in the Final Election Report.

#### Section 6. Vacancies.

Paragraph A. In the event a vacancy occurs in the office of President during the term for which such officer was elected, the President-Elect shall serve as President for the remainder of such term, but this shall not be deemed to create a vacancy in the office of President-Elect, nor prevent the President-Elect from succeeding to the Presidency for his / her normal term the following year.

Paragraph B. In the event a vacancy occurs in the office of President-Elect before forty-five (45) days prior to the Annual Conference, the office shall be filled by regular

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<sup>1</sup> The Bylaw of ALA in question is Article 4, Section 2(b) and the term is three (3) years.

<sup>2</sup> The Bylaw of MPLA in question is Article 6.4.1 and the term is three (3) years.

election procedure. In the event the vacancy occurs during the forty-five (45) days preceding the Annual Conference, a special election to fill the vacancy will be held with procedures determined by the Executive Board.

Paragraph C. Should vacancies occur in the offices of President and President-Elect within the same term, the Executive Board may, at its discretion: (a) conduct a special election by ballot (electronic or other) for successors to the offices for the remainder of the terms, or (b) appoint members of the Executive Board to the offices for the remainder of the terms.

Paragraph D. All other vacancies in elective offices shall be filled by appointment of the Executive Board until the general election cycle following the end of the normal term. The appointee shall hold office for the duration of the elective term.

Paragraph E. Vacancies in appointed offices shall be filled by the appropriate appointive power for the remainder of the original appointment.

## Article V. Management.

### Section 1. Executive Board.

Paragraph A. The Executive Board shall consist of the President, the President-Elect, the Past President, the Secretary, the Treasurer, the Councilor to the American Library Association, the Mountain Plains Library Association Representative, and the Regional Representatives as voting members. The Division Group Chairs, Interest Group Chairs and the Standing Committee Chairs serve as ex-officio, non-voting members. The Association Manager serves as an ex-officio, non-voting member. Certain associations, institutions, or organizations that affiliate themselves with AzLA shall be invited to send ex-officio, non-voting representatives to the Executive Board Meetings to ensure adequate communications between the two (2) groups.

Paragraph B. The Executive Board shall act for the Association in the setting of policies and the administration of established policies and programs. It shall serve as the central management board of the Association, subject to review by the membership, and shall make recommendations and / or take action with respect to matters of policy and operation.

Paragraph C. Each elected officer shall have one (1) vote.

Paragraph D. The President of the Association shall serve as Chair of the Executive Board.

Paragraph E. A quorum of the Executive Board shall be a majority of the voting members.

Paragraph F. Regular meetings of the Executive Board shall be held at such times and places as the Board shall determine, but in no event fewer than four (4) times a year.

Meetings may be face-to-face, virtual, or a mixture of modes at the discretion of the Chair. Members may attend in either mode when available.

Paragraph G. Special meetings of the Executive Board may be held upon the call of the President or at the request of any three (3) voting members of the Board.

## Section 2. Executive Committee.

Paragraph A. The Executive Committee shall consist of the President, the Immediate Past President, the President-Elect, the Secretary, and the Treasurer, with the Association Manager as an ex-officio, non-voting member.

Paragraph B. The Executive Committee shall be empowered to act on behalf of the Executive Board in emergency situations and carry out assignments as directed by the Executive Board.

Paragraph C. Each member of the Executive Committee shall have one (1) vote.

Paragraph D. The President shall serve as Chair of the Executive Committee.

Paragraph E. A quorum of the Executive Committee shall be a majority of members.

Paragraph F. Meetings of the Executive Committee shall be held as deemed necessary by the President. Meetings may be face-to-face, virtual, or a mixture of modes at the discretion of the Chair. Members may attend in either mode when available.

Paragraph G. Reports of any Executive Committee actions are to be submitted by the President to the Executive Board within seventy-two (72) hours of an Executive Committee meeting.

## Section 3.

The Executive Board shall be empowered to employ or retain, for stated periods of time, employees or agents whose work may be necessary or desirable to accomplish the objectives of the Association. Such employees or agents need not be members of the Association

## Section 4. Meetings of the Association.

Paragraph A. The Executive Board shall call an Annual Membership Meeting of the Association to be held in conjunction with the Annual Conference at such place within the state and at such time as to be determined by the Board.

Paragraph B. The President shall call a Special Membership Meeting at the request of the Executive Board or at the request of five per cent (5%) of the Personal Members of the Association. Only the business specified in the call can be transacted at the Special Membership Meeting.

Paragraph C. There shall be no charge to any Member to attend the Annual Membership Meeting of the Association. Members may attend the Annual Membership Meeting, even if not registered for the Annual Conference at which it is being held. Members may also attend any Special Membership Meeting without a remittance of a fee. Members may be admitted by proof of valid membership.

Paragraph D. The quorum at an Annual or a Special Membership Meeting shall be the Members present.

#### Section 5. Policy.

Paragraph A. Any question of internal operational policy may, by a majority vote of the Executive Board, be submitted to the Association to be voted upon either at an Annual or Special Membership Meeting or by mail (electronic or other) as the Executive Board may determine.

Paragraph B. Any action of the Executive Board may be set aside by a three-fourths (3/4) vote of members attending any Annual or Special Membership Meeting of the Association or by a majority vote by mail (electronic or other) in which at least one-fourth (1/4) of the members of the Association have voted. Such a vote by mail shall be held upon petition of five per cent (5%) Personal Members of the Association.

#### Section 6. Financial Review of Funds.

There shall be a financial review of the Association's funds by an external Certified Public Accountant (C.P.A.) every two (2) years concurrent with the election of the new treasurer. A letter from the CPA indicating the financial health of the Association shall be presented to the Board for their information and shall be made available upon request to any member. The fiscal year for the Association shall be set by the Executive Board.

#### Article VI. Divisions.

Section 1. The Executive Board of the Association may authorize the organization of a Division upon receiving a petition containing a statement of purpose from any group of no fewer than fifty (50) Personal Members of the Association with similar interests and with a Chair identified to conduct Division business. A Division shall be based on a type of institution or organization.

Section 2. Only Personal Members of the Association may be members of a Division. A Division shall accept as members all members of the Association who elect membership in that Division.

Section 3. Each Division shall organize under operating procedures of its own provided that they are consistent with the Association's Articles of Incorporation and the Bylaws and Handbook of the Arizona Library Association. Each Division may establish such committees, sections, or other subordinate units as may be required to discharge properly the responsibilities assigned to it. Any Division bylaws, operating procedures, and / or policies must be referred to the Association's Executive Boards for determination that they are in compliance with all Association rules and regulations. Any such bylaws, procedures, or policies will not take effect until the Board has so certified.



Section 4. Each Division shall operate with a Chair and any other officers deemed appropriate by the Division. These shall be appointed by the Association's Nominations / Appointment Committee. Chairs and other officers will serve a term of one (1) year. Re-appointment for additional terms is possible.

Section 5. Chairs of Divisions serve as ex-officio, non-voting members of the Executive Board. The Chair of the Division shall prepare quarterly written reports to the Executive Board on the activities of the Division. A written annual report shall be submitted to the Association's Secretary for inclusion in the Annual Report of the Association.

Section 6. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Division. No Division shall incur any expense on behalf of the Association except as authorized by said budgetary allocation.

Section 7. No Division shall commit the Association by any declaration of policy except as authorized by the Executive Board of the Association.

Section 8. The Executive Board of the Association, by an affirmative two-thirds (2/3) vote at two (2) consecutive meetings, may discontinue a Division when, in the opinion of the Board, and after having given the members of a Division the right to be heard, determine that the usefulness of the Division has ceased. The Board shall always consider for discontinuance a Division whose membership is fewer than twenty-five and that can no longer function effectively.

#### Article VII. Interest Groups.

Section 1. The Executive Board may authorize the organization of an Interest Group upon receiving a petition containing a statement of purpose from any group of no fewer than twenty-five (25) members of the Association with similar interests and with a Chair identified to conduct Interest Group business.

Section 2. Only Personal Members of the Association may be members of an Interest Group. An Interest Group shall accept as members all members of the Association who elect membership in that Interest Group.

Section 3. Each Interest Group shall organize under operating procedures of its own provided that they are consistent with the Association's Articles of Incorporation and the Bylaws and Handbook of the Arizona Library Association. Each Interest Group may establish such committees, sections, or other subordinate units as may be required to discharge properly the responsibilities assigned to it. Any Interest Group bylaws, operating procedures, and / or policies must be referred to the Association's Executive Board for determination that they are in compliance with all Association rules and regulations. Any bylaws, procedures, or policies will not take effect until the Board has so certified.

Section 4. Each Interest Group shall operate with a Chair and any other officers deemed appropriate by the Interest Group. These shall be appointed by the Association's Nominations /

Appointments Committee. Chairs and other officers will serve a term of one (1) year. Re-appointment for additional terms is possible.

Section 5. Chairs of Interest Groups serve as *ex-officio*, non-voting members of the Executive Board. The Chair of the Interest Group shall prepare quarterly written reports to the Executive Board on the activities of the Interest Group. A written annual report shall be submitted to the Association's Secretary for inclusion in the Annual Report of the Association.

Section 6. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Interest Group. No Interest Group shall incur any expense on behalf of the Association except as authorized by said budget allocation.

Section 7. No Interest Group shall commit the Association by any declaration of policy except as authorized by the Executive Board.

Section 8. The Executive Board of the Association, by an affirmative two-thirds (2/3) vote at two (2) consecutive meetings may discontinue an Interest Group when, in the opinion of the Board, and after having given the Interest Group the right to be heard, the usefulness of the Interest Group has ceased. The Board shall always consider for discontinuance an Interest Group whose membership is fewer than twenty-five (25) members or that has failed to identify a chair for its group.

#### Article VIII. Committees.

Section 1. A Standing Committee is a committee with long term objectives so closely interwoven with the total program and development of the Association that it should have a continuing life.

Paragraph A. A Standing Committee may be established, its charge determined, and discontinued by a two-thirds (2/3) vote of the Executive Board.

Paragraph B. The President –Elect shall appoint the Chair of a Standing Committee for a term of one (1) year. Such term to begin at the conclusion of the Annual Conference and run concurrently with that of the appointer.

Paragraph C. Membership of each Standing Committee shall be in accordance with the provisions in the AzLA Handbook. No member of the Association shall serve on more than two (2) Standing Committees during the same year except for the President and President-Elect who shall be *ex-officio*, non-voting members of all committees.

Paragraph D. The Chair of each Standing Committee serves as an *ex-officio*, non-voting member of the Executive Committee. The Chair prepares quarterly written reports to the Executive Board on the activities of the Standing Committee. A written annual report shall be submitted to the Association's Secretary for inclusion in the Annual Report of the Association

Paragraph E. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Standing Committee. No Standing Committee shall

incur any expense on behalf of the Association except as authorized by said budget allocation.

Paragraph F. No Standing Committee shall commit the Association by any declaration of policy except as authorized by the Executive Board.

Paragraph G. The Horner Fellowship Committee operates under its own set of bylaws approved by the Association's Executive Board. Any revisions thereof must likewise be approved.

Section 2. An *Ad hoc* Committee is a committee appointed to pursue a designated project or a specific goal within a specific time. The life of the Committee ends at the end of that specific time or at the conclusion of the project.

Paragraph A. An *Ad hoc* Committee may be established and its charge determined by the President or by a majority vote of the Executive Board.

Paragraph B. The President shall appoint the Chair of an *Ad hoc* Committee.

Paragraph C. Membership of each *Ad hoc* Committee shall be determined by the President or the Executive Board in keeping with the Committee's stated charge.

Paragraph D. The Chair of each *Ad hoc* Committee shall attend Executive Board meetings and provide quarterly written reports to the Board. A written Final Report shall be submitted to the Executive Board for inclusion in the Association's Annual Report.

Paragraph E. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each *Ad hoc* Committee. No *Ad hoc* Committee shall incur any expense on behalf of the Association except as authorized by said budget allocation.

Paragraph F. No *Ad hoc* Committee shall commit the Association by any declaration of policy except as authorized by the Executive Board.

#### Article IX. Unit Adjustment.

Section 1. A Division, Interest Group, or Standing Committee may alter its name by presenting a petition to that effect to the Executive Board for its approval. This change may not imply a major shift in focus in the unit. A change of focus or mission requires the formation of an appropriate new unit through the channels provided and the dissolution of the unit whose purpose no longer exists.

Section 2. A proposal to merge two (2) or more units is to be considered a proposal to create a new unit and to dissolve the existing ones.

#### Article X. Communication & Information Dissemination.

The Association shall utilize appropriate and varied methods to disseminate information and meet the communication needs of the membership on a regular basis.

Article XI. Conferences.

Section 1. The Association shall hold one (1) statewide conference and a minimum of one (1) regional forum annually to meet the needs of the membership at such place in Arizona and time as determined by the Executive Board. Regional forums should be rotated among the AzLA regions. The Annual Membership Meeting of the Association and those of all Divisions and Interest Groups shall be held as part of the Annual Conference.

Section 2. A Co-Chair of the Annual Conference Committee and a Co-Chair for the Conference Program Sub-Committee shall be appointed by the President-Elect and shall report to the Executive Board on a regular basis. These Co-Chairs will serve staggered two (2) year terms.

Section 3. The Program Sub-Committee will be comprised of the Division Chairs and the Interest Group Chairs or their designees.

Section 4. The Executive Board shall establish registration fees for all persons attending any Annual Conference or Regional Forum held by the Association. The Board, likewise, has the right to establish varying fees for exhibitors, vendors, and other corporate entities attending, displaying, or presenting at an Annual Conference or Regional Forum.

Article XII. Affiliation with Other Associations.

Section 1. The Executive Board reserves the authority to affiliate the Association with other organizations or associations. Depending on the nature of the other organization or association, it may be appropriate to exchange liaisons or representatives to one another's governing boards.

Section 2. Divisions and Interest Groups may affiliate with other organizations upon approval of the Executive Board.

Article XIII. Amendments.

Section 1. Proposals for amending the Bylaws may be initiated either by resolution of the Executive Board or by written petition to the Executive Board of at least five per cent (5%) of the voting members of the Association.

Section 2. The Executive Board shall submit a proposed amendment or amendments for a vote of the membership. This vote can be held at an Annual or a Special Membership Meeting or by mail (electronic or other).

Paragraph A. In the event that the vote is to be taken at a Membership Meeting, at least ten (10) days shall have intervened between the mailing of a copy of the proposed amendment(s) and the meeting at which the vote shall be taken.

Paragraph B. In the event of a vote by mail, the deadline for the return of ballots shall be at least thirty (30) days after the date of the mailing of the proposed amendment(s) and the ballots.

Section 3. The proposed amendment(s) to the Bylaws shall become effective after a majority vote of the voting membership present at the Annual or Special Membership Meeting of the Association or by a majority vote of the voting membership responding to a vote held by mail (electronic or other).

Article XIV. Parliamentary Authority.

The Executive Board shall determine which Parliamentary Authority best suits the needs of the Association and its various sub-units. Any chosen Parliamentary Authority is always subject to modification by the Articles of Incorporation, these Bylaws, and the AzLA Handbook, and / or any special rules of order the Association may adopt.

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Arizona Library Association (AzLA)**

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  - A map of the state showing the current regions.

**Section II: Interpretations of the Bylaws**

**Bylaws – Article I – Name & Location**

No interpretations needed.

**Bylaws – Article II – Mission**

No interpretations needed.

**Bylaws – Article III – Membership & Privileges**

<b>Dues Structure as of (Date)</b>	
<b>Personal Members</b>	
<b>Category</b>	<b>Dues per annum</b>
Regular	\$60
Library Staff	\$40
Trustees, Friends, & Board Members	\$40
Student, if Joint with ALA – AzLA portion	\$35
Student without ALA membership	\$35
Transitional / Non-Salaried	\$30
Retired	\$30
Honorary <sup>1</sup>	No dues
Life Member (discontinued 1990Dec31)	Not currently available
New Member Rate – 1 <sup>st</sup> year of membership or 1 <sup>st</sup> year after one (1) year hiatus (added 2010Jul16)	\$30
<b>Institutional Members</b>	
<b>Category</b>	<b>Dues per annum</b>
Vendors	\$250
The following include two (2) personal memberships	
Libraries with operating budget less than \$100,000	\$75
Libraries with operating budget of \$100,000-\$299,999	\$100
Libraries with operating budget of \$300,000-\$999,999	\$125
Libraries with operating budget of \$1,000,000-\$4,999,999	\$200
Libraries with operating budget of \$5,000,000 and over	\$300

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<sup>1</sup> A list of all Honorary members together with the Proclamation of such status is to be found in the Appendices herein.

Article IV. Officers (Elected & Appointed)

Duties of Members of the Executive Board & Other Association Officers

President: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Presides at all meetings of the Association, Executive Board, and Executive Committee.
- Directs the entire program of the Association.
  - Represents the Association in all official capacities or designates a representative.
  - Acts as a spokesperson for the Association on all established policies except as otherwise provided herein or by Executive Board action.
  - Acts as the liaison officer between the Association and other official bodies.
  - Maintains an impartial, informed, and responsive interest in the concerns, goals and activities of all Divisions, Interest Groups, and Committees.
  - Is responsible for sharing important communications from the American Library Association with the AzLA membership via the AzLA listservs, the AzLA website, and / or in the Association's newsletter. These activities may include writing a column for each issue of said newsletter.
- Appoints Chairs of Standing Committees as provided herein and notifies them of their appointments and duties.
- Establishes ad hoc Committees as needed, appoints Chair of such Committees, and notifies them of their appointments and duties.
- Serves as an ex-officio member of all Committees.
- Assures a smooth transition by working closely with the President-Elect.
- Prepares files at the end of his / her term of office and sends material to the new President or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new President.
- Presents, if appropriate, a President's Recognition Award as described herein.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Works closely with the Association Manager to conduct Association business and meet Association timetables.



