

Administrative Committee: The Administrative Committee is composed of the Section's elected Officers.

The Administrative Committee oversees the activities of the Section, sets the agenda of the Executive Board meeting and conducts the business of the Section between Executive Board meetings in compliance with the actions and principles of the Section.

OFFICERS:

The elected Officers of the Section are the:

President

Vice-President (President-Elect)

Secretary

Past President

Treasurer

A. Eligibility: Only personal members of the Section in good standing may serve as officers. It is the responsibility of the Past President to verify that nominees are members in good standing; s/he must also have the written acceptance of all nominees.

B. Term of office: All officers shall be elected by the Section for terms beginning with the adjournment of the annual meeting of the Section and ending when their successors are elected. The elected Vice-President serves three years, first as Vice-President, then President, then Past President and Chair of the Nominating Committee. The Secretary and Treasurer each serve for staggered two year terms.

C. Vacancies: Any vacancy on the Executive Board shall be filled by the Board.

D. President's Duties:

1. Meetings:

- a. Presides at all meetings of membership, the Administrative Committee, and the Executive Board and appoints a parliamentarian as necessary.
- b. Prepares agenda for all meetings.
- c. Calls Administrative Committee and Executive Board meetings (regular and special).
- d. Invites guests to such meetings as necessary.
- e. Presents annual report to membership at Fall meeting / Fall Conference.
- h. Serves on Conference Planning Committee.

2. Programs:

- a. Represents the Section in official capacity and may be reimbursed for expenses incurred.
- b. Acts as spokesman for the Section on established policies.

3. Conference Attendance:

- a. Represents YALS at the annual NHLA or appoints another officer to do so.

4. Financial:

- a. Approves disbursements of money by Treasurer.
- b. Approves expense vouchers.
- c. Signs and enters all contracts for the organization.

5. Appointments:

- a. Coordinates committee activities with the advice of the Executive Board.
- b. Appoints Ad Hoc committees and members of special committees as necessary, subject to Executive Board approval.

E. Vice-President/President-Elect's Duties:

1. Substitutes for the President in President's absence.
2. Becomes Acting President upon death, resignation, or other incapacity of the President.
3. Presides upon request of President if President wishes to step down from the chair.
4. Serves as a member of the Administrative Committee, Executive Board and Finance Committee.
5. As Chair of the annual conference is in charge of Conference Planning Committee (responsible to the Executive Board).

F. Treasurer's Duties:

1. Serves as a member of the Administrative Committee, Executive Board and chairs the Finance Committee.
2. Presents budget for approval by Executive Board at the first Executive Board meeting of the calendar year.
3. Presents financial reports Administrator at the annual business meeting / Fall Conference.
4. Submits accounts for annual audit to NHLA Treasurer.
5. Transfers funds from checking account to savings instruments in federally-approved agency on approval of Executive Board.
6. Treasurer should be prepared to discuss with the incoming Executive Board its fiscal responsibilities.
7. In the second year of each term, reviews Dues Schedule with Executive Board.

G. Secretary's Duties:

1. Serves as a member of the Administrative Committee and the Executive Board.
2. Records minutes of all Administrative Committee and Executive Board meetings.
3. Records minutes of annual business meeting.
4. Prepares minutes for distribution or publication within 2 weeks.

H. Past-President's Duties:

1. Serves as a member of the Administrative Committee and the Executive Board.
2. Serves as chair of Nominating Committee
3. May be assigned other duties by the President.

COMMITTEES: OVERVIEW

Standing committees carry out the regular administrative duties of the Section. These are the current standing committees: Conference Planning, Finance, and Nominating. New standing committees shall be created by a majority vote of the Association membership, when recommended by the Executive Board. Standing committees may

be combined or dissolved by a majority vote of the Section membership when recommended by the Executive Board.

Special committees are authorized by the Executive Board to perform specific duties not covered by the standing committees and where the duties do not seem to warrant the creation of a new standing committee.

The chair of each standing committee is appointed by the President for a one-year term. All committee members must be personal members of the Section. Members of standing committees are appointed by the committee chairs.

All Committee Chairs will be notified in advance of Executive Board meetings.

Committees may issue necessary printed materials provided they are approved by the Executive Board.

All projects requiring funding should receive the approval of the Executive Board before any advance planning is initiated.

A. Committee Chairs:

1. Commitment:

No person should accept a Committee appointment unless willing and able to devote the necessary time for the work of the Committee.

2. Duties:

Maintains the past and present records of the Committee and for passing these records on to their successors.

May issue necessary printed materials provided they are approved by the Executive Board. All projects requiring funding should receive the approval of the Executive Board before any advance planning is initiated.

