

# WAAL Policies & Procedure Manual

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# WAAL Policies & Procedure Manual

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Documents which also may be useful include publications of:

The Wisconsin Library Association

The WLA Organization Manual is available from the WLA Office, the WAAL Chair, and the WAAL Vice-Chair/Chair Elect. The WLA Organization Manual includes the WLA Constitution, Bylaws, and Organization Chart, and much more.

Also available from the WLA office and the WAAL Chair and WAAL Vice-Chair/Chair Elect are other WLA documents including WLA Newsletter Guidelines, the WLA Records Schedule, and the current WLA Legislative Agenda.

The Association of College and Research Libraries

The ACRL Guide to Policies and Procedures is available from the WAAL Chair and the ACRL Liaison. A link from the WAAL Web page to the ACRL page also provides access to ACRL documents.

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## 100 ORGANIZATION AND GENERAL PROCEDURES

## 101 POLICIES & PROCEDURES OF THE WISCONSIN ASSOCIATION OF ACADEMIC LIBRARIANS

### Article I. Name

The name of this association shall be the Wisconsin Association of Academic Librarians (WAAL), a Division of the Wisconsin Library Association (WLA).

### Article II. Objectives

A. To provide an opportunity for discussion and exchange of ideas for persons interested in the problems of university, college, technical, special and research libraries and library education.

B. To encourage professional growth.

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## Article III. Membership

Section 1. Membership shall be open to all persons who are members of the Wisconsin Library Association.

Section 2. All members may attend meetings, participate in activities, vote, hold office, and receive mailings of the Association.

## Article IV. Officers

Section 1. Titles of officers shall be Chair, Past-Chair, Vice-Chair/Chair-Elect, Secretary, Member-At-Large, and Association of College and Research Libraries (ACRL) Chapter Liaison.

Section 2. Terms of office of Association Officers:

- A. Officers, except the Secretary shall be elected for a term of three (3) calendar years.
- B. The Secretary shall be elected for a term of two (2) calendar years.

Section 3. All officers shall be personal members of WLA.

Section 4. Duties of Officers:

A. The Chair shall:

- 1. Be a personal member of ACRL during his/her term of office
- 2. Serve as Treasurer for the Association
- 3. Make arrangements for the annual meetings
- 4. Preside at meetings
- 5. Act as liaison with other WLA divisions and sections.

B. The Past-Chair shall:

- 1. Serve on the WAAL Board and the Executive Committee for the year following his/her term as Chair.
- 2. Provide assistance and historical continuity to the WAAL Board and the Executive Committee.

C. The Vice-Chair/Chair-Elect shall:

- 1. Assist the Chair and succeed the Chair in office.
- 2. Plan Division activities for the year the Vice-Chair shall serve as Chair.
- 3. Appoint from the WAAL membership, all standing committees for the year the Vice-Chair shall serve as Chair.
- 4. Be responsible for the development and continuation of the planning effort of the Executive Committee.
- 5. Prepare the Association budget for the year the Vice-Chair shall serve as Chair.
- 6. Serve as member of the Wisconsin Library Association Committee on Appointments.
- 7. Be a personal member of ACRL during his/her term of office.

D. The Secretary shall:

- 1. Record minutes of the WAAL Board meetings, the Executive Committee meetings and the Business meetings.
- 2. Distribute minutes of the Business meetings to members of the Association.
- 3. Distribute minutes of the WAAL Board and Executive Committee meetings to WAAL Board members and the WLA Executive Director.
- 4. Serve as Treasurer of WAAL at the Chair's direction.

E. The Member-at-Large shall:

- 1. Assist in decision making and program planning for the Association.

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2. Represent WAAL on the WLA Board.

F. The ACRL Chapter Liaison shall:

1. Represent WAAL at the ACRL Chapter's Council at the annual Conference and the Midwinter meeting of ALA.
2. Report to the WAAL Chair any ACRL activity requiring action by WAAL.
3. Report to the WAAL membership any information concerning ACRL that may be of interest and benefit to the membership.
4. Keep ACRL Chapter's Council officers and ACRL Headquarter's staff informed of WAAL activities.
5. Be a personal member of ACRL during his/her term of office.

## Article V. Nominations and Elections

Section 1. Each year the Vice-Chair/Chair-Elect shall appoint at least three (3) WAAL members to serve as a nominating committee for the following calendar year.

Section 2. The nominating committee shall prepare a slate consisting of two (2) nominees for each position to be filled in that year's election. This slate, along with a brief biographical note on each candidate, shall be filed with the WAAL Chair at least four (4) months prior to the next annual WLA conference.

Section 3. Additional nominations may be made to any elective office by filing with the Chair, not less than two (2) months prior to the next annual WLA conference, a petition of nomination signed by at least fifteen (15) personal members of WAAL, accompanied by the written consent of the nominee.

Section 4. A ballot, along with brief, biographical notes on each candidate, shall be mailed to each personal member of WAAL at least one (1) month before the annual business meeting and shall be returned at least ten (10) days before the date of the meeting. The candidate for each office receiving the largest number of votes shall be elected. In case of a tie vote, the determination shall be made by lot.

