



# DLA HANDBOOK

Delaware Library Association

2013 Bylaws  
2013 Handbook

Division Bylaws:

College and Research Libraries (CRLD) (2003)  
Delaware Association of School Librarians (DASL) (2013)  
Public Library (PLD) (1980)  
Youth Services (YSD) (2012)

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# Foreword

The Bylaws of the Delaware Library Association are contained in the *DLA Handbook*, pages 2 - 8.

The handbook interprets the Bylaws, clarifies the duties of officers and committee chairs, and provides other clarification as necessary.

The usefulness of this handbook is sustained by a policy of continuous revision.

# Goal and Objectives

The goal of the Delaware Library Association is to promote the profession of librarianship, advocate for library services, and provide library information to the people of Delaware by developing a unified library association. The following objectives are integral to the achievement of the goal of the Association:

1. Advocacy / Value of the Profession
  - a. Increase public awareness of the value and impact of libraries of all types.
  - b. Increase public awareness of the value and impact of librarians and library staff.
  - c. Mobilize, support, and sustain grassroots advocacy for libraries and library funding at local, state, and federal levels.
  - d. Increase public awareness of the importance of intellectual freedom, privacy, and the role of libraries in a democracy.
2. Education
  - a. Provide continuing education and continuous learning opportunities for librarians and library staff.
  - b. Make continuing education programs affordable and accessible in a wide variety of media and formats.
3. Public Policy
  - a. Promote all forms of literacy.
  - b. Promote First Amendment rights, intellectual freedom, and privacy.
  - c. Facilitate equity of access and fair use.
  - d. Support grassroots efforts to influence local, state, and federal policies and standards that affect library and information services.
4. Organizational Performance
  - a. Improve communication, cooperation, and collaboration throughout the Association, employing all communication channels, including electronic and virtual.
  - b. Affirm and communicate the value of active membership in the Association.
  - c. Recruit and retain members.
  - d. Provide opportunities for members to develop personal and organizational skills.
  - e. Increase opportunities for participation in DLA and its leadership positions.

# Delaware Library Association, Inc. **Bylaws**

## Article I. General Description

### Part A. Name

Sec. 1. The name of this nonprofit organization shall be the Delaware Library Association Incorporated, herein referred to as the Association or as DLA.

### Part B. Purpose

Sec. 1. The purpose of the Association shall be to promote library information and media services to the people of Delaware.

Sec. 2. DLA is established exclusively for charitable and educational purposes. It is incorporated under the laws of Delaware and conducted as a nonprofit corporation under section 501 (c) (3) of the Internal Revenue Code.

### Part C. Chapter Status

Sec. 1. The Delaware Library Association shall be a chapter of the American Library Association, herein referred to as ALA.

Sec. 2. Each chapter of ALA is entitled to one councilor to be elected by the members of the chapter. The ALA Councilor shall be nominated and elected in accordance with the Bylaws of ALA. The election shall occur at the same time and place as the annual elections of the Association. The Councilor serves a term of three years.

Sec. 3. The ALA Councilor shall represent the Association and the ALA members working in Delaware to the American Library Association as provided in the ALA Bylaws. The Councilor shall be a voting member of the Association Executive Board and shall represent ALA to the Association. The Councilor shall submit Association Bylaws amendments to ALA.

## Article II. Membership and Units

### Part A. Membership

Sec. 1. Any person, library or other organization interested in the purpose of the Association may become a member upon payment of dues and under the terms specified in the *DLA Handbook*.

Sec. 2. The Association shall provide for two categories of membership, Personal and Institutional (libraries, institutions, agencies, etc.), as described in the *DLA Handbook*.

Sec. 3. Dues and rights and privileges for each category of membership shall be outlined in the *DLA Handbook*.

## Part B. Divisions

Sec. 1. A division of not fewer than twenty members of the Association may be authorized by the membership of the Association upon petition and recommendation of such a group by the Executive Board. The Executive Board shall certify to the membership that the Bylaws of the proposed division are in conformity with the Bylaws of the Association. Members of a division share a common interest in a type of library or type of library activity.

Sec. 2. The division shall have full authority to act on all matters within its jurisdiction, if not in conflict with the policy of the Association.

Sec. 3. The Association shall allot monies to each division, the amount to be set in the annual budget.

Sec. 4. The president of each division shall serve as its division representative to the Executive Board.

## Part C. Interest Groups

Sec. 1. A group of not fewer than five members of the Association having as its purpose the pursuit of a common objective, e.g., discussion, advocacy, or action, may seek recognition by the Executive Board by presenting a petition and a statement of purpose.

Sec. 2. Recognition entitles the consensus group to identify itself as a group within the Association, participate in its programs and publications, and petition the Executive Board for a budget, but not to speak for the Association on any matters.

## Part D. Meetings

Sec. 1. All meetings of the Association shall be at times and places determined by the Executive Board.

Sec. 2. General meetings. The annual business meeting of the Association shall be held in the spring, at which meeting election results are announced and reports given. A second general meeting may be held in the fall. Notice of all general meetings shall be sent to members prior to the meeting.

Sec. 3. Special Meetings. Special meetings may be called by the Executive Board for the purpose of transacting extraordinary business of the Association; such meetings to be open only to members of the Association. Notice of all special meetings shall be sent to members prior to the meeting.

Sec. 4. At all meetings of the Association for the transaction of business, one quarter of the total membership shall constitute a quorum.

Sec. 5. The Executive Board may authorize a voting session of the membership between meetings when in its opinion such action is warranted. For such votes, fifty percent of the voting membership shall constitute a quorum and a two-thirds majority of those voting shall be required to carry. The Executive board shall have the authority to set periods during which such votes will be accepted and to determine the mechanisms of balloting.

Sec. 6. The Association year shall begin with the adjournment of the spring annual meeting and shall end with the adjournment of the next spring meeting.

Sec. 7. The fiscal year of the Association shall run from July 1 to June 30.

## Article III. Governance

### Part A. Officers

Sec. 1. The officers of the Association shall be: a president, a president-elect who shall serve as vice-president, a secretary, and a treasurer.

Sec. 2. Only personal members of the Association shall have the right to hold office.

Sec. 3. Terms of Office.

- a. The president-elect shall serve the first year after election as vice-president, the second year as president, and the third year as immediate past president.
- b. Secretary and treasurer. The terms of the secretary and treasurer are staggered one year apart.
- c. The secretary shall serve a two-year term beginning in each odd-numbered year.
- d. The treasurer shall serve a two-year term beginning in each even-numbered year.

Sec. 4. Duties of Officers.

The officers shall assume the usual duties of their respective offices and such other duties as outlined in the *DLA Handbook* or as may be assigned by the Executive Board.

### Part B. Executive Board

Sec. 1. The Executive Board shall be the managing board of the Association. It shall have the



authority to carry out the policies of the Association as determined by the membership in assembly or by ballot and to conduct the business of the Association. Custody of all Association property shall be vested in the Executive Board.

Sec. 2. The Executive Board shall consist of the officers of the Association, the immediate past president, the division presidents, and the ALA Councilor. The chairs of committees shall be non-voting members of the Executive Board.

Sec. 3. Only personal members of the Association shall have the right to hold membership, either voting or non-voting, on the Executive Board.

Sec. 4. The Executive Board may invite representatives of agencies or organizations having purposes similar to those of the Association to be non-voting members of the Executive Board, e.g., the Delaware State Librarian.

