

ASSOCIATION OF COLLEGE & RESEARCH LIBRARIES NEW ENGLAND CHAPTER

# Board of Directors Manual

**Revised June 1, 2016**

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# I. Organization and General Procedures

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## *Chapter Calendar (0806)*

### May/June

- Board Meeting #1 (Joint: outgoing and incoming members; orientation for Board and new Committee and SIG Chairs).
- Outgoing officers pass copies of Manual to incoming members.
- Establish schedule of Board meetings.
- Biennially, approve bank(s) chosen by new Treasurer.
- Accept minutes of previous Chapter annual meeting (to be voted on by membership at next year's annual meeting).
- Annual Report for previous Chapter year submitted to ALA/ACRL (due by May 15 at ACRL headquarters).
- Spring/Summer Newsletter: New President's Welcome letter; report of election; Spring Conference and SIG meeting reports.

### June/July

- President & Vice President should attend ALA Conference.
- President or delegate to attend Chapters Council.
- President files request for reimbursement per ALA/ACRL budget (Due August 15).
- Treasurer arranges signature cards, account changes as of July 1.
- Fiscal year begins July 1.

### August/September

- Board meeting #2.
- Set local & student membership dues for next calendar year.
- Appoint Nominating Committee.
- Consider application for ACRL Special Funding.
- Approve date and location of SPRING CONFERENCE.
- Domain Registration renewal.

### September

- Fall Newsletter: list of committee appointments, including nominating committee; SIG meeting reports; report of Chapters Council (President or VP).

### October – December

- Planning for SPRING CONFERENCE continues.
- Nominating Committee completes work.

November

- Board Meeting #3.

December

- President files ALA/ACRL budget request for following ALA year, if needed.

January

- President and Vice President should attend ALA Midwinter Conference.
- President or delegate attends Chapter Council.
- Board meeting #4.
- Report of the Nominating Committee accepted.
- Designate form of ballot (mail or email) by Board vote.
- Approve recommended amendments to Const. & Bylaws for vote, as necessary.
- Set fees for SPRING CONFERENCE.
- President appoints an Auditor.
- Winter Newsletter: date and location of SPRING CONFERENCE; membership forms; SIG meeting reports.
- Membership year begins (Bylaws, Art.V, Sec.1).
- Scholarship & award applications to Awards & Scholarship Working Group (due by January 31).

March/April

- SPRING CONFERENCE and ANNUAL BUSINESS MEETING.
- Accept minutes of previous year's Annual Business Meeting.
- Reports of all officers & committees.
- Report of results of election.
- New officers take office at end of meeting.
- Renewal of liability insurance (in March).
- Prepare Annual Report of Chapter Activities: due at ACRL office by May 15<sup>th</sup>.

April

- President appoints committee and SIG chairs.

***Financial Information (1202)***

**Tax Exempt Status**

The Chapter is legally defined as a non-profit organization. Our Employer Identification Number (EIN), 04-3536062, exempts the organization from federal and state taxes on purchases or services.

**Chapter Vouchers**

1. Any Standing Committee, Special Interest Group or other Chapter group planning a program with revenue or expenses exceeding \$1,000, with program fees greater than \$20.00, or payment of a speaker honorarium, must prepare a budget and have advanced approval of such program from the Board for date, cost, and fees. The budget must be submitted to the Board not less than forty-five (45) days prior to the event. Presenting the budget at the Board meeting is preferable, but if not possible, please send budget proposal to the Board list for discussion and request vote for approval.
2. A committee or SIG chair who has permission to incur expenses may either request monies in advance or reimbursement after the expenditure.
3. All requests for advances or reimbursement should be submitted to the President (or the person delegated to receive such requests) on the appropriate Chapter form. Instructions should be clear as to whom the payment is to be made. (Forms are provided by the Chapter’s Treasurer.)
4. Requests for reimbursement must include original receipts.
5. The President (or delegate) countersigns vouchers and sends them to the Treasurer for payment.
6. Reimbursements to the President should be countersigned by another officer of the Chapter.
7. Signed vouchers with original receipts must be submitted to the Treasurer no later than two months after the program or event.

**Honoraria (1511)**

See chart, following, adopted by the Board in March 1983/revised May 2003/revised November 2015

| A. | PROGRAM PARTICIPANTS   | Honoraria | Lodging | Travel | Prog. Registr. | Prog. Lunch | Prog. Dinner | Other Meals |
|----|--|-----------|---------|--------|----------------|-------------|--------------|-------------|
| 1) | Major presentation = significant prep time and over 30 min. presentation | \$500*    | Y       | Y      | Y              | Y           | Y            | Y           |

|    |  |        |   |   |   |   |   |   |
|----|--|--------|---|---|---|---|---|---|
| 2) | Minor presentation = some prep time and under 30 min. presentation | \$100* | Y | Y | Y | Y | Y | Y |
|----|--|--------|---|---|---|---|---|---|

\*Honoraria will be paid only to non-members. Presenters who are members will be reimbursed for lodging and travel at the discretion of the Board.

\*\*Unless involvement in program occurs at this time

\*\*\*For donations of \$200 or more

Notes:

1. Honoraria for Committee or SIG programs must be approved by the Board in advance.
2. Honoraria can be increased with permission of the Board in special circumstances.
3. Honorarium in the form of a donation to a charity can be offered to individuals whose organizations will not allow them to accept personal honoraria.
4. Reimbursement will not be provided if the individual’s organization is willing to cover out-of-pocket expenses.
5. Costs of printed materials distributed by speakers should be negotiated in advance.

**Guidelines For Chapter-Sponsor Relationships (0402)**

The Chair of any Chapter program may, with the prior consent of the ACRL/NEC Board, solicit financial subsidies from vendors for such program-related activities as, for example: coffee breaks, wine and cheese social hours, wine with dinner, cocktail parties, packet contents (i.e., the packet cover, pens/pencils, notepads), posting of menus of restaurants in the Conference area, etc.

The sponsoring vendor may be offered any or all of the following as acknowledgement of financial support of the Chapter:

- Printed acknowledgement in the final program,
- Verbal acknowledgement during the program,
- Posting of one poster supplied by the vendor,
- Inclusion of a single brochure/leaflet/broadside in the program packet or for pick-up from a display table,
- Vendor’s logo on packet material supplied by vendor.

For donations of \$200 and above, sponsor will receive, in addition, one free conference registration.

Regardless of who makes the first contact with a sponsor, it is the responsibility of the Program Chair to confirm in writing with the sponsor before the program the estimated cost of the sponsorship and the types of acknowledgement of sponsorship the Chapter will provide, and to arrange with the caterer or any other provider of goods or services the appropriate manner of settling the final bills.

## **Guidelines For Chapter Cosponsorship Of Programs (0801)**

The Chapter has been and is interested in working with other local and regional library organizations and academic libraries in the New England area on joint activities that foster the Chapter's goals of professional development, networking, and the enhancement of academic librarianship. Over the years the Chapter Board has received many requests to support events or programs produced by other library professional organizations (see History of Meetings at [pp. V:20+](#)). The Chapter Board wishes to act wisely in aligning ACRL/NEC's financial and personnel resources with the requests received.

The following are intended as guidelines and not as absolute rules.

### Requests

Requests for cosponsorship should be made to the Chapter President. In cases where a Chapter Member-at-Large is serving as liaison to an organization, requests for cosponsorship may be submitted to the Member-at-Large.

Requests for cosponsorship should include the following information, where available:

The dates, location, purpose, anticipated audience, and title of the event.

The names of the cosponsor(s) and a contact person

Information about proposed programming and/ or speakers

The President or Member-at-Large may request such additional information as needed to assist in making a decision.

### Criteria for Consideration When Selecting Cosponsorship Opportunities

- Appeal and usefulness of the program to needs and interests of Chapter members
- Benefit(s) to Chapter member from the cosponsorship. For example, will Chapter members be able to register at the same rate as the cosponsor's members?
- Program content that might duplicate or compete with a Chapter or interest group program
- Timing of proposed program in relation to other Chapter events and programs. For example, would co-sponsoring a program near the time of the annual conference cause confusion as to which is the Chapter's annual conference?
- Financial costs/benefits to the Chapter, including consideration of the Chapter's annual budgetary planning and availability and priority of funding
- Availability of Board or Chapter members to provide requested support
- Possible impacts on relationships with other library organizations. For example, will cosponsorship favor one New England state organization over another: if Connecticut Library Association requests assistance, will we be able to offer an equal response to a similar request from the Vermont Library Association? Has the Chapter previously cosponsored programming with this organization?



### Support that the Chapter May Provide

The Chapter may provide one or more of the following types of support:

- Financial contribution
- Program Development/Support – this may include suggesting topics and/or arranging for speakers. Programming assistance may be solicited from Chapter SIGs and/or general Chapter membership.
- Assistance with event logistics
- Advertising – generally through the ACRLNEC electronic mailing list and the Chapter website. Other methods may also be considered. The Chapter will not provide its mailing list to other organizations. (See [p. III:5](#))
- Use of the Chapter’s name as a cosponsor

### Decisions on Cosponsorship

- If the cosponsorship involves monetary support, the Board must review and approve a budget. The Board must also approve an agreement for how revenue above the costs of the program (or debts above costs covered by income) will be dispersed among cosponsoring organizations.
- If the cosponsorship does not involve monetary support, the Board will review, advise the President, and approve the co-sponsorship.
- The President will confirm in writing with the cosponsor before the program the funds and/or other services, if any, that the Chapter will provide, the type(s) of acknowledgement of cosponsorship the Chapter will receive, the registration fee applicable to Chapter members, and any other applicable arrangements.
  - The Chapter may request acknowledgement through one or more of the following ways:
    - Inclusion on print and electronic advertising
    - Printed acknowledgement in the final program
    - Verbal acknowledgement during the program
    - Inclusion of a single brochure/leaflet/broadside in the program packet or for pick-up from a display table
    - Display of the Chapter banner in a mutually agreeable location at the event
    - Inclusion in any print or electronic report issued following the program
- A member of the Board must be designated as a liaison to the cosponsoring organization.

### **Guidelines for Support of Chapter Representation at National Activities (0803)**

The Board of Directors believes it is valuable to the Chapter to have a representative at selected national-level activities. These include ACRL Chapters Council at the ALA Annual and Midwinter Conferences (Bylaws, Article IV) and ALA’s National Library Legislative Day.

ACRL/NEC representatives at Chapters Council meetings in the early 2000s championed changes to ACRL guidelines that resulted in additional funds coming to the chapters from ACRL National and enhanced notification about membership information between ACRL National and the chapters.

Attendance at National Library Legislative Day activities allows for the representation of the interests of academic libraries as the attendee participates in advocacy and issue training sessions, interacts with Capitol Hill insiders, and visits congressional member offices to ask Congress to pass legislation that supports libraries.

To support these important functions, the Chapter will reimburse the cost of  
registration  
round trip transportation  
up to two nights' accommodations

For one person to attend Chapter Council meetings at ALA Annual and Midwinter conferences and National Library Legislative Day, up to the maximum amount(s) for the next fiscal year as determined by the Board of Directors at its annual retreat in June.

It's expected that the Chapter President or Vice President will attend the Chapter Council meetings and the Chapter's ACRL Legislative Network Representative will attend the Legislative day, but in the event that is not possible, the Board may appoint another delegate to attend.

Transportation is expected to be at reasonable and economical rate and modes.

Accommodation rates are expected not to exceed the conference rate at ALA Annual and Midwinter conferences, although the attendee is not required to stay at a conference hotel. For Legislative Day, accommodations should not exceed the ALA rate.

Reimbursement will be made after submission of the appropriate forms and original receipts to the Treasurer.

### ***Policy on Endorsing Candidates for Office (1204)***

It is not the policy of ACRL New England to endorse any candidate for any office.

***Permanent Address (1606)***

The official address for the New England Chapter of the Association of College and Research Libraries is:

New England Chapter  
Association of College and Research Libraries  
c/o Nancy George  
3 Lee St.  
Beverly, MA 01915

## **II. Board of Directors and Officers**

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### ***Board of Directors (1305)***

#### **Members**

##### Voting

All members of the Board of Directors shall be voting members of the Board. (Constitution, Art. VI, Sec. 1 & 2).

- A SIG chair may designate a proxy with voting privileges to attend a Board meeting. (Constitution, Art. VI, Sec. 4).
- Each committee and SIG may have only one vote, even if there is more than one chair (co-chairs). (Constitution, Art. VI, Sec. 3).
- No individual at a board meeting shall have more than one vote.

##### Non-Voting

Others may sit with the Board, in a non-voting capacity, by invitation.

#### **Function**

The Board of Directors is the governing body of the Chapter. It manages the Chapter business in accordance with the Constitutions & Bylaws of both ACRL and the New England Chapter. The Board sets policy for all activities of the Chapter.

#### **Meetings**

The Board meets at least 4 times a year, including the annual business meeting, which is open to all members, and may hold additional meetings upon call of the President or upon written request of a member of the Board. (Constitution, Art. VII, Sec. 1)

##### Quorum

A simple majority of the voting board membership, provided that at least four (4) of the elected members of the Board shall be present, and at least one of these shall be the president or vice-president. (Constitution, Art. VI, Sec. 5)

The Secretary will keep minutes of all Board meetings.  
Any member of the Chapter may audit Board meetings.

#### **Specific Duties**

1. Approve establishment of standing, ad hoc, or special committees and of special interest groups within the Chapter. (Bylaws, Art. III, Sec. 2 & 8).

2. Approve the dissolution of special interest groups within the Chapter. (Bylaws, Art. III, Sec. 8)
3. Advise the President on appointments to committees.
4. Approve the dates, locations, fees for and programs of Chapter conferences.
5. Authorize expenditure of Chapter funds.
6. Establish annual dues rate for local & student membership. (Bylaws, Art. I, Sec. 1).
7. Appoint the Nominating Committee (Bylaws, Art. II, Sec.1) and approve arrangements for conducting elections. (Bylaws, Art. II, Sec. 5).
8. Approve amendments to the Constitution and Bylaws before submission to Chapter membership.
9. (Constitution, Art. VIII, Sec. 1)
10. Determine and review editorial policy for the Chapter newsletter.
11. Appoint replacement for any vacated office except President. (Constitution, Art. V, Sec.4).

### ***President (0806)***

#### **Appointed/Elected**

- Elected (Second year of three years as, successively: Vice President, President, Past President).

#### **Membership Qualification**

- ACRL/ALA member (Constitution, Art.V., Sec.1).

#### **Term Of Office**

- 1 year (Constitution, Art.V.,Sec.2).
- Begins at end of Annual Business Meeting (Bylaws, Art.V.,Sec.2).

#### **Principal Function(s)**

- To serve as the chief executive officer of the chapter, responsible for direction and general supervision of all Chapter activities.

#### **Calendar**

- See chapter Calendar.

#### **Reports Required**

- Verbal reports at Board Meetings.

- Annual report of Chapter activities: verbally or in writing at Annual Business Meeting and/or in Newsletter, plus in writing to ACRL/ALA (requirement for Chapter status). See Chapter Annual Report Form on the ACRL national Web site.

### **Appointments Or Recommendations For Appointment Made By This Position**

- Appoints all non elected positions and all members of all committees and special interest groups. E.g.: Archivist, Auditor, ACRL Legislative Network Representative, chairpersons and members of standing, special, or ad hoc committees.
- Consultation with Board and active members of the Chapter about these appointments is expected.
- The President will send letters of welcome to new Board members, along with pertinent sections of the manual.
- The incoming Vice President will also receive the conference guidelines.
- Recommends to the Board a member for appointment to the Nominating Committee.

### **Meetings Expected To Attend**

- Board Meetings (presiding officer and voting member).
- Chapter Conferences.
- Chapter committee meetings, ex officio (Bylaws, Art.III, Sec.6).
- Chapter workshops and other programs, if possible.
- ALA Annual Conference.
- Chapters Council; ACRL Board and Budget Committee meetings.
- ALA Midwinter Conference.
- Chapters Council; ACRL Board and Budget Committee meetings.
- National ACRL conferences, if possible.
- Attend, or appoint a delegate to attend, other meetings which require the presence of a representative of the Chapter.

### **Records To Be Passed**

- ACRL "Guide to Procedures and Policies" (issued each July by ACRL) and other material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to Archivist.

### **Specific Activities Of President:**

1. Is responsible for adherence to ACRL's *Policies and Procedures, Ch. 2: ACRL Chapters*, as available on the ACRL Web site.
2. Works closely with other officers and committee chairpersons as general coordinator of Chapter activities.

3. Presides at all business meetings of the Chapter and the Board of Directors and ensures that a quorum is present.
4. Calls regular meetings of the Board and special meetings as deemed necessary. See Chapter calendar for scheduling of five regular Board meeting; exact dates to be decided at **May/June Board meeting**.
5. May provide staff to take notes of meeting; if so, forwards notes to Secretary who prepares official minutes.
6. Recommends to the Board policies and activities to support the objectives and broaden the effectiveness of the chapter.
7. Serves as a voting member of the Board of Directors.
8. Appoints chairpersons and members of all committees in accordance with Chapter Bylaws, Art.III, Sec. 1 4. Appointments should be confirmed in writing. (see Chapter Calendar).
9. Prepares lists of Board members and committee members for distribution.

NB: copies of Board list should go to the executive secretaries of N.E. state and regional library associations and to the Massachusetts Board of Library Commissioners, "for your information".

10. Reports results of elections and changes in Board appointments to ACRL/ALA headquarters, attention of coordinator of Chapters. (See Notification form, following).
11. Recommends to the Board three members for the Nominating Committee (see Chapter Calendar & Bylaws, Art. II, Sec. 1). When Nominating Committee has been appointed, supplies the Chair with the following:
  - a. Copy of Nominating Committee pages from Chapter Manual, including copy of vita form.
  - b. Copy of Chapter Calendar from manual.
  - c. Copy of Chapter Constitution and Bylaws.
  - d. Copies of the Chapter Manual pages describing jobs to fill (Vice President every year; Member at Large every year; Secretary and Treasurer on alternate years).
  - e. List of current Chapter members with status as ALA/ACRL or Local.
  - f. List of members who have been active in elected or appointed positions.
12. Serves as a member ex officio of all committees except the Nominating Committee (Bylaws, Art. III, Sec. 6).
13. Represents, or appoints a delegate to represent, Chapter at ACRL Chapters Council meetings at ALA summer and mid winter conferences. Chapter Topics, the newsletter of the Council, is received by Chapter officers.
14. Countersigns, or appoints a delegate to countersign, voucher forms for all Chapter expenditures. Forwards forms to Treasurer for payment. (Usually delegates Vice President to countersign vouchers having to do with expenditures for conferences).
15. If ALA/ACRL Board continues to budget subsidy for Chapters, carry out required procedures to see that N.E. Chapter receives its portion. A history chart and sample blank forms follow this page.
16. Appoints Auditor, after consultation with Treasurer (see Chapter Calendar). Provide Auditor with copies of pages describing duties from Chapter Manual.
17. Annually verifies location of the Chapter's permanent address, in writing.

18. Personally invites ACRL Executive Director and ACRL President to Chapter conferences.
19. Communicates Chapter and Board Activities to the membership at the Annual Business Meeting, through articles in the Chapter newsletter, and through correspondence.
20. Prepares written annual report of the Chapter for ALA/ACRL (see Chapter Calendar & ACRL Guide to Policy & Procedures, Sec. 2.6.1).
21. Writes letters of appreciation to Board, to committee members and to others for contributions of service during the year. (Copies may be requested for supervisors as support for advancement and promotion).
22. Monitors SIG activity and alerts the Board to periods of inactivity. May start consideration of SIG dissolution, if deemed appropriate (See [IV: 9](#) for SIG dissolution process).
23. Signs contracts or other legal documents, as authorized by the Board of Directors, to accomplish the work of the Chapter.