Section 5. Vacancies shall be filled by special elections or by appointment of the Chair, as approved by the Executive Committee.

## Article VI. Committees

### Section 1. WAAL Board

- A. The WAAL Board shall consist of the elected officers of WAAL, the chairs of all WAAL standing and ad hoc committees, and the Legislative Liaison.
- B. The Board shall conduct the business of the Association between business meetings.
- C. All officers and committee chairs shall be voting members of the Board. The Legislative Liaison is a non-voting member of the Board.

### Section 2. Executive Committee

- A. The Executive Committee shall consist of the elected officers of WAAL.
- B. This committee shall take necessary actions in the interest of the Association between meetings of the WAAL Board, shall perform other duties as specified by the Board, and shall report on its work at the regular meetings of the Board.

Section 3. The standing committees of the Association shall be those designated in the WAAL Procedure Manual.

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Section 4. The Chair may appoint additional committees as deemed necessary to carry on the work of the Association.

Section 5. All committee chairs and committee members shall be personal members of WAAL.

## Section 6. Legislative Liaison

### A. Appointment

1. The Legislative Liaison is appointed on the suggestion of the WAAL Vice-Chair/Chair Elect, as part of the regular process of the committee on appointments.
2. The Legislative Liaison is appointed for the term specified for WLA standing committee members.

### B. Duties

1. Represent WAAL at the WLA Library Development and Legislative Committee Meetings.
2. Report to WAAL on legislative issues of concern and interest to members.
3. Serve as WAAL liaison to ACRL legislative network.

## Article VII. Meetings

Section 1. WAAL Board meetings may be called by the Chair at such times and places as he/she may designate and must be called upon the written request of any three members of the Board.

Section 2. Executive Committee meetings may be called by the Chair at such times and places as he/she may designate and must be called upon the written request of any member of the Committee.

## Section 3. Business Meetings

- A. The Association shall normally hold two meetings in each calendar year: The Annual Meeting at the time of and in conjunction with the Annual Conference of WLA and another meeting in the spring. A business session shall be held at each meeting.
- B. Special meetings may be called by the Chair.
- C. Notice of meetings shall be mailed at least thirty (30) days prior to the meeting.
- D. Members present shall constitute a quorum.

## Section 4. Program Meetings:

- A. The Annual Program Meeting of WAAL may be held at the time and place of the Annual Conference of WLA.
- B. Additional program meetings may be held at other times of the year as arranged by the WAAL Board.
- C. Registration fees for additional program meetings may be levied by the WAAL Board.
- D. Non-members may attend program meetings.

## Article VIII. Reports

Section 1. The Chair shall send reports of all meetings to the President of WLA and to others who request a copy.

Section 2. Each committee chair shall submit a written annual report of the committee's activities to the WAAL Chair.

## Article IX. Amendments to the Bylaws

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Section 1. Proposed amendments to the Bylaws may be introduced at any business meeting and will then be included for discussion on the agenda of that meeting.

Section 2. All proposed amendments must be approved by the WLA Committee on Organization before being submitted to a vote by the membership.

Section 3. The proposed Bylaws amendments and a ballot, along with brief statements pro and con, shall be mailed to each personal member of the Association in a manner to be determined by the WAAL Board.

Section 4. Amendments become effective when they have been approved by the WLA Committee on Organization, the WLA Board and by a two-thirds majority of the WAAL members voting.

## Article X. Relation to Other Organizations

Section 1. WAAL shall be an affiliate of the Association of College and Research Libraries (ACRL) of the American Library Association (ALA) as the Wisconsin Chapter of the Association.

Section 2. WAAL may affiliate with other organizations with the approval of the membership and the WLA Board.

## Article XI Rules of Order

The rules contained in the Standard Code of Parliamentary Procedure, latest edition shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and the Bylaws of the Association. If the rules contained in the Standard Code do not adequately address the issue, then Robert's Rules of Order, Newly Revised, will be consulted.

## Article XII Dissolution

The Division may be dissolved by a majority vote of its current membership present at the annual WAAL business meeting, or by the WLA Board. Notice that a vote on dissolution of the unit will be on the agenda of the annual WAAL business meeting and shall be sent to each member at least thirty calendar days prior to the meeting.

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## 102 WAAL COMMITTEE STRUCTURE

### WAAL BOARD:

Membership on the WAAL Board consists of the WAAL Chair, Vice-Chair/Chair-Elect, Past-Chair, Secretary, Member-At-Large\*, ACRL Chapter Liaison\*\*, and WAAL Committee Chairs.

\* Member of WLA Board of Directors

\*\*Member of ACRL Chapters Council

### EXECUTIVE COMMITTEE:

Membership on the WAAL Executive Committee consists of the WAAL Chair, Vice-Chair/Chair-Elect, Past-Chair, Secretary, Member-At-Large, and ACRL Chapter Liaison.

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## STANDING COMMITTEES:

Standing Committees of WAAL are Conference Planning, Information Literacy, Membership, Nominations, Professional Development, and Communications.