Sec. 5. No person shall hold more than one position, either voting or non-voting, on the Executive Board at one time.

Sec. 6. There shall be at least four meetings of the Executive Board during the year. The first meeting shall be called as soon as possible after the election of officers, but in any case not later than one month after the annual business meeting. Executive Board meetings are normally called by the president. Under extraordinary circumstances, Executive Board meetings may be called by any two other officers of the Association.

Sec. 7. A majority of the members of the Executive Board shall constitute a quorum.

Sec. 8. Vacancies. Any vacancy occurring on the Executive Board shall be filled in the following manner:

a. President

The vice-president/president-elect shall become acting president to serve the unexpired term and shall serve the successive term as president.

b. Vice-president/president-elect

A successor shall be elected in a special election, which shall be conducted in accordance with the rules governing elections. An exception occurs when the office becomes vacant within the two months immediately preceding distribution of ballots for the annual election, in which case a president, in addition to a vice-president/president-elect, will be elected from the pool of candidates for the office of president as part of the annual elections.

c. Secretary, Treasurer, or ALA Councilor

The president, subject to the approval of the Executive Board, shall appoint a successor to hold the office until the time of the annual elections. If more than one year remains of the term of office, the election of a successor to complete the term shall be part of the annual elections.

d. Immediate past president

The president, subject to the approval of the Executive Board, shall appoint a successor to

complete the term. This person shall be someone who has held an elected position on the Executive Board in the past.

- e. Division presidents  
Any vacancy shall be filled in accordance with the Bylaws of the division.
- f. Members of the Executive Board filling vacancies as described above shall assume their duties immediately upon selection.

## Part C. Elections

Sec. 1. The president, with the approval of the Executive Board, shall appoint a nominating committee composed of three members in good standing who are not voting members of the Executive Board. This committee shall nominate candidates for president-elect every year, secretary and treasurer in alternate years, and ALA Councilor every three years.

Sec. 2. The committee shall present these names to the Executive Board together with the candidates' acceptances prior to the Executive Board meeting before the annual business meeting of the Association.

Sec. 3. The election shall take place prior to the annual business meeting. Special elections may be held at times of the year that fulfill meeting the requirements of vacancies. It shall be done by mail ballot or other means as approved by the board so long as every personal member may have a vote.

Sec. 4. In addition to candidates proposed by the Nominating Committee, any other member(s) of the Association may be nominated by a petition of no less than 10% of the personal membership, provided that consent of the nominee(s) is included with the petition. Any petition and consent must be received by the Nominating Committee or the Executive Board prior to the distribution of ballots.

## Part D. Committees and Appointments

### Sec. 1. Standing Committees.

The president, subject to the approval of the Executive Board, shall appoint the chairs of standing committees. The selections shall be presented to the Executive Board at its first meeting following the annual business meeting of the Association.

Appointments to standing committees shall be for one-year terms and shall end with the adjournment of the meeting naming their successors. Standing committees shall perform those duties outlined in the *DLA Handbook* and other duties as may be assigned by the Executive Board.

### Sec. 2. Special Committees.

The president, subject to the approval of the Executive Board, shall appoint such special committees as may be deemed necessary to perform such duties as may be assigned by the

Executive Board. A special committee shall normally be dissolved at the completion of its assignment or at the pleasure of the president.

### Sec. 3. Special Appointments.

The president, subject to the approval of the Executive Board, shall make such special appointments as are deemed necessary for the performance of specific duties as determined by the Executive Board. Such appointments shall terminate with the completion of assignments or at the pleasure of the president.

Sec. 4. Committee chairs and appointees shall report to the president and Executive Board in writing and report orally to the Executive Board upon invitation of the president or a majority of the Executive Board.

Sec. 5. Committee chairs and appointees may serve more than one term if they are reappointed by the president of the Association.

Sec. 6. Vacancies. The president, subject to the approval of the Executive Board, shall appoint successors to complete the term for any vacancy occurring among committee chairs or appointees.

Sec.7. Committee chairs and appointees shall be personal members of the Association.

## Article IV. Scholarship Fund

Part A. Exclusivity of Funds. Funds in the scholarship accounts may be used solely for awards to DLA scholarship recipients.

## Article V. Affiliations

Part A. The Association upon recommendation of the Executive Board may affiliate with any state or regional organization having purposes similar to the Association.

Part B. The financial relationship of the Association and its affiliates shall be determined by the Association Executive Board and the governing body of the affiliate.

## Article VI. Procedural Matters

### Part A. Rules of Procedure

Sec. 1. The rules of procedure at meetings of the Association and of the Executive Board shall be in accordance with the latest edition of *Robert's Rules of Order* when not inconsistent with the

Association Bylaws.

Sec. 2. Meetings and voting may be conducted in person or via electronic means, if agreed to by the appropriate body, i.e., Executive Board, Division, or Committee, as long as a quorum is achieved and a record of the meeting or vote is added to the minutes of the body, as applicable.

## Part B. Association Handbook

Sec. 1. There shall be Association handbook, which shall include the Association Bylaws. The handbook shall be available to all members of the Association.

Sec. 2. The Executive Board, upon recommendation of the Handbook and Bylaws Committee, may make such editorial changes in the handbook which do not change the substance and meaning. Those changes shall take effect upon such action and shall be referenced in the next handbook.

## Part C. Amendments to the Bylaws and Handbook

Sec. 1. Amendments may be proposed by: (a) a majority vote of the Executive Board, or (b) a petition signed by any five members.

Sec. 2. The Executive Board shall refer the proposals to the Handbook and Bylaws Committee if one has been appointed or shall appoint such committee if it has not been appointed.

Sec. 3. The Handbook and Bylaws Committee shall report amendments to the Bylaws or the handbook to the Executive Board. If approved by a majority of the members of the Executive Board, the amendments shall be presented for approval to the members of the Association.

Sec. 4. The personal members of the Association shall receive prior notice that a vote on Bylaws or handbook amendments will be conducted, and the proposed amendments shall be made available.

Sec. 5. Handbook amendments shall be approved by an affirmative vote of a quorum of the members in a voting session, which may be a general or special meeting or a special voting session. The voting session shall be set by the Executive Board. The board shall have the authority to set periods during which such votes will be accepted and to determine the mechanisms of balloting.

Sec. 6. Bylaws amendments shall be approved by an affirmative vote of a quorum of the members at two consecutive voting sessions, one of which must be a general meeting. The other voting session may be a special meeting or a special voting session set by the Executive Board. The board shall have the authority to set periods during which such votes will be accepted and to determine the mechanisms of balloting.

# Delaware Library Association, Inc. **Handbook**

## Membership

### I. Membership Categories

#### A. Personal Membership

1. Professional – persons employed in a professional capacity in library services.
2. Paraprofessional – persons employed in a paraprofessional capacity in library services.
3. Student – persons involved in a program of Library and Information Science.
4. Retired – persons who have retired from active library work.
5. Friend – library trustees, Library Advisory Commission members, persons belonging to Friends of the Library organizations, and other interested persons.
6. Sustaining – persons willing to support the Association to a larger extent than the regular membership.
7. Honorary Life Members – members who have retired from active library work and are selected by the Executive Board of the Association.

#### B. Institutional Membership

1. Regular – libraries, library schools, and other non-profit library-related institutions or agencies.
2. Sustaining – institutions willing to support the Association to a larger extent than regular membership.
3. Large – institutions with budgets exceeding \$1,000,000.