Committee Chairs will be requested to report via the Board listserv prior to each meeting of the Executive Board. Additional information may be given orally at the Board meeting.

Prepares an Annual Report of all Committee activities. Copies should be submitted to the

Library Association Administrator at least three weeks before the Annual Meeting.

B. Standing Committees: Bylaws

1. Membership: Chair shall be appointed by the President for a one-year term. No specified number of members serve on the committee.

2. Objective: To formulate and recommend to the membership such changes in the Bylaws as may be necessary.

3. Duties: Any suggested changes in the Bylaws must first be presented to the Executive Board for approval before presentation to the membership to see that proper procedures are carried out when Bylaws changes are made.

Submits annual report in writing to President before the annual meeting.

4. Procedures:

a. Articles may be amended at any meeting of the Association by a two-thirds vote provided that the amendment has been submitted in writing to the Executive Board no later than 60 days and to the membership no later than 30 days before the meeting.

b. Dues Schedule: The Executive Board may, or upon petition of twenty-five members shall, prepare a proposed dues schedule to be voted on by

the membership. This vote may occur at the Fall Meeting, by mail or by any procedure approved by the Executive Board. The new schedule goes into effect if approved by a majority of those voting. If the membership fails to approve such schedule, the schedule in effect at that time shall continue in effect until changed by action of a subsequent majority vote.

C. Standing Committees: Conference Planning

1. Membership: Vice-President/President-Elect (chair), President, and at least 2 members at large appointed by Chair.
2. Objective: To plan the program for the Annual Conference.
3. Duties:
 - a. To plan conference program topics to meet the educational needs of all segments of the Section membership.
 - b. To schedule program locations and times for the convenience of attending members.
 - c. To coordinate planning with Sections, Committees, and other groups within or outside the Section that are presenting programs at the conference.
 - d. To plan other conference activities in addition to education programs.
 - e. To advise the Conference Chair and the Conference Manager on policies and procedures for conference management.
 - f. To supply the Technology Manager with program information and to publicize and promote the conference throughout New England.
 - g. To assist with program supervision and other meeting management during the Annual Conference.

E. Standing Committees: Finance

1. Membership: Treasurer as Committee Chair, President, Vice-President/President-Elect, and Past President.
2. Objective: To make recommendations to the Executive Board regarding the budget, applications for expenditures of funds, and other financial matters.

F. Standing Committees: Membership

1. Membership: Chair or two co-chairs shall be appointed by the President for a two-year term, and members are appointed by the chair. No specified number of members.
2. Objective: To promote membership and active participation in the Association.
3. Duties:
 - a. Works to encourage New Hampshire's Teen Librarians to become new or renewing members of the YALS.
 - b. Coordinates the exhibit of Section promotional materials at NHLA annual conference.
 - c. With the Library Association Administrator, coordinates the distribution of Association promotional materials at Section and other library-related meetings in New England and other selected areas.
 - d. With the Treasurer and Finance Committee, reviews dues schedule and as necessary, recommends revised membership dues structure to the Executive Board in the second year of the Treasurer's term.

G. Standing Committees: Nominating

1. Membership: The Past-President, who shall serve as chair.
2. Objectives:
 - a. To nominate two candidates for each elected office to be filled:
 - * Vice President (President-Elect)
 - * Treasurer (odd years only, two-year term)
 - * Secretary (even years only, two-year term)
 - b. To verify that all nominees are members in good standing.
 - c. To ensure that written acceptances are received from all nominees and are forwarded to the President with the slate.
3. Duties:
 - a. Develops a slate by correspondence, meetings, telephone, and e-mail as needed. If by correspondence, all committee members should see all records and suggestions before the slate is established.
 - b. Presents approved slate to the Executive Board for vote.
 - c. Biographical data on nominees and a picture should be sent to the President so that membership is informed of nominations prior to August 31st.

H. Standing Committees: Public Relations

1. Membership: Chair or two co-chairs shall be appointed by the President for a two-year term.

Members shall be appointed by the Chair for two-year staggered terms. No specified number of members, but multiple areas of the state should be represented on the committee.
2. Objectives: To promote the purpose and objectives of the Section, to establish contacts with other organizations, to keep before the public the value and importance of libraries, to publicize Section policy and programs in the region and nationally and to maintain and promote the YALS publications guidelines.
3. Duties:
 - a. Solicits news releases from sections and committees about Section activities and policies for the newsletter.
 - b. Prepares electronic newsletter.
 - c. Recommends publication procedures and policies to the Executive Board.
 - g. Regularly reviews all Section publications, social media and web page and recommends changes to the Executive Board.
 - h. Monitors publications and Web Page budget.
 - i. Periodically evaluates the YALS logo and recommends updates.