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## 103 WAAL CALENDAR

January	New officers take office New committee appointments become effective Early January, Professional Development Committee prepares to solicit nominations of undergraduate library student assistants for WAAL Conference scholarship program WAAL Newsletter articles due early January First WAAL Board meeting ALA Midwinter meeting; ACRL Liaison or designee attends ACRL Chapters Council meeting. (Chair or Chair-Elect may attend as well.) WLA Conference Planning Committee meets. Representative of WAAL Conference Committee attends. (Chair or Chair-Elect may attend instead)
Feb/March	Vice-Chair/Chair-Elect appoints WAAL Spring Conference Committee to plan conference for following year. Membership Committee contacts non-renewals.
April	Nominations Committee reports names of candidates for next election Spring Conference held Spring meeting of WAAL Board (usually at conference) Spring membership meeting held at conference
May	WAAL Newsletter articles due mid May Conference Planning Committee begins work on next year's conference.
June	ALA Annual Conference. ACRL Liaison or designee attends ACRL Chapters Council meeting. (Chair or Chair-Elect may attend as well.) Conference planners submit request to ACRL for ACRL officer as speaker at spring conference by the deadline if they wish to do so. Note: Funding guaranteed by ACRL every three years.
July/Sept	Membership Committee welcomes new WAAL members WAAL Newsletter articles due early September ACRL Liaison submits request to ACRL for reimbursement of remaining chapter budget by Aug. 15. Vice-Chair/Chair-Elect meets with WLA Committee on Appointments to appoint WLA committees for next year. Summer professional development workshop held. Vice-Chair/Chair-Elect appoints WAAL committees for the next year. ACRL Liaison submits annual report to ACRL by mid-August. By-Laws changes submitted to COO for approval by mid-July.

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September	Ballots mailed by WLA Vice-Chair/Chair-Elect notifies WAAL Committee chairs of deadline for budget request for next year WAAL committees meet and/or confer on goals and objectives for next year's activities, in preparation for budget requests.
Oct/Nov WLA Annual Conference	Fall meeting of WAAL Board Fall membership meeting (usually at WLA Conference) Association files are transferred to new officers preferably at WLA Conference and no later than December Annual reports of WAAL committees submitted to WAAL Chair Annual report of Chair submitted to WLA Board Results of election announced Vouchers for reimbursements from current year submitted by December 1
December	WLA Leadership Conference attended by current Vice-Chair/Chair-Elect and Vice-Chair/Chair-Elect elected for next year

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## 200 WAAL BOARD, EXECUTIVE COMMITTEE, OFFICERS

### 201 WAAL BOARD

#### 201.1 Purpose

The WAAL Board is the governing body of the Association. It manages the Association business in accordance with the bylaws and policies and it reports its actions to the membership.

#### 201.2 Members

The WAAL Board consists of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, Member-at-Large, ACRL Chapter Liaison, and the Chairs of each WAAL Committee.

#### 201.3 Term of Office

Assume office January 1, following the annual election. The Chair serves three years consecutively as Vice-Chair/Chair-Elect, Chair, and Past Chair. The Secretary serves a term of two years. Committee Chairs each serve a one year term. The Member-at-Large and the ACRL Chapter Liaison serve for three years. The Conference Planning Committee Chair serves on the board for a one year term; however it is customary to invite the new Conference Planning Committee Chair to also attend board meetings held subsequent to the spring conference (May - December).

#### 201.4 Duties

1. Plan and carry out the program of the Association.
2. Approve establishment of standing or ad hoc committees and of subject or interest groups within the Association.



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3. Approve the budget requests made to the WLA Board and to ACRL.
4. Approve amendments to the bylaws before submission to the membership.

## 201.5 Meetings

The WAAL Board meets at least twice each year and usually four times annually. Additional meetings may be held upon the call of the Chair or upon the written request of any three members of the Board.

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## 202 Executive Committee

### 202.1 Purpose

The Executive Committee takes necessary action in the interest of the Association between meetings of the WAAL Board, and performs other duties as specified by the Board.

### 202.2 Members

The Executive Committee consists of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, Member-at-Large and ACRL Chapter Liaison.

### 202.3 Term of Office

Assume office January 1, following the annual election. The Chair serves three years consecutively as Vice-Chair/Chair-Elect, Chair and Past Chair. The Secretary serves a two year term. The Member-at-Large and the ACRL Chapter Liaison serve three year terms.

### 202.4 Duties

Take necessary action in the interest of the Association which, for the sake of expediency, must be acted upon before the WAAL Board can be convened.

Perform other duties as specified by the Board.

### 202.5 Meetings

The Executive Committee may hold meetings upon the call of the Chair or upon written request of any member of the Committee.

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## 203 CHAIR

### 203.1 Principal Function

Serve as the chief officer of the Association, responsible for the direction and general supervision of all Association activities.

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## 203.2 Liaison with Other Associations

1. Submit the final WAAL budget proposal to the WLA Office.
2. Represent WAAL at, or appoint a representative to attend, meetings of other associations or committees, as required.