### **Timeline Of ACRL Chapters - Funding And Reimbursement Deadlines (0402)**

For many state/regional chapters of ACRL, the officers who submit funding requests are no longer in office when the approved funds for chapter activities become available. In effect, the new officers inherit the funding for a specific, described program their predecessors planned. There are several ways in which this awkwardness can be avoided. One approach is to have at least one of the officers submitting the funding request continue for the next ACRL fiscal year. Another is to have a separate, "program planning" committee operate on the ACRL fiscal year, with overlapping terms of office.

NB: The ACRL fiscal year runs from September 1 through August 31.

#### Nov. 1, 20XX

Deadline for Chapters Special Programming funding (COMPETITIVE). Awarding of funding is announced by mail to chapters in January of the following year, after the ALA Midwinter meeting. Approved funding is for programming to take place between September 1, 20XX+1 and August 31, 20XX+2.

#### Dec. 1, 20XX

Deadline for Regular Chapter funding (ALL CHAPTERS ELIGIBLE). Details for announcement of funding and programming dates are the same as for the Nov. 1 deadline above.

#### Dec. 1, 20XX

Deadline for New Chapter funding (ONLY CHAPTERS LESS THAN THREE YEARS OLD ARE ELIGIBLE) Details for announcement of funding and programming dates are the same as for the Nov. 1 deadline above.

#### Jan. 20XX+1

After the ALA Midwinter meeting, the awarding of funding is announced to chapters by mail.



Sept. 1, 20XX+1 through Aug. 31, 20XX+2

Approved funding announced in January is spent on through programming taking place during this *ACRL fiscal* year.

August 15, 20XX+2

Deadline for Requests for Payment or Reimbursement incurred during ACRL fiscal year Sept. 1, 20XX+1 to August 31, 20XX+2.

### **Guidelines For Use Of ACRL funds for Chapters (0606)**

Per member Chapter funding exists to facilitate chapters' ability to carry out their basic mission.

ACRL Chapters may spend budgeted resources on any items or activities that support the charitable and educational purposes of ACLR's strategic goals as identified in the strategic plan with two exceptions:

1. The allotted funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences, and
2. The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy.

Accountability for the expenditure of these funds lies with the Association of College and Research Libraries, not the state library associations. Reimbursement of expenses is handled in accordance with ACRL policies and procedures. Submit two copies of the Reimbursement Request form and original receipts, such as airline ticket passenger receipts, hotel bills, etc., to ACRL before August 15 of the current fiscal year.

Source: ACRL Board, January 1987, revised June 1987, January 1993 and January 2006.

[Retrieved from

<http://www.ala.org/ala/mgrps/divs/acrl/resources/policies/chapter5.cfm#5five>]

### ***Vice-President/President-Elect (0604)***

#### **Appointed/Elected**

- Elected (First year of three years as, successively: Vice-president, President, Past President).

#### **Membership Qualification**

- ACRL/ALA member (Constitution, Art. V, Sec. 1).

### **Term Of Office**

- 1 year (Constitution, Art. V, Sec. 2).
- Begins at end of Annual Business Meeting (Bylaws, Art. V, Sec. 2).

### **Principal Functions**

- Responsible for annual conference (Const., Art. V, Sec. 3).
- In the absence of the President, chair the Board meetings.
- Serve, if needed, as representative of the Chapter.
- If vacancy occurs in presidency, serve as President (Const., Art. V, Sec. 4).

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal reports at Board Meetings.
- Send to president copies of significant correspondence.
- Written financial reports of conferences.
- Written Annual Report (sent to President).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Recommends to President names for appointment to Program Committee(s).

### **Meetings Expected to Attend**

- Program Committee(s) meetings.
- Board Meetings (voting member).
- Chapter conferences.
- Chapter workshops and other programs, if possible.
- ALA conferences (both summer and midwinter), if possible.
- National ACRL conferences, if possible.

### **Records to Be Passed**

- Conference planning charts, sample letters and forms, checklists, etc., should be updated and passed to successor as soon as possible after the annual business meeting.
- Material no longer in use but of historical value should be passed to Archivist.

### Specific Activities

1. Chair the Program Committee for the Chapter conference(s); monitor SIG programs. (SEE "Guidelines for Conference Planning").
2. Usually designated by President to countersign vouchers for conference expenditures; forward to Treasurer for payment.
3. In cooperation with the Member-at-Large, encourage cooperative endeavors with other professional associations.

### Guidelines For Chapter Conference Planning (Vice-President) (1208)

Note carefully the Chapter calendar. Each conference requires considerable lead time for inviting speakers, presenting to the Board the dates, locations, and recommended fees; preparing, printing, mailing program registration, etc. Each stage benefits from advance thought and informal discussion to achieve high level content and well coordinated implementation. Issues and topics of concern to Chapter members must be carefully identified and input from Chapter officers and members continually solicited.

**Note:** Guidelines for SIG Program Planning are located at [p. IV:10](#).

1. Set date and arrange location.
  - a. Campus locations are generally preferred by the membership. An effort should be made to hold conferences in as wide a variety of geographic locations as is financially viable.
2. Recommend individuals for program committee(s) to the President. When letters of appointment have gone out from President, convene and chair committee or monitor closely the activities of the committee.
3. Ask Communications Committee Coordinators to be part of any conference program committee. Use Communications Committee Coordinators as resource for preparation of text, printing, distribution (special PR files as well as general membership) of press releases, announcements, registration forms, and write ups after the conference.
4. With committee, plan program and designate speakers; plan for local arrangements (conference rooms, luncheons, social hours, registration table, display tables, arrangements for taping, etc.) SEE "Discussion Guidelines on Honoraria" Manual, [section I:11](#).
5. Prepare proposed budget for conference; present budget and recommendation for fee structure to Board no later than 4 months in advance of the conference. (Note [Financial Information, I:10](#)).
6. Invite speakers.
  - a. Provide speakers with directions, programs, vouchers for requesting reimbursement.
  - b. Solicit biographical information.
  - c. Determine need for special audio visual equipment, photocopying of handouts (be sure it is understood who pays copying charges).
7. Arrange for solicitation of sponsors to pay costs of refreshments, etc. (SEE "Guidelines for Sponsors", [section I:12](#)).

8. Prepare text and arrange for printing and mailing of registration and for posting on Chapter Web site; use first class postage. Use Communications Committee Coordinators as resource persons. All Chapter mailings should use standard Chapter logos and be as uniform in presentation, color, and typefont as possible.
9. Conference refunds are granted up until the time a commitment is made to the vendor regarding the number of attendees who will be at the event. Once commitment is made by the conference/event organizers, refunds are not permitted.
10. If delegated by President, countersign vouchers for conference expenditures; send vouchers to Treasurer for payment. Reimbursement vouchers must be received by the Treasurer no later than two months following the conference.
11. After conference, present written financial report to Board.
12. After conference, write thank you letters to the host institution (if site was provided gratis) and to program speakers.
13. After conference, be sure a conference report and a copy of the final program are sent to ACRL/ALA headquarters marked for the attention of the coordinator of Chapters.

### ***Past-President (0411)***

#### **Appointed/Elected**

- Elected (Third year of three years as, successively: Vice President, President, Past President).

#### **Membership Qualification**

- ACRL/ALA member (Constitution, Article V, Section 1).

#### **Term Of Office**

- 1 year (on Board).
- Begins at end of annual business meeting (Bylaws, Art. V, Sec. 2).

#### **Principal Function(s)**

- Provide continuity concerning Chapter policies and activities.

#### **Calendar**

- See Chapter Calendar.

#### **Reports Required**

- Verbal reports at Board meetings.
- Written annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Recommends to the Board members for appointment to the Nominating Committee, in addition to him/herself and the Past-past president (see Bylaws, Art. II, Sec. 1).

### **Meetings Expected To Attend**

- Board meetings (voting member).
- Chapter conferences.

### **Records To Be Passed**

- Chapter manual, to incoming vice president.
- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.
- All annual reports will be passed to the archivist.

### **Specific Activities**

1. Assist president as requested.
2. Collect materials from conferences for the archivist and send them to the archivist.
3. Supervises elections in the year following term as Past President.
4. Liaise with ACRL National.

## ***Secretary (0902)***

### **Appointed/Elected**

- Elected.

### **Membership Qualification**

- ACRL/ALA member (Constitution, Art. V, Sec. 1).

### **Term Of Office**

- 2 years (Constitution, Art. V, Sec. 2).

### **Principal Function(s)**

- To prepare and distribute the official minutes of the Board of Directors meetings and the Chapter annual business meeting. Official minutes of Board of Directors meetings also include (a) the recording of any vote and related discussion done through electronic

means between Board meetings and (b) officer, committee and SIG reports by attachment.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Minutes, as above under Principal Function(s).
- Send to president copies of significant correspondence.
- Written annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- None.

### **Meetings Expected To Attend**

- Board meetings (voting member).
- Annual business meeting.
- Chapter conferences.

### **Records To Be Passed**

- Copies of all meeting handouts should be passed to archivist.
- Copies of minutes and attachments to minutes for term of office plus any items from previous term necessary to discharge duties.
- Material no longer in use but of historical value should be passed to archivist.
- Chapter stationery should be passed to next secretary.

### **Specific Activities Of Secretary**

1. Official minutes of Board meetings and annual business meeting
  - a. President may provide staff to take notes during Board meetings; notes are forwarded to Secretary for preparation of official minutes.
  - b. Include: date, place, Board members (with titles) present and those absent; presence of quorum; guests attending Board meetings; motions and votes. Reports of discussions should be full enough to provide record of pros and cons considered, significant points of view, rationale for policy.
  - c. Also include any vote(s) and related discussion that occur by electronic means between Board meetings. These should be noted in the minutes of the Board meeting that follows the electronic vote. (Constitution, Art. VI, Sec. 6)

- d. Also collect the reports distributed electronically by the officers, committee chairs and SIG chairs to the Board for each meeting and include them by attachment in the minutes.
  - e. Secretary's official copy should have as attachments any material distributed during the meeting.
  - f. Mail or e-mail minutes to Board members in advance of next meeting. For those who were not present, provide copies of attachments.
  - g. Minutes of the annual business meeting are distributed for the joint (in-coming and out-going) Board meeting in May so that they can be accepted by vote of the Board. They need not be read in toto, however, approval of the minutes will be confirmed by a vote of the membership at the next annual meeting.
  - h. A copy of all minutes plus attachments are to be provided for the Archives.
2. Provide a supply of official Chapter stationery; distribute as needed for Chapter business to officers and committee members.

### ***Treasurer (1202)***

#### **Appointed/Elected**

- Elected (second and third years as, successively: Treasurer-elect (1 year), Treasurer (2 years)).

#### **Membership Qualification**

- ACRL/ALA member (Constitution, Art. V, Sec. 1).

#### **Term Of Office**

- 2 years (Constitution, Art. V, Sec. 2).
- Begins July 1 (at the start of the Chapter's fiscal year) after serving one year as treasurer-elect. The need for continuity dictates that there be an overlap period for settling of bills, closing of bank accounts, etc., but the new treasurer should establish the new account(s) before July 1.

#### **Principal Function**

- To handle the Chapter's financial affairs and be responsible for training the treasurer-elect.

#### **Calendar**

- See Chapter Calendar

### **Reports Required**

- Treasurer's printed and verbal report at each meeting of Board of Directors. The report should reflect both revenues and expenditures.
- Send to president copies of significant correspondence.
- Printed financial report for presentation at annual business meeting.
- Written annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- None.

### **Meetings Expected To Attend**

- Board meetings (voting member).
- Annual business meeting.
- Chapter conferences.

### **Records To Be Passed**

- Chapter's books for term of office plus any items from previous term necessary to discharge duties including checkbooks, bank statements, records of online activity, file of paid vouchers, printed budget reports, tax correspondence, etc.

**Note:** in practice, the outgoing treasurer coordinates payments through the end of June and closes out the fiscal year (June 30). At the beginning of the fiscal year (July 1) after leaving office, the outgoing treasurer will close old bank accounts and send remaining fund balances to the new treasurer for deposit into a newly established bank account(s) at a conveniently located bank(s).

- Material no longer in use but of historical value should be passed to archivist.
- 501(c)(3) background materials.

### **Specific Activities Of The Treasurer (1202)**

**Note:** The Chapter has its own non profit tax identification number. That number is 04-3536062.

1. Upon assuming office, select and recommend to the Board a bank convenient to the treasurer for establishment of bank account(s). (See Chapter Calendar).
2. After securing Board approval, open account(s) with authorization of signatures of the treasurer and of the president of the Chapter.  
**Note:** new authorization must be filed annually when new president takes office. (See Authority... to Open Deposit Account", following).
3. Coordinate with treasurer-elect the keeping of all books and write checks for Chapter.
  - a. No bills shall be paid unless accompanied by a Chapter voucher; except that in case of an emergency, the President can verbally authorize payments.



- b. No vouchers shall be accepted unless countersigned by either the President or an individual designated by the president (usually, vice president is designated to countersign vouchers for conference expenditures).
  - c. Vouchers submitted by the President should be countersigned by another member of the Board.
  - d. Vouchers should be accompanied by receipts (original receipts are required by ACRL national for Chapter reimbursement).
  - e. In the event an honorarium(s) is paid to an individual in excess of \$600 in a calendar year, obtain a completed W-9 from that individual before payment is made.
  - f. Deposit all funds received and keep records of accompanying documentation.
  - g. Record all financial transactions in Chapter accounting software in order to generate standard accounting reports for the board officers on an as-needed basis.
  - h. Reconcile Chapter books with bank statements on a monthly basis.
  - i. Chapter books should contain written notes of any irregularities such as bad checks, lost payments, refunds given or received, etc.
4. Prepare, with the treasurer-elect, an annual budget for approval by the Board at its August meeting.
  5. Prepare, with the treasurer-elect, a printed and verbal report on the Chapter finances for each Board meeting. This report should reflect both revenues and expenditures in standardized format using accounting software.
  6. When the President has appointed auditor, cooperate by providing all records required. (See [Chapter Calendar I:9](#), and [Auditor IV:3](#)).
  7. For annual business meeting (see Chapter Calendar) prepare an annual report including the major receipts and disbursements as well as total income and expenses for the year. Copies should be provided for distribution to interested members.
  8. Notify President of need to sign checks in event of the treasurer being unavailable for an extended period or in event of an emergency.
  9. Provide official forms used by the Chapter as needed (e.g., Voucher, and Request for Advance Payment).
  10. Prepare final reconciliation of fiscal year Chapter financial activities after July 1 and coordinate with the Chapter accountant for the annual filing of the:
    - a. 990 Federal tax form (see letter from IRS district director dated July 12, 1993, granting probationary status).
    - b. Submission of Form PC to the Commonwealth of Massachusetts.
    - c. Chapter Annual Report for the Commonwealth of Massachusetts.
    - d. Additional tax forms to the Commonwealth of Massachusetts as required.
  11. Prepare 1099-MISC for honorarium payments before January 31 paid by the Chapter in excess of \$600 to any individual in the prior calendar year and submit with the appropriate parties.
  12. Follow up on 501(c)(3) status requirements and apprise the Chapter board of changes to requirements.
  13. Assist President in filing request for reimbursement per ALA/ACRL budget (due August 15) by providing original receipts. See information and forms, sections [II:5-6](#).

14. In the final year of office (Year 3) work closely with the treasurer-elect and train the treasurer-elect to ensure an orderly transition of Chapter finances at the end of the fiscal year.

### ***Treasurer-elect (1202)***

#### **Appointed/Elected**

- Elected (First year of three years as, successively: Treasurer-elect (1 year), Treasurer (2 years)).

#### **Membership Qualification**

- ACRL/ALA member (Constitution, Art. V, Sec. 1).

#### **Term Of Office**

- 3 years (Constitution, Art. V, Sec. 2):
  - 1- year term as treasurer-elect
  - 2-year term as treasurer
- The treasurer-elect will take office on July 1 following his/her election.

#### **Principal Functions**

- To serve as the assistant to the treasurer for one year while being trained in the duties of Chapter treasurer to ensure an orderly transition of Chapter finances at the end of year 1.

#### **Calendar**

- See Chapter Calendar.

#### **Reports Required**

- None.

#### **Appointments Or Recommendations For Appointment Made By This Position**

- None.

#### **Meetings Expected To Attend**

- Board meetings (voting member).
- Annual business meeting.
- Chapter conferences.

### **Records To Be Passed**

- None (any financial records generated by the treasurer-elect are to be incorporated in the standing treasurer records).

### **Specific Activities Of The Treasurer-Elect (1202)**

1. The treasurer-elect will work closely with the standing treasurer to acquire the knowledge and background necessary to take the position of treasurer on July 1 of Year 2. Initially, the treasurer-elect will be responsible for tracking online receipts and payments to and from the Chapter for Chapter-related activities in order to accurately reflect income and expenses associated with such activities. Additional duties assigned by the treasurer to the treasurer-elect will include tasks that will further familiarize the treasurer-elect with the accounting software used by the Chapter, basic financial principles of profit and loss, balance sheet concepts, and state and federal tax regulations as they relate to a 501(c)(3) organization.
2. The treasurer-elect may perform additional duties on behalf of the Treasurer in his/her absence in the handling of the Chapter's financial affairs after six months in office and applicable training by the treasurer.
3. Immediately prior to the end of his/her one-year term as treasurer-elect, the treasurer-elect will work with the outgoing treasurer to establish, as necessary, new bank account(s), settle final bills and address outstanding bank items before July 1, when he/she assumes the position as Chapter treasurer. Any old bank accounts maintained by the outgoing treasurer should be closed as soon as possible after July 1.

### ***State Representative (1410)***

#### **Appointed/Elected**

- Elected

**Note:** There are six state representatives, three of whom are elected in alternate years (Const. Art. VI, Sec. 1).

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const. Art. VI, Sec. 1).

#### **Term Of Office**

- 2 years (Constitution, Art. VI, Sec. 2).

#### **Principal Functions**

- Serve as the contact person for ACRL-NEC for all academic librarians for that state.

- Publicize chapter activities to that state.
- Assist volunteer recruitment for chapter events from that state.
- Serve as the contact person for SIGs assisting with outreach, communication and recruitment for that state.
- Provide outreach to library students from within that state.
- Coordinate with other five state representatives to provide outreach to library schools and encourage awareness of/membership in ACRL-NEC.
- Liaise with state library associations' academic sections.
- Liaise with NELA Academic Librarians sections.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal reports at each Board meeting.
- Contribute to a written collective annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- None.

### **Meetings Expected To Attend**

- Board Meetings (voting member).
- Chapter conferences and programs.
- Annual Business Meeting.

### **Records To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.

### History Notes

A special ballot was cast in October 2014 and the chapter membership approved the dissolution of the two Member-at-Large positions in favor of six state representatives, one from each of the New England states.

## ***ACRL-NEC-NEWS Or ACRL-NEC-JOBS Google Groups (1204)***

<http://groups.google.com/group/acrl-nec-news>  
<http://groups.google.com/group/acrl-nec-jobs>

These groups are managed by one of the Chapter's Members-at-Large and owned by members of the Communications Committee. The contact information for the Google Group owners and managers is available on the ACRL-NEC\_NEWS and ACRL-NEC-JOBS Google Group sites.

### **About ACRL-NEC-NEWS**

This group is for news, information, and events of interest to ACRL New England Chapter members and friends. It serves as a means of providing information on academic library-related items and events, especially ALA, ACRL and ACRL/NEC programs, of potential interest to the ACRL/NEC community. This group is not intended to provoke discussion or provide a forum for debate.

The group will be moderated by the group manager and owners. Any individual may submit posting to the list. The manager and owners will be responsible for assuring that the posting are relevant.