President-Elect: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Presides in the absence of the President, or upon request of the President, when he / she is present.
- Prepares for orderly transition through preliminary appointment lists, conference themes, etc. To this end, the President-Elect, at Association expense, may travel to the American Library Association's Annual Conference to attend the orientation for new Chapter leaders.
- Arranges for conference dates and sites for a minimum of one (1) year beyond dates and sites already established.
- Plans and conducts the Association's annual Planning Forum.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Participates in conference planning where possible.
- Prepares files at the end of his / her term of office and sends material to the new President-Elect or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new President-Elect.

Past President: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Performs a special activity / project, as appropriate and / or assigned.
- Lends assistance to the President as needed.
- Assists with the orientation of the new Executive Board and Executive Committee.
- Chairs the Elections / Appointments Committee.
- Serves as Parliamentarian for Executive Board & Executive Committee.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new Past President or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Past President.

Secretary: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board & Executive Committee. Records Minutes of the Executive Board & Executive Committee Meetings. Distributes Minutes & Board Documents to all Board or Committee members in advance of the Executive Board or Committee Meetings.
- Records Minutes of AzLA General and Special Membership Meetings.
- Collects one (1) copy of all reports, memoranda, correspondence, and other pertinent materials received from any and all Executive Board Members and sends to the Association Manager for filing in Current Year Record. These shall include, but shall not be limited to:
  - Minutes of the proceedings of the General and Special Membership Meetings.
  - Minutes of the proceedings of the Executive Board and the Executive Committee.
  - The AzLA Annual Report
- Prepares an Annual Report of the Secretary's activities for the AzLA membership for inclusion in the Annual Report to the Membership Conference.
- Compiles the Annual Report to the Membership and sends it to the Association Manager for inclusion on the website. The Secretary will then distribute a hand-out at the Annual General Membership Meeting directing members to the link on the AzLA homepage where these reports are available and offering a print copy to those members who do not have access to the World Wide Web. The Annual Report is a compilation of reports from Officers, Divisions, Interest Groups, and Committees of their activities for the year.
- Prepares files at the end of his / her term of office and sends material to the new Secretary or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Secretary.

Treasurer: Powers & Duties

- Performs such duties as are implied by the title.
- Serves as a voting member of the Executive Board and the Executive Committee.
- Monitors the Association's fiscal activities, which include, but shall not be limited to:
  - Receives and deposits all monies paid to the Association.
  - Pays approved bills of the Association and its sub-units in a timely manner.
  - Prepares a written report of the Association finances showing all income and all expenses for each meeting of the Executive Board.
  - Keeps accurate records of all appropriate financial transactions / records and submits them for annual professional review.
- Arranges for a Certified Public Accountant / tax consultant to file each year, on or before the fifteenth (15th) day of the fifth (5th) month following the close of the annual accounting period, an Internal Revenue Information Return and an Arizona Corporation Commission Annual Report.
- Transfers control of all Association funds to the newly elected Treasurer at the end of the term of office.
- Retains the current and immediate preceding years' books and records of account and to sends all other prior years' records to the Association Manager.
- Prepares an Annual Report of the Treasurer's activities for the AzLA membership for inclusion in the Annual Report to the Membership, which is distributed at Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new Treasurer or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Treasurer.

Regional Representatives: Powers & Duties

- Represents the diverse membership of his / her designated region of the Arizona Library Association.
- Serves as a voting member of the Executive Board.
- Attends all Executive Board meetings and reports the activities of his / her region.
- Reports to his / her regional membership the decisions and issues covered in Executive Board meetings via an AzLA listserv or other means.
- Submits regional activities to the newsletter and website.
- Executes duties as delegated or assigned by the President and / or the Executive Board.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new Regional Representative or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Regional Representative.

Councilor to the American Library Association: Powers & Duties

AzLA is a State Chapter of the American Library Association.<sup>2</sup>

- Represents the Arizona Library Association at meetings of the American Library Association.
  - The Councilor is expected to attend both the Annual Conference and Midwinter Meeting of ALA at AzLA expense.
  - At all ALA Conferences, the Councilor is expected to attend all ALA Council meetings and Chapter Caucuses.
- Serves as a voting member of the AzLA Executive Board for a term concurrent with the term on ALA Council.
- Keeps the members of AzLA informed of activities in ALA of interest to Arizona libraries and librarians.
- Responds to requests for information from ALA.
- Notifies the AzLA President of any ALA policies, which might require some action or response by AzLA. Said action or response may be taken by the Executive Board or may be referred to the Annual or a Special Membership Meeting of AzLA.
- Prepares a report of the year's activities to be included in the Association's Annual Report to the Membership, which is distributed at the Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new ALA Councilor or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new ALA Councilor.

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<sup>2</sup> See ALA Bylaws – Representation on Council, Article IV.2.b – Establishment of Chapters, Article V.

Mountain Plains Library Association Representative: Powers & Duties

AzLA is a State Library Association Member of MPLA.<sup>3</sup>

- Represents the Arizona Library Association at meetings of the Mountain Plains Library Association at AzLA expense.
- Serves a three (3) year term as representative to MPLA and serves as a voting member of the AzLA Executive Board for those years.
- Acts as a two (2) way liaison between the MPLA Executive Board and the AzLA's Executive Board.
- Responds to requests for information from MPLA and promotes MPLA membership within Arizona.
- Provides the MPLA Newsletter Managing Editor and the MPLA Public Relations Committee with library news of the state.
- Actively assists the MPLA Conference Chair, if the MPLA Annual Conference is to be held in the represented in Arizona in conjunction with the AzLA Annual Conference.
- Prepares a report of the year's activities to be included in the AzLA's Annual Report to the AzLA Membership, which is distributed at the AzLA Annual Conference.
- Prepares files at the end of his / her term of office and sends material to the new MPLA Representative or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new MPLA Representative.

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<sup>3</sup> For Representation, see MPLA Bylaws Article 6.4, 6.4.1, & 6.4.2. States in the MPLA region are Arizona, Colorado, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, South Dakota, Utah, & Wyoming.

Division Chairs: Powers & Duties

Divisions may assign other responsibilities to their Chairs. At a minimum, Chairs are expected to fulfill the following.

- Serves as a non-voting member of the Executive Board.
- Attends all regular and special meetings of the Association, the Executive Board, and the Executive Committee to bring issues and concerns of the Division before these bodies.
- Acts as spokesperson for the Division to the rest of the Association on matters of policy pertaining to it. May act as spokesperson for the Association if so directed by the Executive Board.
- Submits personally or through a designee regular reports to the Web & Social Networking and the Newsletter Committees.
- Submits a written report on Division activities to the Executive Board at each meeting of the Board.
- Maintains and transmits any Minutes, committee appointments, and other papers or communications pertinent to the operation of the Division to the incoming Chair.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the Annual Report to the Membership, which is distributed at the Annual Conference.
- Makes appointments to Division-wide Committees. Submits names to the President or President-Elect, as appropriate, to those Association-wide Committees with Division representatives as identified herein.
- Is responsible for insuring that the Division's Vice-Chair or other designee serves on the Conference Program Planning Sub-Committee.
- Prepares files at the end of his / her term of office and sends material to the new Division Chair or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Division Chair.



Interest Group Chairs: Powers & Duties

Interest Groups may assign other responsibilities to their Chairs. At a minimum, Chairs are expected to fulfill the following.

- Attends all regular and special meetings of the Association and Executive Board to bring issues and concerns of the Interest Group before these bodies.
- Acts as spokesperson for the Interest Group to the rest of the Association on matters of policy pertaining to it. May act as spokesperson for the Association if so directed by the Executive Board.
- Submits personally or through a designee regular reports to the Web & Social Networking and the Newsletter Committees.
- Submits a written report on Interest Group activities to the Executive Board for each meeting of the Board.
- Maintains and transmits any Minutes, committee appointments, and other papers and communications pertinent to the operation of the Interest Group to the incoming Chair.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the Annual Report to the Membership, which is distributed at the Annual Conference.
- Makes appointments to Interest Group-wide Committees. Submits names to the President or President-Elect, as appropriate, to those Association-wide Committees with Interest Group representatives as identified herein.
- Serves on the Conference Program Planning Sub-Committee or appoints a designee to do so.
- Prepares files at the end of his / her term of office and sends material to the new Interest Group Chair or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Interest Group Chair.

Committee Chairs: Powers & Duties

This list is general and may be modified and / or expanded for the Chairs of specific Committees, either Standing or ad hoc.

- Attends all regular and special meetings of the Association and Executive Board.
- Acts as spokesperson for the Committee on matters of assignments, activities, or policy pertaining to it to the rest of the Association. May act as spokesperson for the Association if so directed by the Executive Board.
- Submits personally or through a designee regular reports to the Web & Social Networking and the Newsletter Committees.
- Submits a written report on Committee activities to the Executive Board for each meeting of the Board.
- Maintains and transmits any Minutes, committee appointments, and other papers and communications pertinent to the operation of the Committee to the incoming Chair.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the Annual Report, which is distributed at the Annual Conference.
- Submits names to the President or President-Elect, as appropriate, to those Association-wide Committees with which exchange is needed.
- Prepares files at the end of his / her term of office and sends material to the new Committee Chair or the archives.
  - Removes ephemeral material.
  - Includes materials of historical importance.
  - Includes materials of immediate use to the new Committee Chair.

Article V – Management  
Section 1 – Executive Board

Powers & Duties:

- Acts for the Association in the administration of established policies and programs.
- Serves as central management board of the Association, subject to review by the membership.
- Makes recommendations and / or takes action with respect to matters of policy and / or operation.
- Acts on recommendations from the Executive Committee.

Section 2 – Executive Committee

Powers & Duties:

- Acts on behalf of the Executive Board in emergency situations.
- Executes those tasks assigned to it by the Executive Board or the membership.
- Reports all actions taken to the Executive Board at its next meeting.
- Analyzes operational issues and make recommendations to the Executive Board.

Section 3 – Staff

The Association has no employees, but rather contracts out certain aspects of the management & staffing requirements of the Association.

No interpretations needed. See relevant job descriptions of the current staff.

Section 4 – Meetings of the Association

No interpretations needed.

Section 5 – Policies

No interpretations needed.

All policies can now be found in Section III of this Handbook.

Bylaws – Article VI – Divisions

Division Standardization

All Divisions are expected, although not required, to supplement these statements.

- All Divisions should utilize the same offices, if possible. Terms such as Past Chair, Chair, and Vice Chair should be used rather than President so as to promote clarity between the Association- and Division-level officers.
- The officers of all Divisions should constitute a Division Board as opposed to an Executive Board so as to promote clarity between the Association and Division level.
- A list of appointments to be made for the next Association year is to be submitted to the Association’s Elections / Appointments Committee sixty (60) days prior to the Association’s Annual Conference.
- Clarity between Association-level and Division-level Committees must be maintained in the descriptions herein.
- The Division will use the Parliamentary Authority selected by the Association and / or special rules of order adopted by the Association’s Executive Board.
- The duties / responsibilities of all Division officers must be clear between the various offices and these must include:
  - Communication with Division members through the Division listserv and / or the Association listserv as appropriate.
  - Preparation of a report on the Division for each issue of the AzLA Newsletter.
  - Maintenance of the section on the Division of the AzLA Handbook.
  - Compliance with the AzLA Bylaws and policies.
  - Submission of quarterly reports for the Association’s Executive Board.
  - Submission of the Division section for an Annual Report of the Association.
  - Preparation and submission of a Division annual budget to the Association Treasurer.
  - Conducting an Annual Business Meeting at AzLA’s Annual Conference.
  - Ensures that, at least, a single program related to the Division is submitted for inclusion at AzLA’s Annual Conference.
  - Preparing a slate of candidates for appointment by the Elections / Appointments Committee.
  - Recording Minutes of all meetings and assuring that these are properly maintained and sent to the Association for archiving.

There now follows a review of all current Divisions: College & University Libraries Division, Public Libraries Division, Special Libraries Division, & Teacher Librarians Division.

College & University Libraries Division  
Recognized acronym: CULD

**Purpose:** To encourage the development and growth of all aspects of college and university libraries and librarians through activities sponsored by the Arizona Library Association.

**Goals:** To sponsor activities necessary to implement other established programs of AzLA in order to accomplish the objectives of the Division and the parent organization.

**Bylaws**

Article I. The name of this organization shall be "Arizona Library Association, College and University Libraries Division."

Article II. The objectives of this organization shall be to encourage the development and growth of all aspects of college and university libraries and librarians through activities sponsored by the Arizona Library Association. When deemed propitious this Division will sponsor activities necessary to implement other established programs of AzLA in order to accomplish the objectives of the Division and the parent organization.

Article III. Officers and Management

Section 1. The Governing Board of the Division shall be composed of the officers of the Division and the immediate Past Chair.

Section 2. The Elections / Appointment Committee of AzLA will appoint the Chair on the recommendation of the Division, if possible. If there is no recommendation, the Committee will nominate a Chair. A Secretary, a Vice-Chair, a representative for the Legislation Committee, a Communications Officer, and a Representative to the Association of College and Research Libraries, a Division of the American Library Association shall be selected from and by the membership of the Division. The term of office shall be two (2) years.

Section 3. It shall be the duty of the Chair to preside at meetings of the Division and its Governing Board; to appoint committees; to act as spokesperson for the Division on matters of policy; to serve on the Executive Board of AzLA; and to perform other functions deemed appropriate by the by both the Division's Governing Board and the Association's Executive Board.

Section 4. It shall be the duty of the Secretary to keep a record of the proceedings of all formal meetings and distribute copies of the same to all members of the Governing Board of the Division.

Section 5. The Governing Board of the Division shall have authority to act for the Division in all matters not provided for in the Bylaws of the Division or through policy established by a resolution adopted by the membership.

Section 6. A vacancy in the Chair will be filled through the regular appointment process. Vacancies in other positions will be filled by the Chair.

Article IV. Meetings

Section 1. An annual business meeting of the Division will be held in conjunction with the Annual Conference of the Arizona Library Association.

Section 2. A quorum at the annual meeting of the Division shall be those voting members present.

Section 3. In addition to business meetings of the Division and its Governing Board, the Chairs with the approval of the the Governing Board may call program meetings.

#### Article V. Committees

Section 1. The Chair shall serve as an *ex-officio* member of all Division Committees.

Section 2. The Division shall be represented on the Association's Conference Program Sub-Committee and Legislation Committee as outlined. The Division's representatives must report the relevant proceedings of these groups in writing to the Division's Governing Board.

Section 3. The Division has a single division-level committee. The CULD Contributed Papers Committee will be responsible for requesting papers on a variety of library topics. The Chair of the Committee will attend meetings of the Association's Conference Program Sub-Committee and ensure time is allotted at the Annual Conference. The Chair is also responsible for seeing that the papers submitted are posted on the AzLA website.

Article VI. The rules of procedue for the Division shall be the parliamentary authority and rules as established by the Arizona Library Association.

Article VII. These Bylaws may be amended by unanimous vote of the Division Governing Board or by a majority vote of the Division members assembled in a general meeting, special meeting, or a vote held by mail.



Public Libraries Division  
Recognized acronym: PLD

Purpose: To foster and promote activities that support public libraries and public library staff in Arizona and encourage libraries development and growth.

Common Issues & Goals:

- To encourage and support the improvement, development and an extension of public libraries and their services in Arizona.
- To stimulate interest in and awareness of public library services.
- To provide opportunities for discussions, programs and activities centering on public library topics and issues, at AzLA conferences and other events.
- To cooperate with AzLA, its other Divisions, and other sub-units to enhance the role of libraries in the state of Arizona.
- To sponsor programs and continuing education opportunities that encourages interest in positions in public libraries.

Leadership: The chair will provide the Elections / Appointments Committee of the Association with a candidate for appointment every year. Term of office for each Chair will be a period of one (1) year.

Duties & Responsibilities:

- The Chair shall conduct an annual meeting of the Division and any other meetings as necessary.
- The Chair shall communicate with members via Division listserv, mailings, and the Association newsletter.
- The Vice-Chair will be assigned to Conference Program Sub-Committee to insure program development that will meet the needs of members.
- The Chair will submit quarterly reports to the Association's Executive Board.
- The Chair will submit an Annual Report will be submitted to the Association Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference.
- Budget requests will be submitted to the Association Treasurer in accordance with Association procedures.

Special Libraries Division  
Recognized acronym: SLD

Purpose: To promote special library service and librarianship in Arizona and to facilitate networking and cooperation among Arizona special library organizations and librarians.

Common Issues & Goals:

- To sponsor activities for the improvement and / or development of special libraries.
- To facilitate communication among members.
- To cooperate with organizations that have similar or allied interests.
- To make special libraries and information centers visible to the library and general communities.

Leadership:

- The Chair will foster leadership for the Division and provide the Elections / Appointments Committee of the Association with a candidate for appointment every other year.
- Term of office for each Chair will be a period of two (2) years.
- Encourage communications and networking with other Arizona special library associations.

Duties & Responsibilities:

- The Chair shall call at least one (1) meeting will be held every year.
- The Chair shall prepare an annual calendar which will include a continuing education program.
- The Chair shall communicate with members via Division listserv, mailings and the Association Newsletter.
- The Chair shall assign a member to the Conference Program Sub-Committee to insure program development that will meet the needs of members.
- The Chairs shall communicate at least annually with the various special library organizations in Arizona to facilitate coordination in programs and services.
- The Chair shall submit quarterly reports will at the Association's Executive Board meetings.
- The Chair shall submit an annual report to the Association Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference.
- Budget requests will be submitted to the Association Treasurer in accordance with Association policy.

Teacher Librarians Division

Recognized acronym: TLD

Purpose: The Teacher Librarians' Division shall be concerned with the improvement and extension of library media services in the schools of Arizona as a means of strengthening the schools' educational programs. This Division recognizes that its program shall be developed in cooperation with other library and educational organization concerned with the welfare and education of children and youth.

Common Issues & Goals:

- Planning the programs of study and service for the improvement and extension of library media services in strengthening the educational program, including the continuing campaign to require a fulltime certified librarian in every school.
- Stimulating continuous study and research to improve standards and procedures in the school library media programs and to establish criteria for evaluation.
- Synthesizing of activities of all units within the Arizona Library Association in areas of mutual concern.
- Advocating to other educational and lay groups of the value of school library media programs as a positive educational force in improving student achievement.
- Stimulating professional growth and improvement of the state of school librarians, including National Board Certification for School Librarians.
- Encouraging membership in and collaboration with related professional organizations and in local educational groups.
- Infusing technology into the learning process at all levels of education, empowering students and teachers to access, evaluate, synthesize and disseminate information.
- Campaigning towards the re-institution of a position with the Department of Education of a Director of School Library Services.