## 203.3 Specific Activities

### 203.3.1 WAAL Board and Executive Committee

1. Call meetings of the WAAL Board and Executive Committee, make provisions for such meetings, and prepare agenda.
2. Preside at all meetings of the WAAL Board and Executive Committee.
3. Recommend to the WAAL Board and/or the Executive Committee policies and activities to support the objectives and broaden the effectiveness of the Association.

### 203.3.2 Budget

1. Prepare a budget by accounts, showing the budget of the current year, expenditures of the current year, and the balance.
2. Approve invoices and expense reimbursement forms for WAAL expenses to be submitted to the WLA Treasurer and to ACRL for payment.
3. Maintain careful records of correspondence and proper files of all financial activities and serve as Treasurer for the Association.

### 203.3.3 Membership (Business) Meetings

1. Coordinate the planning of the WAAL Spring and Fall membership meetings and any additional membership meetings as required.
2. Preside at all membership meetings of WAAL and report action to the WLA Board.
3. Communicate WAAL Board and Executive Committee actions and activities to the membership at the membership meetings.

### 203.3.4 Election of Officers

1. Monitor progress of the Nominations Committee and review final slate of candidates prior to preparation of ballots.
2. Notify each nominee of election results.

### 203.3.5 Committees

1. Communicate with each committee chair, giving notification of committee budget.
2. Request reports of committee meetings and activities and a written annual report, to be included in the WAAL annual report.
3. May appoint additional committees with the advice of the WAAL Board.
4. Be responsible to see that all officers and Board members perform their duties.
5. Write letters of appreciation to Board and committee members and others for their contribution and service during the year. Copies should be sent to the librarian's administrators as support for advancement and promotion.

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6. Alert the incoming Vice-Chair/Chair-Elect to prepare appointments of committees and chairs. This process is to begin in January for Conference Planning Committee and in July for other committees for the following year.

### 203.3.7 Procedure Manual

1. Responsible for content of revisions to the WAAL Procedure Manual, with input from committee chairs, and approval of the board.
2. Responsible for the forwarding of Procedure Manuals to incoming officers and committee chairs.

### 203.3.8 Conference Responsibilities

1. Responsible for the planning and completion of the WAAL Spring Conference and for WAAL programming at the WLA Annual Conference held during the term of office; appoints a conference planning committee to carry out the conference plans.
2. Personally invite the ACRL Executive Director and ACRL President to WAAL Conferences, in coordination with the conference planning chair.

### 203.4 Reporting of Activities

1. Submit to membership, at Spring and Fall membership meetings, a report of Association activities.
2. Submit articles to the WLA Newsletter and the WAAL/ACRL Newsletter.
3. Submit a brief annual report of Association activities for inclusion in the WLA Newsletter and to the WLA Board.

### 203.5 Meetings

1. Expected to attend WAAL Board and Executive Committee meetings, conferences and receptions; attend WAAL Committee meetings as deemed necessary.
2. Expected to attend regional and state conferences at which WAAL is sponsoring a program or reception.
3. Encouraged to attend ALA Annual Conference and Midwinter Meetings; ACRL Chapters Council meetings, if ACRL Chapter Liaison cannot attend.
4. Encouraged to attend national ACRL conferences.

### 203.6 Calendar

Ongoing Monitor activities of officers and committees

January	Conduct first meeting of new WAAL Board Notify each committee chair of reports required Send list of committee chairs to WLA Newsletter If possible, attend ALA Midwinter, ACRL Chapters Council meetings Work with Conference Planning Committee on plans for spring conference
February	Check plans for spring conference Check work of Nominations Committee
March	Check plans for spring conference
April	Receive Nominations Committee report of names of candidates for next election.

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Plan agenda for spring membership meeting

April/May      Preside at Membership meeting at spring conference  
Conduct WAAL Board meeting  
Report actions of membership meeting to WLA, ACRL, and WLA Newsletter

June/July      If possible, attend ALA annual conference, ACRL Chapters Council

September      Check plans for WLA Conference  
Plan agenda for fall membership meeting  
Assist Vice-Chair/Chair-Elect in preparing WLA and ACRL budget requests.

Oct/Nov Notify the WAAL candidates of election results.  
Attend WLA Annual Conference  
Preside at Fall Membership meeting  
Conduct WAAL Board meeting  
Write annual report and submit it to WLA, and WLA Newsletter

December      Send letters of appreciation to officers, committee chairs, committee members, etc.

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## 204 VICE-CHAIR/CHAIR-ELECT

### 204.1 Principal Functions

1. Assist Chair in performance of duties and perform other duties as the Chair may assign.
2. Perform the duties of the WAAL Chair in his/her absence.
3. Succeed to the Chair in the case of a vacancy in that office.

### 204.2 Liaison with Other Associations

1. Serve on the WLA Appointments Committee.

### 204.3 Specific Activities

1. Attend all meetings of the WAAL Board and Executive Committee as a voting member.
2. As a member of the WLA Appointments Committee, assist with WLA committee appointments.
3. Prepare WAAL committee appointments for year as chair and confirm membership status of all appointees.
4. Review the functions, charges, etc., of WAAL for his/her term of office as chair.
5. Write letters of appointment for each committee chair and member, including length of term, conditions of appointment, and duties. Notify committee chairs of budget request deadlines.
6. Receive budget requests from committee chairs and officers.
7. Prepare WAAL budget proposal for the coming year for submission to the WLA board.