### II. Dues

- A. The membership year is July to June, matching the Association fiscal year. Membership dues become due in July of each year. Persons rendering dues after May 1<sup>st</sup> will be added to the membership list of the following year.
- B. Membership in one division is included in the general membership dues. Additional divisional memberships can be obtained by payment of an additional fee per division.
- C. Members who have not paid dues for the current year are no longer members of the Association. Their names will be retained on the mailing list for a time period selected by the Membership Committee, with the approval of the Executive Board.
- D. The annual dues for each membership category shall be specified by the Executive Board, provided that the increase for any year is no more than 20% for each category.

### III. Rights and Privileges of Members

#### A. Personal Members

1. Personal members shall have the right to vote and hold office. They shall be eligible for any special membership rates at Association conferences, workshops, and meetings.
2. Membership in one division is included in the general membership dues. Additional divisional memberships can be obtained by payment of an additional fee per division to the Association.
3. Each personal member shall receive a confirmation of payment and membership.
4. Each personal member shall receive issues of the *DLA Bulletin* (if distributed in print) and copies of all general mailings to the Association membership.
5. Membership includes a subscription to the DLA listserv.

#### B. Institutional Members

1. Institutions paying membership dues shall receive a confirmation of payment and membership.
2. Institutional members shall receive issues of the *DLA Bulletin* (if distributed in print) and copies of all general mailings to the Association membership.

### Duties of Officers and Executive Board of the Association

#### President

Serves as president for one year. Serves on the Executive Board as immediate past president for one year. The person must be a personal member of both DLA and ALA.

#### Duties:

1. To preside at the annual business meeting of the Association and such other general meetings as requested by the Conference Planning Committee.
2. To represent the Association.
3. To call and preside at all meetings of the Executive Board.
4. To appoint, with the approval of the Executive Board, the standing committees.
5. To appoint, with the approval of the Executive Board, such special committees and special appointments, as are deemed necessary.
6. To serve, ex officio, on all committees, except Nominating.
7. To submit to the membership those policies formulated and proposed by the Executive Board.
8. To call for and receive annual written reports of all committees and divisions prior to the annual meeting.
9. To report at the next Executive Board meeting any telephone or mail votes of the Executive Board taken between meetings.
10. To countersign checks or drafts of the Association or to appoint a designee to countersign. This shall be a person who has held a leadership role in the Association in the past.

## Vice President / President-Elect

Serves as vice president for one year. May be the chair of the Conference Planning Committee. Must be a personal member of both DLA and ALA upon election to office of president-elect.

Duties:

1. To serve on the Executive Board.
2. In the absence of the president to assume his/her duties.
3. To serve, ex officio, on all standing committees in the absence of the president.
4. To perform duties as assigned by the president.

## Secretary

Elected for a two-year term beginning in each odd-numbered year.

Duties:

1. To serve on the Executive Board.
2. To keep the minutes of the Executive Board meetings and of the business meetings of the Association and to send a copy of the draft minutes to each member of the Board as soon as practical.
3. To make necessary corrections in the draft minutes and to make the approved minutes available as soon as practical.
4. To conduct necessary correspondence and to assume responsibility for the proper distribution of mail received by the Association.
5. To retain minutes of the current and past year. To transfer prior year's minutes to the Association archives.
6. To weed the files of the Association in accordance with the DLA Records Retention Schedule.
7. To keep an official copy of the Bylaws and handbook of the Association.
8. To countersign checks in the absence of the president or the treasurer.

## Treasurer

Elected for a two-year term beginning in each even-numbered year.

Duties:

1. To serve on the Executive Board.
2. To receive, record, and deposit the funds of the Association and to disburse them as authorized by the Executive Board. For these purposes, the Association will maintain appropriate accounts at such financial institutions as approved by the Executive Board.
3. To countersign all checks and drafts of the Association.
4. To receive, record, deposit, and disburse the funds of divisions as authorized by their Executive Boards and of committees as authorized by their committee chairs. Reimbursement requests sent to the Treasurer will include a form or letter which identifies the requester and the authorizing body (committee chair or executive board),

states the amount of the reimbursement (including invoices or itemized receipts), and identifies what the reimbursement is for. The information should include the payee name and where to send the check. Reimbursements should be submitted no later than 30 days following the date on the invoice or itemized receipt.

5. To present a written financial statement to the Executive Board at each meeting.
6. To provide an annual written report to the Association at its annual business meeting.
7. To provide materials and any necessary assistance for the annual financial review.
8. To assure prompt payment of fees due for: State franchise tax, ALA Chapter dues, post office box, etc.

## ALA Councilor

Each chapter of ALA is entitled to one councilor to be elected by members of the chapter for a term of three years.

The chapter councilor provides representation at the national level by voicing the position of the chapter on ALA affairs, reporting to the chapter on the business conducted at meetings of the ALA Council, and establishing liaison between the chapter and the national Association on issues related to the purposes of each Association.

## Executive Board

The Executive Board is the managing board of the Association. Members consist of the officers of the Association, the immediate past president, the division presidents, and the ALA Councilor. Committee chairs are non-voting members of the Executive Board.

Duties:

1. To conduct the business of the Association.
2. To arrange for an annual financial review, selecting the auditor, CPA, or agent.
3. To hold custody of all Association property.



## Committees and Guidelines

There are two types of committees:

- Standing committees, which have a continuing existence and are responsible for a specific function. Committees which are best managed with one member can also be referred to as Coordinator.
- Special committees, which are created for a particular purpose and go out of existence when that purpose is completed. These committees may also be called ad hoc or select. Chairs and/or members are appointed when the committees are created.

## Committee List

Archives Committee (Archivist) (Standing)  
Budget Committee (Special)  
Conference Planning Committee (Standing)  
DLA Website Committee (Standing)  
Handbook and Bylaws Committee (Special)  
Intellectual Freedom and Open Access Committee (Standing)  
Job Placement Committee (Standing)  
Legislative Action Committee (Standing)  
Long Range Planning Committee (Special)  
Membership Committee (Standing)  
Nominating Committee (Special)  
Public Relations Committee (Standing)  
Publications Committee (Standing)  
Scholarships, Awards, and Citations Committee (Standing)

## General Guidelines

1. All committee chairs are appointed for one year by the Association president with the approval of the Executive Board, at the first meeting of the Executive Board.
2. Committee members may be appointed by the Association president with the approval of the Executive Board or recruited by the committee chair.
3. Committee chairs and members may be reappointed.
4. The Association president is an ex-officio member of all committees, except Nominating.
5. All committee chairs are non-voting members of the Executive Board.
6. Chairs are required to submit an annual report to the president prior to the annual meeting. Annual reports should include any expenditures and income. A copy must be given to the Archivist.
7. As soon as possible after organization, each committee should submit to the president an estimate of its projected expenses for the year, if appropriate.

8. Each chair should approve the bills for expenses incurred by the committee before submitting the bills to the Treasurer.
9. Reimbursement requests sent to the Treasurer should include a form or letter which identifies the requester and the authorizing body (committee chair or executive board), states the amount of the reimbursement (including invoices or itemized receipts), and identifies what the reimbursement is for. The information should include the payee name and where to send the check. Reimbursements should be submitted no later than 30 days following the date on the invoice or itemized receipt.
10. Each chair must keep the Executive Board, the Public Relations Committee, and the *DLA Bulletin* editor informed of the committee's activities.
11. Committee chair vacancies shall be filled by the president with the approval of the Executive Board.