Leadership:

- The officers of the Division shall be a Chair, a Vice-Chair, and a Secretary. The officers shall perform the duties related to their offices and such other assignments as delegated by the Division's Governing Board.
- All officers shall serve a term of one (1) year, with re-appointment possible.
- The Division's Governing Board:
  - Chair
  - Vice-Chair
  - Past Chair
  - Secretary
  - The Representative to the Association's Membership Committee
  - The Representative to the Association's Legislative Committee
  - The Representative to the Association's Intellectual Freedom Committee
  - The Representative to the Association's SIRLS Advisory Committee

Appointment Procedure: The Governing Board of the Division will recommend to the Elections / Appointment Committee of AzLA the names of the Chair, Vice-Chair, and Secretary for appointment to these positions. Board members (committee and representative appointments) shall be made by the Chair of the Division for the term of one (1) year.

Duties & Responsibilities:

- The Chair shall:
  - preside at all meetings of the Division and its Board;
  - have the right to vote only in case of a tie;

- perform other duties designated by the membership or the Division Board;
  - represent or designate representation of the Division to other organizations;
  - establish the calendar of the year for meetings with a minimum of six (6) meetings, at least one of which will correspond with the Association's Annual Conference;
  - set the agenda of the meetings;
  - report quarterly to the Association's Executive Board;
  - prepare an Annual Report for the membership of the Association;
  - attend ALA Mid-Winter Meeting and Annual Conference to represent the Division at the Affiliate Assembly of the American Association of School Librarians meetings;
  - shall prepare the budget for the Executive Board; &
- The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair.
  - The Secretary shall be responsible for the Minutes of all business meetings and official correspondence of the Division.

Meetings shall follow the Parliamentary Authority established by the Association.

Bylaws – Article VII – Interest Groups

Interest Group Standardization

All Interest Groups are expected, although not required, to supplement these statements.

- All Interest Groups should utilize the same offices, if possible. Terms such as Past Chair, Chair, and Vice Chair should be used rather than President so as to promote clarity between the Association- and Interest Group-level officers.
- The officers of all Interest Groups should constitute an Interest Group Council as opposed to an Executive Board so as to promote clarity between the Association-level, Division-level, and Interest Group-level.
- A list of appointments to be made for the next Association year is to be submitted to the Association's Elections / Appointments Committee sixty (60) days prior to the Association's Annual Conference.
- The Interest Group will use the Parliamentary Authority selected by the Association and / or special rules of order adopted by the Association's Executive Board.
- Clarity between Association-level and Interest Group-level Committees must be maintained in the descriptions herein.
- The duties / responsibilities of all Interest Group officers must be clear between the various offices and these must include:
  - Communication with Interest Group members through the Interest Group listserv and / or the Association listserv as appropriate.
  - Preparation of a report on the Interest Group for each issue of the AzLA Newsletter.
  - Maintenance of the section on the Interest Group of the AzLA Handbook.
  - Compliance with the AzLA Bylaws and policies.
  - Submission of quarterly reports for the Association's Executive Board.
  - Submission of the Interest Group section for an Annual Report of the Association.
  - Preparation and submission of an Interest Group annual budget to the Association Treasurer.
  - Conducting an Annual Business Meeting at AzLA's Annual Conference.
  - Ensure that, at least, a single program related to the Interest Group be submitted for inclusion at AzLA's Annual Conference.
  - Preparing a slate of appointments for the Elections / Appointments Committee.
  - Recording Minutes of all meetings and assuring that these are properly maintained and sent to the Association for archiving.

There now follows a review of all current Interest Groups: Arizona Librarians for Young Adult Services Interest Group; Government Information Interest Group; Information Services Interest Group; International Interest Group; Kids' Issues, Development, & Support Interest Group; Native American Libraries Interest Group; Services to Diverse Populations Interest Group; & Technical Services Interest Group.

Arizona Librarians for Young Adult Services Interest Group

Recognized acronym: ALYAS

Established by Board Action Date

Purpose: To enhance the development and effectiveness of young adult library staff and young adult library services; to act as advocates for teens in libraries and communities; to recognize that teens are a distinct group with unique perspectives, skills, and possibilities; and to be actively involved in the development of young adults.

Common Issues & Goals:

- To unite all Association members interested in promoting services to young adults.
- To promote cooperation between school and public librarians who serve young adults.
- To educate the library decision-makers, library staff, and library support groups about the special library needs of young adults.
- To provide opportunities for librarians who work with young adults to discuss concerns and share ideas.
- To sponsor programs that will improve the quality of young adult services in schools and public libraries in Arizona.
- To encourage all librarians to provide services designed to encourage and assist young adults in using libraries.

Leadership:

- Appointment procedures will foster leadership for the Interest Group and provide the Association's Elections / Appointments Committee with a candidate for appointment every other year.
- Terms of office for the Chair will be a period of one (1) years.

Duties & Responsibilities of the Chair:

- Arrange and conduct semi-annual meetings. These meetings shall be held under the guidance of the Parliamentary Authority established by the Association.
- Propose, manage, and conduct two (2) continuing education programs each year.
- Communicate with members via Interest Group listserv, mailings and the Association newsletter.
- Work, or co-ordinate the work of the Vice-Chair, with the Conference Program Sub-Committee annually to insure program development that will meet the needs of members.
- Prepares regular reports for each meeting of the Executive Board and an Annual Report will be submitted to the Association Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference.
- Budget requests will be submitted to the Association Treasurer in accordance with AzLA procedures.

Government Information Interest Group

Recognized acronym: GIIG

Established by Board action as Government Documents IG Date

Name changed by Board Action 2010APR22

Purpose: To plan and work toward the improvement of government documents, services, and programs in libraries throughout Arizona.

Common Issues & Goals:

- To unite Association members interested in promoting awareness and use of government documents.
- To promote state-wide cooperation in the areas of interlibrary loan, reference service, acquisitions, and disposal of unwanted government documents.
- To provide opportunities for people concerned with documents to discuss problems and share ideas and expertise.
- To sponsor programs that will increase public access to government information by promoting awareness and effective use of documents by library staff.
- To support the objectives set forth in the "State Plan for Federal Depository Libraries in Arizona."
- To cooperate with the Arizona Library Association and its other units to enhance the role of libraries in Arizona.

Leadership: The officers of the Interest Group shall be a Chair and a Vice-Chair. The offices will have one (1) year terms.

Duties & Responsibilities:

- The Chair will foster leadership for the Interest Group.
- The Chair will provide the Association's Elections / Appointments Committee with a candidate for the Vice-Chair appointment.
- The Vice-Chair will serve on the AzLA Conference Program Sub-Committee.
- The Chair will, at least annually at the Arizona Library Association Annual Conference, conduct a meeting of the Interest Group. The Chair may call additional meetings as may be required.
- The Chair will communicate with members via Interest Group listserv and / or e-mails.
- The Chair will submit quarterly reports to the Association's Executive Board meetings.
- The Chair will submit an Annual Report will be submitted Chair to the AzLA Secretary two (2) weeks prior to the Annual Business Meeting at the Annual Conference of the Association.
- The Chair will submit Budget requests in accordance with AzLA procedure to the Association's Treasurer.

Information Services Interest Group

Recognized acronym: ISIG

Established by Board Action Date

Purpose: To promote and advance library services, librarianship, and the use of technology in Arizona libraries.

Common Issues & Goals:

- To promote unity by bringing together association members interested in library services, including reference and library instruction, and library technology.
- To sponsor relevant continuing education programming.
- To foster communication among people from all types of libraries who are interested in the provision of public service and effective instruction.

Leadership:

- The officers shall be a Chair and a Vice-Chair.
- The term of office for each will be a period of two (2) years commencing at the conclusion of the Annual Conference,

Duties & Responsibilities:

- Communicate through the ISIG blog & listserv.



International Interest Group  
Recognized acronym: IIG  
Established by Board Action Date

Statement: Our libraries serve increasingly diverse populations. Learning more about other cultures will enable us to do our jobs more professionally, intelligently, & sensitively.

Purpose:

- To offer educational opportunities for Arizona librarians and library staff to further their knowledge of other countries and cultures,
- To provide opportunities for networking within the group and with other library groups.
- To provide resources for training librarians and library staff related to the use of library services & resources by international users.
- To promote library services for international users.

Common Issues & Goals:

- To develop the interests of librarians and libraries in issues, activities, & opportunities in the fields of international culture & librarianship.
- To promote the exchange of materials, information, librarians, & other resources throughout the world.
- To serve as a channel of communication & counsel for members of AzLA in the field of international issues of culture & librarianship.
- To work with the Services for Diverse Populations Interest Group on issues related to library services for international users in Arizona.

Leadership:

- Officers shall consist of the AzLA members in good standing & shall be a Chair, a Vice-Chair, & the Immediate Past Chair.
- The appointments shall be made according with AzLA procedures,
- Terms for each appointed officer shall be for one (1) year commencing at the conclusion of the Annual Conference.

Duties & Responsibilities of Chair:

- IIG programs at the Annual Conference: solicits ideas from members, selects appropriate programs, attends Conference Program Sub-Committee meetings, co-ordinates all aspects of the speakers' programs, assigns a facilitator for each program, attends the conference, & lends assistance to facilitators or speakers as necessary.
- Yearly activities: solicits ideas for same.
- Keeps members apprised of international events & opportunities in Arizona & elsewhere through AzLA website, newsletter, & e-lists.
- Keeps the IIG information on the AzLA website current (contact information, upcoming events, *etc.*
- Assists as requested with the activities of the Horner Fellowship Committee.
- Works with Vice-Chair for a smooth transition.

Duties & Responsibilities of the Vice-Chair:

- IIG programs at the Annual Conference: works with the Chair on developing these.
- Yearly activities: helps with soliciting ideas & with outreach to AzLA members.
- Solicits volunteers for next IIG Vice-Chair before Business Meeting at the Annual Conference.

Meetings: An annual Business Meeting of the Interest Group shall be held in conjunction with the Arizona Library Association. Meetings, seminars, & workshops shall be held as approved by the Interest Group Governing Council of the Interest Group to further the aims of the Interest Group.

Reports: The IIG Chair shall submit quarterly and an annual report to the AzLA Executive Board.

Budget:

- The Chair shall submit a request to the AzLA Executive Board for annual funds as needed.
- The Chair shall submit an annual expense report to the AzLA Treasurer as needed.

Possible Activities:

- Arrange virtual meetings, including webinars & guest lectures.
- Contribute content to *AzLA Newsletter*.
- Update website pages as needed.
- Communicate with local international communities in Arizona to learn their information needs.
- Look into possible connections with IFLA, ACRL's Academic Library Services to International Students Interest Group, and other possible partners on appropriate projects.

Kids' Issues, Development, & Support Interest Group

Recognized acronym: KIDS

Established by Board Action Date

Purpose: To support and encourage members who work with children by promoting children's services and literacy and giving a voice to children's issues within AZLA and the state of Arizona.

Common Issues & Goals:

- To keep abreast of issues dealing with all children and their well-being.
- To provide information and opportunities for continuing education.
- To network through local and state-wide groups.
- To be willing to mentor one another.

Leadership:

- The Interest Group Council will consist of a Chair, immediate Past Chair, Vice-Chair, and a Secretary appointed from the membership of the Interest Group through AzLA procedures.
- The Interest Group Council will foster leadership for the Interest Group and provide the Association's Elections / Appointments Committee with candidates, AzLA members in good standing, for appointment each year.

Duties & Responsibilities:

- The Chair will write the reports, budget requests, and oversee the meetings.
- The Vice-Chair will serve on the Conference Program Sub-Committee.
- The Secretary will take Minutes of meetings and distribute to the Interest Group Council members.
- The Secretary will distribute communications to the members through e-mail.
- The immediate Past Chair will serve in an advisory capacity.
- The Chair will hold an Annual Business Meeting at Annual Conference and additional meetings as needed following the Parliamentary Authority established by the Association.
- The Interest Group Council will meet annually to plan the calendar year.
- The Chair will submit budget requests to the Association Treasurer in accordance with AzLA procedure.
- The Chair will submit quarterly reports to the Executive Board.
- A member of the Interest Group will continue to be a presence on the Judy Goddard Libraries Limited Arizona Children Author / Illustrator Award Panel, and the Grand Canyon Readers' Award Sub-Committee.
- The Chair will communicate with members through e-mail and the Association newsletter.

Native American Libraries Interest Group.

Recognized acronym: NALIG

Established by Board Action 2009JAN23 as Tribal Libraries IG

Name changed by Board Action Date

No Interest Group specific information deemed necessary.

Services to Diverse Populations Interest Group  
Recognized acronym: SDPIG, also given as DivPop  
Established by Board Action Date

Purpose: To promote equal access to information for populations which may be considered non-traditional or marginalized and which may not otherwise receive services.

Common Issues & Goals:

- To facilitate networking, sharing of ideas, and common concerns.
- To sponsor programs and continuing education opportunities that encourages interest in services to diverse populations.

Leadership / Appointment procedures:

The Chair and Past Chair will meet annually to review the SDPIG membership list and contact those they think may be interested in being the Chair for the next year. The first person who indicates his / her willingness to run will be nominated. The name will then be submitted according to AzLA procedures.

Duties & Responsibilities:

- Meetings of SDPIG will be held as the Chair considers necessary, but shall meet at least at the AzLA Annual Conference. The Parliamentary Authority established by the Association will be observed at any meeting of SDPIG.
- The Chair shall appoint members of SDPIG to serve on AzLA Committees and Sub-Committees as indicated herein. The Chair or his / her designee will serve on the Conference Planning Sub-Committee.
- The Chair shall provide written reports on SDPIG activities to the AzLA Executive Board on a quarterly basis.
- The Chair shall make oral reports the AzLA Executive Board meetings as necessary.
- The Chair shall provide an Annual Report of SDPIG activities to the AzLA Secretary for inclusion in the AzLA Annual Report.
- The Chair shall prepare and submit budget requests to the AZLA Treasurer as required herein.
- The Chair shall submit a summary of expenditures made for SDPIG as part of their reports to the AzLA Executive Board.

Technical Services Interest Group

Recognized acronym: TSIG

Established by Board Action 2007JAN26

At the AzLA Executive Board meeting 2009OCT16, this Interest Group affiliated with the Council of Regional Groups of the Association of Library Collections & Technical Services (ALCTS).

Purpose: To promote the exchange of knowledge in the areas of metadata management, processing, acquisitions, digital collections, & serials.

Common Issues & Goals:

- To promote unity by bringing together Association members interested in cataloguing, processing, acquisitions, digital collections, & serials.
- To provide enrichment opportunities for Association members by organizing forums to discuss problems and share ideas.
- To sponsor programs regarding all aspects of metadata management, licensing and digital rights management, processing, acquisitions, & serials.
- To collaborate with the divisions and other units of AzLA to enhance the role of libraries in Arizona.

Leadership:

- The officers shall be a Chair & Vice-Chair.
- The term of office for each shall be one (1) year commencing at the conclusion of the Annual Conference.

Duties & Responsibilities:

- The Chair will hold an Annual Meeting will be held in conjunction with the AzLA Annual Conference; quarterly meetings may be held virtually or in person throughout the year.
- The Vice-Chair will co-ordinate program development with the AzLA Conference Program Sub-Committee for the Annual Conference.
- Submit an Annual Report prepared by the Chair to the Association Secretary and quarterly reports to the Executive Board.
- Budget requests will be submitted to the AzLA Treasurer.

Bylaws – Article VIII – Committees

Committee Standardization

All Committees are expected, although not required, to supplement these statements.

- All Committees should have the same officers.
- It is desirable that appointments to Committees be staggered for the sake of continuity and the collective memory. Each Committee needs to establish a system to ensure this happens.
- The Committee will use the Parliamentary Authority selected by the Association and / or special rules of order adopted by the Association's Executive Board.
- The routine duties / responsibilities of all Committee Chairs & members must include:
  - Communication with Committee members through the Committee Group listserv and / or the Association listserv as appropriate.
  - Communication with the Executive Board, the Division Boards & Interest Group Councils.
  - Preparation of a report on the Committee for each issue of the AzLA Newsletter.
  - Maintenance of the section on the Committee of the AzLA Handbook.
  - Compliance with the AzLA Bylaws and policies.
  - Submission of quarterly reports for the Association's Executive Board.
  - Submission of the Committee section for an Annual Report of the Association.
  - Preparation and submission of a Committee annual budget to the Association Treasurer.
  - Conducting an Annual Business Meeting at AzLA's Annual Conference.
  - Recording Minutes of all meetings and assuring that these are properly maintained, forwarded to the incoming Chair and other members, and sent to the Association for archiving.

There now follows a review of all current Standing Committees: (Service) Awards Committee, Conference Committee, Elections / Appointments Committee, Governance Committee, Horner Fellowship Committee, Intellectual Freedom Committee, Legislation Committee, Marketing & Advocacy Committee, Membership Committee, Newsletter Editorial Committee, Professional Development Committee, School of Information Resources & Library Science Advisory Committee, Stephens Fellowship Committee, Web & Social Networking Committee.

At present, there are no *ad hoc* Committees to include herein.

(Service) Awards Committee<sup>4</sup>  
Established by Board Action Date

**Purpose:** To solicit and receive nominations for and select recipients of the Annual Service Awards and certain scholarships.

**Issues & Goals:** To recognize members of the Arizona Library Association or other individuals, groups, or organizations for their support of library issues and their efforts on behalf of the Association.

**Leadership:** The AzLA President appoints the Chair of the Awards Committee for a term of one (1) year with an option to re-appoint for an additional year(s).