### 204.4 Meetings

1. Expected to attend WAAL Board and Executive Comm. meetings, conferences and receptions.
2. Expected to attend regional and state conferences at which WAAL is sponsoring a program or reception.

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3. Encouraged to attend ALA Annual Conference and Midwinter Meetings; ACRL Chapters Council meetings, if ACRL Chapter Liaison cannot attend.
4. Encouraged to attend national ACRL conferences.

### 204.5 Calendar

January	Take office on January 1 after election Attend first WAAL Board meeting Select Spring Conference Planning Committee
Feb/March	Select spring conference planning committee.
April/May	Attend WAAL Spring Conference
July/Sept	Appoint remaining WAAL committees Recommend appointees for WLA committees Prepare and submit WAAL budget request to WLA Board
Oct/Nov	Attend WLA Fall Conference Report plans for coming year to membership at Fall Membership meeting
December	Attend WLA Annual Leadership Conference

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## 205 PAST CHAIR

### 205.1 Principal Functions

1. Act as an advisor to the WAAL Board and Executive Committee.
2. Ensure continuity of Association activities.

### 205.2 Specific Activities

1. Attend the WAAL Board and Executive Committee meetings as a voting member.
2. Perform other duties as assigned.
3. Select site and dates for Spring Conference 3 years hence.
4. Serve as Association archivist.

### 205.3 Meetings Expected to Attend

All WAAL Board and Executive Committee meetings, conferences, etc.

### 205.4 Association Archives

1. Ensure that WAAL Committee Chairs and Officers follow the WLA Records Management Policy.
2. Make sure that former chairs and other officers send current records and all records for the last five years to their successor (Except for Conference Program and workshop records which are kept for the last ten (10) years).

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3. Make sure that former chairs and other officers send earlier material which is not ephemeral to the WLA office for transmission to the State Historical Society archives. In brief, this includes most Board material, all publications, and almost everything connected with conferences and workshops.

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## 206 SECRETARY

### 206.1 Principal Functions

1. Record the minutes of WAAL Board meetings, Executive Committee meetings and WAAL Membership meetings.
2. Distribute minutes to appropriate individuals.
3. Maintain WAAL Procedure Manual.

### 206.2 Specific Activities

1. Attend WAAL Board and Executive Committee meetings as a voting member.
2. Record minutes of WAAL Board meetings, Executive Committee meetings and Membership meetings, to include: date; place; members present and absent, with titles; invited attendees; statement of topics discussed and summary of discussion; motions, recommendations and resolutions; and reports of officers and committee chairs, either in the body of the minutes or attachments.
3. Distribute minutes of the WAAL Board and Executive Committee meetings to all members of the WAAL Board, the WLA Executive Director, meeting attendees, and any additional individuals designated by the Board or Executive Committee.
4. Distribute minutes of the Membership meetings to all members of the Association.
5. Upon request supply copies of the WAAL Bylaws to any member of the Association.
6. Send and receive correspondence when requested by the chair, the WAAL Board and/or the Executive Committee.
7. Make changes to WAAL Procedure Manual after Board approval. Submit changes to Web site.

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## 207 MEMBER-AT-LARGE

### 207.1 Principal Function

Represent the membership of WAAL on the WAAL Board and Executive Committee. Represent the WAAL division on the WLA Board and act as a spokesperson for WAAL on established policies.

### 207.2 Specific Activities

1. Attend WAAL Board and Executive Committee meetings as a voting member.
2. Attend WLA Board meetings as a voting member.

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## 208 ACRL Chapter Liaison

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## 208.1 Principal Function

Represent WAAL at the ACRL Chapters Council meetings at the ALA Annual Conference and Midwinter Meetings.

## 208.2 Specific Activities

1. Serve as a voting member of the WAAL Board and Executive Committee.
2. Serve as a voting member of the ACRL Chapters Council.
3. Report to the WAAL Chair on any items requiring action by WAAL.
4. Keep WAAL Chair informed of changes in ACRL procedures, policies, etc. (e.g. budget, reporting of activities required by chapters).
5. Keep ACRL Chapters Council officers and ACRL Headquarters staff informed of WAAL activities.
6. Send list of WAAL officers with contact information to ACRL.
7. Report WAAL activities to ACRL publications (e.g. C & R L News and Chapter Topics).
8. Report to the WAAL Board and general membership any information concerning ACRL that may be of interest and benefit to them (Board Meetings, WAAL Newsletter, email list, etc.).
9. Prepare ACRL reimbursement requests and submit them to ACRL.
10. Submit yearly ACRL Strategic Plan Implementation Report, reporting WAAL activities tied to ACRL's strategic ideas and goals.

## 208.3 Meetings Expected to Attend

ALA Annual Conference and Midwinter Meetings in order to attend ACRL Chapters Council. Attendance at these meetings will be partially subsidized by WAAL project money, to the extent possible; the actual amount of funding will be determined annually, as part of the budgetary process.