## Committee Descriptions and Duties

### Archives Committee (Archivist) (Standing)

The archives of the Association will be housed in a library selected by the committee.

Duties:

1. To acquire, maintain and preserve all Association records.
2. To keep a historical record of the Association.
3. To make the archives accessible to members of the Association.

### Budget Committee (Special)

Shall consist of the elected treasurer of the Association and those treasurers elected by the divisions of the Association.

Duties:

1. To prepare a balanced budget for the next calendar year which reflects a realistic measure of anticipated revenues and expenditures.
2. To present a budget for the Executive Board of the Association to review and approve at its June meeting.

### Conference Planning Committee (Standing)

The president-elect may serve as the chair of this committee until the end of the annual conference. This committee should be composed of at least seven members with representatives from each division. Some members may be reappointed to assure continuity.

Duties:

1. To arrange for the time, location, and programs for conferences/meetings of the

Association subject to the approval of the Executive Board and to appoint such subcommittees as: Registration, Awards, Exhibits, Transportation, Hospitality, Evaluation and others deemed necessary.

2. To submit the budget for any conferences/meetings to the Executive Board.
3. To keep the Public Relations Committee informed of conference dates and locations so that notice may be sent to the public press, professional journals, and the *DLA Bulletin*.
4. To arrange for exhibits at conferences/meetings.
5. To coordinate such meetings and assume the duties of registration.
6. To supervise the printing and mailing of conference information. Notice to membership should be sent at least six weeks prior to the date of the meeting.

## DLA Website Committee (Standing)

Shall have at least 2 members.

Duties:

1. To maintain and update the DLA Website.

## Handbook and Bylaws Committee (Special)

Should have at least three members. This committee should be appointed every three years.

Duties:

1. To consider and recommend needed changes in the Handbook and Bylaws.
2. To secure ALA approval of any revision or amendments of the Bylaws through the ALA councilor.

## Intellectual Freedom And Open Access Committee (Standing)

Should be composed of at least five members. All types of libraries should be represented.

Duties:

1. To keep the Executive Board and Association informed of all matters relating to intellectual freedom or open access that have implication for Delaware libraries.
2. To recommend policy and appropriate action in these areas.
3. To keep abreast of national developments and maintain contact with the ALA Office of Intellectual Freedom.
4. To represent the Association when authorized by the Executive Board, at meetings and hearings on these subjects.
5. To set up procedures to handle the reporting of intellectual freedom problems to the committee and the passing of this information to the Executive Board.
6. To provide for the continuing education of library personnel on all aspects of intellectual

freedom and open access. Methods may include workshops and a regular column in the Bulletin.

## Job Placement Committee (Standing)

The committee should be composed of at least four members – one from each type of library academic, school, public and special. It is desirable to have representation from all three counties.

Duties:

1. To act as a clearing house for available library positions, professional and non-professional, full-time and part-time, in the Delaware area.
2. The members representing each type of library to act as contact people (within the type of library) for the purpose of listing available positions.
3. The chair gathers job listing information from the members and from general media. He or she forwards it to the State Library's telephone line and/or webmaster.

## Legislative Action Committee (Standing)

The past president may serve as chairperson of this committee. Other committee members should include the president of DLA, State Librarian, County Library Directors, and others who are needed for a coordinated legislative effort. Some members should be reappointed to assure continuity.

Duties:

1. To maintain an active and responsive legislative network and originate or participate in coalitions which attempt to achieve DLA's goals.
2. To conduct programs to educate the Delaware Library Association membership and committees as to what the library issues are and how they can be effective in the political process. These may include: a) holding workshops, conducting programs; b) publishing a newsletter or fact sheet.
3. To alert the citizenry when important legislation, regulations, or ordinances affecting library services are being considered by Federal, State, or local governments.
4. To keep civic and educational organizations in Delaware informed of DLA's legislative interest and urge them to give their active support.
5. interest and urge them to give their active support.
6. To submit articles to the Bulletin when appropriate.

## Long Range Planning Committee (Special)

Shall have past DLA presidents and persons who have held leadership roles in the Association. The immediate past president of the Association may serve as chair of the committee.

Duties:

1. To develop and propose for consideration by the Executive Board, a five year plan for the direction of the Association. The plan should state the mission, goals and objectives of the Association and propose strategies for achieving the goals and objectives.
2. To identify and review current directions and trends of librarianship in the nation and to identify the Association's role in relation to those trends.
3. To review the structure by which DLA currently operates and to recommend changes, if necessary.
4. To act as an information resource for the Executive Board in its effort to maintain continuity and resolution of purpose for DLA's long range planning.

## Membership Committee (Standing)

The Membership Committee is composed of an appointed chair and any members he/she chooses.

Duties:

1. To recruit and make contact with potential members, to reinstate old memberships, and to contact newly elected trustees, friends, and boards.
2. To provide for the acceptance of dues and memberships at the general meetings.
3. To send bills for dues in June and reminders in August.
4. To forward dues received to the treasurer for deposit. The records of this committee constitute the official membership file of the Association.
5. To provide confirmation of membership to personal and institutional members.
6. To be responsible for sending lists of divisional members to respective division presidents.
7. To record all changes of address, new memberships, and renewals in the official records.
8. To prepare instructions for the Association's mailing.

## Nominating Committee (Special)

At least three members representing the various sections of the state and/or types of libraries and who are conversant with the Association's efforts should be appointed. Voting members of the Executive Board may not serve.

Duties:

1. To prepare a slate for election of the necessary officers of the Association as described in the Bylaws. Consideration should be given to having nominees from various sections of the state and types of libraries.
2. To report to the Executive Board two months prior to the annual business meeting of the Association.
3. To inform the Association membership of the proposed candidates not less than six weeks before the annual business meeting.
4. To announce the results at the last business session of the annual conference.

5. Continuous use of the same individuals or of an undue number of persons from the same library should be avoided.

## Public Relations Committee (Standing)

Should consist of one representative from each division and one representative from each county, and others as needed. Some members may be reappointed to assure continuity.

Duties:

1. To publicize, to the general public, the value and importance of libraries and the various events and activities of DLA and to disseminate appropriate communications to the media.
2. To establish and maintain contact with all committees and divisions for information about newsworthy events.
3. To publicize the date and location of all Association and divisional meetings. To send notice of newsworthy events of the Association to the press and professional journals.
4. To make arrangements for professional news coverage at these events if possible, and arrange for photographic coverage.
5. To send copies of publicity to the publications committee and the archivist.
6. To publicize National Library Week.

## Publications Committee (Standing)

Should have three members, preferably representing the three counties, and others as needed. The chair shall be editor of the official publication of DLA for at least two years. The editor may select an advertising manager.

Duties:

1. To edit and publish the Bulletin of the Delaware Library Association at least three times a year.
2. To recommend the editorial policy to the Executive Board and keep a manual of policies.

## Scholarships, Awards, and Citations Committee (Standing)

The responsibilities for scholarships and the responsibilities for awards and citations may be divided among the committee memberships, if deemed appropriate.

1. To submit to the Executive Board an estimate of its projected expenses (plaques, supplies, printing, etc.). Estimates should be submitted at the **[to be decided later]** meeting of the Executive Board.
2. To determine criteria for scholarships, awards and citations, subject to the approval of the Executive Board.
3. To serve as the sole channel for recommendations to the Executive Board of names and supporting criteria for persons to be considered for DLA scholarships, awards, or

citations.