**Duties & Responsibilities of Awards Committee Chair:**

- Attend all meetings of the Conference Committee
- Attend all meetings of the Executive Board
- Communicate with subcommittee chairs
- Insure duties listed below are carried out
- Solicit nominations (*AzLA Newsletter*, ASLAPR listserv).
- Evaluate nominations with the other members of the Award Committee
- Select winner in each category.
- Notify winners in writing. Copies of the notifications go to the Conference Program Subcommittee Chairs, the AzLA President, the AzLA Webmaster, and the AzLA staff (to prepare the checks and / or plaques)
- Notify all of the nominators of the status of the nominees in question
- Send biographical information on the winner and other publicity materials to the AzLA webmaster.
- Write article for *AzLA Newsletter*.
- Have presentation materials ready for the AzLA President to present at an event during the Annual Conference.
- Be available to assist in the presentations.
- Confirm sponsorship of awards.
- Solicit nominations (*AzLA Newsletter*, ASLAPR listserv).
- Write presentation material for banquet describing qualifications of the recipient for use at banquet or luncheon.
- Present recipients and other nominees with folder of nomination / support letters.

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<sup>4</sup> Currently AzLA does not give out author / illustrator awards. The Judy Goddard / Libraries Ltd. Awards & The Grand Canyon Readers Awards are presented at the Annual Conference of AzLA; but, they are adjudged by organizations outside of the Association. The Association merely provides a forum for the award and has provided some funding, although this policy was recently changed.



## **THE (SERVICE) AWARDS & SCHOLARSHIPS**

### Library Leadership Award >>

This award is presented to an active or retired library administrator or manager (as defined by his / her institution and may include director, adult services supervisor or similar position) with an M.L.S. or its equivalent, and / or the equivalent degree in Archives or Museum Studies, who is an AzLA member. Criteria include significant accomplishments and leadership over the past three (3) years in Arizona in several of the following areas:

- Promoting libraries / library service in Arizona;
- Legislative activity and support;
- Mentoring-own institution, state-wide, or regionally;
- Staff development: own institution, state-wide, or regionally;
- Professional publications;
- Contributions to the future of the profession;
- Raising the profile of the profession;
- Raising the profile of the library: own institution or libraries in Arizona or the MPLA region; and / or
- Significant participation in a special project relating to libraries or library service.

Explanatory Note: This award differs from the Rosenzweig Distinguished Service Award in the length of service being considered and the area of effectiveness; *i.e.*, it could be limited to own institution rather than to the region. Also, a professional degree is required.

### Rosenzweig Distinguished Service Award >>

This award is presented to an active or retired layperson or librarian who is a member of AzLA. Emphasis is placed on effectiveness regionally or state-wide, rather than limited to the institution where the individual worked. Criteria include significant accomplishments and leadership over the past ten (10) years in Arizona in several of the following areas:

- Promotion of libraries and library services in Arizona;
- Active support of AzLA;
- Legislative activity and support;
- Mentoring;
- Staff development;
- Professional publications;
- Contributions to the future of librarianship and information science as a profession;
- Raising the profile of work in libraries;
- Raising the profile of the library in Arizona; and / or
- Significant participation in a special project relating to libraries or library service.

Explanatory Note: This award differs from the Library Leadership Award in the length of time the individual served the Arizona library community, the effect of the accomplishments throughout the state, and because the individual is not required to have an M.L.S.

### Outstanding Library Service Award >>

This award is presented to an individual currently working in libraries, with or without an M.L.S., who has professional responsibilities to the end user in such service areas as reference, programming, cataloguing, bibliographic or database instruction, collection development, or a combination of these and other professional responsibilities. Service during the past one-to-three (1-3) years should be considered.

Emphasis will be placed on enhanced service, beyond the standard requirements of good library service. Criteria include one or several of the following:

- Service or project effectiveness beyond own institution;
- Potential impact or benefit to other libraries;
- Benefit to local community;
- Accomplishment as potential model for other libraries of similar size;
- Nominee's investment of personal time; and / or
- Limitation of resources (staff, time, and funds).

Explanatory Note: The award is intended to give equal opportunity to people who provide service directly to patrons or who may have limited resources or clerical assistance. The M.L.S. requirement was deliberately dropped to give workers who give professional service an opportunity to compete for this award. As youth services / young adult librarians and school librarians have separate awards, this award is intended for those who serve primarily adults or college age students, or where youth services are not separated from adult services.

#### Sharon G. Womack Outstanding Library Technician Award >>

This award is given to an individual who has served as a model of the important role that the para-professional plays in providing quality library service and who has exemplified the integral part that the paraprofessional performs as a library staff member. Nominees will be judged on the basis of:

- Demonstrated on-the-job excellence, as noted by their supervisors;
- Support and enhancement the services of the library where they work;
- Evidence of interest in continuing education and other learning opportunities;
- Service to AzLA and other library organizations; and /or
- Participation in other noteworthy community activities will also be considered.

Nominees must be a member of AzLA for one (1) year prior to their nomination. The winner will receive a free membership in AzLA for the year following the Award.

#### Outreach Services Award >>

The Little Chapel of All Nations, Tucson, provides a monetary award to the library, librarian, or library related group or person that provides exemplary library outreach services to unserved, underserved, or minority populations. Membership in AZLA is not required.

#### Outstanding Decision Maker Award >>

This award is given to an Arizona decision-maker exhibiting significant support for librarians. This person is an administrator (city, county, academic, or school) or an elected / appointed official (City Council, Board of Regents, Board of Supervisors, Board of Education, or School Board) who has made a difference for libraries. This person's demonstrated support may be a critical issue (intellectual freedom, fiscal advocacy, development, or a new program, *etc.*) or continuous support over a period of time.

#### AzLA / ProQuest SIRS Intellectual Freedom Award >>

ProQuest SIRS sponsors a cash award for the purchase of library materials. It is given to an individual or library for actively promoting intellectual freedom in Arizona.

#### AzLA Outstanding Youth Services Librarian Award

Formerly Rising Moon Outstanding.... (Changed by Board Action 2009APR16)

The Outstanding Youth Services Librarian Award is given to an individual who serves as a model for the important role Youth Services plays in public libraries.

The award is a plaque and one (1) year free membership. Nominees may be Children's, Young Adult, or Youth Services librarians, or other librarians who serve youth in those capacities, in any Arizona public library. Nominees must demonstrate notable and outstanding performance in producing, developing and promoting programs, services, collections, and reading activities for children and / or teenagers in their libraries and communities. Nominees must have two (2) years of continuous membership in AzLA to be considered for this award.

#### Follett School Librarian of the Year Award >>

This award is given to an individual who serves as a model for implementing the American Association of School Librarians (AASL) National Standards. This award is sponsored by Follett School Library Resources, which provides a plaque for the winner. Nominees must be certified school library media specialists in Arizona who demonstrate notable or outstanding performance in the areas of collaboration with classroom teachers, educational leadership, technology, and advocacy for school libraries. Nominees must have two (2) years of continuous membership in AzLA to be considered for this award.

#### Outstanding Library Board >>

Given to a Library Board or equivalent management group under whose guidance or support a library or group of libraries has been substantially improved. The Board's policies, its success in promoting library service to its constituency, its financial contribution, and its relationship to the community are taken into consideration.

#### Library Support Staff Scholarship Award >>

The Library Support Staff Scholarship Award is a monetary award of \$500 given once annually for the purpose of supporting continuing education via community college, university, or national conference, to any non-M.L.S.-degreed library staff member employed by any library within the State of Arizona. The recipient must currently be enrolled in a college or university program, submit official records showing a grade point average of 3.0 or above (*i.e.*, a B), be actively pursuing an A.A.S degree in Library Technology or a B.A. or B.S. degree in any major with the goal of pursuing, upon graduation, a Master's Degree in Library Science or be actively pursuing a Master's Degree in Library Science, and a member of AzLA.

#### The Emerging Leader Award >>

This award is sponsored by Phoenix-based Great Potential Press and is open to any person working in a library who shows exceptional promise as a leader in the field. The purpose of the award is to recognize individuals with strong leadership potential in order to encourage them to take on roles of increasing responsibility in library work. Membership in AzLA is not required. Criteria for the award include one or more of the following;

- creation of innovative programs or services;
- creating a positive vision, communicating it to others, and inspiring and guiding others to achieve it;
- making exceptional use of local, state, or national library resources including grants;
- actively participating in professional library organizations on a local, state, regional, or national level;
- showing a commitment and belief in the vitality, flexibility and future of library service; and / or
- having two (2) full years of full-time library service in Arizona prior to nomination and no more than five (5) years work history.

A cash award of \$250, provided by Great Potential Press, and a one (1) year membership to AzLA will be awarded to the selected nominee.

The Library Volunteer of the Year Award

(No description)

The Presidential Conference Program Award

(No description)

Conference Committee with the Program Sub-Committee  
Established by Board Action Date

Purpose: To plan and present an Annual Conference.

Common Issues & Goals: The Conference Committee strives for continual improvement in the Annual Conference and to keep it relevant to the interests and issues of libraries, librarians, archives, and library users.

Leadership: Co-Chairs appointed by the AzLA President to serve alternating two (2) year terms. The Conference Co-Chairs appoint Committee Members. Director of the agency appoints one (1) staff member of the Arizona State Library, Archives, and Public Records. Members serve a one (1) year term and may be re-appointed for an unlimited number of terms. President or Co-Chairs will appoint vacancies.

Duties & Responsibilities:

- Prepares welcome letter with meeting dates, times, and location for Conference Committee members.
- Creates e-mail group of Conference Committee members and updates as needed.
- Prepares meeting agendas and disseminate information between meetings.
- Formulates policies and procedures relating to the Annual Conference.
- Develops conference budget with input from the Executive Board and the Association Treasurer.
- Determines overall conference schedule, calendar, *etc.*
- Handles all logistics of the Annual Conference.
- Determines cut-off dates for early bird and pre-conference registration.
- Follows-up on online registration form and problems with registering.
- Proposes exhibit and registration fees for approval by Executive Board.
- Reports to the Executive Board at every Board meeting and copies AzLA President on all Minutes and other significant correspondence.
- Develops conference theme presented to it by the President-Elect
- Creates conference stationery.
- Author Signings: Committee is responsible for obtaining authors as well as obtaining books related to signings.
- Determines charitable organization for book donations.
- Writes grant and final grant report for MPLA funding of pre-conference program.
- Awards: Provides Conference Manager with details on award recipients and procedures for Awards Banquet. This includes contacting sponsors of awards to see if they will attend lunch. Also, Committee responsible for providing accurate number of meals (complimentary or not) prior to pre-registration deadline.
- Hospitality: Communicates with speakers, meets & greets speakers, escorts speakers when necessary, and arranges for speaker gifts.
- Programming: Development and confirmation of the educational topics and speakers.
- Publicity: Responsible for general conference publicity for *AzLA Newsletter*, AzLA website, and other media.
- Agenda: assignment of dates, times and locations for various program functions for the printing of preliminary & final Programs.
- Program Booklets: Provides Conference Manager with final copy for program speakers, times, topics, descriptions, *etc.* needed to publish preliminary & final Program Booklets.
- Sponsorships & Prizes: Handles any solicitation of exhibitor prizes or sponsorship revenue for speakers and events.
- Purchases all conference ribbons and stuff f ribbons in pre-registration packets.
- Updates, distributes, and reviews conference evaluations.
- Novelty Sales: Arranges for sales of novelty items such as t-shirts, tote bags, logo items, *etc.*

- AzLA Membership Booth: works with Membership Chair to operate the AzLA Booth in the exhibit hall including setup and teardown that are done during the same time slot allotted to exhibitors.
- Handles logistics of collecting and depositing money from the AzLA Booth in the Exhibit Hall.
- Finances: Association Treasurer will receive from Conference Manager all advance registration and booth revenue, deposit same in Conference bank account and prepare appropriate financial statements thirty (30) days after conclusion of Conference. Association Treasurer will also take over administration of unpaid purchase orders / invoices from Conference Manager.
- Speaker airfare arrangements: handling flights for out-of-state speakers usually coordinated with Conference Travel Agency.
- Speaker Information: Provides Conference Manager with comprehensive listing of all speakers; such a listing includes name, address, telephone & fax numbers with Program Sub-Committee member responsible for that speaker. This is to be provided prior to printing of preliminary program. Necessary adjustments should be given as needed thereafter. Conference Manager should also receive copies of all contracts with speakers and / or entertainment.
- Follow-up on all conference details.
- An Internet Center or WiFi connection is key to some members being able to attend the Annual Conference as it allows them to stay in touch with their other professional responsibilities. It is also necessary for many of the presenters in the providing of content at the Annual Conference. Accordingly, the Conference Committee will make arrangements for same.
- A Recruiting Center is actually why many attend the Annual Conference. This center is mandated to include practice interviews and résumé critiquing. Accordingly, the Conference Committee will make arrangements for same.
- Prepares final report on the Annual Conference and evaluation feedback for Executive Board.
- Revises the *AzLA Handbook* to keep it current and reflect existing practices.

#### Conference Program Sub-Committee

Purpose: The Conference Program Sub-Committee is responsible for the development, confirmation, and coordination of educational programming for the AzLA Annual Conference.

Common Issues & Goals: The goals of the Conference Program Sub-Committee are to provide quality programming for the AzLA Annual Conference necessary to the success of the AzLA Annual Conference.

As issues within the Conference Program Sub-Committee arise, they shall be addressed by consulting the current AzLA Conference Committee and / or chairs, past Conference Program Sub-Committee Chairs, the AzLA President-Elect, and appropriate members of the AzLA Executive Board.

Leadership:

Membership of this Sub-Committee shall consist of the following AzLA members in good standing:

- The two (2) Co-Chairs,
- One (1) representative from each Division, &
- One (1) representative from each Interest Group.

The AzLA President will appoint the Co-Chairs.

A representative from each Division and each Interest Group shall be appointed by the respective Chair to represent the broad programming interests of the AzLA membership.

Co-Chairs will each serve a two (2) year staggered term, with a new appointment made each year to replace the outgoing Co-Chair. All other Sub-Committee members shall serve for (1) year and may be reappointed.

#### Duties & Responsibilities of the Co-Chairs:

- Develop and distribute Program Proposal forms to the AzLA Membership through all available communication media.
- Coordinate with the Conference Committee Co-Chairs to set meeting schedule and develop a timeline.
- Attend Conference Committee meetings and update Conference Co-Chairs on a regular basis.
- Coordinate with Awards Chair for information about award winners, and for award event(s) details.
- Provide speaker and program information in electronic format in a timely manner to webmaster for AzLA Conference website.
- Contact and meet with Conference Program Sub-Committee members as needed to transact Sub-Committee business.
- Receive and track completed Proposal Forms via electronic database.
- Review submitted program proposals.
- Select programs
- Schedule selected programs, track speakers, and audio-visual requirements via electronic database.
- Produce Preliminary and Final Programs.
- Develop speaker list for Hospitality Chair and arrange for Speaker Information Packet to be distributed.
- Attend Conference and Conference Events.
- Maintain and update as needed a Conference Program Sub-Committee Notebook for succeeding Co-Chairs.

#### Duties & Responsibilities of the Conference Program Sub-Committee Members

- Attend Conference Program Sub-Committee meetings.
- Review submitted program proposals.
- Develop programs and pursue speakers of interest to each Sub-Committee member's respective Division or Interest Group.
- Contact speakers: negotiate fees, if appropriate and determine audio-visual requirements.
- Submit finalized programs, speaker information, expenses, and audio-visual requirements in electronic format to Conference Program Sub-Committee Co-Chairs.
- Attend Annual Conference, introduce speakers, and distribute speaker gifts.
- Contact succeeding respective Conference Program Sub-Committee member and provide an overview of the duties and responsibilities of the Conference Program Sub-Committee.

#### Budget

All Conference Program Sub-Committee expenditures (honoraria, travel expenses, *etc.*) must be pre-approved by the Program Sub-Committee Co-Chairs. The Conference Program Sub-Committee Co-Chairs will coordinate with the Association Treasurer concerning speaker reimbursement forms and corresponding procedures.

Elections / Appointments Committee  
Established by Board Action Date

Purpose: To coordinate the elections of the Association and to ensure that the Association, its Divisions, Interest Groups, Committees, Sub-Committees, Boards, and Panels have leadership through an election and /or an appointment process.

Membership: As outlined in the Bylaws.

Terms of Office: The Chair serves a one (1) year term; other members serve according to their elected terms.

Duties & Responsibilities:

- Compiles a slate of officers in accordance with the Bylaws. The position of President-Elect will be on the ballot each year. The positions of Secretary, Treasurer, and the Regional Representatives will be on the ballot every other year depending upon the staggered rotation. The positions of Councilor to the American Library Association and Representative to the Mountain Plains Library Association will be on the ballot every third (3<sup>rd</sup>) year in compliance with the terms established by those organizations.
- Present a complete slate for elected offices and a list of appointees for appointed offices to the Executive Board at least forty-five (45) days prior to the Annual Conference according to the schedule approved by the Executive Board.
- Adhere to additional policies governing the nominations of AzLA officers in the Bylaws.
- Provide biographical information and election statements to the Association Manager in ample time to assure the distribution of the ballots according to Arizona Library Association Bylaws.
- Receive support from the AzLA Association Manager in the verification of membership status and the tabulation of election results.
- Confirm recommendations by Division and Interest Group leadership for Chair and other appointments. If recommendations fail to be made by the leadership of either a Division or an Interest Group, the Committee begins the process of identifying and appointing Chairs and other officers for derelict Divisions and / or Interest Groups.
- Refers to the Executive Board those units failing to recommend a list of officers as the Bylaws suggest that said groups should be considered for disbanding.
- Make necessary reports to the Executive Board including the proposed Committee schedule for the election year, the slate of candidates, the list of appointees, and the Annual Report.
- Submit to appropriate library journals and local and state newspapers and other media and the ALA Chapter Relations Office the results of AzLA elections. The ballot of Association-wide elections shall be published in the *AzLA Newsletter* immediately following the election with the name of the winners highlighted.
- Present past files of the Committee to the incoming Committee Chair as soon as that individual is appointed.