### **How To Format An Event Posting For ACRL-NEC-NEWS**

ACRL-NEC-NEWS Google Group members can submit a new post through the Google Groups site. Group members or non-members may also submit an event announcement by email to [acrl-nec-news@googlegroups.com](mailto:acrl-nec-news@googlegroups.com).

#### Criteria for Event Announcements

- Any academic library-related events, provided that they occur in the geographic boundaries of ACRL/NEC.
- Any ALA and/or ACRL events
- Other national/international conferences and events of interest to academic librarians/information providers.

### **About ACRL-NEC-JOBS**

The ACLR-NEC-JOBS Google Group notifies academic librarians and library staff of open and available positions in the New England region. There is no cost for posting to this list.

The group manager and owners are responsible for assuring the postings are relevant. Submissions for positions other than academic library openings will not be approved. This list is not intended to provoke discussion or provide a forum for debate.

### **How To Format A Posting For ACRL-NEC-JOBS (1204)**

ACRL-NEC-JOBS Google Group members can submit a new post through the Google Groups site. Group members or non-members may also submit an event announcements by email to [acrl-nec-jobs@googlegroups.com](mailto:acrl-nec-jobs@googlegroups.com).

#### Criteria for Event Announcements

- Academic library positions requiring a bachelor's degree or higher available in the geographic boundaries of ACRL/NEC.
- Any ALA and/or ACRL-related positions.
- All submissions must clearly state the name, email address, and affiliation of the individual making the submission.

#### History Notes

From each list's inception to October 2007, the electronic mailing list for general announcements was owned by Paula Carey at Boston University and the electronic mailing list for position announcements was owned by Chris Smith at Boston University.

In October 2007, list ownership was transferred to the Communication Committee Co-chair. Moderation of the lists remains the responsibility of the Member-at-Large (2<sup>nd</sup> position).

### **III. Standing Committee Chairpersons**

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#### ***Constitution and Bylaws Committee Co-Chairs (0905)***

##### **Appointed/Elected**

- Appointed by the president (Bylaws, Art. III, Sec.1).

##### **Membership Qualification**

- Chapter member, who need not be a member of ACRL National (Const., Art. VI, Sec.1).

##### **Term Of Office**

- Corresponds to that of the president (Bylaws, Art. III, Sec.3).
- May be reappointed by succeeding president(s).

##### **Principal Functions (Bylaws, Art. Iii, Sec.1)**

- To ensure that activities and decisions of the Board of Directors and the Chapter are consistent with the Constitution and Bylaws of the Chapter.
- To oversee the amendment of the Constitution and Bylaws.
- To ensure that the Constitution and Bylaws are up to date and reflect the latest changes made by the Chapter membership.
- To ensure that the Chapter Manual is up to date and reflects the latest changes made by the Board.

##### **Calendar**

- See Chapter Calendar.

##### **Reports Required**

- Verbal reports at each Board meeting.
- Written annual report (sent to president).

##### **Appointments Or Recommendations For Appointment Made By This Position**

- Recommends to president appointees for the Constitution and Bylaws committee.
- Committee members must be local Chapter members (Bylaws, Art.III, Sec.5).

Note: Chapter president is member ex officio (Bylaws, Art.III, Sec.6).

### **Meetings Expected To Attend**

- All meetings of the Constitution and Bylaws committee.
- Board meetings.
- Annual business meeting.
- Chapter conferences.

### **Records To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.

### **Specific Duties (0402)**

1. Serve on the Board of Directors in a voting capacity (Const., Art. VI, Sec.1).
2. Monitor activities and decisions of the Board and the Chapter to ensure consistency with the Constitution and Bylaws of the Chapter.
3. Since the Chapter is a part of ACRL national, ensure that there is consistency with those portions of the national ACRL's Constitution and Bylaws which affect chapters.
4. Present to the Board of Directors drafts of proposed changes to the Constitution and Bylaws (Const., Art.VIII, Sec.1).
5. Oversee amendment of the Constitution and Bylaws, as follows:
  - a. To be effective, an amendment must receive a majority vote by the Board and a 2/3 ratification by all Chapter members who vote on the amendment. (Const., Art. VIII, Sec.1).
  - b. Membership voting on amendments to the Constitution and Bylaws may be conducted by first class mail, via electronic mail, or at the annual business meeting. (Const., Art. VIII, Sec.1).
  - c. Only individual members (not institutions) are eligible to vote since Chapter membership is limited to individuals (Const., Art. IV, Sec.4).
  - d. If the membership voting on amendments is conducted by electronic mail, membership ballots are posted on the Chapter Web site. Notification of the proposed amendments should be announced on the Chapter listserv and published on the Web site 2 weeks prior to the posting of the ballot.
  - e. If the membership voting on amendments takes place at the annual business meeting, notification of the proposed amendments should be announced on the Chapter listserv and published on the Web site 2 weeks prior to the spring conference.
  - f. Ballots should be received and tallied by the Constitution and Bylaws committee. Because individual membership must be determined to ensure that votes are valid, absolute anonymity is difficult to assure. The Board and Chapter members rely on the discretion of the Constitution and Bylaws committee to protect the anonymity of voters.
  - g. In case of a tie, the chair of the Constitution and Bylaws committee will ask the Board to decide the vote.



- h. Results should be announced at the annual business meeting.
6. When an amendment has been ratified:
  - a. Prepare a revision of the annotated "history" copy of the Constitution and Bylaws for the archives with copies for the secretary and the president.
  - b. Prepare multiple copies of the revised, un annotated, dated text.
    - i. to distribute to Board, if requested
    - ii. to provide copies in response to requests from members.
  - c. Send electronic file to Chapter Web master for posting on the Chapter Web site.
7. Update Chapter manual

The Chapter manual serves as a guide for officers, the archivist, and committee chairs in interpreting and performing their duties and responsibilities. It is not intended to be a complete, detailed list of duties, but does attempt to document the most significant activities.

Elected officers (Vice-President, President, Past-President, Secretary, Treasurer, and both Members-at-Large) and the Chapter Archivist should each receive a printed copy.

### **Procedures**

- Review content of each section for consistency and currency.
- Consult with incumbents as to possible changes in their sections.
- Recommend to the Board specific changes.
- Prepare corrected text after acceptance by Board.
- Distribute corrected pages to elected officers; submit corrected sections to Web master for posting on the Chapter Web site.
- Ensure the transfer of printed Manuals from outgoing to incoming officers.

NB: the Chapter manual of the Past-President passes to the incoming Vice President.

### **Committee History Notes**

This was the first standing committee of the Chapter, appointed in 1974 by the Chapter Steering Committee, which was in existence from June of 1972 until the results of the first election were announced in April 1975.

The committee was particularly active in the first decade of the Chapter's existence as Chapter experience suggested refinements required in the Constitution and Bylaws.

In March, 1993 the responsibility for updating the manual was transferred from the Past-President to the Constitution and Bylaws Committee.

In the spring of 2001, the president, past-president, and Constitution and ByLaws Committee Chair decided that the manual would be put on the web site for the other Board members to view as needed.

### **Inventory Of Copies Of Chapter Manual**

- Copy 1 - President
- Copy 2 - Vice-President/President Elect
- Copy 3 - Past President
- Copy 4 - Treasurer
- Copy 5 - Secretary
- Copy 6 & 7 - Members-at-Large (2)
- Copy 8 - Archivist

### ***Membership Committee Chair (0604)***

#### **Appointed/Elected**

- Appointed by the president (Bylaws, Art. III, Sec. 1)

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const., Art. VI, Sec. 1)

#### **Term Of Office**

- Corresponds to that of the president (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

#### **Principal Function**

- To promote membership in the Chapter and maintain records of the membership (Bylaws, Art. III, Sec. 1).

#### **Calendar**

- See Chapter Calendar.

#### **Reports Required**

- Verbal reports and written statistical reports at each Board meeting.
- Written annual report (sent to president).

#### **Appointments Or Recommendations For Appointment Made By This Position**

- Recommends to president appointees for the membership committee.
- All committee members must be Chapter members (Bylaws, Art. III, Sec. 5).

NOTE: Chapter president is member ex officio (Bylaws, Art. III, Sec. 6).

### **Meetings Expected To Attend**

- All meetings of the Membership Committee.
- Board meetings.
- Chapter conferences.

### **Records To Be Passed**

- Control of membership files.
- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 1).
2. Maintain membership records, noting which members are national members and which are local members. NB: only individuals, not institutions, can be members (Const., Art. V, Sec. 4)
  - a. Member information is added to a current database.
  - b. New names are added upon receipt of dues and applications (local members) or notification from ACRL national headquarters (national members).
  - c. Names are deleted or addresses changed on notification from ACRL, receipt of post office change of address cards, communications from members, or (for local members, in early February) non payment of annual dues.
3. Welcome/confirm new national members to the Chapter, in the name of the Chapter president.
4. Forward local members' checks for dues to the treasurer for deposit. Include inventory of checks sent and keep extra copy.
5. Provide mailing labels as needed. Forward bills, attached to a Chapter voucher, to the president for counter signing and forwarding to the treasurer.

NB: The Chapter mailing list includes the full membership plus all New England institutions which are ACRL national members, plus miscellaneous other categories. The Board voted (2003) not to sell or otherwise provide the Chapter mailing list to other organizations. However, the Chapter will post announcements from those organizations to our listserv.

- a. Mailing label runs may be needed for program mailings.
  - b. Listings of members (not the full mailing list) may be requested by Board members for Chapter purposes at any time. The chair of the Nominating Committee may also request listings of members for Chapter purposes.
6. Conduct necessary correspondence with ACRL national regarding lists of ACRL national members, membership brochures for displays, etc.
  7. Co operate with ACRL national in efforts to increase ACRL membership. Usually, ACRL has a membership committee and a representative in N.E. with whom the Chapter should work closely.

8. Follow up with individuals who drop national ACRL membership to see if they will consider local membership.
9. In August, request from the Board a decision on the membership fee to be charged local members in the next calendar year.
10. Provide a local membership application form on the NEC website and for on demand hand out. Work with the Communications Committee Coordinators to ensure uniformity of format and logos. Substantial revisions should be presented to the Board for consideration. (See form on website)
11. Prepare membership materials for the Chapter's conferences to promote membership. See that membership materials are available at other regional conferences (e.g., NELA, MLA, CLA, NETSL, NHLA, NELINET, etc.).
  - a. Coordinate with the Chapter's Communications Committee Coordinators and the Member-at-Large on preparing and scheduling displays and promotional materials
  - b. Coordinate with ACRL national or its N.E. membership representative on incorporating national ACRL promotion.
12. Write occasional membership articles for Newsletter.
13. Compare NELA membership list with the Chapter list every 2-3 years. Invite non-ACRL/NEC NELA members to join.
14. With Appropriate Board Members, Contact Library School Students At Simmons, URI, SCSU, To Promote Membership. Annually, Working With The Member-At-Large, Make Contact By Letter; Periodic Contact Can Be Made In Person At Relevant Events.
15. Send Invitations To Non-Member Conference Attendees To Join The Chapter.
16. Send Renewal Notices In Late November To Local-Only Members. Delete Them From Database If No Response By Early February.
17. Encourage Board To Act As Membership Liaisons At Regional Events.
18. Receive Membership And Program Registration Lists From Sigs On An Annual Basis (Usually January).

### **Committee History Note**

Prior to the 1978 79 Chapter year, the maintaining of membership records was part of the job of the Secretary Treasurer. During that year, an incumbent Member at Large was asked to take on the membership responsibility and to make recommendations for the procedures for future membership committees. The Membership Committee was established by Board vote on March 9, 1979 and became a standing committee in 1982.

### ***Communications Committee (1305)***

#### **Appointed/Elected**

- Up to 7 members appointed by the president (Bylaws, Art. III, Sec. 1).
- Co-chairs appointed by president
- The Member-at-Large (2<sup>nd</sup> Position) and the Chapter Archivist serve as members of this Committee.

## **Membership Qualifications**

- Chapter member, who need not be a member of ACRL national (Const., Art. VI, Sec. 1).

## **Committee Duties**

To develop and maintain sufficient redundancy in fulfilling committee functions as follows:

- Server administration
- Drupal administration (requires Drupal experience), including account administration
- Communications manager
- Events management
- Training and documentation (requires training experience)
- Marketing and outreach

At least two committee members shall be responsible for maintaining all pages of the Chapter's web site, two committee members shall be responsible for maintaining Chapter listservs and participate in the conference planning committee, and two committee members shall be responsible for marketing and outreach.

## **Terms Of Office**

- Corresponds to that of the president.
- May be reappointed by succeeding president(s).

## **Principal Functions**

### General

- To design, implement, maintain and secure the Chapter's web site, including committee and interest group pages, links, etc.
- To assist in assuring all materials produced by any committee, interest group, workshop or other activity carry accurate and full Chapter identification and are as uniform as possible as to logos, attribution, and other Chapter branding.
- To create and maintain recruitment and informational brochures.
- To publicize and promote activities of the Chapter, in collaboration with SIGs and other as appropriate.
- To recommend to the Board appropriate formats and designs for communications.
- To manage virtual meeting technology.
- To coordinate the Chapter email list for the Board (acrlnec.board) as well as lists for chapter membership (ACRLNEC.news) and jobs (ACRLNEC.Jobs) with the Member-at-Large.
- To develop and maintain regular back-ups of Chapter web site, including creating and updating documentation posted to the Board site regarding such work.
- To train and support Board members to post information and documents to the Chapter's web pages.

Specific

- Server administration
  - Write custom code as needed.
  - Troubleshoot and resolve problems with web site.
  - Manage set-up and configuration issues with hosting service.
  - Complete renewals of domain and accounts for hosting service.
- Drupal administration
  - Manage updates for Drupal, generally updates for core, modules, and themes.
  - Manage configuration and set-up of all sites
  - Manage user accounts for all sites.
  - Update/review content.
  - Set-up login accounts for all sites
  - Troubleshoot and resolve problems with web site in collaboration and coordination with server administrator.
- Communications
  - Approve messages on ACRL-NEC news, board, and jobs listservs.
  - Work with Events and Finance Manager to oversee/maintain functionality of calendar/events on Chapter site.
- Events and Finance
  - Check, verify, and archive payments in Google Checkout.
  - Manage EventBrite.
  - Provides annual event registration statistics report to the Board.
  - Serves on/collaborates on Conference Planning Committee.
  - Works with Communications manager to oversee/maintain functionality of calendar/events on Chapter web site.
  - Inform Membership Committee of memberships paid.
  - Inform Conference Planning Chair and Treasurer/Treasurer-elect when vendors submit sponsorship payments.
- Training and documentation
  - Providing training.
  - Develop and update documentation.
  - Work with Archivist on systematizing/optimizing documentation for feasible preservation and discovery.
- Archivist
  - Maintain regular back-ups.
  - Works with Training and Documentation Manager on systematizing/optimizing documentation for feasible preservation/discovery.
- Marketing and outreach
  - Maintains social media content (though all members will have access to post): Facebook, Flickr (not Twitter).
  - Works with Membership Committee on recruitment strategies including brochures, web sites, makes recommendations to Communications Manager for outreach.
  - Oversees consistency in branding across SIG sites, Chapter publications, etc.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal reports at Board meetings.
- Written annual report sent to president.

### **Appointments Or Recommendations For Appointment Made By This Position**

- None.

### **Meetings Expected To Attend**

- Board meetings.
- Chapter Conferences.
- Other Chapter activities and programs if possible.

### **Records To Be Passed**

- Templates or scripts likely to be of use to successor, as soon as possible after successor assumes position.

### **Newsletter History Note**

The first newsletter (COE: Continuing Opportunities for Education of New England College & Research Librarians) was distributed by Tom Cahalan in April 1974. As President, Diane Lutz prepared and mailed issues numbered 1 4 (1976 77) of do you know that .... Beginning in June 1977, it was retitled ACRL New England Chapter NEWS. The nameplate currently in use was prepared by Malcolm Hamilton, and an editor was appointed at the same time.

ISSN 0136 7762 was assigned to the newsletter in 1978. Computer typesetting began with issue 21 in 1981. The first photographs were published in honor of the tenth anniversary celebration in December 1983. The committee became a standing committee in 1982. The first electronic newsletter appeared in the Fall, 1999 (#85) and last printed newsletter was the Winter, 1999 issue (#89).

### **Web Site Policy**

#### Policy Purpose

The purpose of the defined permissions, roles, and look and feel is to ensure a consistent brand is presented to the general public as well as our membership.

### Permissions

The following individuals will have full permissions to access hosting service accounts (Bluehost) and content management system administration (Drupal).

- President
- President Elect
- Server admin
- Drupal admin
- Communication Chair(s) if different from admins

Access to server including file uploads using sftp will be restricted to the above roles. Other content managers can upload files through Drupal module. General content managers will only allowed to add content with a filtered html editor. The drupal admin will have responsibility for testing and applying full html code, javascript, php and other coded features.

### ACRL NEC Main Site

- All board members and president's designees will be provided with instruction and rights to add events and announcements
- Drupal Administrator and assignee(s) will be provided permissions and training to manage all content on the site
- Content Type
  - Announcements/Events - ACRL NEC events and announcements will be posted and events and announcements advertising professional opportunities for academic libraries.
  - All other content will be related to the activities and mission of ACRL NEC

### ACRL NEC Board Site (Intranet)

- All board members the president's designees will have access to the site

### SIGS

- Color scheme and font consistency throughout all portions of the site
- Use of the logo prominently and consistently displayed
- Consistent link and location back to the home ACRL NEC page
- SIGS responsible for all page content and localized menu structure
- SIG chairs or designee will be provided training on managing their content, structure and menu

### Who can submit material?

- Any ACRL/NEC member, provided that the material submitted meets the guidelines for formatting and for content.



- Items for the calendar may be submitted by any individual; decisions regarding inclusion in the calendar are the responsibility of the person maintaining that page.

#### Universal Access

Submissions should be accessible to all potential readers, including individuals with visual and hearing impairments. All information must be expressed in text form, including links; if images are included, please provide a text description of the image and its function via the <alt> tag. If image maps, multimedia, or scripting languages are used for either functional or aesthetic reasons, please provide an alternate page.

#### **Communications Committee Coordinators History Note (0707)**

Responsibilities and duties stem from previous Publicity Committee Chair, Publication Committee Chair, and Webmaster roles that were reorganized to reflect:

- shift to electronic communication as norm, replacing print/surface mail communications;
- strength of SIGs and membership coordinator and their own channels of publicity/communications.

In April 2004, through a bylaws amendment, the Communications Committee succeeded the Publications and Newsletter Committee and the Publicity Committee, both of which then ceased to exist.

Responsibility for recommending action on the Salary Survey every two years on even years was eliminated in 2006 when the Board determined that it was no longer feasible or necessary to have the survey conducted.

#### ***Scholarship and Awards Committee Chair (0910)***

##### **Appointed/Elected**

- Appointed by the president (Bylaws, Art. III, Sec. 1).

##### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const., Art. VI, Sec. 1).

##### **Term Of Office**

- Corresponds to that of the president (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

##### **Principal Function(s)**

- Award scholarships and awards as approved by the Board (Bylaws, Art. III, Sec. 1).

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal reports and written statistical reports at each Board meeting.
- Written annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Recommends to president appointees for the Scholarship & Awards Committee.
- All committee members must be either national or local Chapter members (Bylaws, Art. III, Sec. 5).

NOTE: Chapter president is member ex officio (Bylaws, Art. III, Sec. 6).

### **Meetings Expected To Attend**

- All meetings of the Scholarship & Awards Committee.
- Board meetings.
- Chapter conferences.

### **Records To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 1).
2. Evaluate and update, as needed, the scholarship/award application forms with committee members. (September-October).
3. Determine a date in February for the application deadline.
4. Work with ACRL/NEC webmaster in posting forms on the ACRL/NEC web page. (October).
5. Advertise the availability of scholarships and awards, utilizing the assistance of other ACRL/NEC Committees and Board Members. (Late October-November).
6. Review applications with committee members and check that applicants are Chapter members. (February-March) .
7. Make decisions with Committee on all scholarship and awards winners. (March).
8. Communicate names of winners to ACRL/NEC President. (March) President notifies winners.