4. To publicize and solicit recommendations for available scholarships through the Public Relations Committee.
5. To receive applications for scholarships.
6. To review scholarship applications and submit the committee's decisions, including names and supporting criteria, to the Executive Board three months before the annual conference.
7. To submit a request for funds to the Association Treasurer, including the name of the scholarship, the names of scholarship winners, and the amounts.
8. To contact scholarship winners to inform them of their selection and that the winners will be announced at the annual conference. To inquire if the winners will be attending the conference and coordinate arrangements with the Conference Planning Committee.
9. To consider ways to increase the scholarship fund.
10. To publicize and solicit recommendations for appropriate awards and citations through the Public Relations Committee.
11. To review recommendations of nominees for citations and awards and submit the committee's decisions, including names and supporting criteria, to the Executive Board three months before the annual conference.
12. To prepare the awards and citations and arrange for printing and engraving.
13. To prepare a list of winners of awards, citations, and scholarships, coordinating with the Conference Planning Committee about presentations.
14. To maintain in the archives the history of the scholarships, awards, and citations, the names of recipients, and the business records of scholarships.

## Divisions and Guidelines

Members of a division share a common interest in a "type of library" or "type of library activity."  
At present the Delaware Library Association has four divisions:

1. College and Research Libraries Division (CRLD)
2. Delaware Association of School Librarians (DASL)
3. Public Library Division (PLD)
4. Youth Services Division (YSD)

Other divisions may be formed whenever twenty members of the Association petition the Executive Board and receive approval of the Association membership.

The annual election of division officers will be held at each division's business meeting at the DLA annual business meeting.

Division funds are to be held by the Association and shall be paid by the Treasurer of the Delaware Library Association upon authorization of the fiscal officer of the division. Accounting for each division shall be the responsibility of the Treasurer.

Reimbursement requests sent to the Treasurer should include a form or letter which identifies the requester and the authorizing body (committee chair or executive board), states the amount of the reimbursement (including invoices or itemized receipts), and identifies what the reimbursement is for. The information should include the payee name and where to send the check. Reimbursements should be submitted no later than 30 days following the date on the invoice or itemized receipt.

Monies of the division are to be used in accordance with the purposes of the division as provided in its Bylaws.

In conjunction with the Delaware Library Association Conference Planning committee, divisions shall be responsible for sponsoring or co-sponsoring a program or programs at the annual meeting of the Association. Announcements for general meetings will carry notices to the general membership concerning the time and place of divisional meetings.



# COLLEGE AND RESEARCH LIBRARIES (CRLD) DIVISION OF THE DELAWARE LIBRARY ASSOCIATION

## BYLAWS

**ARTICLE I.** NAME. The name of this organization shall be the College and Research Libraries Division, hereafter called the Division, of the Delaware Library Association, hereafter called the Association.

**ARTICLE II.** PURPOSES. The purposes of this Division shall be:

1. To promote library service within and for the college and research libraries of Delaware.
2. To promote cooperative efforts which improve the quality and increase the accessibility of the resources of college and research libraries.
3. To study, approve and promote policies and programs designed to strengthen financial support for institutions of higher education, with particular emphasis on Delaware.
4. To provide activities for the intellectual stimulation and professional development of college and research librarians in Delaware.
5. To assume the authority to act, in conformance with the policies of the Association, with respect to matters which pertain to the college and research libraries.

**ARTICLE III.** MEMBERS. Membership in this Division shall be open to all members of the Association.

The dues paid to the Association shall constitute dues for this Division, providing that a portion of the annual income from the Association be allotted to this Division. Any additional fees or assessments may only be levied at the vote of the membership of the Division after due and proper notification that such action is pending.

Only personal members of the Association who have been admitted to membership in this Division shall have the right to vote, to hold office, and to serve on committees.

**ARTICLE IV.** OFFICERS. The officers of this Division shall be a President, a Vice-President / President-Elect, a Secretary and a Treasurer. These officers shall perform the duties prescribed by the bylaws, and such other duties as

may be approved by the Executive Board of the Division or by the parliamentary authority adopted by the Division.

Duties of Officers. The president shall: 1) Preside over all meetings of the Division and its Executive Board, 2) Be a voting member of the Association Executive Board (See Article V), 3) Appoint Ad hoc committees as needed, and 4) Be *ex-officio* member of all committees except Nominating.

The Vice-President / President-Elect shall: 1) Act as President in the President's absence, 2) Fill a Presidential vacancy, 3) Serve on the Association Program Committee.

The Secretary shall: 1) Record minutes of all meetings of the Executive Board and the Division, 2) Present prepared minutes for approval at the next meeting.

The Treasurer shall: 1) Keep track of the Division's expenditures, 2) Serve as Chair of the Division Membership Committee.

Election of Officers. A Nominating Committee of three members shall be appointed by the President and approved by the Executive Board of the Division. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in the spring. The Nominating Committee shall report to the Executive Board at its meeting preceding the annual meeting. Notice of the slate shall be mailed to the membership with the call of the meeting, at least two weeks in advance of the date of the said meeting. Additional nominations may be made from the floor at the annual meeting, and election shall be by a show of hands unless a written ballot is requested.

Terms of Office. The President and the Vice-President / President-Elect shall serve for one year. The Secretary and Treasurer shall serve for staggered, two-year terms. Their terms shall begin at the close of the annual meeting at which they are elected and shall end after the designated period or after their successors are elected and take office.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. No one holding office in the Association shall be eligible for office in this Division.

Filling Vacancies. Any vacancy occurring on the Executive Board shall be filled in the following manner:

- a. The President. The President-Elect shall automatically assume the duties but not the office of the President.
- b. The President-Elect. A successor is chosen by a special election conducted in accordance with the rules governing general elections, by mail if necessary, unless the vacancy occurs within the two months immediately preceding distribution of ballots for the annual election, in which case the election of the successor shall be part of the annual election and nominees designated as candidates for the office of President.
- c. The Secretary, Treasurer. These vacancies shall be filled until completion of the annual election through appointment by the President subject to the approval of the Executive Board. If more than one year remains in the term of office, the election of a successor to complete the term shall occur at the annual business meeting.
- d. The immediate past president. A person who has held an elected position on the Executive Board in the past shall be appointed by the president subject to the approval of the Executive Board to fill this vacancy.
- e. Members of the Executive Board filling vacancies as described above shall assume their duties immediately upon selection.

## **ARTICLE V.**

**EXECUTIVE BOARD.** The officers of the Division, and the immediate past president, shall constitute the Executive Board of the Division. The Executive Board shall have general supervision of the affairs of the Division between its business meetings, make recommendations to the Division, fix the time and place of meetings in coordination with the Association, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Division, and none of its acts shall conflict with action taken by the Division or by the Association.

As provided in the bylaws of the Association, Article III, the President of the Division or a designated alternate shall be a member of the Executive Board of the Association.

Regular and special meetings of the Executive Board of the Division shall be set by the Board, and/or shall be called on the written request of at least three members of the Board.

The Executive Board, through its representative, shall submit its budget and program annually to the Executive Board of the Association and shall receive and disburse all funds allotted to it or received through special

levy or donations to the Division through its Treasurer.