Governance Committee

Established by Board Action as an Ad Hoc Committee 2012OCT05

Confirmed as Standing Committee 2013APR25

Purpose: To regularly review the AzLA Bylaws, as well as the bylaws of Divisions, Interest Groups, and Committees, the AzLA Handbook, and the AzLA Policy Manual to ensure that they are consistent with each other and are revised or updated as needed; to make recommendations to the AzLA Executive Board for revisions to either the Bylaws or the Handbook as needed; to monitor AzLA Board Minutes to ensure that all policies approved by the Board have been included in the Policy Manual and are reflected, if appropriate in the Handbook; to review policy and procedure manuals that any Committee, Division, or Interest Group maintains; to monitor status of Divisions and Interest Groups to ensure they are in compliance with the stated requirements.

It is, also, the responsibility of the Governance Committee to manage the operational aspects of the Sunset Provision policy.

Membership: Chair, others (no specifications).

Horner Fellowship Committee  
Established by Board Action Date

Click on Icons for further information.



Horner -  
Application.pdf



Horner -  
Criteria.pdf



Horner - Emergency  
Contact.pdf



Horner - Liability  
Release.pdf



Horner - Memo of  
Understanding.pdf



Horner - Model  
Release.pdf

Intellectual Freedom Committee  
Established by Board Action Date

Purpose: To promote and encourage free access to library materials and information to citizens and residents of Arizona.

Membership: The Chair and another member shall be appointed according to AzLA procedures. It is recommended that the Chair be selected from the members of the Intellectual Freedom Committee, but this is not required. There shall be two (2) appointments from each Division appointed by Division chair. It is suggested that TLD appoint one (1) member who works at the elementary level and one (1) who works at the middle / high school level. There shall be one (1) staff member of ASLAPR appointed by ASLAPR Director.

Terms of Office: All members serve a term of one (1) year. Re-appointment is possible.

Duties & Responsibilities:

- Co-ordinates activities as necessary with the Legislation Committee.
- Monitor legislation or administrative policy at the state, local, and school district level which might place library collections in jeopardy, or which might restrict, prejudice, or otherwise interfere with selection, acquisition, or other professional activities of libraries.
- Monitor legislation or administrative policy in the general field of communication of knowledge and ideas that might be beneficial to and support the concept embodied in the phrase "Freedom to Read" & "Freedom to View."
- Keep the Association informed of any legislation and / or policies affecting access to information.
- Provide assistance when an incident or controversy occurs. Said assistance may include liaison with appropriate national-level offices at the American Library Association.
- Promote the development of selection policies for all libraries throughout the state.
- Keep the Association apprised of significant Intellectual Freedom activities on the national level including, but not limited to, the American Library Association's Office of Intellectual Freedom, Intellectual Freedom Round Table, Social Responsibilities Round Table, and the Freedom to Read Foundation.

Legislation Committee  
Established by Board Action Date

Purpose: To take a leadership role in promoting effective, collaborative political action in support of libraries and to facilitate communication among all stakeholders regarding library legislation at the state and federal levels. The Legislative Toolkit includes local government, but this level is not of primary concern.

Leadership: The Chair shall be appointed according to AzLA procedures. Co-chairs having staggered terms are preferable. There shall be two (2) members from each Division appointed by the Division Chair. The Regional Representatives are members. A staff member of the Arizona State Library, Archives, and Public Records shall be appointed by the Director of the agency. The Chair of Intellectual Freedom Committee or designated representative of that Committee also serves as a member of this Committee. Additional members appointed as needed by the Chair.

Membership: The Chair and members shall serve for one (1) year, re-appointment possible.

Duties & Responsibilities (where applicable working with the Association's Lobbyist\*):

- Recommend legislative policy and programs for Executive Board approval and take necessary steps for implementation.
- Promote legislation beneficial to libraries and library service.
- Oppose legislation detrimental to libraries and library service.
- Ask for legislative action from AzLA membership.
- Inform legislators about the possible effects on libraries or librarians of existing or pending legislation.
- Inform AZLA membership and / or Executive Board about State and Federal legislative activities of interest and importance to Arizona libraries and librarians.
- Forward legislative announcements and requests for action as directed by the Executive Board.
- Promote cooperative legislative activity with such external, related associations and / organizations.
- Advocate financial support for the Arizona State Library, Archives, and Public Records agency. Work closely on this with the State Librarian.
- Provide a leadership role in promoting legislative advocacy among members of AzLA.
- Participate in the ALA Legislative Day activities.

Marketing & Advocacy Committee  
Established by Board Action as an Ad Hoc Committee 2012OCT05  
Confirmed as Standing Committee 2013APR25

Statement: The Marketing & Advocacy Plan should focus on raising the visibility and emphasizing the importance of all types of libraries and library workers in their communities and across the State.

Purpose: To develop and keep up-to-date a marketing and advocacy plan for AzLA; to develop initiatives to support state-wide marketing and advocacy; to serve as a support for local initiatives; to co-ordinate advocacy plans with the Legislation Committee; to provide marketing assistance to the Membership and other Committees as they carry out other marketing activities.

Membership: Chair, Regional Representatives (or designees), others.

Membership Committee  
Established by Board Action Date

Purpose: To recruit and retain members for AzLA.

Membership: The Chair shall be appointed according to AzLA procedures. There shall be provision for one (1) member from each Division. Additional members appointed as needed by the Chair. There shall be one (1) staff member of Arizona State Library, Archives, and Public Records appointed by the Director.

Terms of Office: The Chair and members serve a one (1) year term. Members may be reappointed.

Duties & Responsibilities:

- Assist Association Manager to maintain membership records.
- Assist Association Manager in updating the membership brochure as needed.
- Recruit members of AzLA through annual solicitation and with special campaigns as needed.
- Arrange for a display of membership materials at the Annual Conference, the Regional Forums, other meetings of the Association, and other related professional meetings.
- Manage the Conference Scholarship Program awarding five (5) free registrations in exchange for volunteer hours at the Conference and an essay reviewing the experience for publication in the Newsletter.
- Advise Association Manager on possible changes needed on the membership application form.

Newsletter Editorial Committee  
Established by Board Action 2013APR25

Purpose: To develop and recommend policies for the AzLA Newsletter to the AzLA Executive Board; to encourage submissions from units and members for content; to support the Editor as needed.

Membership: Chair (Newsletter Editor), others

Professional Development Committee  
Established by Board Action as an Ad Hoc Committee 2012OCT05  
Confirmed as Standing Committee 2013APR25

Statement: One benefit of being an AzLA member is the Professional Development opportunities provided, so this Committee will focus its efforts on providing enhanced Professional Development opportunities for members of AzLA.

Purpose: To increase knowledge, skills, and abilities of library and information professionals broadly across the state of Arizona; to organize and / or co-ordinate ongoing Professional Development opportunities, both in person and online, throughout the year; to work collaboratively with the State Library's Continuing Education Department, the AzLA Annual Conference Planning Committee, and the Membership Committee.

Membership: Chair, Continuing Education Consultant (ASLAPR), representative from Conference Committee, one member from each Division.



University of Arizona's  
School of Information Resources & Library Science Advisory Committee  
Established by Board Action Date

**Purpose:** To advise and assist the Director and faculty of the School of Information Resources and Library Science of the University of Arizona.

**Membership:** The Chair shall be appointed by the AzLA procedures. There shall be up to two (2) members of each AzLA Division appointed by the respective Division Chair. There shall be up to five (5) additional members of the Association may be appointed by the Committee Chair in consultation with the SIRLS Director, if needed or desired. One (1) staff member of Arizona State Library, Archives and Public Records is to be appointed by the Director of the agency.

**Terms of Office:** The Chair and members shall serve for one (1) year, re-appointment is possible.

**Duties & Responsibilities:**

- Advise the Director of the University of Arizona's School of Information Resources and Library Science on the broad range of issues affecting library and information science education in the State of Arizona and the mission and role of the School of Information Resources and Library Science related thereto.
- Act as a sounding board for proposed innovations at the School of Information Resources and Library Science.
- Assist the School of Information Resources and Library Science in recruiting highly qualified candidates.
- Assist the School of Information Resources and Library Science to obtain external funding.
- Appraise the Association of goals, trends, and needed membership involvement.
- Report regularly to the AzLA Executive Board.
- Meetings shall be held at least twice a year.
- An annual report shall be filed with AzLA.

Louise A Stephens Memorial Scholarship Committee  
Established by Board Action 2007?

Click Icon for further information.



Louise Stephens  
Memorial Scholarshi

Web & Social Networking Committee  
Established by Board Action 2013APR25<sup>5</sup>

Purpose: To develop and recommend policies for the AzLA website and social networking outlets to the AzLA Executive Board; to advise those who are responsible for these sites on the enrichment and organization of these; to encourage broad input and activity from AzLA units and members; to assist those responsible for these sites as needed.

Membership: open.

Webmaster is part of said Committee, click Icon for Position Description.



Webmaster  
Position Description

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<sup>5</sup> Changed “computing” to “networking” in the name of the Committee and in the charge by request of the committee following its first meeting

Bylaws – Article IX – Communication & Information Dissemination

No interpretations needed.

Bylaws – Article X – Conferences

No interpretations needed.

Bylaws – Article XI – Affiliations with Other Associations

Associations / Government organs<sup>6</sup> sending Representatives to AzLA  
Representatives Powers & Duties vis-à-vis AzLA

- Attends all regular and special meetings of the AzLA Executive Board.
- Serves as a non-voting, ex-officio member of the AzLA Executive Board.
- Communicates association's / agency's activities to the AzLA Executive Board.
- Communicates to home association / agency activities of AzLA.
- Prepares a report of the year's activities to the AzLA membership for inclusion in the AzLA Annual Report, which is distributed at the Annual Conference.
- Executes duties as delegated or assigned by either the AzLA President or the parent organization that are relevant to position.
- Makes appointments, as appropriate, to AzLA Committees as identified herein.

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<sup>6</sup> Associations with this status currently are: Arizona Association of County Librarians; Arizona Department of Education; Arizona State Library, Archives, & Public Records; and Museum Association of Arizona. Previously, the now defunct Arizona Library Friends held this status.

Bylaws – Article XII – Amendment

No interpretations needed.

Bylaws – Article XII – Parliamentary Authority

No interpretations needed.

**The Handbook of the  
Arizona Library Association (AzLA)**

**Table of Contents**

**Section I: Current Bylaws (Revised & Approved 14 November 2013)**

**Section II: Interpretation of Bylaws (Revised & Approved 1 August 2013, 17 October 2014)**

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**Section IV: Historical Notes & Appendices**

**The Appendices shall include:**

- An historical summary of office holders, Divisions, Interest Groups, Committees, & Awards with winners.
  - A list of acronyms / initialisms used in the Handbook.
  - A glossary, should it be deemed advisable.
  - A map of the state showing the current regions.

**Section III of AzLA Handbook:**  
**Section III-A: Policy Statements of AzLA**

Operational Policies

Annual Conferences

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

1. All attendees pay at the established rate.
2. Every program must be sponsored by AzLA or a sub-unit of thereof unless approved by the Conference Committee.
3. Rooms, food, *etc.* for AzLA officers shall not be paid from AzLA funds.
4. Registration fees, exhibitor fees, *etc.* must be approved by the Executive Board.
5. Only the Executive Board has authority to approve the date and place of Conference.
6. Neither AzLA nor its units shall pay an honorarium, fees, or other expenses to librarians who “should be” members of the Association or who would normally attend the conference for participation as planner, speaker, or discussion leader.
7. In-state speakers at AzLA Conference will not be charged the Conference Registration fee if they are only presenting and they are not attending any other portion of the Conference.
8. Variable rates for conferences are permissible, but shall not be based upon membership in a any sub-unit of AzLA , *e.g.*, the “member” rate at all AzLA functions shall apply to any and all AzLA members.

Award Funding

*Passed, Board Minutes 2013JAN31*

While AzLA recognizes the value at a number of levels of awards, its Executive Board is also keenly aware of the financial stewardship of the Association that is placed in its hands by the Membership. Therefore from the date of this policy resolution, any award proposal must come forward for approval with a statement of funding - this funding may be through an endowment or through a corporate sponsorship, such sponsorship should specify a minimum number of years that the agreement will be in effect. All current AzLA awards now funded through the general operating accounts will have three (3) calendar years from the date of this policy resolution to find alternate means of funding.

Conference Registration

*Passed, Board Minutes 2006OCT13*

Starting with the 2007 Conference, all presenters (program & poster) with an affiliation to libraries or librarianship, living and / or working in the State of Arizona, are required to register for the AzLA Conference for a minimum of one (1) day at their level of eligibility (member or non-member).



Conference Site

*Passed, Board Minutes 2007JUL27*

AzLA affirms the goal & desire to promote itself as a statewide organization up to & including the Annual Conference. To this end, the Executive Board, in conjunction with contracted Conference & Association managements, and regional convention visitors' bureaus, will include all regions of the state in future conference site selection processes.

Conflict of Interest Policy

*Originally Passed DATE*

Click ICON.



AzLA CofI Policy.pdf

Elections

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

1. The results of Association elections shall be published in the *AZLA Newsletter* immediately following the election with the names of the winners highlighted.
2. The Elections / Appointments Committee shall take into account such factors as Division and Interest Group membership and geographical representation when developing slates for nomination.

Endorsement

*Passed, electronically 2014MAR13*

Distribution of literature and statements by candidates for positions within the American Library Association, its divisions, and roundtables, and / or for any other national and regional library associations may take place at AzLA-sponsored events and through AzLA-sponsored media, including, but not limited to: blogs, listservs, and facebook®. It must be made clear that any such distribution does not constitute an endorsement of said candidate by either the AzLA Executive Board nor by AzLA itself, but is a personal endorsement by a member or members.

Executive Board Reports

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

Officers, Division Chairs, Interest Group Chairs, Committee Chairs, and others, as requested, shall present written reports to the Executive Board. Only action items and developments subsequent to the written report shall be reported orally.

Fiscal Reserves

*Passed, Board Minutes 2013APR25*

The Association shall maintain a financial reserve of no more or less of six (6) months operating expense. The reserve amount may be re-considered annually at the time of the budget approval process.

Horner Conflict of Interest

*Passed, Board Minutes 2009APR16*

If a sitting member of the Horner Fellowship Committee desires to apply for a Horner Fellowship Exchange, that member may remain on the Committee, but must excuse himself / herself from participation in the selection process.

Newsletter

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

A. Publication of Articles:

1. The *AzLA Newsletter* is a professional publication that provides a forum for information, analysis, and evaluation of issues. Authors' opinions should be regarded as their own.
2. Items will be considered for publication without regard to repetition or overlapping of previously printed information from AzLA Divisions, Interest Groups, and Committees.
3. Articles will be considered for publication on the basis of available space and if the materials are current.
4. The Editor reserves the right to edit articles for length and format.

B. Advertising, Other than Job Notices:

1. The Editor, in consultation with the Newsletter Editorial Committee and the AzLA President, reserves the right to make judgments about the acceptability of advertising copy and illustrations in advertising. The editor also has the final decision on placement of the advertising copy unless special arrangements are made at time of purchase. All copy must be submitted in the electronic format acceptable to the editor.
2. A fee will be required for advertising based on the current advertisement rates decided by the Editor, Newsletter Editorial Committee, and the AzLA Executive Board. Payment for advertising copy must be made in advance.
3. Free public service ads (PSAs) will be granted at the discretion of the Editor in consultation with the Newsletter Editorial Board and the AzLA President.
4. AzLA assumes no liability for advertising content. Every precaution will be made to avoid false or misleading information.

C. Job Notices:

1. Advertisements for salaried employment positions will not be listed in the *AzLA Newsletter*. All such requests will be referred to the AzLA Job Hotline.
2. Notices for volunteer positions will be published in the *AzLA Newsletter*.

Recognition

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

Upon completion of the term of office, AzLA shall present the following in recognition of service to:

- the President of the Association, a plaque with gavel;
- the Secretary and the Treasurer, a plaque; &
- the Division Chairs, MPLA and Regional Representatives, ALA Councilor, and Interest Group Chairs, Committee Chairs, a certificate.

Each plaque shall have the name of the Association, the position, date of service, and name of the honoree only without added descriptive statements. Plaques will be ordered by the (Service) Awards Committee.

Certificates designed with the AzLA logo and colors shall be maintained by the Association Manager. These shall include the name of the honoree and position and date of term held.

Refund Policy

*Originally Passed 2009APR16*

*Revised, Board Minutes 2014APR24*

Fifty per cent (50%) of the registration fee for any AzLA conference, meeting, regional forum, or seminar registration will be refunded after the event, if the cancellation was received in writing at least thirty (30) days prior to the event (date). No refunds will be given for cancellations received after the thirty (30) day cutoff. No refunds will be given for no-shows. No partial refunds will be given for meals, special programs, etc. This policy includes registrations accompanied by pre-payment and purchase orders. This policy also applies to all events sponsored by any sub-unit of AzLA. All registration forms shall include this statement.

Reimbursement of Expenses

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

1. Neither AZLA nor its units shall spend Association funds on travel, food, etc. for officers or members unless specifically authorized to do so by the Executive Board or as defined herein.
2. Elected officers (e.g., voting members attending quarterly Board meetings) who are required to travel more than fifty (50) miles one way to carry out official responsibilities may be reimbursed at the current rate established by the State of Arizona for mileage reimbursement.

3. Neither AzLA nor its units shall pay with Association funds a personal membership fee in another association or organization even though holding a position in AzLA may require membership in such other group.
4. Reimbursement for out-of-state hotel expenses shall be at the rate charged by the Conference hotel.
5. Reimbursement for a member's in-state travel is not permitted.
6. Checking accounts will not be kept by any and all Association sub-unites unless the Executive Board grants special authorization or as defined herein.

Sunset Provisions

*Passed, Board Minutes 2105JUL17*

Every unit, save those noted below, of the Arizona Library Association shall be required to submit to the Board of Directors a statement once every five (5) years outlining the reason for its continued existence. The statement should include the unit's activities over the previous years and its membership numbers, which may be gleaned from enrollees in the unit's listserv. The statements are to be submitted in January of the given year. The following rotation is established for the currently existing units. New units will be added to the rotation based on their founding dates.