9. Facilitate communication between Best Paper and CE award winners and the ACRL/NEC Treasurer so that paperwork for checks is completed before the ACRL/NEC Annual Conference. (April/May).
10. Complete scholarship/award certificates for winners and handouts detailing winners prior to the ACRL/NEC Annual Conference. (April/May) President formally presents awards at the Annual Conference.
11. See that publicity on winners is published in Chapter Newsletter and on Chapter web page. (Summer).

### **Committee History Note**

The Ad Hoc Scholarship & Awards Committee was formed in 2006 to begin work on the development of scholarships and awards. The first winners were selected in 2008 and presented at that year's ACRL/NEC Annual Conference. At its meeting on November 6, 2008, the Board of Directors approved changing the committee's status from ad hoc to standing committee. The required Amendment to the Chapter Bylaws was ratified by the membership in March 2009.

### ***Finance Committee (1202)***

#### **Appointed/Elected**

- Appointed by the president (Bylaws, Art. III, Sec. 1).
- The committee will be comprised of three members:
  - A member of ACRL/NEC with knowledge of finance or willingness to acquire the necessary skills through active participation in the committee.
  - A past-treasurer of ACRL/NEC.
  - A past-president of ACRL/NEC.

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const., Art. VI, Sec. 1).

#### **Term Of Office**

- Corresponds to that of the president (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

#### **Principal Function(s)**

- To serve as financial advisor(s) to the Chapter Treasurer to facilitate sound fiscal management of the Chapter's funds.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal reports at Board meetings.
- Written annual report (sent to President).

### **Appointments Or Recommendations For Appointment Made By This Position**

- None.

### **Meetings Expected To Attend**

- All regular ACRL/NEC finance meetings.
- Board meetings, if requested by the president and the Board.
- Chapter conferences.

### **Records To Be Passed**

- None.

### **Specific Duties**

1. Assist treasurer (and treasurer-elect if office is filled) in developing a 3-year strategic plan.
2. Assist treasurer in developing annual budget.
3. Work on special projects as requested by the Board and make recommendations based on project outcomes to the Board to ensure sound fiscal management of Chapter funds.

## ***Leadership Development Committee (1202)***

### **Appointed/Elected**

- Appointed by the president (Bylaws, Art. III, Sec. 1).

### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const., Art. VI, Sec. 1).

### **Term Of Office**

- Corresponds to that of the president (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

### **Principal Function(s)**

- To carry out long range planning on the leadership development needs of the membership (Bylaws, Art. III, Sec. 1).

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Written, digital or verbal reports at Board meetings.
- Written annual report (sent to President).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Informs president of committee members.
- Committee members may be either national or local Chapter members (Bylaws, Art. III, Sec. 5).

NOTE: Chapter president is ex officio member (Bylaws, Art. III, Sec. 6).

### **Meetings Expected To Attend**

- Leadership Development Committee meetings.
- Board meetings.
- Chapter conferences.

### **Records To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position
- Material of historical value should be appropriately archived.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 2).
2. Identify and evaluate the leadership development needs of the members through surveys and other means.
3. Develop programming consistent with the findings above.
4. Identify leadership content that is based in research and broadly applicable.
5. Deliver accessible and affordable leadership and advocacy programming regionally.
6. Seek opportunities for collaboration.

### **Committee History Notes**

In spring 2008, the chapter conducted a survey of the membership to determine the current interest level in existing and potential special interest groups (SIGs). Leadership and management was listed as a potential area and received significant interest from respondents. Rather than simply form a new SIG, the chapter president proposed developing a series of programs for early to mid-career librarians, paraprofessionals, and information technology professionals, in order to foster leadership development within our region. Those members attending the chapter's leadership and management programs would form a cohort and go on to be the nucleus of the new SIG.

Several options for leadership development already exist within the region including the ACRL Harvard Leadership Institute, NELA's New England Library Leadership Symposium, and the Library Leadership Massachusetts Institute. Each of these is a residential, multi-day (3.5 days to 6 days) program that is not accessible to all members because of the time or financial support required from the members' institution. A series of single day or possibly two day programs offered over the course of a year with much of the cost subsidized by the chapter would be more accessible to members. Attendees may be individuals who are not necessarily in administrative or management positions but rather leading from various areas within organizations or individuals who are not currently in administrative or management positions but would like to move into that career path or are interested in becoming active in leadership positions within local, regional, or national professional organizations.

The task force was charged with identifying key learning outcomes for programs, identifying presenters or facilitators for programs, developing the structure of program offerings, determining size of program and selection criteria for participation (if any), identifying host sites for programs, developing and presenting a budget to the ACRL/NEC board for approval, and working with the chapter's Continuing Education Committee to publicize and implement these programs.

A pilot program was held in April 2010 and feedback on this program indicated that there was sufficient interest to create additional programming. The Board voted to create an *ad hoc* Leadership Development Committee in August 2010 to continue this work. Two additional programs were held in 2011 and attendees were surveyed to determine both satisfaction with the workshops as well as future programming needs. The Leadership Development Committee became a standing committee in 2011.

## **IV. Other Appointees**

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### ***Nominating Committee Chair (0604)***

#### **Appointed/Elected**

- Past-Past-President; Appointed by the Board (Bylaws, Art. II, Sec. 1).

#### **Membership Qualification**

- ACRL/ALA member (Bylaws, Art. II, Sec. 1).

#### **Term Of Office**

- Appointed annually (Bylaws, Art. II, Sec. 1).

#### **Principal Function(s)**

- To nominate candidates for Chapter officers and members at large (Bylaws, Art. II., Sec. 1).
- To conduct elections (Bylaws, Art. II, Sec. 6).

#### **Calendar**

- See Chapter Calendar.

#### **Reports Required**

- Report to the president the names of nominees.
- Verbal report of the election results at the annual business meeting.
- Written annual report, including ballot tallies (sent to president).

#### **Appointments Or Recommendations For Appointment Made By This Position**

- None (the 2 committee members as well as the chair are appointed by the Board. One of the committee members shall be the Past-President: Bylaws, Art. II, Sec. 1).

#### **Meetings Expected To Attend**

- All regular ACRL/NEC membership meetings.
- Meetings of the Nominating Committee.
- Board meetings, if requested by the president and the Board.
- Annual business meeting.

### **Records To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.

### **Specific Duties Of Nominating Committee Chair**

1. Share with Nominating Committee members the basic documentation received from the President:
  - a. ACRL/NEC Constitution and Bylaws.
  - b. Chapter manual pages describing positions to be filled.
  - c. List of current ACRL/ALA members of the Chapter.
  - d. List of local Chapter members.
  - e. List of individuals who have been active as officers or committee members in the past.
2. Convene as many meetings of the Nominating Committee as necessary. Meetings may be in the form of conference phone calls or via e-mail.
3. Prepare a slate of 2 candidates for each vacant elective position:
  - Vice President/President Elect = every year.
  - Secretary = every other year.
  - Treasurer = every other year (alternate from secretary).
  - 1 Member at Large = every year.
  - a. Give first consideration to individuals with proven interest in the Chapter.
  - b. Give consideration to representing various geographical regions, types of institutions, and functions within libraries.
4. Receive from each candidate by January 1<sup>st</sup> the following material:
  - a. A candidate statement confirming his/her willingness to participate in the election and how he/she would serve the Chapter while in office.
  - b. The completed candidate information form (available on the Chapter's website).
  - c. Optional: A head shot for the Chapter's website.
5. Prepare for the Chapter Web site, newsletter and/or listserv a notice of the names of those nominated and an invitation for written petitions adding names to the slate. (see Bylaws, Art.II, Sec. 2).
6. Prepare the text of the ballot for the election.
  - a. Include date by which ballots must be returned.
  - b. Include name and address to which ballots should be mailed.
7. Conduct the election:
  - a. Elections are conducted by mail or electronic mail as designated by the Board (Bylaws, Art. II, Sec. 4).
  - b. The ballot and vitae are usually published on the Chapter Web site in February.
  - c. The actual election will normally take place in March, with the results being announced by April 15th and at the annual business meeting.
8. Receive and count the ballots.



- a. NOTE: only individuals can be Chapter members (Const., Art. IV, Sec. 4) and entitled to a vote.
  - b. A simple majority decides the winner (Bylaws, Art. II, Sec. 5).
  - c. In case of a tie, the members of the Nominating Committee shall each cast a secret ballot, in writing, which shall be sent to the president. (Bylaws, Art. II, Sec. 5).
9. Report results of the election:
- a. By phone to the president and to the nominees in advance of the business meeting.
  - b. Via e-mail by April 15.
  - c. Verbally, to the membership at the annual business meeting.
  - d. In writing, to the president and the Board (with tallies).

### ***Chapter Auditor (0706)***

#### **Appointed/Elected**

- Appointed by the president.

#### **Qualification**

- A Chapter member who need not be a member of ACRL national. Not a chapter officer or otherwise currently active in Chapter affairs.
- Must have some understanding of basic bookkeeping.

#### **Term Of Office**

- Corresponds to that of President.
- May be reappointed by succeeding president.

#### **Principal Functions**

- To provide an independent review of the financial and accounting operations of the Chapter as a protective and constructive service to the Chapter memberships and officers.

#### **Calendar**

- See Chapter Calendar.

#### **Specific Duties Of Auditor**

1. Examines the Treasurer's accounts and records for accuracy and completeness.
2. Ascertains that generally accepted accounting procedures are being followed.
3. Recommends changes in accounting practices and in Chapter policies and procedures as necessary and appropriate.

## ***Archivist (0604)***

### **Appointed/Elected**

- Appointed by the President (Bylaws, Art. III, Sec. 2).

### **Membership Qualification**

- Member of the Chapter (Bylaws, Art. III, Sec. 5).

### **Term Of Office**

- Corresponds to that of the President (Bylaws, Art. V, Sec. 2).
- May be reappointed by succeeding president(s).

### **Principal Function(s)**

- To gather, organize and preserve the records and significant papers of the Chapter and to provide information from the archives at the request of the President or the Board.

### **Calendar**

- See chapter Calendar.

### **Reports Required**

- Verbal reports at Board Meetings.
- Written annual report (sent to President).

### **Appointments Or Recommendations For Appointment Made By This Position**

- None.

### **Meetings Expected To Attend**

- Board meetings (non-voting).
- Chapter Conferences.
- Chapter workshops and other programs, if possible.
- Annual business meeting.

### **Records To Be Passed**

- Storage boxes containing Chapter and NECL archives.

- Files / lists of active members.
- Archival supplies purchased with Chapter funds.
- Materials likely to be of use to successor, as soon as possible after successor is appointed.

### **Specific Activities Of Archivist**

1. Gather, organize and preserve all reports, papers, documents, and correspondence which provide a history of the development of the Chapter.
2. Gather or receive from all officers and committee chairs all materials deemed appropriate for the archives.
3. The archives should include, but not be limited to:
  - a. Constitution and Bylaws – copies of each revised edition.
  - b. Chapter Manual – Copies of each revised edition.
  - c. Minutes of Board, with attachments (i.e. Secretary's originals).
  - d. Annual reports of officers and committees.
  - e. Newsletter – copy of each issue.
  - f. Publicity mailings for all Chapter activities.
  - g. Publications of the Chapter.
  - h. Correspondence containing significant information about Chapter activities.
  - i. Copies of Chapter Web site created at regular intervals.
4. The archives should include only material of lasting value; the archivist has discretion to discard material not judged essential.
5. Purchase, with the consent of the Board, supplies of archival quality storage boxes, file folders, and other relevant materials. (0402)
6. Maintain files arranged (a) by name, and (b) by office and committee noting all Chapter members who have ever held positions as officers or been appointed to committees or special projects.
7. Preserve as a separate collection the archival material of the New England College Librarians (NECL) deposited with the Chapter in 1983.

### ***Ad Hoc Committee Chairs (0806)***

#### **Appointed/Elected**

- Appointed by the president (Bylaws, Art.III, Sec. 2).

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const., Art.VI, Sec.1).

#### **Term Of Office**

- Corresponds to that of the president (Bylaws, Art.III, Sec.3).
- May be reappointed by succeeding president(s).

**Principal Function(s)**

- To carry out the project with which the committee is charged.

**Calendar**

- See Chapter Calendar.

**Reports Required**

- Reports at each Board meeting (in person, in writing, or through liaison appointed by the Board).
- Written annual report (sent to president).

**Appointments Or Recommendations For Appointment Made By This Position**

- Recommends to president appointees for the committee.

**Meetings Expected To Attend**

- Meetings of the Ad Hoc Committee.

**Records To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.

***Special Interest Groups (SIGS) (1510)***

**Definition/Description Of Special Interest Groups**

- An interest group is a subset of ACRL/NEC formed to address particular interests in a certain area of librarianship, for example, library instruction or preservation.
- Interest groups run business meetings and hold programs of various kinds on a schedule determined by their membership. There are no fees or dues to belong to a SIG.

**Expectations / Requirements Of ACRL/NEC Special Interest Groups**

*Also see individual SIG Chair Responsibilities, ACRL/NEC Chapter Manual, [Sections IV:13-25](#).*

Organization

- Have a formally stated means of organization with election or appointment of SIG leadership approved by the Chapter Board.

- New SIG Chairs are appointed by the Chapter President and take office at the May Board meeting. Chairs may be elected or otherwise selected by SIG membership prior to appointment by the President.
- Interest groups should decide with their membership how many meetings and /or programs the SIG will run each year.
- Interest groups will share their membership and program registration lists with the ACRL/NEC Membership Chair on an annual basis (typically in January).
- SIG Chairs are expected to report in writing or via e-mail at Board meetings as appropriate.
- A report of SIG programs and activities should be submitted to the Communications Committee for inclusion in each issue of the online Newsletter (January, May, and September).
- Individual SIG web sites must be linked to and from the ACRL/NEC Chapter web site, regardless of where the site is hosted.

### Budget and Finances

Also see *Financial Information section of ACRL/NEC Chapter Manual*, [Section I:10-11](#).

- Each SIG is allotted up to \$1500.00 annually to offer programming. These funds belong to the Chapter, and all revenues or unexpended funds are the Chapter's to allocate as it sees fit.
- SIG program budgets with revenue or expenses exceeding \$1,000 or with program fees greater than \$20.00 must have advance approval of such program from the Board for date, cost and fees. The SIG must submit a program budget to the Board not less than twenty-one (21) days prior to the event date. Presenting the budget at the Board meeting is preferable, but if not possible, please send budget proposal to the Board list for discussion and request vote for approval.
- SIGs are expected, insofar as is possible, to recoup their programming costs through program registrations or other appropriate means.
- Requests for Advance Payment and Vouchers for reimbursement are forwarded to the ACRL/NEC President or Vice-President for approval and signature, along with the ***original*** receipts ***no later than two months following the program***.
- Approved requests are signed and paid by the Treasurer.
- All vouchers and "end of year" monies received must be accounted for and reported to the Treasurer in a timely fashion.

### SIG Chair(s) Orientation Checklist

- Meet with Treasurer to discuss:
  - Budget procedures.
  - Voucher Request procedure.
- Meet with the Communications Coordinators to review SIG web pages and publicity for updates/changes.
- Meet with Member at Large/ Listserv Manager:

- Posting to the various lists.
- Meet with Vice-President to discuss program planning.
- Meet with Membership Chair to discuss Chapter recruiting, current membership status of SIG members, member registration fees for programs, etc.
- Review Guidelines for SIG Program Planning ([Manual pp. IV:10-13](#)).

#### Dissolution (0708)

There may come a time when a SIG appears to be no longer active or not to be meeting a current need of Chapter members. To ensure that any SIG dissolution is accomplished with due consideration and to allow adequate time for SIG members to respond if they desire, the following steps should be taken in any contemplated dissolution:

1. If there has been no activity or participation by a SIG for a one-year period, the Board of Directors will notify the SIG of possible dissolution.
  - a. Activity may include programs, planning or other meetings by SIG officers or members, or the existence of a SIG chair.
  - b. Participation shall include attendance at Board of Directors meetings by the SIG chair or designee and reports from the SIG to the Board.
  - c. Notification may take the form of communications by the President to SIG members, announcements via the SIG mailing list and/or SIG webpage, if any, and/or the chapter listserv or newsletter, or such other means as determined by the Board or President.
  - d. Notification shall include a specified time period within which activity or participation must occur in order for the SIG to continue in existence.
  - e. The Board may make such additional notifications as it feels is necessary to accomplish its purpose.
2. If no activity or participation by the SIG occurs within the time specified by the Board, then the Board will assume that the SIG no longer meets members' needs.
3. The Board will then vote as to the dissolution of the SIG. A 2/3 majority if the Board is required for dissolution. (Bylaws, Art. III, Sec. 8).

#### ***Guidelines for SIG Program Planning (1103)***

NOTE: Guidelines for Chapter Conference Planning are located at [p. II:8](#).

These guidelines represent what has been found to work well in planning programs and are meant to be a resource to SIG planners.

#### **1. Planning Committee**

- Form a planning committee from interest group membership or other interested volunteers.
- Establish means of conducting your business, e.g. email, wiki, meetings after Board meetings, etc.
- Establish roles, responsibilities and timelines.

## 2. Date And Location

- Choose date for meeting, considering:
  - Other events already planned (consult Chapter's Calendar of Events on website); likely weather conditions.
- Choose location for meeting, considering:
  - Proximity to likely audience; access to parking; ease of transportation for attendees and speakers; food/catering availability; cost (whenever possible use academic library contacts to obtain no-cost sites); anticipated attendance and room capacity.
- Notify Board of date and location *as soon as you've determined them*.

## 3. Theme And Speakers

- Establish the topic for the meeting.
- Consider if another SIG would be a logical co-sponsor, and make contacts as appropriate.
- Make prioritized list of potential speakers and contact them regarding interest and availability. Consider costs of "signing" speaker (*see Budget and Finances below*).
- Determine travel and funding requirements of speakers (*see Guidelines RE: Honoraria & Reimbursements for Participating in Chapter Conference online in the Chapter Manual*).
- Determine schedule of events.
- Write brief description of program and distribute on mailing lists, SIG web page, etc.

## 4. Contracts And Insurance

- Determine if host site requires a contract and if so, get copy and send to President for review and signature *as soon as possible*.
- NOTE: The Board does carry Liability Insurance. Some sites require proof of this, and/or to be named as co-insured. The President needs to know this so s/he can work with Board's insurance agent to acquire additional insurance or arrange for notification.

## 5. Food

- Contact catering manager.
- Review menu options, prices and make selections.
- Determine schedule for placing order and final count notification.
- Establish billing and payment procedures (*see Budget and Finances below*).
- Inquire about attendee dietary restrictions and make accommodations.

## 6. Rooms, A/V, Logistics, Ada Compliance, Etc.

- If possible, visit meeting site.
- Determine audio and network requirements.
- Consider arrangements for teleconferencing, blogging, etc.

- Determine layout of seating, refreshments, registration, etc.
- Consider ADA accessibility and inquire about attendee needs.
- Plan for handouts, membership materials, etc.
- Arrange for someone to take digital pictures of event.
- Produce and place directional signs for day of event.