Encouraged to attend national ACRL conferences. Chapters Council does not meet at those times.

WAAL Board and Executive Committee meetings, conferences, etc.

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## 209 LEGISLATIVE LIAISON

### 209.1 Principal Functions

1. Represent WAAL at the WLA Library Development & Legislation Committee meetings.
2. Report to WAAL on legislative issues of concern and interest to members.
3. Serve as WAAL liaison to the ACRL Legislative Network.

### 209.2 Specific Activities

1. Serve as a voting member of the WLA Library Development Legislation Committee.
2. Serve as a non-voting (ad hoc) member of the WAAL Board.
3. Write letters and make other personal contacts with legislators and other political bodies on behalf of WAAL.
4. Write WAAL Newsletter columns on legislative issues.
5. Alert the WAAL membership to issues needing their timely response.
6. Represent WAAL at WLA Library Legislative Day.

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## 300 COMMITTEES AND OTHER APPOINTMENTS

### 301 GENERAL GUIDELINES FOR COMMITTEES

#### 301.1 Organization and Membership

1. Committees are authorized as established through the WAAL Bylaws by the WAAL Board. Committees may be established or discontinued by the WAAL Board.
2. Committees normally consist of five to seven members, including the committee chair.
3. Appointments to all committees shall be made by the Vice-Chair/Chair-Elect for the year he/she will be Chair of the Association. The Vice-Chair/Chair-Elect may receive recommendations from the WAAL Board, and may consult with the Chair of each committee regarding the appointment of its members.
4. The term of appointment is one year, beginning when the Vice-Chair/Chair-Elect becomes Chair. Exception: Conference committee chairs attend from the time of their appointment through the first meeting after the conference. All appointments are official only when the individual becomes a member of WAAL for the year of his/her term. ACRL membership is encouraged but not required.
5. The Vice-Chair/Chair-Elect is to communicate with each committee member, giving notification of appointment, function and term of service.

#### 301.2 Duties of Committee Chair

1. As a member of the WAAL Board, attend all WAAL Board meetings during the calendar year. Exception: Conference committee chairs attend from the time of their appointment through the first meeting after the conference.
2. Communicate with committee members outlining their functions and giving direction to committee activities.
3. Communicate/publicize committee activities to the membership via the WAAL newsletter/web page/group e-mail list.

#### 301.3 Committee Reports

1. Progress reports of the meetings and activities of the committee should be presented to the WAAL Board at each Board meeting.
2. The WAAL Chair may request a verbal and/or written report for the Membership meetings. A copy of any report should be given to the Secretary for inclusion in the minutes.
3. A brief annual report of the committee's activities and accomplishments is to be filed with the WAAL Chair so that activities may be included in the WAAL Annual Report.

#### 301.4 Committee Expenses

1. Committee chairs may submit budget proposals to the Vice-Chair/Chair-Elect to cover estimated committee expenses for the following fiscal year. Deadlines for budget requests will be made by the Vice-Chair/Chair-Elect.
2. Committees may meet whenever necessary, but are expected to stay within their budget limit. Mileage will be reimbursed by WAAL upon submission of a completed travel voucher to the WAAL Chair. Committees are



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encouraged to meet during the Spring Conference, the WLA Conference, and other regional meetings. Mileage will not be reimbursed for committee meetings or activities held during such conferences.

3. Conference calls should be considered in lieu of meetings.

4. Meals will not be reimbursed.

5. Lodging, in general, will not be reimbursed.

6. Large mailings, printing, papers, etc., may be reimbursed as a budget item. Small expenditures for mailing, phone calls, etc., are generally regarded as a professional contribution by the member/library.

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## 302 CONFERENCE PLANNING COMMITTEE

### 302.1 Principal Functions

1. Provide leadership and coordination in the development of the Spring Conference of the Association. Set general program content, themes, and dates.

2. Coordinate the WAAL program and activities at the WLA Annual Conference in cooperation with the WLA Conference Planning Committee.

3. Work with other associations in the development of plans for joint conferences, workshops, etc.

### 302.2 Specific Activities

1. Appoint subcommittees as needed to carry out specific activities in preparation for the Spring Conference (i.e. local arrangements, registration, brochures, publicity, evaluation).

2. Use the WAAL Conference Planning Manual and the WLA Conference Planning Manual as a guide for conference planning activities. (Copy is available through the WLA office).

3. Establish the conference budget and fees, keep accounts of all finances and vouchers for the conference. Conference planning activities (i.e. travel to committee meetings, phone calls, etc.) will be charged to the Association's operations budget. Actual conference costs (i.e. photocopying, speakers fees, etc.) will be charged to the Association's project income account.

4. Contacts of vendors for support of conference events should be coordinated with the WLA Executive Director.

5. Publicize WAAL sponsored programs at the WLA conference to the membership via the WAAL Newsletter/Web page.

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## 303 INFORMATION LITERACY COMMITTEE

### 303.1 Principal Functions

1. Support library instruction programs in academic libraries throughout the state by facilitating the sharing of information, techniques, and materials.