- January 2017: CULD, ALYAS, Technical Services IG, Legislation Committee, SIRLS Advisory Committee;
- January 2018: PLD, Information Services IG, Grand Canyon Committee, Marketing / Advocacy Committee, Web / Social Networking Committee;
- January 2019: SLD, International IG, Governance Committee, Membership Committee, Service Awards Committee;
- January 2020: TLD, KIDS, Horner Fellowship Committee, Newsletter Committee;
- January 2021: NALIG, DivPop, Intellectual Freedom Committee, Professional Development Committee.

Units exempt from review: Conference Committee & Nominations Committee

Travel Reimbursement

*Passed, Board Minutes 2013AUG01*

If AzLA mandates that, by virtue of a person's office in the Association, he / she attend meetings, such as the ALA Midwinter Meeting and / or the ALA Annual Conference then AzLA should cover the expenses related thereto up to a certain set amount, said maximum amount shall be commensurate with current prevailing prices. This amount shall be set by the Executive Board during the budgetary process. The amount may be used at the discretion of the representative for registration, lodging, travel, or related expenses. Proper receipts must be submitted in a timely manner.

Click Icons for further information.



AzLA Speaker  
Reimbursement Form



AzLA Travel  
Reimbursement Guide

Unit Authority

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

No unit of the Association may make a commitment on behalf of the entire Association unless specifically authorized to do so by the Executive Board. No unit of the Association shall publish items for general distribution, *i.e.*, outside unit membership, without prior approval of the Executive Board.

Vendor-Sponsored Programs

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

Single vendor produced / product specific training workshops not affiliated with AzLA Conferences, such as stand-alone workshops, will be the responsibility of individual host institutions and / or vendors. AzLA will not provide any monetary, promotional, or other support for these workshops.

Whistleblower Policy

*Passed 2103JAN31*

Click ICONS.



AzLA WhistlePolicy  
1.pdf



AzLA WhistlePolicy  
2.pdf

**The Handbook of the  
Arizona Library Association (AzLA)**

**Table of Contents**

**Section I: Current Bylaws (Revised & Approved 14 November 2013)**

**Section II: Interpretation of Bylaws (Revised & Approved 1 August 2013, 17 October 2014)**

**Section III: Policy Statements**

**Section IV: Historical Notes & Appendices**

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**Section III of AzLA Handbook:**

**Section III-B: Policy Statements concerning the Mission and Vision of AzLA**  
**Some are modified from the Policy Manual of the American Library Association.**

Access to Information

The Arizona Library Association asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services. AzLA shall seek to make it possible for library and information service agencies which receive their major support from public funds to provide service to all people without additional fees and to utilize the best possible access to information, as AzLA will actively promote its position on equal access to information.

Confidentiality of Library Records

The Arizona Library Association strongly recommends that the responsible officers of each library:

1. Formally adopt a policy that specifically recognizes its circulation and other records identifying the names of library users with specific materials to be confidential.
2. Advise all librarians and library employees that such records shall not be made available to any agency or federal, state, or local government except pursuant to such process order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. Resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction in accordance with A.R.S. 41-1354.

Ethical Standards for Librarians & Library Staff

1. Librarians and library staff must provide the highest level of service through appropriate and usefully organized collections; fair and equitable circulation and service policies; and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians and library staff must resist all efforts by groups or individuals to censor library materials.
3. Librarians and library staff must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians and library staff must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians and library staff must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians and library staff must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

### Intellectual Freedom: The Library Bill of Rights

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community served. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

### Interpretations of the Previous

1. Challenged materials that meet the materials selection policy of the library should not be removed under any legal or extra-legal pressure.
2. Expurgation of any parts of books or other library resources is a violation of the Library Bill of Rights because it denies access to the complete work and, therefore, to the entire spectrum of ideas that the work was intended to express.
3. Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by the personal, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval. School library media professionals resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear.
4. Denying minors access to certain library materials and services available to adults is a violation of the Library Bill of Rights since it is the parents – and only the parents – who may restrict their children from access to library materials and services.
5. Evaluation of library materials is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.
6. Restricting access to certain titles and classes of library materials for protection and / or controlled use is a form of censorship.
7. Labeling certain library materials by affixing a prejudicial label to them or segregating by a prejudicial system is a practice that seeks to close paths to knowledge; such practices violate the Library Bill of Rights.
8. Libraries maintaining exhibit and meeting room facilities for outside groups and individuals should develop and publish statements governing their use. These statements can properly define and restrict eligibility for use as long as the qualifications



- do not pertain to the content of a meeting or exhibit or to the beliefs or affiliations of the sponsors, and are applied on an equitable basis.
9. A policy on library-initiated programming should reflect the library's philosophy regarding free access to information and ideas. Selection of library program topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community.
  10. Restricted access to rare and special collections is only for the protection of the materials and must in no way limit access to the information or ideas contained in the materials. Library administration policies on interlibrary loan, library cards, reference services, and use of meeting rooms and exhibit spaces should be examined for conformance to the Library Bill of Rights.
  11. Diversity in Collection Development. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights. A balanced collection reflects a diversity of materials, not equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the acquisition of materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Intellectual freedom, the essence of equitable library services, promotes no causes, furthers no movements, and favors no viewpoints. It only provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.
  12. Circulation of Motion Pictures and Video Productions. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards for circulation as are applied to books. Just as "labeling" of books is deemed an attempt to prejudice attitudes, so is the affixing of the MPAA rating codes to motion pictures and video productions.

#### Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon the freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

#### Freedom to View

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

#### Literacy

The Arizona Library Association supports the achievement of Arizona literacy through expanded educational opportunities that utilize the experience of librarians and the facilities of libraries, which have traditionally not been part of the library delivery system. The Arizona Library Association urges the Arizona State Library, Archives and Public Records and the Arizona Department of Education to address the problems of illiteracy and to give high priority to solutions in both their short and long range plans for library development and for the use of federal and state funds.

#### Sex Education Materials in the Library

The Arizona Library Association affirms the right of youth to comprehensive, sex-related education, materials, programs and referral services of the highest quality; affirms the active role of libraries in providing such; and urges librarians and library educators to reexamine existing policies and practices and assume a leadership role in seeing that information is available for children and adolescents, parents and youth-serving professionals.

#### Special Note:

Freedom to Read, other documents and information can be found at the American Library Association website: [www.ala.org](http://www.ala.org).

**This is the end of Policy Statement Section of the *AzLA Handbook*.**

**The Handbook of the  
Arizona Library Association (AzLA)**

**Table of Contents**

**Section I: Current Bylaws (Revised & Approved 14 November 2013)**

**Section II: Interpretation of Bylaws (Revised & Approved 1 August 2013, 17 October 2014)**

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  - A list of acronyms / initialisms used in the Handbook.
    - A glossary, should it be deemed advisable.
      - Charts showing appointment structure.
  - A map of the state showing the current regions.

**Section IV: Historical Notes & Appendices**

**Any and all assistance completing this Section is gratefully accepted.  
Please send an e-mail or other correspondence with the information and appropriate documentation  
to the Chair of the Governance Committee.**

Conferences (Dates & Locations)

2014: Fort McDowell (joint with MPLA)

2013: Fort McDowell

2012: South Mountain

2011: Tucson

2010:

Regional Forums (Dates & Locations)

28 September 2013 – Sierra Vista Public Library, Sierra Vista

09 August 2012 – Yavapai College, Prescott

Spring 2012 - somewhere

27 April 2007 – Gila Public Library, Payson

Presidents (Terms of Office)<sup>1</sup>

Amber Mathewson (elect, to serve 2015-2016)

Dan Stanton 2014-2015

Ann Boles 2013-2014

Thomas L. Wilding 2012-2013

Nancy Deegan 2011-2012

Nancy Ledeboer 2010-2011

Cynthia Landrum 2009-2010

Denise Keller 2008-2009

Angie Creel-Erb 2007-2008

Ann Ewbank 2006-2007

Deborah Tasnadi 2005-2006

Laura Thomas Sullivan 2004-2005

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<sup>1</sup> Terms of office generally run from Annual Conference to Annual Conference or from Fall of the start year to Fall of the end year. Those on the list may be assumed to have served as Vice-President/President-Elect for the year prior to the one given and as Past-President for the year following unless otherwise indicated.

Secretaries (Terms of Office)

Joyce Martin 2014-2016

Erin MacFarlane 2012-2014

Ann M. Boles 2010-2012

McKay Wellikson 2008-2010

Mary Hartz Musgrave 2006-2008

Louise Aikin 2004-2006



Treasurers (Terms of Office)<sup>2</sup>

Denise Keller 2013-2015  
Claudia Leon 2012-2013  
Linda Renfro 2008-2012  
Denise Keller 2006-2008

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<sup>2</sup> Terms of office have shifted over time. Until Fall 2013 they ran from the beginning of the even-numbered fiscal year and continued for two years. A bylaws change in Fall 2013 brought the term into alignment with all other terms of office but continue to run for two years.

ALA Councilors (Terms of Office)

Dana Braccia 2012-2015

Amber Mathewson 2010-2012

David Gunckel 2006-2010

MPLA Liaisons (Terms of Office)

Dale Savage 2014-

Dan Stanton 2012-2014

Julie Huelsbeck 2011

Dana Braccia 2008-2010

Shirley Condit 2006-2008

Other Association Officers (Terms of Office)

*Newsletter Editor*  
Kassy Rodeheaver

*Regional Representative: Central*  
Amber Kent 2013-2015  
Merideth Jensen-Benjamin 2011-2013  
Jacque Griffin 2009-2011  
Juliann Couture 2007-2009  
Terry Morris 2005-2007

*Regional Representative: North*  
Cindy McQuien 2014-2016  
Judith Pepple 2012-2014  
Heidi Holland 2010-2012  
Amelia Flores 2008-2010  
Geneva Durkee 2006-2008  
Mary Roberts 2004-2006

*Regional Representative: South*  
Gina Macaluso 2014-2016  
Joseph (Bob) Diaz 2012-2014  
Angie Creel-Erb 2010-2012  
Marly Helms 2009-2010  
Nancy Ledeboer 2008-2009  
Jan Eliot 2006-2008  
Susan Evans 2004-2006

Divisions & Officers (Terms of Office)

*College & University Libraries Division*

P.J. Purchase 2014-2015  
Dana Shreve 2012-2014  
Heather Lausten 2011-2012  
Heather Lausten & Dan Stanton 2010-2011  
Allison Leaming 2009-2010  
Allison Leaming & Steve Irving 2008-2009  
Sheila Hofstetter & Allison Leaming 2007-2008  
Katherine O'Clair & Sheila Hofstetter 2006-2007  
Katherine O'Clair 2005-2006

*Public Libraries Division*

Melissa Samora 2014-2015  
Anbolyn Potter 2014-2015 (co-chair)  
Joyce Baker 2012-2014  
Kathy Husser 2011-2012  
Ted Liebler 2010-2011  
Anbolyn Potter 2009-2010  
Mary Sagar 2007-2009  
Alicia Martin 2006-2007

*Special Libraries Division*

Ruth Kneale 2012-2015  
Rebecca Swift & Tracy Mertons 2010-2012  
Noah Richman 2009-2010  
Noah Richman & Jill Tinsley 2008-2009  
Marly Helm 2007-2008  
Susan Pritchard 2006-2008

*Teacher Librarians Division*

Shirley Berow 2014-2015  
Tonya Molina 2011-2014  
Jean Kilker & Kerrlita Westrick 2009-2011  
Sally Roof 2007-2009  
Linda Renfro 2005-2007

Interest Groups (Current & Defunct) & Officers (Terms of Office)

*Arizona Librarians for Young Adult Services*

(Established by Board Action – Date.)

Stephanie Hill 2010-

Claudia Leon 2010-2011

Vacancy 2009-2010

Marian VanMeter 2008-2009

Greg Kinder 2006-2008

*Government Information*

(Established by Board Action – Date.)

Name changed from Government Documents 2010APR22)

Leigh Brown 2014-2015

Susan Irwin 2010-2014

Justin Fairall 2006-2010

*Information Services*

(Established by Board Action – Date.)

Formed by merger of Library Information Technology &  
Reference / Public Services & Instruction.)

Gina Kelley 2012-2015

*International*

(Established by Board Action – Date.)

Dana Shreve 2014-2015

Lili DeBarbieri 2012-2014

Alexandra Humphreys 2011-2012

Virginia Pannabecker 2010-2011

Rachel Leket-Mor 2009-2010

Qian Liu 2008-2009

Anna Quan Leon 2007-2008

Leping He 2006-2007

Sandy Chen 2006

Amber Mathewson 2005-2006

*KIDS (Kids' Issues, Development, & Support)*

(Established by Board Action – Date.)

Jacqueline Higgins-Dailey 2012-2015

Erin MacFarlane 2010-2012

Tracy Mertens 2008-2010

Cody Blume 2007-2008

Sarah Kaufman 2006-2007

Kathy Ormsby

*Library Information Technology*

(Established by Board Action – Date.)

Discontinued by Board Action – Date.)

Alexis Soard 2011-2012  
Georg Delias & Ellen Welty 2010-2011  
Tina Sibley 2009-2010  
Nancy Deegan 2008-2009  
Tammy Allgiid 2007-2008  
Ed VanWinkle 2006-2007

*Native American Libraries*  
(Established by Board Action – 2009JAN23.  
Founded as Tribal Libraries, name changed – Date.)

Naomi Bishop 2014-2015  
Vina Begay 2014-2015 (co-chair)  
Ramona Tecumseh 2012-2014  
Rebecca Swift 2011-2012  
Oscar Hernandez 2010-2012  
Melanie Toledo 2010-2011  
Rebecca Swift 2009-2010  
Leigh Thomas 2009  
Amelia Flores 2009

*Reference / Public Services & Instruction*  
(Established by Board Action – Date.  
Discontinued by Board Action – Date.)

David Wildermuth 2011-2012  
Gina Kelly 2010-2011  
Marian Reisman 2008-2010  
Karen Docherty 2007-2008

*Services to Diverse Populations*  
(Established by Board Action – Date.)

Joseph (Bob) Diaz 2014-2015  
Tara Foxx-Lupo 2012-2014  
Elizabeth Soltero 2010-2012  
Mary Villegas 2008-2010  
Abbie Zeltzer 2007-2008  
Luis Francisco Vargas 2006-2007

*Technical Services Interest Group*  
(Established by Board action 2007JAN26.)

Eileen Jaffe 2014-2015  
Linda Mortland 2014-2015 (co-chair)  
Deann Hart 2011-2014  
Marly Helm 2010-2011  
Carole Peary 2009-2010  
Marlene Jacobson 2008-2009  
Linda Mortland 2007-2008

Committees (Current & Defunct) & Officers (Terms of Office)

*Awards*

(Established by Board Action – Date.)

Mary Jane (Gina) Macaluso 2012-  
Tami Miller 2007-2012  
Louise Stephens 2006-2007

*Communications*

(Discontinued by Board Action 2013APR25)

2012-2013  
Dorothy Hemmo 2010-2012  
Jill Tinsley 2009-2010  
Katherine O’Clair 2008-2009  
Brenda Jackson 2006-2008

*Conference*

(Established by Board Action – Date.)

Jasper Holt 2014-2016  
Ann Leonard 2014-2016  
Virginia Pannabecker 2012-2014  
Rene Tanner 2011-2013  
Ella Gomez 2010-2012  
Coni Weatherford 2009-2011  
Anali Perry Boli 2009-2011  
Nancy Deegan 2008-2010  
Juliann Couture 2007-2009  
Katherine O’Clair 2006-2008  
Holly Henley 2005-2007

*Elections / Appointments*

Chair was the Past President except as noted

Thomas L. Wilding 2011-2012

*Governance*

(Established as ad hoc by Board Action 2012OCT05.

Made Standing Committee 2013APR25)  
Stephen J. Stillwell, jr. 2013-2015

*Horner Fellowship*

(Established by Board Action – 1989?)

Jeanne Pfander 2016-2018 (elect)  
Alexandra Humphreys 2014-2016  
Virginia Pannabecker 2012-2014  
Qian Lui & Anna Quan Leon 2010-2012  
Charlotte Cohen 2008-2010  
Kristen Fletcher-Spear 2007-2008  
Hitoshi Kamada 2006-2007



Katsuko Hotelling 2005-2006  
Mimi McCain

*Intellectual Freedom*

(Established by Board Action – Date.)

Ashley Ferguson 2014-2015  
Nancy Reckard 2012-2014  
Ann M. Boles 2008-2012  
Melissa Ann McCallister 2007-2008

*Legislation*

(Established by Board Action – Date.)

Kathy Husser 2014-2015  
Brenda Brown 2010-2014  
Rita Hamilton 2008-2010  
Brenda Brown 2006-2008

*Marketing & Advocacy*

(Established as ad hoc by Board Action 2012OCT05.

Made Standing Committee 2013APR25)  
Alexis Skidmore 2014-2015  
Christine Tuttle 2014-2015  
Michael Beck 2012-2014

*Membership*

(Established by Board Action – Date.)

Sandy Edwards 2014-2015  
Alexandra Humphreys 2012-2014  
Laura Stone 2012-2014 (co-chair)  
Marly Helm 2010-2012  
Anbolyn Potter 2006-2010  
Jo-El Miller 2007-2009  
Julian Couture 2006-2007  
Angie Creel-Erb 2005-2006

*Newsletter Editorial*

(Created by Board Action 2013APR25)

Kassy Rodeheaver 2013-2015

*Professional Development*

(Established as ad hoc by Board Action 2012OCT05.

Made Standing Committee 2013APR25)  
Rebecca Blakiston 2012-2015

*SIRLS Advisory*

(Established by Board Action – Date.)

Holly Henley 2014-2015  
Amber Mathewson 2014

Jeremy Reeder 2013-2014

Vacancy 2011-2013

Jerri Blackman 2007-2011

Linda Whitaker 2006-2007

*Web & Social Computing*

(Created by Board Action 2013APR25)

Andrew See 2014-2015

Matthew Harp 2013-2014

Awards, Fellowships, & Scholarships (including Defunct Ones) & Award Winners  
Information on application may be found on the AzLA website.