## 7. Budget And Finances (1208)

- Prepare a budget:
  - Calculate costs for speakers (travel, lodging, honorarium, etc.), host site, A/V, supplies, food.
  - Calculate income from registration fees and/or portion of SIG allocation from Board (up to \$1500/year). Set registration fee with intent to at least recover costs of program.
- Vendor sponsorship is always sought for annual conference. If seeking vendor sponsorship for SIG program, be mindful of priority for annual conference and consult with annual conference program planning chair (Vice President/President-Elect). (See [Manual I:12](#) for chapter-sponsor relationships).
- Notify the Board of any opportunities or discussions that arise concerning joint sponsorship or in-kind contributions. (See [Manual I:13](#) for cosponsorship of programs).
- If the anticipated *revenue or expenses* exceed \$1,000 OR you intend to charge a registration fee of \$20.00 or more, you must present a budget to the Board for approval at least *forty-five (45) days* prior to the event. Presenting the budget at the Board meeting is preferable, but if not possible, please send budget proposal to the Board list for discussion and request vote for approval.
- Prepare for advance payments or reimbursements:
  - If paying honoraria, get speaker's social security number and mailing address.
  - Collect all original receipts/invoices for expenses.
  - Complete Request for Payment form - available online from Chapter Manual under Treasurer's section. Sign form and send it with receipts to President for signature. President will then send it to Treasurer who will "cut the check" and send it to recipient.
- If collecting registration fees, complete a Report of Money Receipts form – available online from Chapter Manual under Treasurer's section. Get verification and signature from second person. Send or deliver form and monies to Treasurer.
- NOTE: ACRL/NEC is legally defined as a non-profit organization. Its Federal Employer Identification Number is available in the SIG Program Planning Guidelines posted on the Board's wiki. The Chapter is incorporated in Massachusetts and may be exempt from sales taxes on food and services purchased in Massachusetts. Check Massachusetts Department of Revenue for current regulations [<http://www.mass.gov/?pageID=dorhomepage&L=1&L0=Home&sid=Ador>].



## 8. Registration

- Develop form and protocol for registration.
- Designate person as recipient of registration forms and collector of monies (*see Budget and Finances above*).
- Request ADA needs and dietary restrictions from registrants.
- Determine refund policy when collecting registration fees and include policy with forms, publicity, etc.

## 9. Publicity

- Early and often:
  - As soon as you've determined substantive details (date, location, speakers, registration dates, etc.) of the program, post them to the Board list, the Chapter membership list, your SIG web site, your SIG mailing list, etc.
  - People who especially need to know are the Webmaster, the Member-at-Large who puts out the calendar listing, the Treasurer and other SIG chairs
  - Help both potential attendees and your fellow Chapter interest groups plan for your event and others!

## Acknowledgements

- At the program, recognition of program planners, host, vendors and any other supports is good form
- After the program, letters of thanks to speakers and host is also good form

## If You Have Questions Or Doubts

- Consult the Chapter Manual - <http://www.acrlnec.org/sites/default/files/manual.pdf>.
- Contact the Chapter President and/or Treasurer.

## History

The guidelines were developed through the experiences of SIG chairs and members and Board officers, primarily the president and treasurer. Christine Turner expanded guidelines created by Nancy George and Marilyn Steinberg that were used at the Board's annual retreat that serves as a time to introduce new Board members to chapter plans, practices, etc. The guidelines were added to the Chapter Manual in Summer 2007.

## *New England Library Instruction Group (NELIG) Chair (0604)*

### Appointed/Elected

- Appointed by the President (Bylaws, Art. III, Sec. 8).

### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const., Art. VI, Sec. 1).

### **Term Of Office**

- Corresponds to that of the president (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

### **Principal Function(s)**

- To promote information literacy programs in New England academic libraries.
- To facilitate the sharing of information, techniques, and materials developed to support information literacy.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal or e-mail reports at each Board meeting.
- Written annual report (sent to President).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Has the option of appointing a vice chair. Recommends successor to the President.

### **Meetings Expected To Attend**

- NELIG meetings and programs.
- Board meetings (voting member).
- Chapter conferences.

### **Records And Property To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed to archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const. Art. VI, Sec. 2).
2. From the NELIG committee members, select individuals to chair the various subcommittees created to carry out NELIG's goals.

3. Present to the Board proposals for programs or workshops.
  - a. As the person responsible for all Chapter programs, the vice president should be kept informed of NEBIC plans in advance.
  - b. Coordinate with the Chapter Communications Coordinators to ensure that all flyers, letters, and program materials are as consistent as possible with other Chapter materials.
4. Notify current Board members and Communications Coordinators of all interest group activities.
5. Present to the Board any financial proposals, such as fees to be charged for workshops or programs, printing of directories or announcements, or construction of displays.
  - a. Send all bills or requests for reimbursement, attached to Chapter vouchers, to the President for countersigning and forwarding to the Treasurer.
  - b. Send all checks or cash collected to the Treasurer for deposit.
6. Maintain updated list of members of the interest group. Send a copy of this list each year at the end of January to the Membership chair so that it may be used for recruitment purposes.
7. Submit report(s) of interest group meetings or activities to the Communication Committee Coordinators for posting on the Chapter Web site.

### **Committee/SIG History Note**

In 1974 an ad hoc committee of New England librarians who saw a need for a local clearinghouse for B.I. materials established the New England Bibliographic Instruction Collection at Simmons College. By 1976, the committee was also engaged in other activities designed to encourage B.I. in N.E. academic libraries. In November of that year, the committee formally proposed affiliation with the Chapter as a special committee. NEBIC became a standing committee of the Chapter in 1982. In 1988, the Board recognized the steady growth of membership participation in chapter activities by providing a formal structure for interest groups, and NEBIC became the historically premier interest group at that time.

In the spring of 2001, the Board voted to change the official name of the interest group to NELIG.

In spring 2006, chairs of SIGs were made voting members of the Board of Directors.

### ***Electronic Resources Management Interest Group Chair (1301)***

#### **Appointed/Elected**

- Appointed by the President (Bylaws, Art. III, Sec. 8)

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const, Art. VI, Sec. 1).

### **Term Of Office**

- Corresponds to that of the President (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

### **Principal Function(s)**

- To promote quality programs in all areas of serials and electronic resources.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal or e-mail reports at each Board meeting.
- Written annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Has the option of appointing a vice chair or co-chair. Recommends successor to the President.

### **Meetings Expected To Attend**

- Electronic Resources Management IG meetings and programs.
- Board meetings.
- Chapter conferences.

### **Records And Property To Be Passed**

- Electronic Resources Management IG membership files.
- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 2)
2. Maintain updated list of members of the interest group. Send a copy of this list each year at the end of January to the Membership Chair so that it may be used for recruitment purposes.
3. Set up planning meetings for regional workshops for discussion of common concerns.
4. Present to the Board proposals for programs or workshops.
5. Request funding from the Board as needed for workshop activities.

6. Coordinate with the Chapter Communications Coordinators to ensure that all flyers, letters, and program materials are as consistent as possible with other Chapter materials.
7. Notify current Board members, and Communications Coordinators of all interest group activities.
8. Send all bills or requests for reimbursement, attached to Chapter vouchers, to the President for countersigning and forwarding to the Treasurer. Send all checks or cash collected to the Treasurer for deposit.
9. Submit report(s) of interest group meetings or activities to the Communication Committee Coordinators for posting on the Chapter Web site.

### **Committee/SIG History Note**

The first meeting of this IG was held on Oct. 16, 1985 at Clark University, Worcester. Twenty librarians met to discuss the expectations of the group and to structure activities for the year. Since then, several workshops have been sponsored by the committee or working with the Serials Special Interest Group.

In spring 2006, chairs of SIGs were made voting members of the Board of Directors.

A change in name from Serials IG to Serials and Electronic Resources IG was suggested by the Co-Chairs at the Board Retreat on June 16, 2008. The change was approved at the Board Meeting on August 1, 2008.

A change in name from Serials and Electronic Resources IG to Electronic Resources Management IG was suggested by the Co-Chairs at the Board Meeting on January 7, 2013. The change was approved at the same Board Meeting.

## ***Collection Development Interest Group Chair (0604)***

### **Appointed/Elected**

- Appointed by the President (Bylaws, Art. III, Sec. 8).

### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const, Art. VI, Sec. 1).

### **Term Of Office**

- Corresponds to that of the President (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

**Principal Function(s)**

- To facilitate the sharing of information, policies, techniques, and materials used in collection development in colleges and universities.

**Calendar**

- See Chapter Calendar.

**Reports Required**

- Verbal or e-mail reports at each Board meeting.
- Written annual report (sent to president).

**Appointments Or Recommendations For Appointment Made By This Position**

- None.

**Meetings Expected To Attend**

- Collection Development IG meetings and programs.
- Board meetings.
- Chapter conferences.

**Records And Property To Be Passed**

- Collection Development IG membership files.
- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed archivist.

**Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 2).
2. Maintain updated list of members of the interest group. Send a copy of this list each year at the end of January to the Membership Chair so that it may be used for recruitment purposes.
3. Set up planning meetings for regional workshops for discussion of common concerns.
4. Present to the Board proposals for programs or workshops.
5. Request funding from the Board as needed for workshop activities.
6. Coordinate with the Chapter Communications Coordinators to ensure that all flyers, letters, and program materials are as consistent as possible with other Chapter materials.
7. Notify current Board members, and Communications Coordinators of all interest group activities.

8. Send all bills or requests for reimbursement, attached to Chapter vouchers, to the President for countersigning and forwarding to the Treasurer. Send all checks or cash collected to the Treasurer for deposit.
9. Submit report(s) of interest group meetings or activities to the Communications Committee Coordinator for posting on the Chapter Web site.

### **Committee/SIG History Note**

In response to a proposal from the University of Connecticut, Storrs, for a special interest group to focus on collection development, on June 4, 1985 the ACRL/NEC Board of Directors approved the formation of the Collection Development Interest Group.

In spring 2006, chairs of SIGs were made voting members of the Board of Directors.

## ***Women & Gender Studies Interest Group Chair (1411)***

### **Appointed/Elected**

Appointed by the President (Bylaws, Art. III, Sec. 8)

### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const, Art. VI, Sec. 1).

### **Term Of Office**

- Corresponds to that of the President (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

### **Principal Function(s)**

- To provide Women & Gender Studies librarians, and others, with an opportunity to meet, share information and form professional networks. Of interest are collection building, research instruction, reference and resources sharing in Women & Gender Studies.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal or e mail reports for each Board meeting.
- Written annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Has the option of appointing a vice chair or other IG officers. Recommends successor to the President.

### **Meetings Expected To Attend**

- Women & Gender Studies IG meetings and programs.
- Board meetings.
- Chapter conferences.

### **Records And Property To Be Passed**

- Women & Gender Studies IG membership files.
- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 2).
2. Maintain updated list of members of the interest group. Send a copy of this list each year at the end of January to the Membership Chair so that it may be used for recruitment purposes.
3. Plan IG programs or workshops on Women & Gender Studies topics selected by the membership.
4. Present to the Board proposals for programs or workshops.
5. Request funding from the Board as needed for workshop activities.
6. Coordinate with the Chapter Communications Coordinators to ensure that all flyers, letters, and program materials are as consistent as possible with other Chapter materials.
7. Notify current Board members, and Communications Coordinators of all interest group activities.
8. Send all bills or requests for reimbursement, attached to Chapter vouchers, to the President for countersigning and forwarding to the Treasurer. Send all checks or cash collected to the Treasurer for deposit.
9. Submit report(s) of interest group meetings or activities to the Communications Committee Coordinators for posting on the Chapter Web site.

### **Committee/SIG History Note**

In the spring of 1991, Wendy Thomas (Schlesinger Library) and Alexa Mayo (College of the Holy Cross) independently expressed to the ACRL/NEC Membership chair an interest in creating an interest group in Women's Studies. In January of 1992, the Board voted and approved the formation of the Women's Studies Special Interest Group. The first meeting was held at the Schlesinger Library on April 10<sup>th</sup>, 1992.



In spring 2006, chairs of SIGs were made voting members of the Board of Directors. The name of the SIG was changed to Women & Gender Studies Interest Group at the November 14, 2014 meeting of the chapter Board of Directors.

### ***Information Technology Interest Group Chair (0604)***

#### **Appointed/Elected**

- Appointed by the President (Bylaws, Art. III, Sec. 8).

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const, Art. VI, Sec. 1).

#### **Term Of Office**

- Corresponds to that of the President (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

#### **Principal Function(s)**

- To promote quality programs and facilitate information sharing on the issues of implementation, support, training, and use of information technology in libraries.

#### **Calendar**

- See Chapter Calendar.

#### **Reports Required**

- Verbal or e mail reports for each Board meeting.
- Written annual report (sent to president).

#### **Appointments Or Recommendations For Appointment Made By This Position**

- Has the option of appointing a vice chair or other IG officers. Recommends successor to the President.

#### **Meetings Expected To Attend**

- Information Technology IG meetings and programs.
- Board meetings.
- Chapter conferences.

### **Records And Property To Be Passed**

- Information Technology IG membership files.
- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 2).
2. Maintain updated list of members of the interest group. Send a copy of this list each year at the end of January to the Membership Chair so that it may be used for recruitment purposes.
3. Plan IG programs or workshops on information technology topics selected by the membership.
4. Present to the Board proposals for programs or workshops.
5. Request funding from the Board as needed for workshop activities.
6. Co ordinate with the Chapter Communications Coordinators to ensure that all flyers, letters, and program materials are as consistent as possible with other Chapter materials.
7. Notify current Board members, and Communications Coordinators of all interest group activities.
8. Send all bills or requests for reimbursement, attached to Chapter vouchers, to the President for countersigning and forwarding to the Treasurer. Send all checks or cash collected to the Treasurer for deposit.
9. Submit report(s) of interest group meetings or activities to the Communications Committee Coordinators for posting on the Chapter Web site.

### **Committee/SIG History Note**

The Information Technology Interest Group was founded by Julie Linden (Yale) in 1998 to address issues surrounding the use of information technology in libraries.

In spring 2006, chairs of SIGs were made voting members of the Board of Directors.

### ***Access Services Interest Group Chair (0604)***

#### **Appointed/Elected**

- Appointed by the President (Bylaws, Art. III, Sec. 8).

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const, Art. VI, Sec. 1).

### **Term Of Office**

- Corresponds to that of the President (Bylaws, Art. III, Sec. 3).
- May be reappointed by succeeding president(s).

### **Principal Function(s)**

- To bring together, from all levels of library personnel, those who work in Access Services areas (Circulation, Distributed/Distance Learning, Document Delivery, ILL, Reserves, etc.) with the goal of sharing ideas and information.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal or e mail reports for each Board meeting.
- Written annual report (sent to president).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Has the option of appointing a vice chair or other IG officers. Recommends successor to the President.

### **Meetings Expected To Attend**

- Access Services IG meetings and programs.
- Board meetings.
- Chapter conferences.

### **Records And Property To Be Passed**

- Access Services IG membership files
- Material likely to be of use to successor, as soon as possible after successor assumes position.
- Material no longer in use but of historical value should be passed archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 2).
2. Maintain updated list of members of the interest group. Send a copy of this list each year at the end of January to the Membership Chair so that it may be used for recruitment purposes.
3. Plan IG programs or workshops on access services topics selected by the membership.

4. Present to the Board proposals for programs or workshops.
5. Request funding from the Board as needed for workshop activities.
6. Coordinate with the Chapter Communications Coordinators to ensure that all flyers, letters, and program materials are as consistent as possible with other Chapter materials.
7. Notify current Board members, and Communications Coordinators of all interest group activities.
8. Send all bills or requests for reimbursement, attached to Chapter vouchers, to the President for countersigning and forwarding to the Treasurer. Send all checks or cash collected to the Treasurer for deposit.
9. Submit report(s) of interest group meetings or activities to the Communications Committee Coordinators for posting on the Chapter Web site.

### **Committee/SIG History Note**

The Access Services Interest Group was founded in 2000 by Linda Roscoe of Lesley University, Linda Collins of Harvard University, and Ellen Royalty of University of Massachusetts-Boston. ASIG held its first meeting on January 12, 2001.

In spring 2006, chairs of SIGs were made voting members of the Board of Directors.

### ***Scholarly Communications Interest Group (SCIG) Co-Chairs (0807)***

#### **Appointed/Elected**

- Appointed by the President (Bylaws, Art. III, Sec. 8).

#### **Membership Qualification**

- Chapter member, who need not be a member of ACRL national (Const, Art. VI, Sec. 1).

#### **Term Of Office**

- One chair corresponds to that of the President. Other co-chair is on the off-year cycle, so that the two terms are staggered.
- May be reappointed by succeeding president(s).

#### **Principal Function(s)**

- To promote quality programs, information sharing and discussion about scholarly communication topics.
- To provide a community of interest to which questions about scholarly communication topics can be brought and ideas shared with colleagues at different institutions.

### **Calendar**

- See Chapter Calendar.

### **Reports Required**

- Verbal or e mail reports for each Board meeting.
- Written annual report (sent to President).

### **Appointments Or Recommendations For Appointment Made By This Position**

- Has the option of appointing a Program Planner. Recommends successor to the President.

### **Meetings Expected To Attend**

- Board meetings.
- SCIG meetings.
- Chapter conferences.

### **Records And Property To Be Passed**

- Material likely to be of use to successor, as soon as possible after successor assumes position.
- SCIG membership files.
- Material no longer in use but of historical value should be passed to archivist.

### **Specific Duties**

1. Serve on the Board of Directors as a voting member (Const., Art. VI, Sec. 2).
2. Maintain updated list of members of the interest group. Send a copy of this list each year at the end of January to the Membership Chair so that it may be used for recruitment purposes.
3. Set up planning meetings for regional workshops for discussion of common concerns.
4. Present to the Board proposals for programs or workshops.
5. Request funding from the Board as needed for workshop activities.
6. Appoint SIG member to Program Planner position and assist as needed.
7. Notify current Board members and Communications Coordinators of all interest group activities.
8. Coordinate with the Chapter Communications Coordinators to ensure that all flyers, letters and program materials are as consistent as possible with other Chapter materials.
9. Present to the Board any financial proposals, such as fees to be charged for workshops or programs.
  - a. Send all bills or requests for reimbursement, attached to Chapter vouchers, to the President for countersigning and forwarding to the Treasurer.
  - b. Send all checks or cash collected to the Treasurer for deposit.

10. Submit report(s) of interest group meetings or activities to the Communications Committee Coordinators for posting on the Chapter Web site.

### **Committee/SIG History Note**

The Scholarly Communication Interest Group was formed in the summer of 2008 by Marilyn Billings (University of Massachusetts at Amherst) and Carolyn Mills (University of Connecticut).

## **V. Chapter History**

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### ***Constitution Historical Version – April 2006 (0604)***

Date Text

1975 Article I. Name

07/01 Sec. 1. The name of this organization shall be the Association of College and Research Libraries/New England Chapter, Incorporated (hereinafter referred to as the Chapter).

(1975) (Sec. 1. The name of this organization shall be the Association of College and Research Libraries/New England Chapter.)

1975 Article II. Objectives

4/06 Sec. 1. The objectives of the Chapter shall be to provide opportunities for the professional growth of academic and research librarians and library staff by conducting workshops and arranging programs in the various areas of the region; to encourage the exchange of ideas and information relating to library development; to disseminate educational information oriented to academic and research libraries; and to support and participate in programs of other regional and local organizations in New England when appropriate, in order to promote and improve library service to the academic and research community.

(1975) Sec. 1. The objectives of the Chapter shall be to provide opportunities for the professional growth of academic and research librarians by conducting workshops and arranging programs in the various areas of the region; to encourage the exchange of ideas and information relating to library development; to disseminate educational information oriented to academic and research libraries; and to support and participate in programs of other regional and local organizations in New England when appropriate, in order to promote and improve library service to the academic and research community.