**ARTICLE VI.** MEETINGS. The regular meetings of the Division shall be held in the spring of each year, at the same time and place as the meetings of the Association. The annual meeting of the Division shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Special meetings may be called by the President or by the Executive Board, and shall be called upon the written request of any five members of the Division, provided that at least five days written notice shall be given, and the purpose of the meeting shall be stated in the call.

Fifteen members or one-third of the membership of the Division shall constitute a quorum.

**ARTICLE VII.** COMMITTEES. A Program Committee, of three members, whose Chairman shall be the Vice-President, shall be appointed by the Vice-President promptly after the annual meeting. Its duty shall be to plan the annual program in consultation with the President. Its report shall be presented to the Executive Board for approval at its next regular meeting.

A Membership Committee of at least three members, whose Chairman shall be the Treasurer, shall be appointed by the Treasurer promptly after the annual meeting. Its duty shall be to keep a record of the number of members in the Division, and to recruit new members. Its report shall be made to the Executive Board at its next regular meeting.

A Nominating Committee. See Article IV, Election of Officers.

Other committees, standing or special, shall be appointed by the President as the Division or the Executive Board shall from time to time deem necessary to carry out the work of the Division.

**ARTICLE VIII.** PARLIAMENTARY AUTHORITY. The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the bylaws of the Association and any special rules of order the Division or the Association may adopt.

**ARTICLE IX.**

**AMENDMENT OF BYLAWS.** These bylaws may be amended at any regular meeting of the Division by a two-thirds vote, provided that the amendment has been submitted in writing with the call of the meeting, or at least ten days prior to the meeting.

Revised April 2003

**DELAWARE ASSOCIATION OF SCHOOL LIBRARIANS (DASL)  
DIVISION OF THE DELAWARE LIBRARY ASSOCIATION**

**BYLAWS**

**ARTICLE I.**       **NAME.** The name of this organization shall be the Delaware Association of School Librarians (DASL), a Division of the Delaware Library Association.

**ARTICLE II.**       **PURPOSES.** The purposes of this Division shall be:

1. To support and improve school library media programs in the state of Delaware.
2. To interpret the value of these programs to school administrators, teachers, and the public.
3. To cooperate with other professional associations concerned with the welfare of children and young adults.
4. To support the right of all individuals to have access to ideas and information.
5. To assume the authority to act, in conformance with the policies of the Delaware Library Association, with respect to matters which pertain to school libraries.

**ARTICLE III.**       **MEMBERS.** Membership in this Division shall be open to all members of the Delaware Library Association.

The dues paid to the Delaware Library Association shall constitute the dues of this Division, providing that a portion of the annual income from this source be allotted to this Division by the Association. Any additional fees or assessments may only be levied at the vote of the membership of the Division after due and proper notification that such action is pending.

Only personal members of the Delaware Library Association who have been admitted to membership in this Division shall have the right to vote, to hold office, and to serve on committees.

**ARTICLE IV.**       **OFFICERS.** The officers of this Division shall be a President, a Vice-President (President-Elect), a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these Bylaws, and such other duties as may be approved by the Executive Board of the Division or by the parliamentary authority adopted by the Division.

At the regular meeting held each fall, a Nominating Committee of three members shall be appointed by the President and approved by the

Executive Board of the Division. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the annual meeting in the spring. The Nominating Committee shall report to the Executive Board at its meeting preceding the annual meeting. Notice of the slate shall be mailed to the membership with the call of the meeting, at least two weeks in advance of the date of said meeting. Additional nominations may be made from the floor at the annual meeting.

The President-Elect shall serve the first year as Vice-President, the second year as President, and the third year as Immediate Past-President. The Secretary shall serve a two-year term beginning in each odd numbered year. The Treasurer shall serve a two-year term beginning in each even numbered year.

No member shall hold more than one office at a time, and no one holding office in the Delaware Library Association shall be eligible for office in this Division.

#### **ARTICLE V.**

**MEETINGS.** The regular meetings of the Division shall be held in the fall and spring of each year, at the same time and place as the meetings of the Delaware Library Association. The spring meeting shall be known as the annual meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. The fall meeting shall be a business meeting, with such workshops or other programs as the Executive Board of the Division shall arrange.

Special meetings may be called by the President or by the Executive Board, and shall be called upon written request of any five members of the Division, provided that at least five days written notice shall be given, and the purpose of the meeting shall be stated in the call.

Twenty-five members or one-third of the membership of the Division shall constitute a quorum.

#### **ARTICLE VI.**

**EXECUTIVE BOARD.** The Executive Board of this Division shall consist of the President, Vice-President, Secretary, Treasurer, Chairperson of the nominating Committee, Chairperson of the membership Committee, Chairperson of the Legislative Committee, the Immediate Past-President, the State Supervisor of Library/Media Services; three members-at-large, one each to represent New Castle County, Kent County, and Sussex County; two members-at-large, one representing private schools and one representing parochial schools, and additional members-at-large as deemed necessary to represent the membership.

The Executive Board shall have general supervision of the affairs of the Division between its business meetings, make recommendations to the

Division, fix the hour and place of meetings in coordination with the Delaware Library Association, and shall perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the Division, and none of its acts shall conflict with action taken by the Division or by the Delaware Library Association.

As provided in the Bylaws of the Delaware Library Association, Article III, Part B, Section 1, the President of the Division or his designated Alternate shall be a member of the Executive Board of the Delaware Library Association.

Regular and special meetings of the Executive Board of the Division shall be set by the Board, and/or shall be called on the written request of at least three members of the Board.

The Executive Board, through its representative on the Delaware Library Association Executive Board, shall submit its budget and program annually to the Executive Board of the Association.

Any vacancy occurring on the Executive Board shall be filled for the remaining term by appointment by the President with the approval of the Executive Board.

## **ARTICLE VII.**

**COMMITTEES.** The standing committees of this Division shall consist of a Program Committee, Nominating Committee, Membership Committee, Legislative Committee, and an Awards Committee, the chairpersons of which shall be appointed by the President.

A Program Committee, of no less than three members and whose Chairperson shall be the Vice-President, shall be appointed by the Vice-President promptly after the annual meeting. Its duty shall be to plan the programs for the fall and spring meetings in consultation with the President. Its report shall be presented to the Executive Board for approval at its next regular meeting.

The Nominating Committee shall comply with the regulations provided in Article IV of these Bylaws.

The Membership Committee shall maintain an up-to-date list of names, titles, home and school addresses, and telephone numbers of the membership. This list shall be communicated to each member of the Executive Board. The Membership Committee shall also keep an up-to-date record of dues paid by the members.

The Legislative Committee shall investigate and report on legislation, regulation, or ordinance of the government affecting school library



services. The Chairperson shall serve as the Division representative to the Delaware Library Association's Legislative Action Committee. The Awards Committee shall be responsible for receiving awards recommendations for outstanding administrator and/or outstanding librarian. It shall consider the petitions and present them to the Executive Board for approval. The Committee shall also be responsible for acquiring the particular item to be awarded.

Such other committees, standing or special, shall be appointed by the President as the Division or the Executive Board shall from time to time deem necessary to carry on the work of the Division. The President shall be ex officio a member of all committees except the Nominating Committee.

**ARTICLE VIII.** PARLIAMENTARY AUTHORITY. The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the Bylaws of the Delaware Library Association and any special rules of order the Division or the Association may adopt.