*Service Awards*

- Library Leadership Award (Established Date.)
  - 2014 > Virginia Pannabecker, formerly Arizona State University Libraries
  - 2013 > No award.
  - 2012
  - 2011
  - 2010 > Jeff Middleton, Central Arizona College Library
  - 2009 > Jana Bradley, School of Information Resources & Library Science, University of Arizona
  
- Rosenzweig Distinguished Service Award (Established Date.)
  - 2014 > Thomas Farmer
  - 2013 > No award.
  - 2012
  - 2011
  - 2010 > Gladys Ann Well, Arizona State Library, Archives, & Public Records
  - 2009 > Holly Henley, Arizona State Library, Archives, & Public Records
  
- Outstanding Library Service Award (Established Date.)
  - 2014 > Tara Foxx-Lupo
  - 2013 > Ashley Duncan, Grand Canyon University Library
  - 2012
  - 2011
  - 2010
  - 2009 > Mary Givins, Pima County Public Library
  
- Sharon G. Womack Outstanding Library Technician Award (Established Date.)
  - 2014 > No award.
  - 2013 > Susan Pearson, Tucson High Magnet School
  - 2012
  - 2011
  - 2010
  - 2009 > Sandra Mendoza, Chandler Public Library
  
- The Little Chapel of All Nations Outreach Services Award (Established Date.)
  - 2014 > Maria Mucino
  - 2013 > Toby Wehner, Pima County Public Library
  - 2012
  - 2011
  - 2010 > Ella Gomez, Pima County Public Library
  - 2009 > Debbie Winlock, Page Public Library
  
- Outstanding Decision Maker Award (Established Date.)
  - 2013 > No award.

- 2012
- 2011
- 2010
- 2009 > Ken Bennet, Arizona Secretary of State
  
- AzLA / ProQuest SIRS Intellectual Freedom Award (Established Date.)
  - 2013 > No award.
  
- Rising Moon, re-named AzLA Outstanding Youth Services Librarian Award (Established Date, re-named 2009APR16.)
  - 2014 > Jennifer Kendall
  - 2013 > Jennifer Nichols, Pima County Public Library
  - 2012
  - 2011
  - 2010 > Darlene Westcott, Chino Valley Public Library
  
- Follett School Librarian of the Year Award (Established Date.)
  - 2014 > No award.
  - 2013 > No award.
  - 2012
  - 2011
  - 2010
  - 2009 > Karlene Edwards, Sunrise Mountain High School
  
- Outstanding Library Board (Established Date.)
  - 2014 > No award.
  - 2013 > No award.
  - 2012
  - 2011
  - 2010
  - 2009 > Navajo County Board of Supervisors
  
- The Great Potential Press Emerging Leader Award (Established Date.)
  - 2014 > Deanna Davis
  - 2013 > Kassy Rodeheaver, Pima County Public Library
  - 2012
  - 2011
  - 2010 > Elizabeth Soltero, Pima County Public Library
  - 2009 > Adriana Rendon, Pima County Public Library
  
- The Library Volunteer of the Year Award (Established Date.)
  - 2014 > Paul Whitney
  - 2013 > Anita Scales, Friends of the University of Arizona Libraries & Richelle Wilson, Cross-Harelson Middle School
  
- Arizona Highways Award (Established Date.) Mentioned Minutes 2006JUL28

*Fellowships*

- The Horner Fellowship (Established 1989?)
  - Japanese Fellows visiting Arizona
    - 2006 > Tatsuya Ito
  - Arizonan Fellows visiting Japan
    - 2013 > Jennifer Caldwell, Pima County Public Library

*Scholarships*

- Conference Committee's Free Annual Conference Registration Scholarships (Established Date.)
- Library Support Staff Scholarship Award (Established Date.)
  - 2014 > Shelly Gilliam
  - 2013 > Sara Guzman, School of Information Resources & Library Science, University of Arizona
  - 2012
  - 2011
  - 2010 > Diane Ward, Pima County Public Library
- Louise A. Stephens Memorial Scholarship Award (Established Date.)
  - 2014 > Alexa Tulk, School of Information Resources & Library Science, University of Arizona
  - 2013 > Sara Filion, School of Information Resources & Library Science, University of Arizona

*Conference Program Awards*

- President's Recognition Award (Established Date.)

*Book Awards*

- Judy Goddard / Libraries, Ltd. Awards (Established 1983.)
  - Children's (12 & under) Author / Illustrator (1997-)
    - 2013: Guy Porfirio
    - 2012: Brooke Bessesen
    - 2011: Jennifer Ward
    - 2010: Barbara Gowan
    - 2009: Roni Capin Rivera-Ashford
    - 2008: S.D. Nelson
    - 2007: Marjorie Weinman Sharmat
    - 2006: Barbara Park
    - 2005: Alice McLerran
    - 2004: Coyote School News by Joan Sandin
    - 2003: Jean Ekman Adams
    - 2002: Sylvia Long
    - 2001: Conrad Storad
    - 2000: Ruth Covault
    - 1999: Joyce Rossi

- 1998: Jan Romero Stevens
- 1997: Rom Himler
- Books for Young Adults (12-19), Author (1997-)
  - 2013: Robin Brande
  - 2012: Janette Rallison
  - 2011: Life of Glass by Jillian Cantor
  - 2010: Janni Lee Simner
  - 2009: Marge Pellegrino
  - 2008: Stephenie Meyer
  - 2007: Laura Resau
  - 2006: Ann Jaramillo
  - 2005: Gary Soto
  - 2004: Fran Leeper Buss
  - 2003: Valerie Hobbs
  - 2002: Pete Hautman
  - 2001: Pam Muñoz Ryan
  - 2000: Brian Burks
  - 1999: Will Hobbs
  - 1998: Suzanne Pierson Ellison
  - 1997: Helen Hughes Vick
- Arizona Author Award
  - 1996: Baje Whitehorne
  - 1995: Joe Hayes & Kay Sather
  - 1994: Susan Lowell
  - 1993: Shonto Begay
  - 1992: Ken Buchanan
  - 1991: Michael Lacapa
  - 1990: Gisela & E. Wesley Jernigan
  - 1989: Elizabeth Polingaysi Qoyawayma, a.k.a., Elizabeth Q. White
  - 1988: Betty Baker
  - 1987: Lynn Gessner
  - 1986: Don Schellie
  - 1985: Byrd Baylor
  - 1984: Ann Nolan Clark
  - 1983: Eulalia "Sister" Bourne
- Arizona Young Readers' Award, now the Grand Canyon Readers' Awards<sup>3</sup> (Established 1977.)<sup>4</sup>
  - Picture Books, first given 1993
    - 2014: *Creepy Carrots!* by Aaron Reynolds, illustrated by Peter Brown
    - 2013: *Art & Max* by David Wiesner
    - 2012: *Duck! Rabbit!* by Amy Krouse Rosenthal

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<sup>3</sup> This was, and may still be co-sponsored by the Arizona Reading Association.

<sup>4</sup> Format of awards changed 1993. Awards were biennial from 1977 to 1993. Not every award given every year.

- 2011: *I Need My Monster* by Amanda Noll, illustrated by Howard McWilliam
  - 2010: *Chester* by Melanie Watt
  - 2009: *There Was a Coyote That Swallowed a Flea* by Jennifer Ward, illustrated by Steve Gray
  - 2008: *I Ain't Gonna Paint No More* by Karen Beaumont
  - 2007: *Pinduli* by Janell Cannon
  - 2006: *My Lucky Day* by Keiko Kasza
  - 2005: *Dear Mrs. LaRue: Letters From Obedience School* by Mark Teague
  - 2004: *Muncha, Muncha* by Candace Fleming
  - 2003: *The Water Hole* by Graeme Base
  - 2002: *Bark George* by Jules Feiffer
  - 2001: *What! Cried Granny* by Kate Lum
  - 2000: *Chocolatina* by Erik Kraft
  - 1999: *Stephanie's Ponytail* by Robert Munsch
  - 1998: *Harvey Potter's Balloon Farm* by Jerdine Harold Nolen
  - 1997: *The Toll Bridge Troll* by Patricia Rae Wolff
  - 1996: *Soft Child* by Joe Hayes
  - 1995: *The Three Little Wolves and the Big Bad Pig* by Eugene Trivizas
  - 1994: *The Three Little Javelinas* by Susan Lowell
  - 1993: *The Very Quiet Cricket* by Eric Carle
- Intermediate Books, first given 1993
    - 2014: *Pie* by Sarah Weeks
    - 2013: *Because of Mr. Terupt* by Rob Buyea
    - 2012: *Closed For The Season* by Mary Downing Hahn
    - 2011: *The Gollywhopper Games* by Jody Feldman
    - 2010: *Swindle* by Gordon Korman
    - 2009: *Deep and Dark and Dangerous: A Ghost Story* by Mary Downing Hahn
    - 2008: *The Miraculous Journey of Edward Tulane* by Kate DiCamillo
    - 2007: *Molly Moons' Incredible Book of Hypnotism* by Georgia Byng & Dragon Rider by Cornelia Funke
    - 2006: *Peter & the Starcatchers* by Dave Barry & Ridley Pearson
    - 2005: *Skeleton Man* by Joseph Bruchac
    - 2004: *Word Eater* by Mary Amato
    - 2003: *Babe & Me* by Dan Gutman
    - 2002: *Ghost of Fossil Glen* by Cynthia DeFelice
    - 2001: *Weslandia* by Paul Flesichman
    - 2000: *Riding Freedom* by Pam Munoz Ryan
    - 1999: *Drive-By* by Lynne Ewing
    - 1998: *Running Out of Time* by Margaret Peterson Haddix
    - 1997: *Mike Harte Was Here* by Barbara Park
    - 1996: *Aliens Ate My Homework* by Bruce Coville
    - 1995: *Totally Disgusting* by Bill Wallace
    - 1994: *Shiloh* by Phyllis Reynolds Naylor
- Tween Books, first given 2008
    - 2014: *The False Prince* by Jennifer A. Nielsen
    - 2013: *The Red Pyramid* by Rick Riordan

- 2012: *The Maze Runner* by James Dashner
- 2011: *The Hunger Games* by Suzanne Collins
- 2010: *Schooled* by Gordon Korman
- 2009: *Drums, Girls, & Dangerous Pie* by Jordan Sonnenblick
- 2008: *The Lightning Thief* by Rick Riordan
  
- Non-Fiction Books, first given 2006
  - 2014: *Snakes* by Nic Bishop
  - 2013: *1+1=5: And Other Unlikely Additions* by David LaRochelle
  - 2012: *2030: A Day in the Life of Tomorrow's Kids* by Amy Zuckerman & James Daly
  - 2011: *Big Cats: Hunters of the Night* by Elaine Landau
  - 2010: *Are You Quite Polite? Silly Dilly Manners Songs* by Alan Katz
  - 2009: *Monkey Business* by Wallace Edwards
  - 2008: *Aliens Are Coming! The True Account of the 1938 "War of the Worlds" Radio Broadcast* by Meghan McCarthy
  - 2007: *Geogra-Fleas!* by Joan Holub
  - 2006: *Actual Size* by Steve Jenkins
  
- Teen Books, given 1994-2008
  - 2008: *Twilight* by Stephenie Meyer
  - 2007: *Son of the Mob* by Gordon Korman
  - 2006: *Eragon* by Christopher Paolini
  - 2005: *The House of the Scorpion* by Nancy Farmer
  - 2004: *The Thief Lord* by Cornelia Funke
  - 2003: *Stargirl* by Jerry Spinnelli
  - 2002: *Bud, Not Buddy* by Christopher Paul Curtis
  - 2001: *Holes* by Louis Sachar
  - 2000: *Harry Potter & The Sorcerer's Stone* by J.K. Rowling
  - 1999: *Ella Enchanted* by Gail Levine
  - 1998: *Phoenix Rising* by Karen Hesse
  - 1997: *The Name of the Game Was Murder* by Joan Lowery Nixon
  - 1996: *Freak the Mighty* by Rodman Philbrick
  - 1995: *The Giver* by Lois Lowry
  - 1994: *Nothing But the Truth: A Documentary Novel* by Avi (nom de plume of Edward Irving Wortis)
  
- Earlier Awards
  - 1991: *Where's Waldo* by Martin Handford, *Thomas' Snowsuit* by Robert Munsch, *The Jolly Postman* by Janet & Allan Ahlberg, *There's a Boy in the Girl's Bathroom* by Louis Sachar, & *Meanwhile Back at the Ranch* by Trina Hakes Noble
  - 1989: *The Indian in the Cupboard* by Lynne Reid Banks
  - 1987: *Scary Stories to Tell in the Dark* by Alvin Schwartz
  - 1985: *The Stupids Die* by Harry Allard & James Marshall
  - 1983: *Superfudge* by Judy Blume
  - 1981: *Miss Nelson is Missing* by Harry Allard & James Marshall
  - 1979: *How to Eat Fried Worms* by Thomas Rockwell
  - 1977: *Tales of Fourth Grade Nothing* by Judy Blume



- Adult Literature Award (Established Date.)

Honorary Members with Testimonials

(None known)

Associations / Government Agencies sending  
Representatives to the AzLA Executive Board

- Arizona Association of County Librarians (Date-)
- Arizona Department of Education (Date-)
- Arizona Library Friends (defunct) (Date-)
- Arizona State Library, Archives, & Public Records (Date-)
- Museum Association of Arizona (Date-)

Acronyms / Initialisms

AACoL – Association of Arizona County Librarians  
AASL – American Association of School Librarians  
ACRL – Association of College & Research Libraries  
ALA – American Library Association  
ALCTS – Association for Library Collections & Technical Services  
ALF – Arizona Library Friends (defunct)  
ALYAS – Arizona Librarians for Young Adult Services  
ASLAPR – Arizona State Library, Archives, & Public Records  
AzLA – Arizona Library Association  
CPA – certified public accountant  
CULD – College & University Libraries Division  
KIDS – Kids’ Issues, Development, & Support  
MAA – Museum Association of Arizona  
MPLA – Mountain Plains Library Association  
NALIG – Native American Libraries Interest Group  
PLD – Public Libraries Division  
SIRLS – School of Information Resources & Library Science  
SLA – Special Libraries Association  
SLD – Special Libraries Division  
TLD – Teacher-Librarians Division  
UA – University of Arizona

Glossary

(No terms included yet.)

## AzLA Structure

Prepared 15 December 2014 in accordance with rules & guidelines as of that date.

This summary synthesizes the Bylaws & Handbook explaining the structure of the Executive Board and all committees.

It further addresses the governance of each Division and Interest Group.  
It also details the election and appointment procedures for all sub-units of AzLA.  
Color inserted to make chart easier to read.

### The AzLA Executive Board The Executive Committee

Office	Term	Elected	Responsibility to Nominate
President-Elect	3 years total: 1 year as President-Elect, 1 year as President, 1 year as Past President <sup>5</sup>	Annually	Elections / Appointments Committee per Bylaws
Secretary	2 years	Even-number years	Elections / Appointments Committee per Bylaws (maybe re-elected)
Treasurer	2 years	Odd-number years	Elections / Appointments Committee per Bylaws (maybe re-elected)
ALA Councilor	3 years	Every 3 <sup>rd</sup> year	Elections / Appointments Committee per Bylaws (maybe re-elected)
MPLA Representative	3 years	Every 3 <sup>rd</sup> year	Elections / Appointments Committee per Bylaws (maybe re-elected)
Regional Representative: Central	2 years	Odd-number years	Elections / Appointments Committee per Bylaws (maybe re-elected)
Regional Representative: North	2 years	Even-number years	Elections / Appointments Committee per Bylaws (maybe re-elected)

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<sup>5</sup> Past President serves as Chair of the Elections / Appointments Committee and as Parliamentarian of the Association per the Bylaws.

Regional Representative: South	2 years	Even-number years	Elections / Appointments Committee per Bylaws (maybe re-elected)
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**The AzLA Executive Board**  
**Ex-Officio, Non-Voting Members**

<b>Division Office</b>	<b>Term</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
Division Chair: College & University Libraries Division	2 years (as per CULD Bylaws in Handbook)	Biennially	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws <sup>6</sup> (maybe re-appointed)
Division Chair: Public Libraries Division	1 year (as per PLD statement in Handbook)	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
Division Chair: Special Libraries Division	2 years (as per SLD statement in Handbook)	Biennially	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
Division Chair: Teacher Librarians Division	1 year	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
<b>Interest Group Office</b>	<b>Term</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
Interest Group Chair: <sup>7</sup> Arizona Librarians for Young Adult Services	1 year	Annually	Volunteer from group accepted by group, then officially appointed by

<sup>6</sup> It is hoped that the Division Chairs can eventually be elected positions.

<sup>7</sup> Some Interest Groups operate with co-Chairs.

			Elections / Appointments Committee per Bylaws (maybe re-appointed)
Interest Group Chair: Government Information Interest Group	1 year	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
Interest Group Chair: Information Services Interest Group	2 years	Biennially	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
Interest Group Chair: International Interest Group	1 year	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
Interest Group Chair: Kids' Issues, Development, & Support	1 year	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
Interest Group Chair: Native American Libraries Interest Group	1 year	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
Interest Group Chair: Services to Diverse Populations Interest Group	1 year	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)



Interest Group Chair: Technical Services Interest Group	1 year	Annually	Volunteer from group accepted by group, then officially appointed by Elections / Appointments Committee per Bylaws (maybe re-appointed)
<b>Standing Committee Office<sup>8</sup></b>	<b>Term</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
Standing Committee Chair: AzLA Service Awards Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Co- Chairs: Conference Committee	2 years	Biennially, 1 appointed each year	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Co- Chairs: Conference Program Sub-Committee	2 years	Biennially, 1 appointed each year	Volunteer from Committee or recruited from general membership, then officially appointed by the President per the Handbook (maybe re-appointed)
Standing Committee Chair: Nominations / Appointments Committee	1 year	Annually	Past President serves in this capacity per the Bylaws
Standing Committee Chair: Governance Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)

<sup>8</sup> Some Committees operate with co-Chairs.