1975 Article III. Relationship to the Association of College and Research Libraries

- 4/06 Sec. 1. This body is an affiliate of the Association of College and Research Libraries, a division of the American Library Association. It operates in accordance with Article XV (Chapters) of the ACRL Bylaws and Chapter 2 (ACRL Chapters) of the ACRL's Guide to Policies and Procedures.
- (1975) (Sec. 1. This body is an affiliate of the Association of College and Research Libraries, a division of American Library Association. It is subject to Article IV (Chapters) of the ACRL Constitution and Bylaws as stated in Guidelines for ACRL Chapters approved by the ACRL Board of Directors, January 23, 1975.)
- 1975 Article IV. Membership
1. Sec. 1. ACRL members. ACRL members residing in New England or working in New England Libraries are considered to be Chapter members automatically and are not required to pay Chapter dues.
- 1975 Sec. 2. Non ACRL members. Any person interested in academic and research libraries and librarianship in New England may become a member by paying Chapter dues.
1. Sec. 3. Students. Students enrolled in library schools in New England may join the Chapter by paying dues established for student members.
- 1975 Sec. 4. Institutions. Chapter membership is limited to individuals.
- 1975 Article V. Officers
- 10/86 Sec. 1. Officers. The officers shall be a president, a vicepresident who is the president elect, a secretary and a treasurer. Officers shall be members of ACRL. Sec. 2. Terms. The officers shall be elected from the membership of the Chapter. The president and the vice president, who is the president elect, shall serve for one year. The secretary and the treasurer, elected in alternate years, each shall serve for two years.
- (10/77) (Sec. 2. Terms. The officers shall be elected from the membership of the Chapter. The president and the vice-president, who is the president, shall serve for one-year. The secretary/treasurer shall serve for two years.)
- (1975) (Sec. 2. Terms. The officers shall be elected from the membership of the Chapter. The president and the vice president, who is the president elect, shall serve for one year or until the successors are elected or qualified. The secretary and treasurer shall serve for two year terms providing for biennial rotation.)
- 4/06 Sec. 3. Duties. The duties of the officers shall be those which normally pertain to those officers, including those duties described in the Chapter Manual, except that the vice-president also has the responsibility for coordinating the development of the annual conference.
- (3/83) (Sec. 3. Duties. The duties of the officers shall be those which normally pertain to those officers, including those duties described in the Chapter Manual, except that the vice president also has the

responsibility for coordinating the development of major conferences, traditionally two each year.)

- (1975) (Sec. 3. Duties. The duties of the officers shall be those which normally pertain to those officers except that the vice president also has the responsibility for coordinating the development of workshops and programs.)
- 10/77 Sec. 4. Vacancies. A vacancy in the presidency shall be filled by the vice president. Replacements for other vacant offices shall be appointed by the Board of Directors.
1. Article VI. Board of Directors
- 4//06 Sec. 1. Composition. The Board of Directors shall consist of the officers of the Chapter, the past- president of the Chapter, the two members elected at large from the Chapter membership who need not be ACRL members, the chairs of the standing committees, the chairs of special interest groups of the Chapter, the Chapter Archivist, and the ACRL Legislative Network Representative. All members of the Board of Directors shall be members of the Chapter.
- (6/95) (Sec. 1. Voting members of the Board of Directors shall consist of the officers of the Chapter, the past president of the Chapter, and two members elected at large from the Chapter membership who need not be ACRL members. Non voting members of the Board shall consist of the chairpersons of standing committees, the chairs/liaisons of the special interest groups, and the archivist.)
- (3/91) (Sec. 1. Voting members of the Board of Directors shall consist of the officers of the Chapter, the past president of the Chapter, and two members elected at large from the Chapter membership who need not be ACRL members. Non voting members of the Board shall consist of the chairpersons of standing committees, the liaisons of the special interest groups, and the archivist.)
- (3/82) (Sec. 1. Members of the Board of Directors shall consist of officers of the Chapter, chairpersons of tanding committees, and two members elected at large from the Chapter membership who need not be ACRL members. All members of the Board except chairpersons of standing committees are voting members.)
1. (Sec. 1. Members of the Board of Directors shall consist of the Officers of the Chapter, the past president of the Chapter, chairpersons of standing committees, and two members elected at large from the Chapter who need not be ACRL members. All members of the Board are voting members.)
- 4/06 Sec. 2. Voting. All elected members of the Board of Directors, the past president, committee chairs, and special interest group chairs shall be voting members of the Board. The Chapter Archivist and ACRL Legislative Network Representative shall each be appointed by the president and shall be non-voting members of the Board.
- (3/91) (Sec. 2. Terms. The two elected members at large shall serve for two years, and shall be elected in alternate years. All non voting members shall serve for one year concurrent with the term of the president.)



- (10/77) (Sec. 2. Terms. The two elected members at large shall serve for two years, and shall be elected in alternate years. Chairpersons of standing committees shall serve for one year concurrent with the term of the president.)
1. (Sec. 2. Terms. The elected members of the Board of Directors shall serve for two years, or until their successors are elected or qualified, and shall be elected in alternate years.)
- 4/06 Sec. 3. Voting by Co-chairs. Should any standing committee or special interest group have more than one chair at a time (co-chairs), only one co-chair may vote on behalf of the standing committee or special interest group at a meeting of the Board of Directors.
- (3/83) (Sec. 3. Resignation. A member of the Board of Directors may resign by filing a written resignation with the Chapter president.)
- 4/06 Sec. 4. Proxies. A chair of a standing committee or a special interest group may designate a proxy to represent the committee or special interest group with voting privileges at a meeting of the Board of Directors.
- (3/83) (Sec. 4. Automatic Resignation. A member of the Board of Directors not present at two (2) consecutive meetings of the Board shall be deemed to have resigned from the Board. Reinstatement following automatic resignation may be made by a simple majority vote of the Board acting upon written application from the resignee.)
- 4/06 Sec. 5. Quorum. A quorum for Board of Directors meetings shall be a simple majority of the voting board membership, provided that at least four (4) of the elected members of the Board shall be present, and at least one of these shall be the president or vice-president.
- 4/06 Sec. 6. Electronic Voting. To facilitate the transaction of Chapter business between meetings of the Board of Directors, the Board may vote by electronic means, such as, but not limited to, electronic mail, listservs, etc. provided there has been opportunity for discussion. Such votes will be noted in the minutes of the next Board meeting in order to provide a record of the Board's actions.
- 4/06 Sec. 7. Terms. The two elected members-at-large shall serve for two years, and shall be elected in alternate years. All appointed members shall serve for one year concurrent with the term of the president.
- 4/06 Sec. 8. Attendance. Voting members are expected to attend all meetings of the Board of Directors. Persistent failure by voting members of the Board to attend meetings or to designate proxies (where provided) without an acceptable explanation constitutes grounds for removal from the Board for the remainder of the member's term.
- 4/06 Sec. 9. Resignation. A member of the Board of Directors may resign by filing a written resignation with the Chapter president.
- 1975 Article VII. Meetings

- 4/06 Sec. 1. There will be an annual business meeting, open to the entire membership, in the spring. Other meetings may be called by a majority of the Board of Directors or by a petition of ten Chapter members.
- (10/77) (Sec. 1. There will be an annual business meeting in the spring. Other meetings may be called by a majority of the Board of Directors or by a petition of ten Chapter members.)
- (1975) (Sec. 1. There will be an annual business meeting. A meeting can be called by the majority of the Board of Directors or by petition of ten Chapter members.)
- 4/06 Sec. 2. Board of Directors Meetings. Meetings of the Board of Directors may be conducted by electronic means, which may include, but not be limited to, teleconferencing, videoconferencing, Internet conferencing or similar means, with advance approval of the Board members.
- (1975) Article VIII. Amendments
- 07/01 Sec. 1 A proposed amendment or new bylaw shall become effective when approved by a majority of the members of the Board, followed by ratification by members of the Chapter either by a vote by mail or by electronic mail (e-mail) of 2/3 of the members voting, or by a 2/3 vote of members present and voting at a membership meeting.
- (5/79) (Sec. 1. All proposals for amending the Constitution and Bylaws shall be presented to the Board of Directors. A proposed amendment or new bylaw shall become effective when approved by a majority of the members of the Board, followed by ratification by members of the Chapter either by a vote by mail of 2/3 of the members voting, or by a 2/3 vote of the members present and voting at a membership meeting.)
- (1975) (Sec. 1. Previous notification shall be given of changes to the Constitution and Bylaws. Changes can be made by a vote of 2/3 of the members attending a business meeting.)
- 10/77 Article IX. Representation
- 10/77 Sec. 1. For nomination, appointments, and activities, every effort shall be made to represent broadly the academic and research library community of New England.

### ***Bylaws Historical Version – April 2006***

- 1975 Article I. Dues and meeting charges
- 4/06 Sec. 1. Dues for those who are not members of ACRL and dues for student members shall be set by the Board of Directors.
- (1975) (Sec. 1. ACRL membership provides automatic Chapter membership.)
- 4/06 Sec. 2. Rates charged to members and non-members of ACRL for attendance at meetings shall be approved by the Board of Directors.

- (10/77) (Sec. 2. Dues for Chapter members who are not members of ALA/ACRL shall be set by the Board of Directors.)
- (1975) (Sec. 2. Dues for non ACRL members shall be \$5.00 per year.)
- (10/77) (Sec. 3. Dues for student members shall be set by the Board of Directors.) [Deleted – 4/06]
- (1975) (Sec. 3. Dues for student members shall be \$2.00 per year.)
- (1975) (Sec. 4. Rates charged to members and non members of ACRL for attendance at meetings shall be established by the Board of Directors.) [Amended and renumbered Sec. 2 – 4/06]
- 1975 Article II. Nominations and Elections
- 4/06 Sec. 1. Committee. A committee of three persons who are members of ACRL shall be appointed annually by the Board of Directors to nominate candidates for Chapter offices and members-at-large. The committee will be chaired by the past-past president and will have as one of its members the past-president.
- (01/02) (Sec. 1. Committee. A committee of three persons who are members of ALA/ACRL shall be appointed annually by the Board of Directors to nominate candidates for Chapter offices and members at large. The Committee will be chaired by the past-past president and will have as one of its members the past-president.)
- (10/77) (Sec. 1. Committee. A committee of three persons who are members of ALA/ACRL shall be appointed annually by the Board of Directors to nominate candidates for Chapter offices and members at large.)
- (1975) (Sec. 1. Committee. A committee of three persons, who are members of ACRL, to nominate candidates for officers and Board members shall be appointed annually by the President of the Chapter with the advice of the Board. Every effort shall be made to ensure fair representation from all six states.)
- 01/02 Sec. 2. Any member of the Chapter may present a petition to the nominating committee signed by not fewer than ten Chapter members proposing additional nominations. Such nominations shall be included on the official ballot.
- (8/80) (Sec. 2. Any member of the Chapter may present a petition signed by not fewer than ten Chapter members proposing additional nominations. Such nominations shall be included on the official ballot.)
- (1977) Sec. 3. Right to vote. All members of the Chapter shall be eligible to vote.
- (1975) (Sec. 2. Same text as above.)
- 4/06 Sec. 4. Timing of the election process. The nominating committee will seek nominations in the fall. Nominations will be sought via personal contact, via e-mail message on the listserv, and via the Newsletter. Candidates nominated by petition must have the appropriate signatures and

paperwork to the chair of the nominating committee by January 1<sup>st</sup>. The election will normally take place in March, with the results being announced by April 15<sup>th</sup>. [Previously was Sec. 7. Language changes and renumbered – 4/06]

(01/02) (Sec. 7 Timing of election process. The nominating committee will seek nominations in the fall. Nominations will be sought via personal contact, via an e-mail message on the listserv, and via the web-based Newsletter. Candidates nominated by petition must have the appropriate signatures and paperwork to the chair of the nominating committee by January 1st. The actual election will normally take place in March, with the results being announced on April 15th.) [Several sections renumbered – 4/06]

04/06 Sec. 5. Election shall be conducted by mail ballot or via electronic-mail ballot as designated by a vote of the Board of Directors.

(01/02) (Sec. 4 Same text as above.)

(8/80) (Sec. 4. Elections shall be conducted by mail ballot.)

(1977) (Sec. 3. Same text as above.)

1. (Sec. 4. Same text as above.)

8/80 Sec. 6. The chairperson of the Nominating Committee shall be responsible for conducting elections.

(1976) (Sec. 5. Same text as above.)

4/06 Sec. 7. A simple majority shall decide the winner in an election. In case of a tie, the decision shall be made by written secret ballot by the members of the Nominating Committee whose votes shall be sent individually to the President.

(8/80) (Sec. 5. Same text as above) [Renumbered – 4/06]

(1975) Article III. Committees

3/82 Sec. 1. There shall be the following standing committees, reporting to the Board of Directors, appointed by the President of the Chapter with the advice of the Board:

3/93 A. A Constitution and Bylaws Committee which shall ensure that activities and decisions of the Board of Directors and the Chapter are consistent with the Constitution and Bylaws, and shall oversee their amendment. The Constitution and Bylaws Committee shall be responsible for updating the Chapter manual.

(3/87) (A. A Constitution and Bylaws Committee which shall ensure that activities and decisions of the Board of Directors and the Chapter are consistent with the Constitution and Bylaws, and shall oversee their amendment.)

(3/82) (A. A Constitution and Bylaws Committee which shall ensure that activities and decisions of the **Board of Directors** are consistent with the Constitution and Bylaws, and shall **oversee** their amendment.)

- (1975) (Sec. 1. There shall be a standing committee on Constitution and Bylaws appointed by the president of the Chapter with the advice of the Board.)
- 3/82 B. A Continuing Education Committee which shall carry out long range planning on the continuing education needs of the membership.
- 3/82 C. A Membership Committee which shall promote membership in the Chapter and maintain records of membership rolls.
- 4/06 D. A Communications Committee which shall promote interest and participation in Chapter and ACRL activities and publicize activities of the Chapter through a variety of media.
- (4/04) (D. A Communications Committee which shall promote interest and participation in Chapter and National ACRL activities and publicize activities of the Chapter through a variety of media.)
- (3/91) (D. A Publications and Newsletter Committee which shall oversee the production and mailing of the Chapter newsletter.)
- (3/87) (D. A Publications Committee which shall oversee the production and mailing of the Chapter newsletter.)
- (3/82) (D. The New England Bibliographic Instruction Committee which shall promote bibliographic instruction programs in New England academic libraries.)
- (E. A Newsletter Committee which shall oversee the production and mailing of the Chapter newsletter.)
- 4/04 E. [deleted]
- (3/87) (E. A Publicity Committee which shall promote interest and participation in Chapter and national ACRL activities.)
- (3/82) (F. A Public Relations Committee which shall promote interest and participation in Chapter and national ACRL activities.)
- 3/82 Sec. 2. Other standing or special committees which shall be deemed necessary to carry on the work of the Chapter shall be established by the Chapter or the Board of Directors and appointed by the President with the advice of the Board of Directors.
- 6/95 Sec. 3. Committee and interest group appointments shall be made for terms corresponding to that of the president.
- (1977) (Sec. 3. Same text as above.)
- (3/82) (Sec. 3. Committee appointments shall be made for terms corresponding to that of the President.)
- (1977) (Sec. 7. Same text as above.)

- 3/82 Sec. 4. Committee appointments shall be made promptly after the spring business meeting. Appointments to committees created later in the year shall be made promptly after the committee is created.
- (10/77) (Sec. 6. Same text as above.)
- 3/82 Sec. 5. Members of standing committees must be members of the Chapter.
- (1975) (Sec. 2. Members of committees need not be ACRL members.)
- 3/82 Sec.6. The president shall be a member ex officio of all committees except the Nominating Committee.
- (10/77) (Sec.4. Same text as above.)
- 3/82 Sec. 7. Committees shall submit to the Board of Directors a written annual report and such other reports as shall be deemed necessary.
- (10/77) (Sec.5. Same text as above.)
- 4/06 Sec. 8. Special interest groups shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of Chapter members. The Board of Directors shall approve the formation of such groups, and a chair/liaison to the Board shall be appointed by the president. Special interest groups shall exist as long as they meet members' needs. Special interest groups may be dissolved by two-thirds (2/3) majority of the Board of Directors.
- (6/95) (Sec. 8. Special interest groups shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of Chapter members. The Board of Directors shall approve the formation of such groups, and a chair/liaison to the Board shall be appointed by the president.)
- (4/85) (Sec. 8. Special interest groups shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of Chapter members. The Board of Directors shall approve the formation of such groups, and a liaison to the Board shall be appointed by the president.)
- 3/82 (Sec. 8. Deleted.)
- (10/77-3/82) (Sec. 8. Special committees exist at the pleasure of the Board of Directors.)
- 4/06 Article IV. Representation at National Conferences
- (1975) (Article IV. Representation at National Convention.)
- 4/06 Sec. 1. The Chapter encourages the attendance of the Chapter president and/or vice president or an appointed delegate at meetings of the ACRL Chapters Council and other governance meetings, which are normally held at the annual and mid-winter ALA conferences. The Chapter may contribute to their expenses in attending these meetings.

- (1975) (Sec. 1. The Chapter encourages the attendance of the Chapter president at the annual meeting of the Association of College and Research Libraries which is normally held at the annual conference of the American Library Association. The Chapter may contribute to the president's expenses in attending this meeting.)
- (1975) Article V. Years
- 1975 Sec. 1. Membership year. The membership year of the Chapter shall be the calendar year.
- 4/06 Sec. 2. Board year. The term of office for elected and appointed positions of the Chapter shall begin at the end of the spring meeting.
- (10/77) (Sec. 2. Elective and appointive year. The term of office for elective and appointive positions of the Chapter shall begin at the end of the spring meeting.)
- 3/93 Sec. 3. Fiscal Year. The fiscal year of the Chapter shall begin July 1.
- (1993) Article VI. Finances
- 3/93 Sec. 1. A report shall be made annually to the membership, by the treasurer, detailing receipts and expenditures, explaining the Chapter's fiscal status, and reporting on the audit.
- Sec. 2. Notwithstanding any other provisions of these articles, the Chapter is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under IRC Section 501 (c) (3) or corresponding provisions of any subsequent federal tax laws.
- Sec. 3. No part of the net earnings of the Chapter shall inure to the benefit of any member, trustee, director, officer of the Chapter, or any private individual, (except that reasonable compensation may be paid for services rendered to or for the Chapter), and no member, trustee, officer of the Chapter or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the Chapter.
- Sec. 4. No substantial part of the activities of the Chapter shall be carrying on propaganda, or otherwise attempting, to influence legislation, except as otherwise provided by Internal Revenue Code Section 501 (h) . Neither shall the Chapter participate in, not intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.
- Sec. 5. In the event of dissolution all of the remaining assets and property of the Chapter shall, after necessary expenses thereof, be distributed to another organization exempt under IRC Section 501 (c) (3), or corresponding provisions of any subsequent federal tax laws, or to the federal government, or state or local government for a public purpose, subject to the approval of a Justice in the Supreme Court of the State of Massachusetts.

Sec. 6. In any taxable year in which the exempt organization is a private foundation as described in IRC Section 509(a), the Chapter shall distribute its income for said period at such time and manner as not to subject it to tax under IRC Section 4942, and the Chapter shall not (a) engage in act of self dealing as defined in IRC Section 4941(d), retain any excess business holdings as defined in IRC Section 4943 (c), (b) make any investments in such manner as to subject the Chapter to tax under IRC Section 4944, or (c) make any taxable expenditures as defined in IRC Section 4945(d) or corresponding provisions of any subsequent federal tax laws.

3/93 Article VII. Rules of order

Sec. 1. The rules contained in Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws.

(1975) (Article VI. Rules of Order.)

(1975) The rules contained in Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable, and in which they are not.