**ARTICLE IX.** AMENDMENT OF BYLAWS. These Bylaws may be amended at any regular meeting of the Division by a two-thirds vote, provided that the amendment has been submitted in writing with the call of the meeting, or at least ten days prior to the meeting.

# PUBLIC LIBRARY DIVISION (PLD) OF THE DELAWARE LIBRARY ASSOCIATION

## BYLAWS

**ARTICLE I.** NAME. The name of this organization shall be the Public Library Division of the Delaware Library Association.

**ARTICLE II.** OBJECT. The objects of this Division shall be:

1. To promote library service and librarianship within and for the public libraries of Delaware.
2. To cooperate in the promotion of general and joint enterprises within the Association and with other library groups, and to represent and interpret public libraries in contacts outside the profession.
3. To have full authority within the Delaware Library Association in respect to all programs and policies which concern only the area of public libraries in Delaware, and to act for the Association in this area.
4. To study, approve, and sponsor standards, laws and financial support for public libraries in coordination with the State Division of Libraries, the Delaware Library Trustee Association, and all other appropriate organizations.
5. To conduct activities and projects for improvement and extension of service in public libraries and for stimulation of the development of librarians and staff members engaged in public libraries in Delaware.

**ARTICLE III.** MEMBERS. Membership in this Division shall be open to all members of the Delaware Library Association.

The dues paid to the Delaware Library Association shall constitute the dues of this Division, providing that a portion of the annual income from this source be allotted to this Division by that Association. Any additional fees or assessments may only be levied at the vote of the membership of the Division after due and proper notification that such action is pending.

Only personal members of the Delaware Library Association, who have been admitted to membership in this Division shall have the right to vote, to hold office, and to serve on committees.

**ARTICLE IV.** OFFICERS. The officers of this Division shall be a President, a Vice-President (President-Elect), a Secretary and a Treasurer. These officers shall perform the duties prescribed by these Bylaws, and such other duties as may be approved by the Executive Board of the Division or by the parliamentary authority adopted by the Division.

At the regular meeting held each fall, a Nominating Committee of three members shall be elected by the Division. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the annual meeting in the spring. The Nominating Committee shall report to the Executive Board at its meeting preceding the annual meeting. Notice of the slate shall be mailed to the membership with the call of the meeting, at least two weeks in advance of the date of said meeting. Additional nominations may be made from the floor at the annual meeting, and election shall be by written ballot.

The officers shall serve for one year or until their successors are elected and take office, and their term of office shall begin at the close of the annual meeting at which they are elected.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. No one holding office in the Delaware Library Association shall be eligible for office in this Division.

**ARTICLE V.**

**MEETINGS.** The regular meetings of the Division shall be held in the fall and spring of each year, at the same time and place as the meetings of the Delaware Library Association. The spring meeting shall be known as the annual meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. The fall meeting shall be a business meeting, with such workshops or other programs as the Executive Board of the Division shall arrange.

Special meetings may be called by the President or by the Executive Board, and shall be called upon written request of any five members of the Division, provided that at least five days written notice shall be given, and the purpose of the meeting shall be stated in the call.

Fifteen members or one-third of the membership of the Division shall constitute a quorum.

**ARTICLE V.**

**EXECUTIVE BOARD.** The officers of the Division, and the Immediate Past President, shall constitute the Executive Board of the Division. The Executive Board shall have general supervision of the affairs of the Division between its business meetings, make recommendations to the Division, fix the hour and place of meetings in coordination with the Delaware Library Association, and shall perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Division, and none of its acts shall conflict with action taken by the Division or by the Delaware Library Association.

As provided in the Bylaws of the Delaware Library Association, Article III, Part B, Section 1, the President of the Division or his designated Alternate shall be a member of the Executive Board of the Delaware Library Association.

Regular and special meetings of the Executive Board of the Division shall be set by the Board, and/or shall be called on the written request of at least three members of the Board.

The Executive Board, through its representative on the Delaware Library Association Executive Board, shall submit its budget and program annually to the Executive Board of the Association.

**ARTICLE VII.** COMMITTEES. The Vice-President may be the Program Chairman and represent the Public Library Division on the Delaware Library Association program committee.

Also, the Program Chairman may appoint a Program Committee within the Division to help with Public Library Division workshops.

Such other committees, standing or special, shall be appointed by the President as the Division or the Executive Board shall from time to time deem necessary to carry on the work of the Division. The President shall be ex officio a member of all committees except the Nominating Committee.

**ARTICLE VIII.** PARLIAMENTARY AUTHORITY. The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the Bylaws of the Delaware Library Association and any special rules of order the Division or the Association may adopt.

**ARTICLE VII.** AMENDMENT OF BYLAWS. These Bylaws may be amended at any regular meeting of the Division by a two-thirds vote, provided that the amendment has been submitted in writing with the call of the meeting, or at least ten days prior to the meeting.

Amended May 1980

# YOUTH SERVICES DIVISION (YSD) OF THE DELAWARE LIBRARY ASSOCIATION

## BYLAWS

**ARTICLE I.** NAME. The name of this organization shall be the Youth Services Division, of the Delaware Library Association.

**ARTICLE II.** OBJECT. The objects of this Division shall be:

1. To promote library service for youth librarianship within and for the public libraries in Delaware.
2. To cooperate in the promotion of general and joint enterprises within the Association and with other library groups, and to represent and interpret library service to youth in contacts outside the profession.
3. To have full authority within the Delaware Library Association in respect to all programs and policies which concern only the area of library service to youth in Delaware, and to act for the Association in this area.
4. To study, approve, and sponsor standards, laws, and financial support for library service to youth in coordination with the State Division of Libraries, the Delaware Library Trustee Association, and all other appropriate organizations.
5. To conduct activities and projects for improvement and extension of library service to youth and for stimulation of the development of librarians and staff members engaged in library service to youth in Delaware.

**ARTICLE III.** MEMBERS. Memberships in this Division shall be open to all members of the Delaware Library Association.

The dues paid to the Delaware Library Association shall constitute the dues of this Division, providing that a portion of the annual income from this source be allotted to this Division by the Association. Any additional fees or assessments may only be levied at the vote of the membership of the Division after due and proper notification that such action is pending.

Only personal members of the Delaware Library Association who have been admitted to membership in this Division shall have the right to vote, to hold office, and to serve on committees.

**ARTICLE IV.**

**OFFICERS.** The officers of the Division shall be a President (or Co-Presidents), a Vice President (President-Elect), a Secretary / Treasurer.

The President/Co-Presidents shall be responsible for:

- Running all meetings of the Division
- Chairing the Delaware Blue Hen Children’s Choice Book Award Committee
- Notification of all awards to those pertinent to that award

The Vice President (President-Elect) shall be responsible for:

- Representing the President when necessary
- Attaining membership on the Conference Planning Committee
- Attaining the office of President of the Division at the end of the term of Vice President

The Secretary/Treasurer shall be responsible for:

- Maintaining written minutes of all meetings of the Division
- Maintaining a written budget
- Maintaining financial records for the Division
- Chairing the Summer Reading Program Workshop Committee

“Notice of the slate of new officers shall be mailed, emailed, or by use of other electronic means to the membership with the call of the meeting at least two weeks in advance of the date of said meeting. Additional nominations may be made from the floor at the annual meeting, and election shall be by written or verbal ballot from the quorum.”

The officers shall serve for one year or until their successors are elected and take office, and their term of office shall begin at the close of the annual meeting at which they are elected.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. No one holding office in the Delaware Library Association shall be eligible for office in this Division.