Standing Committee Chair: Horner Fellowship Committee <sup>9</sup>	2 years	Biennially	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: Intellectual Freedom Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: Legislation Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: Marketing & Advocacy Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: Membership Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: Newsletter Committee <sup>10</sup>	1 year	Annually	Volunteer from Committee or recruited from general membership, then

<sup>9</sup> Horner Fellowship Committee rules call for the appointment of a Vice-Chair in a similar manner. The Vice-Chair is not a member of the AzLA Executive Board.

<sup>10</sup> Chair is always / also Newsletter Editor.

			officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: Professional Development Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: UA / SIRLS Advisory Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
Standing Committee Chair: Web & Social Networking Committee	1 year	Annually	Volunteer from Committee or recruited from general membership, then officially appointed by the President-Elect per the Bylaws (maybe re-appointed)
<b>Ad Hoc Committee Office</b>	<b>Term</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
Ad hoc Committee Chairs: If any such committees in existence	Term of committees as outlined in the motion creating the committee	For term specified in the motion creating the committee	Appointed by the President per the Bylaws
<b>Miscellaneous</b>	<b>Term</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
Arizona State Librarian & Director	Term of office	As determined by appointer	State Secretary of State
Representative of the Arizona Department of Education	As determined by appointer	As determined by appointer	State Superintendent of Schools
Representative of the Arizona Association of County Librarians	As determined by appointer	As determined by appointer	Arizona Association of County Librarians
Representative of the Museum Association of Arizona	As determined by appointer	As determined by appointer	President of the Museum Association of Arizona

Division Officers & Committees

<b>Division</b>	<b>Officers / Committees per Handbook</b>	<b>Term per Handbook</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
College & University Libraries Division	Past Chair, Vice-Chair, Communications Officer, AzLA Legislation Committee member, Representative to ALA / ACRL, AzLA Conference Program Sub-Committee member	2 years	Biennially	Except for Past Chair, Chair of the Division selects from volunteers
	CULD Contributed Papers Committee	Not specified	Not specified	Not specified
Public Libraries Division	Vice-Chair & AzLA Conference Program Sub-Committee member (single person)	1 year	Annually	Chair of the Division selects from volunteers
Special Libraries Division	AzLA Conference Program Sub-Committee member	2 years	Biennially	Chair of the Division selects from volunteers
Teacher Librarians Division	Past Chair, Vice-Chair, Secretary, AzLA Membership Committee member, AzLA Legislation Committee member, AzLA Intellectual Freedom Committee member, AzLA SIRLS Advisory Committee member	1 year	Annually	Except for Past Chair, Chair of the Division selects from volunteers; Vice-Chair & Secretary positions ratified by Association's Elections / Appointments Committee

Interest Group Officers

<b>Interest Group</b>	<b>Officers / Committees per Handbook</b>	<b>Term per Handbook</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
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Arizona Librarians for Young Adult Services	Vice-Chair & AzLA Conference Program Sub-Committee member (single person)	1 year	Annually	Chair of Interest Group selects from volunteers
Government Information Interest Group	Vice-Chair & AzLA Conference Program Sub-Committee member (single person)	1 year	Annually	Chair of Interest Group selects from volunteers
Information Services Interest Group	Vice-Chair	2 years	Biennially	Chair of Interest Group selects from volunteers
International Interest Group	Past Chair, Vice-Chair	1 year	Annually	Except for Past Chair, Chair of Interest Group selects from volunteers
Kids' Issues, Development, & Support	Past Chair, Vice-Chair, Secretary	1 year	Annually	Except for Past Chair, Chair of Interest Group selects from volunteers
Native American Libraries Interest Group	None specified	n/a	n/a	n/a
Services to Diverse Populations Interest Group	Past Chair, AzLA Conference Program Sub-Committee member	1 year	Annually	Chair of Interest Group selects from volunteers
Technical Services Interest Group	Vice-Chair & AzLA Conference Program Sub-Committee member (single person)	1 year	Annually	Chair of Interest Group selects from volunteers

Committee Members<sup>11</sup>

Standing Committee	Members other than Chair per Handbook	Term per Handbook	Chosen	Responsibility to Appoint
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<sup>11</sup> The AzLA President and the AzLA President-Elect are *ex-officio* members of every Standing Committee.

AzLA Service Awards Committee	No fixed number established	None set	Not specified	Not specified
Conference Committee	No fixed number established	1 year, possible re-appointment	Annually	Selected by the Committee Co-chairs
	1 member = member of ASLAPR staff		From ASLAPR staff	Arizona State Librarian & Director
Conference Program Sub-Committee	1 member from each Division & from each Interest Group (currently that would put the number at 12)	1 year, possible re-appointment allowed by some Divisions & some Interest Groups	Annually	Selected by Chair of Division or Chair of Interest Group unless it is specified in the operating guidelines of the unit that it is automatically the Vice-Chair
Nominations / Appointments Committee	President-Elect & Regional Representatives (specified in Bylaws)	1 year	Specified in Bylaws	Specified in Bylaws
Governance Committee	No fixed number established	None set	Not specified	Not specified
Horner Fellowship Committee	No fixed number established	1 year, possible re-appointment	annually	Selected by Committee Chair
Intellectual Freedom	8 members <sup>12</sup>	1 year, possible re-appointment	Not specified	2 members by the Chair of each Division of AzLA
	1 member = member of ASLAPR staff		From ASLAPR staff	Arizona State Librarian & Director
Legislation Committee	8 members <sup>13</sup>	1 year, possible re-appointment	Not specified	2 members by the Chair of each Division of AzLA
	3 Regional Representatives <sup>14</sup>	2 years, staggered	<i>Ex-officio</i>	Elected by general membership

<sup>12</sup> This number may vary depending on the number of Divisions within AzLA. It is recommended that the Teacher Librarians Division appoint 1 representative who works at the elementary school level and 1 representative who works at the middle or high school level.

<sup>13</sup> This number may vary depending on the number of Divisions within AzLA.

<sup>14</sup> Number could change based on the number of Regions within AzLA.

	1 member = member of ASLAPR staff	1 year, possible re-appointment	From ASLAPR staff	Arizona State Librarian & Director
	Chair of Intellectual Freedom Committee or designee		Annually	If Chair of Intellectual Freedom Committee, President-Elect of AzLA; if designee, then Chair of Intellectual Freedom Committee
	Any additional members deemed necessary		Not specified	Chair of Committee
Marketing & Advocacy Committee	3 Regional Representatives or designees <sup>15</sup>	Regional Representatives would serve for 2 years, staggered; designees may serve 1 year	Regional Representatives are chosen on rotating basis; designees would be chosen as needed	Regional Representatives are elected; designees would be chosen by Regional Representatives
	Any additional members deemed necessary	Not specified	Not specified	Chair of Committee
Membership Committee	4 members <sup>16</sup>	1 year, possible re-appointment	Not specified	1 member by the Chair of each Division of AzLA
	1 member = member of ASLAPR staff		From ASLAPR staff	Arizona State Librarian & Director
	Any additional members deemed necessary		Not specified	Chair of Committee
Newsletter Committee	No fixed number established	None set	Not specified	Not specified
Professional Development Committee	1 member = Continuing Education Consultant of ASLAPR	Tenure in job	<i>Ex-officio</i>	Arizona State Librarian & Director

<sup>15</sup> Number could change based on the number of Regions within AzLA.

<sup>16</sup> This number may vary depending on the number of Divisions within AzLA.

	1 member	1 or 2 years	From Conference Committee	Conference Committee Co-Chairs
	4 members <sup>17</sup>	Not specified	Not specified	1 member by the Chair of each Division of AzLA
UA / SIRLS Advisory Committee	4-8 members <sup>18</sup>	1 year, possible re-appointment	Annually	1 or 2 members by the Chair of each Division of AzLA
	0-5 members			Up to 5 additional members by agreement between Committee Chair & SIRLS Director
	1 member = member of ASLAPR staff		From ASLAPR staff	Arizona State Librarian & Director
Web & Social Networking Committee	No fixed number established	None set	Not specified	Not specified
<b>Ad hoc Committee</b>	<b>Members other than Chair per Bylaws</b>	<b>Term per Bylaws</b>	<b>Chosen</b>	<b>Responsibility to Appoint</b>
Currently None	Number outlined in motion creating	Specified in motion creating	Determined by motion creating	President with approval of Executive Board

### Miscellaneous Sub-Units

These are not addressed in the Bylaws and / or Handbook and need clarification.

Sub-Unit	Comments on sub-unit: its organization and relation to AzLA
Louise A. Stephens Scholarship Committee	■
Judy Goddard / Libraries Limited Child Book Author Award, Child Book Illustrator Award, & Young Adult Book Award Committee	Apparently completely controlled by Libraries Limited. AzLA is strictly a vehicle for the promotion of this awards and the AzLA Conference is simply the forum for the announcement and presentation of the awards. The KIDS Interest Group claims some rights on this Committee, although the hows and whys are not clear.

<sup>17</sup> This number may vary depending on the number of Divisions within AzLA.

<sup>18</sup> This number may vary depending on the number of Divisions within AzLA.



<p>Grand Canyon Reader Award Committee</p>	<p>Apparently completely controlled by an unspecified external unit. Members of the Award Committee may be members of AzLA. Members of the Arizona Reading Association are also eligible to serve on the Award Committee. AzLA is strictly a vehicle for the promotion of this awards and the AzLA Conference is simply the forum for the announcement and presentation of the awards. Apparently AzLA contributes certain funds towards this group's operation. The KIDS Interest Group claims some rights on this Committee, although the hows and whys are not clear.</p>
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## AzLA – Who Appoints Whom:

### AzLA Nominations / Appointments Committee:

- CULD Chair
- PLD Chair
- SLD Chair
- TLD Chair
- ALYAS Chair
- Government Information Interest Group Chair
- Information Services Interest Group Chair
- International Interest Group Chair
- KIDS Interest Group Chair
- Native American Libraries Interest Group Chair
- Services to Diverse Populations Interest Group Chair
- Technical Services Interest Group Chair

### AzLA President:

- Co-Chair of the AzLA Conference Program Sub-committee
- Chair & Members of any AzLA *Ad Hoc* Committee created during term

### AzLA President-Elect:

- Chair of AzLA Service Awards Committee
- Co-Chair of AzLA Conference Committee
- Chair of AzLA Governance Committee
- Chair & Vice-Chair of AzLA Horner Fellowship Committee
- Chair of AzLA Intellectual Freedom Committee
- Chair of AzLA Legislation Committee
- Chair of AzLA Marketing & Advocacy Committee
- Chair of AzLA Membership Committee
- Chair of AzLA Newsletter Committee / Newsletter Editor
- Chair of AzLA Professional Development Committee
- Chair of AzLA 's UA / SIRLS Advisory Committee

- Chair of AzLA Web & Social Networking Committee

**CULD Chair:**

- Vice Chair of Division
- Division Communications Officer
- Members of AzLA Legislation Committee (2)
- Representative to ALA / ACRL
- Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)
- Member of AzLA Membership Committee
- Member of AzLA Professional Development Committee
- Members of AzLA's UA / SIRLS Advisory Committee (1 or 2)
- Chair & Members of CULD Contributed Papers Committee?

**PLD Chair:**

- Vice Chair of Division / Member of Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)
- Members of AzLA Legislation Committee (2)
- Member of AzLA Membership Committee
- Member of AzLA Professional Development Committee
- Members of AzLA's UA / SIRLS Advisory Committee (1 or 2)

**SLD Chair:**

- Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)
- Members of AzLA Legislation Committee (2)
- Member of AzLA Membership Committee
- Member of AzLA Professional Development Committee
- Members of AzLA's UA / SIRLS Advisory Committee (1 or 2)

**TLD Chair:**

- Vice-Chair of Division
- Secretary of Division
- Member of AzLA Membership Committee
- Member of AzLA Legislation Committee
- Members to AzLA Intellectual Freedom Committee (2)
- Members of AzLA's UA / SIRLS Advisory Committee (1 or 2)
- Member of AzLA Conference Program Sub-Committee
- Members of AzLA Legislation Committee (2)
- Member of AzLA Professional Development Committee

**ALYAS Chair:**

- Vice Chair of Interest Group / Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**Government Information Interest Group Chair:**

- Vice Chair of Interest Group / Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**Information Services Interest Group Chair:**

- Vice Chair of Interest Group
- Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**International Interest Group Chair:**

- Vice Chair of Interest Group
- Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**KIDS Interest Group Chair:**

- Vice Chair of Interest Group
- Secretary of Interest Group
- Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**Native American Libraries Interest Group Chair:**

- Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**Services to Diverse Populations Interest Group Chair:**

- Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**Technical Services Interest Group Chair:**

- Vice Chair of Interest Group / Member of AzLA Conference Program Sub-Committee
- Members to AzLA Intellectual Freedom Committee (2)

**Regional Representatives:**

- Members of the AzLA Marketing & Advocacy Committee, if not serving as such

**Conference Committee Co-Chairs:**

- Other members of the Committee
- Member of the AzLA Professional Development Committee

**Horner Fellowship Committee Chair:**

- Other members of the Committee

**Intellectual Freedom Committee Chair:**

- Member of AzLA Legislation Committee, if does not serve as such

**Legislation Committee Chair:**

- Other members of the Committee, if any needed

**Marketing & Advocacy Committee Chair:**

- Other members of the Committee

**Membership Committee Chair:**

- Other members of the Committee, if deemed necessary

**UA / SIRLS Advisory Committee Chair:**

- Up to 5 members of the Committee (in co-ordination with School's Director)

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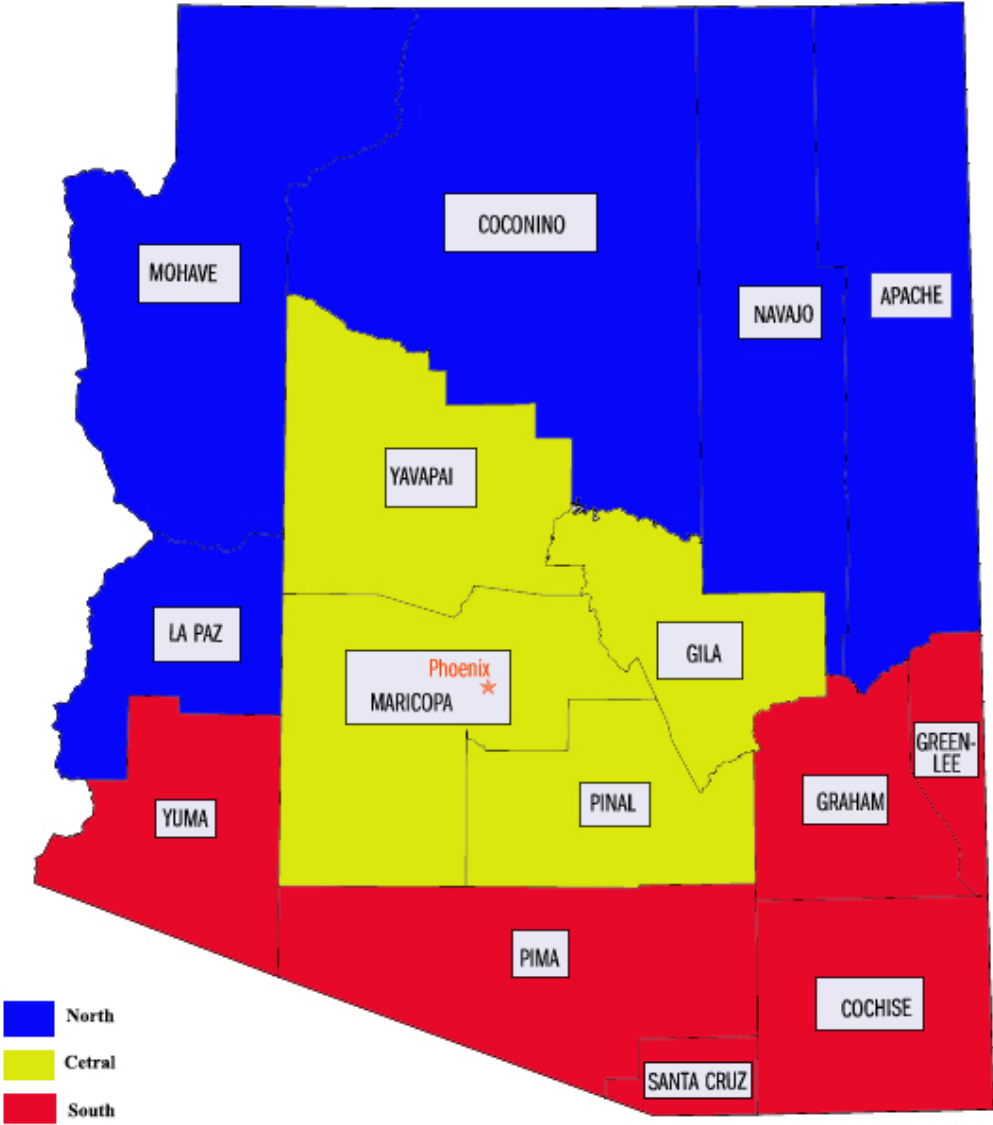
**UA / SIRLS Director:**

- Up to 5 members of AzLA's UA / SIRLS Advisory Committee (in co-ordination with Chair of the Committee)

**Arizona State Librarian & Director of ASLAPR:**

- Member of AzLA Conference Committee
- Member of AzLA Intellectual Freedom Committee
- Member of AzLA Legislation Committee
- Member of AzLA Membership Committee
- Member of AzLA Professional Development Committee (always appoints Continuing Education Consultant)
- Member of AzLA's UA / SIRLS Advisory Committee

Map of Current Governance Regions



North: Apache, Coconino, LaPaz, Mohave, & Navajo Counties  
Central: Gila, Maricopa, Pinal, & Yavapai Counties  
South: Cochise, Graham, Greenlee, Pima, Santa Cruz, & Yuma Counties

Minutes of the Executive Board Consulted:

- 2006 > 28 July, 13 October
- 2007 > 26 January, 26 April, 27 July
  - 2008 > 13 March
- 2009 > 23 January, 16 April, 24 July, 16 October
- 2010 > 22 January, 22 April, 16 July, 15 October
  - 2011 > 29 April, 29 July, 28 October
- 2012 > 27 January, 20 April, 13 July, 5 October
- 2013 > 28 January, 25 April, 16 July, 1 September
  - 2014 >