2. Facilitate the implementation of information literacy standards into academic library instruction programs and college curriculums throughout the state.

### 303.2 Specific Activities

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1. Provide access to "Information Literacy Competencies and Criteria for Academic Libraries in Wisconsin" and ACRL's "Information Literacy Competency Standards for Higher Education" as well as other information literacy resources by publishing a web site in coordination with the WAAL Communications Committee.
2. Provide academic librarians with learning opportunities and materials which will support the incorporation of information literacy into library instruction programs and the university curriculum.
3. Maintain a liaison with professional associations in Wisconsin, such as the Department of Public Instruction, the Wisconsin Association of School Librarians, and the Wisconsin Educational Media Association who are concerned with K-12 information literacy standards.
4. Maintain a liaison with other WLA sections and committees involved in information literacy.
5. Work with the WAAL and WLA Conference Planning Committees to suggest and promote information literacy programs at conferences.

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## 304 MEMBERSHIP COMMITTEE

### 304.1 Principal Functions

1. Promote the growth of the WAAL division of WLA through an active membership campaign.
2. Coordinate WAAL membership activities with the WLA Membership Committee. If possible, the Chair of the WAAL Membership Committee should be appointed to the WLA Membership Committee to facilitate communication, membership campaigns, etc.
3. Maintain liaison with the ACRL National Membership Committee.
4. Promote active participation in WAAL and facilitate communication and personal contacts between the Association and its members.

### 304.2 Specific Activities

1. Maintain a WAAL contact person network. Provide contact persons with membership materials.
2. Conduct a membership campaign, including distribution of brochures, letters, etc. Follow up on non-renewals with letters and personal contacts when possible, using membership lists from WAAL and ACRL that are sent to the WAAL Chair. Provide membership brochures for conferences, institutes, etc.
3. Request ACRL membership application forms and brochures, and coordinate efforts for displays of membership information at library association conferences in Wisconsin.

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## 305 NOMINATIONS COMMITTEE

### 305.1 Principal Functions

1. Select two nominees for the offices of Vice-Chair/Chair-Elect, Secretary, Member-at-Large, and ACRL Chapter Liaison. The ACRL Chapter Liaison and the Member-at-Large shall be elected every three years.
2. Work with the WLA Election Committee to carry out the election of the WAAL officers.
3. Encourage academic libraries and librarians to nominate candidates for WLA awards, including the Librarian of the Year award, by including information about the awards in the WAAL newsletter and by employing any other appropriate means. Serve in an advisory capacity for any individual or group seeking to nominate an academic library or librarian.

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## 305.2 Nomination Guidelines for WAAL Officers

1. All nominees must be active members of WAAL.
2. In selecting candidates, consideration should be given to:
  - distribution of officers representing different regions of the state, types of academic libraries, and positions within the library.
  - familiarity with policies and procedures of WAAL and WLA.
  - experience in leadership and organizational techniques.
  - professional attitude, as evidenced by attendance at WAAL meetings and conferences, contributions made through committee work, or offices held.
  - willingness to devote time to the office and to Association affairs.
  - recent membership on the WAAL Board is preferable for candidates for Vice-Chair/Chair-Elect.

## 305.3 Suggested Timetable and Procedure:

January	Committee chair requests suggestions for nominations from WAAL Board and from Nominations Committee members. The committee will submit information about WLA awards, including procedures for candidate nominations, to the WAAL newsletter editor for the Spring issue.
Feb/March	<p>Committee should meet, preferably in person, and develop a list of candidates for each position. Contact potential candidates by phone. Explain the office responsibilities (Chair must be a member of ACRL) and indicate the length of office. Inform them that funding for additional clerical assistance for the performance of their duties may be incorporated into the WAAL budget, if necessary. If the individual accepts the nomination, send an official letter. Request a written confirmation in return.</p> <p>Complete this process by March 31. For Vice-Chair/Chair-Elect, if first two potential candidates accept, remaining names should be considered for other offices. Submit final list to WAAL Chair and the WLA Executive Director.</p>
April/May	Announce candidates at the WAAL Spring Membership Meeting. Explain procedure for submission of additional nominations (see WAAL Bylaws, Article V, Section 3). Note that such nominations must be submitted to the WAAL Chair at least two months prior to the WLA Fall Conference. Request biographical information from the candidates and black and white photo. (See the Standard Ballot Biography form). Publish list of candidates, with brief biographies, and black and white photos in the ACRL/WAAL Newsletter, summer issue.
June	A draft of each candidate's ballot entry is sent to the candidate for review, as a check against errors and omissions.
July	Submit camera-ready ballot to WLA Office by mid-July.
October	Announce winners of the election at the Fall Membership meeting.

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## STANDARD BALLOT BIOGRAPHY

Current position and institution: \_\_\_\_\_

Current activities: (List only those positions held in the current and two previous academic years, or positions you will hold when the ballot is published in September. Be sure to include offices held):

WAAL: \_\_\_\_\_

WLA: \_\_\_\_\_

ALA: \_\_\_\_\_

Other: (List only those activities relevant to libraries or academia. Such activities as COWL, your faculty senate, or "Pres., UWEC Women in Higher Education" are OK; community services, civic, political and religious activities are not appropriate.):

The Nominations Committee Chair will edit your entries in the interest of brevity and consistency.