**ARTICLE V.**

**MEETINGS.** The regular meetings of the Division shall be held in the fall, winter and spring of each year. The fall meeting shall be a business meeting with such workshops or other programs as the Executive Board of the Division shall arrange. The winter meeting shall be a workshop for gathering ideas to use for the annual Summer Reading Program, in

cooperation with the Delaware Division of Libraries. The spring meeting shall be known as the annual meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise, at the same time and place as the meeting of the Delaware Library Association.

Special meetings may be called by the President or the Executive Board, and shall be called upon written request of any five members of the Division, provided that at least five days written notice shall be given, and the purpose of the meeting shall be stated in the call.

Fifteen members, or one-third of the membership of the Division, shall constitute a quorum.

\*Article V is referring to membership needed to be available for voting on issues within the Youth Services Division.

## **ARTICLE VI.**

**EXECUTIVE BOARD.** The officers of the Division, and the Immediate Past President shall constitute the Executive Board of the Division.

The Executive Board shall have the general supervision of the affairs of the Division between its business meetings, make recommendations to the Division, fix the hour and place of meetings in coordination with the Delaware Library Association, and shall perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Division, and none of its acts shall conflict with action taken by the Division or by the Delaware Library Association.

As provided in the Bylaws of the Delaware Library Association, Article III, Part B., Section 1, the President of the Division or the designated Alternate shall be a member of the Executive Board of the Delaware Library Association.

Regular and special meetings of the Executive Board of the Division shall be set by the Board, and/or shall be called on the written request of at least three members of the Board.

The Executive Board, through its representative on the Delaware Library Association Executive Board shall submit its budget and program annually to the Executive Board of the Delaware Library Association.

**ARTICLE VII. COMMITTEES.** The President of the Division shall head the Delaware Blue Hen Children's Choice Award Committee.

The Vice President shall be a member of the Conference Planning Committee, representing the Division, submitting a report to the President.

The Secretary/Treasurer shall head the Summer Reading Program Workshop Committee.

Such other committees, standing or special, shall be appointed by the President as the Division of the Executive Board shall from time to time deem necessary to carry on the work of the Division. The President shall be *ex officio* a member of all committees.

**ARTICLE VIII. PARLIAMENTARY AUTHORITY.** The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with those Bylaws or the Bylaws of the Delaware Library Association and any special rules of order the Association may adopt.

**ARTICLE IX. AMENDMENT OF BYLAWS.** These Bylaws may be amended at any regular meeting of the Division by a two-thirds vote, provided that the amendment has been submitted in writing (formal or electronically) with call of the meeting, or at least ten days prior to the meeting.

Article IX is referring to how many members are needed for an issue to be approved within the Division.

Revised October 3, 2012



# Appendix 1: Scholarships, Awards, and Citations of the Delaware Library Association

## Awards and Citations

Recommendations for the following awards and citations may be submitted by members of DLA or by any citizen of the State of Delaware. The recommended names with supporting criteria should be presented to the Scholarships, Awards, and Citations Committee. They are then submitted to the DLA Executive Board for approval.

**Life Member:** This award is given to Association members who have retired from active library work and who have made significant contributions to librarianship or a closely related field in the state of Delaware.

**Distinguished Librarians Citation:** This award is given for extraordinary library services in a given year.

**Trustee Citation:** This citation is given to a library trustee who has contributed significantly to the development, support, and appreciation of a local library, regardless of the size of the institution.

**Distinguished Service Citation:** This citation is given to any person except staff and trustees currently employed in any library in the state of Delaware. This individual must have been active in supporting library development and services in the state. This citation is intended for an individual who, over a period of years, has shown strong support of libraries but who is not professionally engaged in library work.

**Delaware Library Association Citation:** This award is given to any library staff member in Delaware who is active in any capacity in supporting library activities and interests by service to the Delaware Library Association. This citation is intended for an individual who has continued service in elected or appointed positions on the Executive Board, advisory committees, standing committees, and ad hoc committees which serve the Delaware Library Association.

**Library or Institutional Award:** This award is given to the library or institution which has shown outstanding merit in serving its patrons and community by exceptionally innovative programs or activities.

## Scholarships

The Delaware Library Association awards two scholarships to assist students enrolled in an ALA accredited master's degree program or a library certification program. These scholarships are named for librarians who made lasting contributions to librarianship in Delaware.

- Grace Estelle Wheelless Scholarship Award
- Helen H. Bennett Scholarship Award

Grace Estelle Wheelless. Upon her death in 1950, a fund was established in her honor, "...to aid Delaware students in library schools, or those who have completed college study but need assistance in earning their Master's Degree."

Helen H. Bennett. This scholarship was established in 1970 by the Delaware School Library Association. "...for the registration and/or tuition to a person working for library certification or a Master's Degree in Library Science. This person will agree to work in a school-oriented library in Delaware."

# Appendix 2: Records Retention Schedule Delaware Library Association

## Divisions

Each division should be keeping their own records organized in such a way that they can transfer the records to the archives or destroy them each year. This process should align with the Annual conference and change of officers.

Because electronic devices and formats change frequently, we recommend sending all items to the archivist in paper format only.

Permanent records should be held for 3 years before being sent to the archives. If the record is necessary for operation of the group, it should not be transferred. Routine correspondence or working papers should be maintained by the group for one year beyond their use and then destroyed.

Records should be transferred directly to the Archivist who will then place them in the appropriate place in DLA Archives.

The list that follows is a basic retention list. If something is missing from the list, please contact the archivist to determine the retention of the item.

## Executive Board and Governance

Permanent records – transfer to archives after 3 years:

- Bylaws, revisions and amendments
- Handbook revisions and updates
- Minutes and agendas of Executive Board Meetings
- Minutes of DLA business meetings
- Budget and financial reports
- Executive Board Membership
- ALA Councilor reports and liaison activities
- President's Annual report
- Substantive/policy correspondence

Destroy 1 year after use:

- Routine correspondence

## Treasurer/Financial Records

Permanent records – transfer to archives after 3 years:

- Bank Statements (checking, savings, money market)
- Receipted bills and other accounting records
- Audit reports
- Copies of tax statements and returns

## Divisions and Committees

Permanent records – transfer to archives after 3 years:

- Minutes and agendas
- Membership lists
- Division bylaws, revisions, amendments
- Annual reports to President
- Substantive/Policy correspondence

Destroy 1 year after use:

- Routine correspondence

## Conference and Workshop Records

Permanent records – transfer to archives after 3 years:

- Conference packet including all inserts
- Conference program
- Citations and Awards list
- Expense report
- Final conference report

Destroy 1 year after use:

- Routine correspondence

## Membership Information

Permanent records – transfer to archives after 3 years:

- Annual Membership lists
- Substantive/policy correspondence

Destroy 1 year after use:

- Working papers

## Publications & Publicity

Permanent records – transfer to archives after 3 years:

*DLA Bulletin*

Directories

Newsletters

Brochures, pamphlets, flyers

Special publications

Newspaper articles, clippings,

Photographs

Press releases

Obituaries

Destroy 1 year after use:

Working Papers

Approved by the Delaware Library Association Executive Board, February 2008.

## Appendix 3: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. *Intellectual Freedom Manual* <http://www.ifmanual.org/lbor>

## Appendix 4: Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008. *Intellectual Freedom Manual* <http://www.ifmanual.org/codeethics>