***Past Elected Officers 1975 – 2016***

**1975/1976**

Past President:  
President: George Parks  
Vice President: Diane Lutz  
Secretary/Treasurer: Elizabeth Mitchell  
Member at Large :  
Member at Large:

**1976/1977**

Past President: George Parks  
President: Diane Lutz  
Vice President: Irma Y. Johnson  
Secretary: Anne Conway  
Treasurer: Roberta Beverly  
Member at Large: Joan Stockard  
Member at Large: Mary Thatcher

**1977/1978**

Past President: Diane Lutz  
President: Irma Y. Johnson  
Vice President: Sherrie Bergman  
Secretary/Treasurer: Mary Balmer  
Member at Large: Mary Thatcher  
Member at Large: Joan Stockard



**1978/1979**

Past President: Irma Y. Johnson  
President: Sherrie Bergman  
Vice President: Patricia G. Oyler  
Secretary/Treasurer: Mary Balmer  
Member at Large: Suzanne Massonneau  
Member at Large: Mary Thatcher

**1979/1980**

Past President: Sherrie Bergman  
President: Patricia G. Oyler  
Vice President: Fay Zipkowitz  
Secretary/Treasurer: Diane Tebbetts  
Member at Large: Brian Rogers  
Member at Large: Suzanne Massonneau

**1980/1981**

Past President: Patricia G. Oyler  
President: Fay Zipkowitz  
Vice President: John Hannon  
Secretary/Treasurer: Diane Tebbetts  
Member at Large: Liam Kelly  
Member at Large: Brian Rogers

**1981/1982**

Past President: Fay Zipkowitz  
President: John Hannon  
Vice President: Joan Stockard  
Secretary/Treasurer: Ronald Rucker  
Member at Large: Judith Blight Hollowood  
Member at Large: Laim Kelly

**1982/1983**

Past President: John Hannon  
President: Joan Stockard  
Vice President: Anne C. Edmonds  
Secretary/Treasurer: Ronald Rucker  
Member at Large: Judith Blight Hollowood  
Member at Large: Carol Hryciw-Wing

**1983/1984**

Past President: Joan Stockard

President: Anne C. Edmonds  
 Vice President: Diane Tebbetts  
 Secretary/Treasurer: Suanne Muehlner  
 Member at Large: Carol Hryciw-Wing  
 Member at Large: William S. Moran

### **1984/1985**

Past President: Anne C. Edmonds  
 President: Diane R. Tebbetts  
 Vice President: Artemis Kirk  
 Secretary/Treasurer: Suanne Muehlner  
 Member at Large: William S. Moran  
 Member at Large: Colin McKirdy

### **1985/1986**

Past President: Diane R. Tebbetts  
 President: Artemis Kirk  
 Vice President: Suanne Muehlner  
 Secretary/Treasurer: Frederick C. Lynden  
 Member at Large: Colin McKirdy  
 Member at Large: Helen Aiello

### **1986/1987**

Past President: Artemis Kirk  
 President: Suanne Muehlner  
 Vice President: Myra Siegenthaler  
 Secretary/Treasurer: Fred Lynden  
 Member at Large: Helen Aiello  
 Member at Large: Dominique Coulombe

### **1987/1988**

Past President: Suanne Muehlner  
 President: Myra Siegenthaler  
 Vice President: Karen Begg  
 Secretary: Susan Baughman  
 Treasurer: Mary Beth Clark  
 Member at Large: Mary Whelan  
 Member at Large: Dominique Coulombe

### **1988/1989**

Past President: Myra Siegenthaler  
 President: Karen Begg  
 Vice President: Susan Baughman  
 Secretary: Rhoda channing

Treasurer: Mary Beth Clark  
Member at Large: Janet Swift  
Member at Large: Mary Whelan

**1989/1990**

Past President: Karen Begg  
President: Susan Baughman  
Vice President: Frederick C. Lynden  
Secretary: Rhoda Channing  
Treasurer: Mickey Moskowitz  
Member at Large: Helen Shuster  
Member at Large: Janet Swift

**1990/1991**

Past President: Susan Baughman  
President: Frederick C. Lynden  
Vice President: Elaine Albright  
Secretary: Linda Leahy  
Treasurer: Mickey Moskowitz  
Member at Large: David Lewis  
Member at Large: Helen Shuster

**1991/1992**

Past President: Frederick C. Lynden  
President: Elaine Albright  
Vice President: Mickey Moskowitz  
Secretary: Linda Leahy  
Treasurer: Helen Schuster  
Member at Large: Paul Vincent  
Member at Large: David Lewis

**1992/1993**

Past President: Elaine Albright  
President: Mickey Moskowitz  
Vice President: Linda Leahy  
Secretary: Nancy J. Keane  
Treasurer: Helen Schuster  
Member at Large: David Lewis  
Member at Large: Laura Raccagni

**1993/1994**

Past President: Mickey Zemon  
President: Linda Leahy  
Vice President: John Collins

Secretary: Robert Favini  
 Treasurer: Janet Swift  
 Member at Large: Micheline Jedrey  
 Member at Large: Laura Raccagni

### **1994/1995**

Past President: Linda Leahy  
 President: John Collins  
 Vice President: Helen Shuster  
 Secretary: Matthew Beacom  
 Treasurer: Janet Swift  
 Member at Large: Sarah Pritchard  
 Member at Large: Micheline Jedrey

### **1995/1996**

Past President: John Collins  
 President: Helen Shuster  
 Vice President: Jane Hedberg  
 Secretary: Matthew Beacom  
 Treasurer: Tyrone Cannon (resigned) Deborah Wilcox  
 Member at Large: Carol DiPrete  
 Member at Large: Sarah Pritchard

### **1996/1997**

Past President: Helen Shuster  
 President: Jane Hedberg  
 Vice President: Christina Bellinger  
 Secretary: Laura Walters  
 Treasurer: Deborah Wilcox  
 Member at Large : Carol DiPrete  
 Member at Large: Rob Favini

### **1997/1998**

Past President: Jane Hedberg  
 President: Christina Bellinger  
 Vice President: Doris Ann Sweet  
 Secretary: Laura Walters  
 Treasurer: Deborah Wilcox  
 Member at Large: Marilyn McSweeney  
 Member at Large: Rob Favini / David McChesney

### **1998/1999**

Past President: Christina Bellinger  
 President: Doris Ann Sweet

Vice President: Laura Walters  
Secretary: Judy Montgomery  
Treasurer: Debbie Wilcox  
Member at Large: Marilyn McSweeney  
Member at Large: David McChesney

**1999/2000**

Past President: Doris Ann Sweet  
President: Laura Walters  
Vice President: Harvey Varnet  
Secretary: Judy Montgomery  
Treasurer: Brinley Franklin  
Member at Large: Louise Buckley  
Member at Large: David McChesney

**2000/2001**

Past President: Laura Walters  
President: Harvey Varnet  
Vice President: Dawn Thistle  
Secretary: Judy Montgomery  
Treasurer: Brinley Franklin  
Member at Large: Roberta B. Schwartz  
Member at Large: Louise Buckley

**2001/2002**

Past President: Harvey Varnet  
President: Dawn Thistle  
Vice President: Helena Rodrigues  
Secretary: Judy Montgomery  
Treasurer: Marilyn Steinberg  
Member at Large: Roberta B. Schwartz  
Member at Large: Julie Linden

**2002/2003**

Past President: Dawn Thistle  
President: Helena Rodrigues  
Vice President: Linda Collins  
Secretary: Florence Doksansky  
Treasurer: Marilyn Steinberg  
Member at Large: Mary MacDonald  
Member at Large: Julie Linden

**2003/2004**

Past President: Helena Rodrigues

President: Linda Collins  
Vice President: Colleen Anderson  
Secretary: Florence Doksansky  
Treasurer: Marilyn Steinberg  
Member at Large: Mary MacDonald  
Member at Large: Martha Rice Sanders

**2004/2005**

Past President: Linda Collins  
President: Colleen Anderson  
Vice President: Nancy George (replaced Christopher Cox who resigned)  
Secretary: Kendra St. Aubin  
Treasurer: Marilyn Steinberg  
Member at Large: Janice Wilbur  
Member at Large: Martha Rice Sanders

**2005/2006**

Past President: Colleen Anderson  
President: Nancy George  
Vice President: Christine Turner  
Secretary: Kendra St. Aubin  
Treasurer: Marilyn Steinberg  
Member at Large: Janice Wilbur  
Member at Large: Janet DiPaolo

**2006/2007**

Past President: Nancy George  
President: Christine Turner  
Vice President: Judith Pinnolis  
Secretary: Mary Piorun  
Treasurer: Marilyn Steinberg  
Member at Large: Sandra Rothenberg  
Member at Large: Janet DiPaolo

**2007/2008**

Past President: Christine Turner  
President: Judith Pinnolis  
Vice President: Melissa Behney  
Secretary: Mary Piorun  
Treasurer: Marilyn Steinberg  
Member at Large: Sandra Rothenberg  
Member at Large: Carol Myles

**2008/2009**

Past President: Judith Pinnolis  
President: Melissa Behney  
Vice President: Barbara Kenney  
Secretary: Janice Schuster  
Treasurer: Marilyn Steinberg  
Member at Large: Louise Buckley  
Member at Large: Carole Myles

**2009/2010**

Past President: Melissa Behney  
President: Barbara Kenney  
Vice President: Carole Myles  
Secretary: Janice Schuster  
Treasurer: Diane Klare  
Member at Large: Louise Buckley  
Member at Large: Linda Plunket

**2010/2011**

Past President: Barbara Kenney  
President: Carole Myles  
Vice President: Brian Gallagher  
Secretary: Naka Ishii  
Treasurer: Diane Klare  
Member at Large: Beth Rohloff  
Member at Large: Linda Plunket

**2011/2012**

Past President: Carole Myles  
President: Brian Gallagher  
Vice President: Leslie Horner Button  
Secretary: Naka Ishii  
Treasurer: Diane Klare  
Member at Large: Beth Rohloff  
Member at Large: Amanda Izenstark

**2012/2013**

Past President: Brian Gallagher  
President: Leslie Horner Button  
Vice President: Eleta Exline  
Secretary: Betsy Peck Learned  
Treasurer: Diane Klare  
Treasurer-Elect: Melinda Malik  
Member at Large: Carina Cournoyer  
Member at Large: Amanda Izenstark

**2013/2014**

Past President: Leslie Horner Button  
President: Eleta Exline  
Vice President: Phil Waterman  
Secretary: Betsy Peck Learned  
Treasurer: Melinda Malik  
Treasurer-Elect: Vacant  
Member at Large: Carina Cournoyer  
Member at Large: Karin Heffernan

**2014/2015**

Past President: Eleta Exline  
President: Phil Waterman  
Vice President: David Bretthauer  
Secretary: Alan Witt  
Treasurer: Melinda Malik  
Treasurer-Elect: Jessica Adamick  
Member at Large: Laura Kohl  
Member at Large: Karin Heffernan

**2015/2016**

Past President: Phil Waterman  
President: David Bretthauer  
Vice President: Laura Robinson Hanlan  
Secretary: Matt Bejune  
Treasurer: Jessica Adamick  
Treasurer-Elect: Vacant  
Connecticut State Representative: Kate Fuller  
Massachusetts State Representative: Lisa Richter  
New Hampshire State Representative: Laura Barrett

**2016/2017**

Past President: David Bretthauer  
President: Laura Robinson Hanlan  
Vice President: Sarah Hutton  
Secretary: Alan Witt  
Treasurer: Jessica Adamick  
Treasurer-Elect: Patti Condon  
Connecticut State Representative: Kate Fuller  
Maine State Representative: Karl Fattig  
Massachusetts State Representative: Lisa Richter  
New Hampshire State Representative: Laura Barrett  
Rhode Island State Representative: Jim Salisbury  
Vermont State Representative: Dan DeSanto



Updates by Judith Carlson 5/09

Updates by Carolyn Schwartz 7/10

Updated and reordered by Patrick Hartsfield 10/10

Updated by Patrick Hartsfield 6/11; 11/12; 5/13; 6/14; 7/15

### *History of Meetings*

The petition which established the Chapter was accepted on June 29, 1972.

\* Asterisks indicate meetings for which the New England College Librarians provided the site and local arrangements.

[Brackets indicate meetings for which the Chapter was co sponsor.]

In addition to listed meetings, in most years between 1977 and 1983 the Chapter sponsored a social hour during the program meeting of the Academic Librarians section of NELA at the annual fall NELA conferences.

|                    |   |                             |
|--------------------|---|-----------------------------|
| <b>1973 – 1974</b> |   |                             |
| November 28, 1973  | National Standards and the Harvard Guidelines for Academic Librarians | M.I.T.                      |
| May 15, 1974       | Current Trends in Collection Development                              | Boston Pub. Lib.            |
| <b>1974 – 1975</b> |   |                             |
| October 22, 1974   | [MRAP (Conn. Lib. Assoc. College and University Section)]             | Univ. of Conn.              |
| November 15, 1974  | Bibliographic Instruction for Library Users                           | Harvard Univ. (Gutman Lib.) |
| April 4, 1975      | Writing and Publishing for Librarians                                 | Brandeis Univ.              |
| <b>1975 – 1976</b> |   |                             |
| November 14, 1975  | [Applications of Cost Analysis Techniques in Libraries (NELINET)]     | Univ. of NH Conf. Ctr.      |
| April 2-3, 1976    | People Power: Management of Human Resources Development               | Sheraton Isl. Newport, RI   |
| <b>1976 – 1977</b> |   |                             |
| September 27, 1976 | [A Janus Look for N.E. college Librarians (NELA Coll. Lib. Sec.)]     | Wentworth by the Sea, NH    |

|                     |   |                                |
|---------------------|---|--------------------------------|
| April 1, 1977       | Microforms!   | M.I.T.                         |
| <b>1977 – 1978</b>  |   |                                |
| October 28, 1977    | Graphics in Libraries<br>[ACRL/NEC B.I. Comm]   | Harvard Univ.<br>(Gutman Lib.) |
| March 30-31, 1978   | Alternative Catalogs: Problems and Prospects  | *Williams College              |
| <b>1978 – 1979</b>  |   |                                |
| November 8-11, 1978 | Host Chapter, 1 <sup>st</sup> ACRL National Conference                                    | Boston                         |
| May 3-4, 1979       | Economic Reality: Strategies for the Academic Library                                     | *Univ. Maine<br>(Orono)        |
| <b>1979 – 1980</b>  |   |                                |
| October 29, 1979    | AACR 2: Everyone's Problem  | Holy Cross                     |
| March 27-28, 1980   | Beyond the New Horizon: The Future of Academic Library Service                            | *Conn.                         |
| <b>1980 – 1981</b>  |   |                                |
| October 27, 1980    | Practical Approaches to Preserving Academic Library Collections                           | Bryant College                 |
| March 26-27, 1981   | Continuing Education for Academic Librarianship   | *Mt. Holyoke                   |
| <b>1981 – 1982</b>  |   |                                |
| November 2, 1981    | Accessibility for the Library User: Serials   | Wellesley College              |
| March 18-19, 1982   | Accessibility for the Library User: Online Catalogs                                       | *Babson College                |
| April 23, 1982      | [Paperchase: a Model for an Online Catalog<br>(Simmons College and Simmons College GSLIS) | Simmons College                |
| <b>1982 – 1983</b>  |   |                                |
| October 15, 1982    | Big and Little Databases: See How They Run  | *Wheaton College               |

|                       |   |                       |
|-----------------------|---|-----------------------|
| March 24-25, 1983     | On Line in Western Massachusetts  | *Smith College        |
| <b>1983 – 1984</b>    |   |                       |
| September 22-23, 1983 | Can Bibliographic Instruction Teach Students to Think?<br>(2 workshops)               | Bennington            |
| October 14, 1983      | Looking Out the Library Window:<br>Administrative Perspectives                        | Univ. of NH           |
| March 29-30, 1984     | Library Responses to the Transformation<br>of Higher Education                        | Brown Univ.           |
| <b>1984 – 1985</b>    |   |                       |
| November 2, 1984      | Politics and the Workplace I: Changes in<br>Education, Changes In Our Jobs            | Holy Cross            |
| April 30-May 1, 1985  | Politics and the Workplace II: Changes in<br>Governance, Changes In Our Jobs          | Boston College        |
| <b>1985 – 1986</b>    |   |                       |
| November 1, 1985      | Labor Relations and Libraries in the 80's   | U. Conn.              |
| May 12-13, 1986       | Future of the Book  | U. Southern Maine     |
| <b>1986 – 1987</b>    |   |                       |
| November 3, 1986      | Academic Librarianship: Preparation,<br>Recruitment, Practice                         | Pine Manor<br>College |
| April 23-24, 1987     | [Access to Government Information:<br>Right or Privilege?<br>(New York ACRL Chapter)] | Albany, NY            |
| <b>1987 – 1988</b>    |   |                       |
| November 16, 1987     | Satisfying Library Users in Unsatisfying<br>Times: Threats and Opportunities          | Holy Cross            |
| May 5-6, 1988         | [Preserve or Perish: Will Our Collections<br>Survive? (NELA)]                         | U. Lowell             |
| <b>1988 – 1989</b>    |   |                       |
| November 1, 1988      | Smart Choices; Responding to Changes in<br>Scholarly Communication                    | Trinity College       |

|                    |  |   |
|--------------------|--|---|
| April 27-28, 1989  | Building Good Working Relationships  | Dartmouth College                                 |
| <b>1989 – 1990</b> |  |   |
| November 17, 1989  | New Libraries, Old Building:<br>Accommodating new Technology in Old<br>Facilities            | St. Anselm College                                |
| March 29-30, 1990  | Information Technology: Impact on<br>Libraries   | Wellesley College                                 |
| <b>1990 – 1991</b> |  |   |
| November 2, 1990   | Creative Staffing in the 90's  | Holy Cross College                                |
| March 15-26, 1991  | Networked Information: Issues for Action   | Bowdoin College                                   |
| <b>1991 – 1992</b> |  |   |
| October 21, 1991   | Cultural Diversity: The Academic Library<br>Responds   | Worcester<br>Polytechnic<br>Institute             |
| March 26-27, 1992  | Funding and the Future of the Academic<br>Library  | University of New<br>Hampshire                    |
| <b>1992 – 1993</b> |  |   |
| November 6, 1992   | Revisioning Libraries  | Holy Cross College                                |
| March 25-26, 1993  | Realizing the Vision   | Wellesley College                                 |
| <b>1993 – 1994</b> |  |   |
| October 29, 1993   | Document Delivery: Current State and<br>Visions of the Future                                | Harvard Univ.                                     |
| March 17-18, 1994  | Librarianship in Transition  | Salve Regina<br>University                        |
| <b>1994 – 1995</b> |  |   |
| October 18, 1994   | Role of the Academic Library on<br>Campus: Partnerships and Patrons                          | Worcester<br>Polytechnic Inst.<br>and U. of Maine |
| April 20-21, 1995  | Strategic Alliances for Academic<br>Libraries: Publishers, Vendors and<br>Political Partners | Johnson and Wales<br>College                      |

|                    |  |  |
|--------------------|--|--|
| <b>1995 – 1996</b> |  |  |
| October 27, 1995   | Digital Academic Library: Getting There  | Regis College                              |
| March 14-15, 1996  | The Digital Academic Library: Making It Happen   | Holy Cross                                 |
| <b>1996 – 1997</b> |  |  |
| October 25, 1996   | Library as Place: Designing for Transition   | University of NH                           |
| March 20, 1997     | Academic Libraries as Workplaces: Changing Roles without Changing Jobs                                 | Wheaton College                            |
| <b>1997 – 1998</b> |  |  |
| November 7, 1997   | Wired & Wary: Legal Issues for Librarians in the Digital World   | Boston University                          |
| April 3, 1998      | Widening the Door: Access to Web-Based   | Boston U. Center for Corp.                 |
| <b>1998 - 1999</b> |  |  |
| November 20, 1998  | Inside, Outside/Upside, Downside: How and Why Our Libraries are Reorganizing                           | Holy Cross                                 |
| March 19, 1999     | Marketing for the Millenium: The Uconn. Experience and Beyond  | University of Connecticut                  |
| <b>1999 – 2000</b> |  |  |
| November 16, 1999  | [Virtual, Digital and Funded: Transforming Library Collections and Access (Boston Library Consortium)] | Boston Public Library                      |
| March 10, 2000     | Doing What Matters! Library Services, Educating Students and the Role of Assessment                    | Stonehill College                          |
| <b>2000 – 2001</b> |  |  |
| November 17, 2000  | Opening the Gates: Developing our Information Communities  | Holy Cross                                 |
| April 26-27, 2001  | Preserving our Past or Gambling on our Future? Research and Cultural Preservation                      | Mashantucket Pequot Museum & Research Ctr. |