In June you will receive a draft copy of your ballot biography to verify, prior to its submission to the WLA Elections Committee.

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## 306 Professional Development Committee

### 306.1 Principal Functions

1. Provide academic librarians with opportunities for professional development.
2. Publicize existing professional development opportunities for academic librarians.
3. Identify professional development and continuing education needs of academic librarians.

### 306.2 Specific Activities

1. Provide a workshop every other year or as needed for continuing education of academic librarians.
2. Assign a committee representative to work with the WLA and WAAL Conference Planning Committees during initial planning meetings to share and coordinate programming ideas for the conference and the workshop.
3. Work with other agencies, (library schools, UW-Extension,) to develop continuing education opportunities.
4. Publicize continuing education and professional development programs available.
5. Devise methods to offer professional support to new librarians and to those working in small libraries.
6. Recommend activities to the WAAL Board on issues relating to the status and pay of Wisconsin academic librarians.
7. Encourage professional association involvement of current and/or potential library school students through activities such as managing the undergraduate library student assistant scholarships to the WAAL conference.
8. Assist the WAAL ACRL liaison in applying for ACRL grants, and participate with the appropriate committee(s) as needed to bring the grant proposal to fruition.
9. Assume responsibility for planning the WAAL Leadership Conference (held once every three years approximately) in the event that the WAAL Board has determined that the Conference should be held.

## 307 COMMUNICATIONS COMMITTEE

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## 307.1 Principal Functions

1. Develop and maintain appropriate WAAL communications programs, including:
  - a. Edit and publish the ACRL/WAAL Newsletter.
  - b. Maintain and develop the WAAL web page.
  - c. Edit and publish a WAAL membership brochure.
  - d. Explore and recommend other avenues for WAAL communications.
  - e. Promote and carry out public relations efforts on behalf of WAAL and its activities and programs that promote academic libraries as a whole.

## 307.2 Specific Activities

1. Solicit and prepare articles, edit, and publish the ACRL/WAAL Newsletter.
2. Solicit information from Committees to post on the WAAL web page. Items may include listings of the membership of each WAAL Committee, Board members, and the electronic version of the Newsletter.
3. Review, update, revise and publish the WAAL membership brochure on an as needed basis.
4. Advise other WAAL committees on publications and web standards as needed and requested. All new publications need to be approved by the WLA Board.
5. Evaluate emerging web technologies for use by WAAL.

## 307.3 Membership

1. The Communications Committee shall consist of at least three members.
2. The Chair shall be appointed annually by the Vice Chair/Chair Elect.
3. The Newsletter Editor and Web Page Manager are selected by the WAAL Board on the basis of their qualifications. Candidates for the positions shall be solicited with an announcement in the Newsletter and the Web Page.

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## WAAL Newsletter Guidelines

### PURPOSE

WAAL is the official academic library division of the Wisconsin Library Association (WLA). The WAAL Newsletter is published three times a year and reports on WAAL news, developments, research, and events of interest to all who work in Wisconsin's college, university, and technical school libraries.

### AFFILIATED ORGANIZATIONS

WAAL is a unit of the Wisconsin Library Association (WLA) and is also a chapter of the Association of College and Research Libraries (ACRL). Copies of the WAAL Newsletter are distributed to all WAAL members.

### EDITOR

The WAAL Vice Chair/Chair Elect shall appoint the Newsletter Editor. The Editor is responsible for copy-editing submitted material, layout, and publishing for all three issues in a given year. It is recommended that the Editor work with the Web Page Manager and/or the Communications Committee Chair in proofreading copy before posting the newsletter on the WAAL Web site.

### SCHEDULE

The Editor, working with the WAAL Board, shall set the publication schedule. Although overall content will vary with each issue, the three issues highlight the following topics:

Issue #1 (Spring): WAAL Conference

Issue #2 (Summer): WAAL candidates for upcoming elections

Issue #3 (Fall): WAAL offerings at WLA Annual Conference

### PUBLICATION

Articles should be sent to the Editor in the format preferred by that person. Digital format (text, MS Word, .rtf or .html) sent via e-mail or on disk is preferred; paper copy is also accepted.

### CONTENT

The WAAL Newsletter contains information of interest to all who work in Wisconsin's academic libraries, including librarians, support staff, automation staff, and business services. All articles should be signed. Material submitted may include (but is not limited to) announcements of upcoming events, reports on conference programs or library innovations, personnel changes or news, notices of relevant professional publications, messages from WAAL Board officers, feature articles, WAAL Board meeting minutes summaries, and questionnaires soliciting members' input. The Newsletter typically does not reprint previously published material. Other unacceptable materials include job advertisements/announcements/position vacancies, and advertising. Material submitted to the WAAL Newsletter should not duplicate articles published in the WLA Newsletter or ACRL publications.

Approved by WAAL Board 21 April 2009

WAAL Newsletter Guidelines