|                      |  |   |
|----------------------|--|---|
| <b>2001 – 2002</b>   |  |   |
| November 9, 2001     | Core Values: Anchors in a Sea of Change  | UMass. Boston                                   |
| April 2002           | Annual Business Meeting*   | Johnson & Wales                                 |
| <b>2002 – 2003</b>   |  |   |
| March 24, 2003       | Libraries & Librarians: Positioning for the Future   | Harvard Grad. School of Education               |
| <b>2003 – 2004</b>   |  |   |
| April 23, 2004       | Defining the Library's Role in the Changing Academic Organization  | Bryant College                                  |
| <b>2004 – 2005</b>   |  |   |
| January 15, 2005     | Dessert Social at ALA Midwinter  | Mary Baker Eddy Library<br>Boston, MA           |
| <b>2005 – 2006</b>   |  |   |
| May 20, 2005         | The Future of Academic Libraries   | Rivier College                                  |
| November 17-18, 2005 | 21 <sup>st</sup> Century Literacies<br>[Co-sponsor with the MA Library Association]  | Doubletree Hotel<br>Lowell, MA                  |
| April 21, 2006       | Leveraging Our Strengths: Alliances, Interdependencies and Developing Services   | Univ. of Massachusetts<br>Amherst               |
| <b>2007 – 2008</b>   |  |   |
| June 1, 2007         | Space: The Final Frontier  | Brandeis University                             |
| April 18, 2008       | Media and Popular Culture: Effects on Academic Libraries   | Univ. of Connecticut Storrs                     |
| <b>2008 – 2009</b>   |  |   |
| May 8, 2008          | Academic Library Track on Advocacy – developed in cooperation with ACRL NEC & Massachusetts Library Assn. & presented at MLA's 2008 Conference | Sea Crest Oceanfront Resort & Conference Center |

|                    |   |   |
|--------------------|---|---|
|                    | “Growing Communities”   | Falmouth, MA  |
| <b>2009 – 2010</b> |   |   |
| May 15, 2009       | Are You Being Served? Customer Satisfaction & Library Service   | College of the Holy Cross   |
| April 30, 2010     | Learning to Lead: an introduction   | Bryant University   |
| <b>2010 – 2011</b> |   |   |
| May 14, 2010       | Embracing Our Electronic World: Challenges and Promises for Academic Libraries                          | College of the Holy Cross   |
| June 3, 2010       | NELIG Annual Program – “Exploring Creativity in Information Literacy”                                   | Univ. of Massachusetts Lowell   |
| July 29, 2010      | Partnering with Faculty: Scholarly communication Conversations (SCIG)                                   | Olin College  |
| September 8, 2010  | NISO Webinar (Part 1 of 2) – Measure, Assess, Improve, Repeat: Using Library Performance Metrics (ITIG) | College of the Holy Cross   |
| September 15, 2010 | NISO Webinar (Part 2 of 2) – Count Me In: Measuring Individual Item Usage (ITIG)                        | College of the Holy Cross   |
| October 22, 2010   | Finding the Right Information Literacy Fit for Your Institution: It’s All in the Design (NELIG)         | Bryant University   |
| October 28, 2010   | The Many Hats of Access Services (ASIG)   | Univ. of Massachusetts Boston   |
| November 15, 2010  | Mobile Website Building 201 (ITIG)  | Keene State College   |
| December 3, 2010   | Conducting Qualitative Research With Your Students (NELIG)  | University of Rhode Island; Tufts University; University of Southern Main – Portland Campus |
| April 15, 2011     | New Tools for Knowledge: An Overview of Resources that Support Research Analytics (SCIG)                | Northeastern University   |
| April 19, 2011     | Leadership Workshop – Owning Your   | Tower Hill Botanic  |

|                    |   |  |
|--------------------|---|--|
|                    | Voice: Results-Oriented Communication   | Garden   |
| April 21, 2011     | DigiCamp – ITIG unConference  | College of the Holy Cross  |
| April 29, 2011     | Working Together Locally and Beyond: Resource Sharing Today (ASIG)  | Bryant University  |
| <b>2011 – 2012</b> |   |  |
| May 13, 2011       | Creative Collaborators: Remake, Remix, Remodel  | College of the Holy Cross  |
| August 18, 2011    | Current Trends in E-Journals (SERIG)  | Massachusetts College of Pharmacy and Health Sciences  |
| September 23, 2011 | Demystifying Assessment: pre, post, formative, summative, survey, feedback, evaluation, CATs, authentic, impact, value, test, rubrics, measurement, standardized, outcomes, artifacts: What does it all mean? (NELIG) | College of the Holy Cross  |
| October 28, 2011   | E-Books: A Brief Fix on a Moving Target (CDIG)  | Northeastern University  |
| November 4, 2011   | Talk to Me (ASIG)   | College of the Holy Cross  |
| November 18, 2011  | Open Access & Scholarly Societies: A Panel Discussion About the Opportunities and Challenges (SCIG)   | Univ. of Massachusetts Medical School (Shrewsbury, MA)   |
| December 2, 2011   | NELIG Winter Meeting  | Keene State College; Providence College; Tufts University; University of Vermont; Western New England University |
| December 9, 2011   | Managing Change – Shaping the Future (Leadership Development Committee)   | Tower Hill Botanical Gardens   |
| March 8, 2012      | DigiCamp (ITIG)   | College of the Holy Cross  |
| March 16, 2012     | Critical Thinking: Why it is so hard to teach and what we can do about it   | Keene State College  |



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|-------------------|---|--|
|                   | (NELIG)   |  |
| April 19, 2012    | The blind men and the elephant: How different constituencies perceive e-books (CDIG, SERIG) | Massachusetts College of Pharmacy and Health Sciences  |
| <b>2012-2013</b>  |   |  |
| May 18, 2012      | Leading the Change: Integrating the Library into the Future of Higher Education             | College of the Holy Cross  |
| June 8, 2012      | How Does Your Access Services Garden Grow?  | Tower Hill Botanical Garden  |
| July 11, 2012     | Looking Under the Hood: Women Writers Online and the Women Writers Project                  | Brown University   |
| November 1, 2012  | Textbooks and Their Stakeholders  | Northeastern University  |
| November 16, 2012 | Got Perspective? Playing with Others in the Higher Education Sandbox                        | College of the Holy Cross  |
| December 4, 2012  | The ARL Code of Best Practices and Beyond: Copyright and Fair Use on Your Campus            | UMass Medical School   |
| December 7, 2012  | Lesson Sharing in Five Locations  | Babson College, New Hampshire Technical Institute, St. George's School, University of Vermont, Wesleyan University |
| January 18, 2013  | Managing iPads in Academic Libraries  | Webinar  |
| March 11, 2013    | DigiCamp 2013   | Bryant University  |
| <b>2013-2014</b>  |   |  |
| May 10, 2013      | Communities in the Cloud, the Commons, and the College                                      | College of the Holy Cross  |
| June 14, 2013     | Say Whaaaaat? Communication in Access Services  | Dartmouth College  |
| June 19, 2013     | New Roles for Supporting Digital Scholarship in Academic Libraries                          | Northeastern University  |

|                   |   |   |
|-------------------|---|---|
| November 14, 2013 | Altmetrics: Help Your Researchers Measure Their Full Impact                                     | Northeastern University                               |
| December 13, 2013 | Creating Community with Digital Collections: A Conversation About Curation and the Public Good  | Tufts University                                      |
| February 21, 2014 | COEXIST: Workplace Culture  | College of the Holy Cross                             |
| March 7, 2014     | Numbers and Spreadsheets and Budgets (Oh my!)   | College of the Holy Cross                             |
| May 8, 2014       | Teaching Research Data Management with the New England Collaborative Data Management Curriculum | College of the Holy Cross                             |
| <b>2014-2015</b>  |   |   |
| May 9, 2014       | We're All in This Together: Strengthening Librarians Through Professional Development           | College of the Holy Cross                             |
| June 6, 2014      | Teaching Across Difference  | Umass Dartmouth                                       |
| October 3, 2014   | NELIG Fall Meeting  | Bryant University                                     |
| November 12, 2014 | Measuring Value in Academic Collections   | Massachusetts College of Pharmacy and Health Sciences |
| December 5, 2014  | NELIG Winter Meeting  | Trinity College, Simmons College, Keene State College |
| December 5, 2014  | Updates from the World of Open: SHARE, OERs, and MOOCs  | College of the Holy Cross                             |
| January 16, 2015  | Schlesinger Library Tour  | Arthur and Elizabeth Schlesinger Library              |
| March 18, 2015    | Sophia Smith Collection Women's History Archives Tour   | Smith College   |
| March 19, 2015    | Open Humanities and Digital Scholarship: Access, Innovation, and Support                        | Northeastern University                               |
| <b>2015-2016</b>  |   |   |
| May 8, 2015       | Spacing Out with the Library: An Exploration of Collaboration Across the                        | College of the Holy Cross                             |

|                      |   |  |
|----------------------|---|--|
|                      | Physical, Virtual and those Places in Between                                 |  |
| June 5, 2015         | From Leadership to SuperLeadership: Empowering Others to Lead Themselves      | Tower Hill Botanic Garden, Boylston, MA                                  |
| June 12, 2015        | NELIG Annual Program  | Bryant University  |
| October 9, 2015      | Copyright and Open Educational Resources – What, Why, and How                 | Bristol Community College  |
| November 6, 2015     | Cultivating Careers – Yours and Your Team                                     | Tower Hill Botanic Garden, Boylston, MA                                  |
| November 18, 2015    | TERMS of Engagement: Managing Collections and Electronic Resources Lifecycles | Lesley University  |
| December 1-2, 2015   | Copyright Bootcamp  | University of Massachusetts, Boston                                      |
| December 4, 2015     | Instruction Swap 2015   | Simmons College, Worcester Polytechnic Institute, SIT Graduate Institute |
| December 15-16, 2015 | Copyright Bootcamp  | University of Massachusetts, Amherst                                     |
| March 11, 2016       | DigiCamp 2016   | MCPHS University   |
| April 4, 2016        | Accreditation, Assessment and Advocacy: What Every Librarian Needs to Know    | College of the Holy Cross  |
| <b>2016-2017</b>     |   |  |
| May 13, 2016         | Holistic Librarianship: Broad Thinking for Diverse and Creative Solutions     | Radisson Hotel, Manchester, NH   |

\*Marked the switchover from 2 meetings per year to one meeting in the spring of each year

Note: ACRL/NEC often co-sponsors programs with the Academic Librarians Section of the New England Library Association at NELA's Annual Conference in the fall. These are not listed above since the Chapter is not a conference co-sponsor.

## ***Chapter Publications***

### **Newsletter**

COE: Continuing Education Opportunities for Education of New England College and Research Librarians. Vol. No. 1 1974

Do you know that .....this is the Association of College and Research Libraries/New England Chapter Newsletter. Nos. 1-4 1976-1977

Edited by Diane Lutz

ACRL New England Chapter News. Nos. 5-89; 1977 – Winter 2000.  
(ISSN 0136-7762)

Issues numbered 86-90 also appeared in electronic format.

ACRL New England Chapter News Online Nos. 88-112; Fall 1999 – Winter 2008.  
(ISSN 1527-0106)

Online issues are viewable at <http://www.acrlnec.org/newsarchive/index.php>.

ACRL New England Chapter News in Blog Format July 2008 – to date.  
(ISSN 1527-0106)

Blog format is viewable at <http://www.acrlnec.org/news>.

### **Other Publications**

1974

“Bibliographic Instruction in Academic Libraries;” Edited Transcript of a Panel Discussion.  
Thomas Kirk, et al.  
ERIC ED 112 946.

1978

A Directory of Bibliographic Instruction Programs in New England Academic Libraries.  
Compiled by Joan Stockard.  
Also available in ERIC ED 171 259.

1982

Bibliographic Instruction Workshop Coordinator’s Packet.  
Prepared by the Bibliographic Committee of the New England Chapter of ACRL.

1996

Salary Survey of New England College Libraries

(annual) 1996 – 2002.

(biennial) 2004.

Ceased publication 2006.

## **VI. ACRL National**

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### ***Charting Our Future: ACRL Strategic Plan 2020***

<http://www.ala.org/acrl/aboutacrl/strategicplan/>.

### ***ACRL History***

College & Research Libraries, January 1989.

### ***ACRL Chapters Information***

<http://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters>.

## **VII. Forms**

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**Board Meeting Attendance (1510)**

**Meeting Date:** \_\_\_\_\_

**Officers**

- President
- Vice President
- Past President
- Secretary
- Treasurer
- Treasurer-Elect

**Elected Members**

- Connecticut State Representative
- Maine State Representative
- Massachusetts State Representative
- New Hampshire State Representative
- Rhode Island State Representative
- Vermont State Representative

**Committees and SIGs**

- Constitution & Bylaws Comm.
- Membership Comm.
- Communications Comm.
- Leadership Development Comm.
- Access Services
- Collection Development
- ITIG
- NELIG
- Preservation/Conservation
- Scholarly Communications
- Scholarships and Awards Comm.
- Electronic Resources Management
- Women & Gender Studies

\*\*\*\*\*

**Total Number of Voting Members: 27**

Quorum – simple majority of voting membership (**14**) with at least 4 officers, one of whom must be the president or the vice president.

**Quorum: Yes / No**

\*\*\*\*\*

**Non-voting Board Members**

Archivist

**Invited Guests or Other Attendees**



ACRL/New England Chapter  
Request for Payment

Payee (exact party/vendor name/person to be paid; one RFP per payee):

Mailing Address of Payee (institution, street address, city, ZIP, etc.):

Name and address of person submitting request:

**NOTE: Attach original receipts/invoices as necessary; lack of receipts will delay payment**

Chapter Event

***Non-Travel Expenses:***

Description:

Vendor (if different than payee above):

Non-Travel Expense Amount (a):

***Travel Expenses:***

Departing From:

Type of transportation (private vehicles reimbursed at non-profit federal rate):

Lodging: \_\_\_\_\_ Amount:

Meals: \_\_\_\_\_ Amount:

Other (parking, tolls, taxi fare, etc.) \_\_\_\_\_ Amount:

Total Travel Expenses (b):  \$

**TOTAL AMOUNT DUE TO PAYEE (a + b):**

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

President's or VP's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Chk. # \_\_\_\_\_

**ACRL/New England Chapter  
Report of Money Receipts**

*(For use by all SIG's, Committees, Membership, and for all other payments received on behalf of the Chapter)*

**Name, Address, and Phone # of Person filing report:**

|  |
|--|
|  |
|--|

**Name of Committee, SIG, etc.:**

|  |
|--|
|  |
|--|

**Date & Place of program, if applicable:**

|  |
|--|
|  |
|--|

**INCOME (Include here all checks, cash received, for any Chapter events)**

|                       | <u>Number of<br/>Checks</u>             |   | <u>Amount</u>                           |   | <u>Total</u>                            |
|-----------------------|---|---|---|---|---|
| <b>Registrations:</b> | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
|                       | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
|                       | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
| <b>Donations:</b>     | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
|                       | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
| <b>Memberships:</b>   | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
|                       | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
| <b>Other:</b>         | <input style="width:90%;" type="text"/> | @ | <input style="width:90%;" type="text"/> | = | <input style="width:90%;" type="text"/> |
|                       |   |   |   |   | <input style="width:90%;" type="text"/> |
|                       |   |   | <b>Total Received:</b>                  |   | <input style="width:90%;" type="text"/> |

**Signature: Person initially receiving check(s):**

**Type Name:**

|  |  |
|--|--|
|  |  |
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**Signature: Person verifying count (must be a different person than above):**

**Type Name:**

|  |  |
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|  |  |
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ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES  
NEW ENGLAND CHAPTER

SPECIAL INTEREST GROUP PROPOSAL

Association of College and Research Libraries Special Interest Groups offer informal forums for sharing information and expertise, discussing issues of concern to member libraries and opportunities to address topics of ongoing interest.

1. Convener's Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Proposed name of Special Interest Group: \_\_\_\_\_

3. Examples of program or agenda topics:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Whom do you expect to participate in this SIG (names or positions):

\_\_\_\_\_  
\_\_\_\_\_

5. Tentative date of first meeting: \_\_\_\_\_

6. Tentative location of first meeting: \_\_\_\_\_

## VII:6

TO: Candidates for ACRL New England Chapter Office (0402)

FROM: Executive Board, ACRL/NEC

SUBJECT: Biographical information

Your cooperation in providing information using this format will ensure equitable publicity for all candidates on the Chapter web site.

### **NAME (as you wish it to appear on the ballot):**

#### **PROFESSIONAL ACTIVITIES:**

*Note:* Please list no more than 4 organizations. Give first preference to ACRL/NEC committees or membership, then to regional, ALA or other activities. Specify dates.

Example of format: ACRL/NEC-Nominating Committee Chair, 1997-98

1.

2.

3.

4.

#### **PUBLICATION(S):**

*Note:* List no more than 2. Emphasize any with regional, Chapter or academic library relevance. Provide full citation.

1.

2.

#### **CAREER (POSITIONS HELD):**

*Note:* List no more than 2 institutions, though you may wish to mention a succession of positions at each. Specify dates.

Example of format: Reference Librarian, Assumption College, Worcester, MA, 1997-present

1. Presently:

2. Formerly:

#### **EDUCATION:**

*Note:* Give degrees in order of highest or most recent. Do not give dates.

Example of format: M.S. (Library Science) University of Illinois

1.

2.

3.

4.

## ACRL/NEC Event Budget for [Event Name]

|                                 |  |
|---------------------------------|--|
| <b>Date Submitted</b>           |  |
| <b>SIG or Organization Name</b> |  |
| <b>Organizers Name(s)</b>       |  |
| <b>Contact Information</b>      |  |

### Event Information

|                          |  |
|--------------------------|--|
| <b>Date and Time</b>     |  |
| <b>Event Name</b>        |  |
| <b>Event Description</b> |  |
| <b>Location</b>          |  |

### Budget

|                                 | Budgeted |        | Actual |        |
|---------------------------------|----------|--------|--------|--------|
|                                 | Debit    | Credit | Debit  | Credit |
| <b>Revenues</b>                 |          |        |        |        |
| Registrations                   |          | \$0.00 |        |        |
| Vendors if Applicable           |          |        |        |        |
| <b>Total Revenue</b>            |          | \$0.00 |        | \$0.00 |
| <b>Expenses</b>                 |          |        |        |        |
| AV Equipment                    |          |        |        |        |
| Catering                        |          |        |        |        |
| Electronic Payment System       |          |        |        |        |
| Planning Expenses               |          |        |        |        |
| Printing                        |          |        |        |        |
| Facilities Fee                  |          |        |        |        |
| Promotional materials           |          |        |        |        |
| Speakers/Accommodations/Mileage |          |        |        |        |
| <b>Total Expenses</b>           | \$0.00   |        | \$0.00 |        |
| <b>Balance</b>                  |          | \$0.00 |        | \$0.00 |

### Attendance Fees & Estimates

|                  | Fees | Projected Attendance | Actual Attendance | Revenue |
|------------------|------|----------------------|-------------------|---------|
| ACRL-NEC Members |      |                      |                   |         |
| Non-member       |      |                      |                   |         |
| Student          |      |                      |                   |         |
| Other            |      |                      |                   |         |
| <b>Total</b>     |      |                      |                   | \$0.00  |