ELECTIONS:

Nominations By Other Than Nominating Committee: Nominations, except for the office of Vice-President/President-Elect, may be made upon written petition of 25 individual members in good standing.

Such petitions, accompanied by written acceptances of the nominees, must be filed not later than June 30th.

A. Election Procedure:

The Past President, as Chair of the Nominating Committee, will put together the slate of candidates for office.

Ballots will be distributed via email to all members for whom YALS has an email address, either by the Technology Manager or Library Association Administrator. Electronic ballots will be returned to the Past President as Chair of the Nominating Committee. The Technology Manager will set up a separate mailbox to receive electronic votes.

The Library Association Administrator will mail a ballot to all members with no email address in the YALS files. Paper ballots will be returned to the Past President as Chair of the Nominating Committee.

Ballots will be tabulated by the Past President who will announce the results to the candidates and to the Administrative Committee before July 30 and in time to prepare for the Executive Board orientation in September.

PROGRAMS:

STAND ALONE PROGRAMS

1. General Policy: Annual Conference is a Stand Alone Program sponsored by YALS. They are no more than one day in duration and may include a lunch. They shall include one or more speaker presentations tied to a theme, usually covering different points of view on the subject matter. Break out sessions are optional. Sites are chosen by the Conference Committee. The section is encouraged to seek sites that are willing to donate or provide space at a reduced rate.

2. Pricing:

A budget shall be presented to the YALS President and Treasurer for approval at least 90 days prior to the scheduled Program. A **Program Budget Form** is available on the YALS Board website.

All Conferences are expected to have total income exceed total expense. Pricing for all Programs shall be determined by the Programming Committee Chair and a differential of at least \$10 shall be charged for non-members.

3. Speaker Reimbursement:

All speaker reimbursements of fees must be estimated as part of the total program expenses that are not to exceed the program's income.

Sharing expertise with colleagues is considered a professional obligation for YALS members, and they are not normally compensated with honoraria for this contribution. In the case of a YALS member with very specialized knowledge to share, or for non-YALS members, fees or honoraria should be kept to the minimal level so as not to exceed program income. These are not paid in advance.

Contracting with speakers who also require payment for travel and/or lodging is discouraged because of the likelihood that these expenses would exceed the income from usual registration fees. If the Committee Chair believes that the quality and desirability of the presentation outweigh these considerations, these expenses are not paid in advance and must be included on the **Program**

Budget Form. Mileage for speakers is normally set at the current IRS rate (see payment request form for current rate).

The Section Chair must submit all expenses with documentation after the program. **Payment Request Forms** are available on the YALS Board website.

The following information must be included on the **Payment Request Form**: a brief description of the expense, signature by the Committee Chair, full name and address to whom and where the check is to be mailed, social security number or tax ID#, and all supporting documentation. A W9 should be requested from anyone YALS pays \$600 or more in a single year.

4. Committee Chair Responsibility:

Determine date, theme, content and agenda for the Program.

Arrange for speakers including "meet and greet" (if required).

Develop promotional material for the Program, including on-site handouts.

Complete all forms and submit **Program Budget and Payment Request Forms** to the YALS Office in a timely manner. (All forms are available on the YALS Board website)

* 90 Days prior to event, **Program Planning Form**

* 90 Days prior to event, **Program Budget Form** to YALS Office

* 60 Days prior to event, **Speaker Requirements Form**

* Within 30 days after event, **Payment Request Forms** to YALS Office

Provide blank YALS "stick-on" or standard blank name badges if requested.

Provide a membership master list.

Print required mailing labels.

Complete mailing.

5. Time Line for Task Completion:

120 days prior to event you should have:

* Determined the theme

* Confirmed a site

* Begun work on **Program Planning Form**

* Begun work on your brochure or webpage

90 days prior to the event you should have:

* Submitted your **Program Budget Form** to the YALS Treasurer

* Completed your brochure or website design and art work

* Completed your **Program Planning Form**

60 days prior to the event you should have:

* Completed your brochure for mailing

* Completed your **Speakers Requirements Forms**

* Contacted the site to confirm your room requirements

* Contacted the site or caterer to give menus and approximate food counts

* Requested Membership list from NHLA Membership Committee Chair and obtained blank name badges (if required)

7 days prior to the event you should have:

* Cut off registrations

- * Notified site or caterer of final food counts
- * Submitted proceeds to YALS Treasurer with signed statement of amount submitted.

Within 30 days after the event you should have:

- * Completed and submitted all **Payment Request Forms**
- * Collected and submitted to the YALS Treasurer all additional conference proceeds with signed statement of amount submitted.

PUBLICATIONS GUIDELINES:

A. General Policy:

YALS will issue such publications as it deems informative and useful to the library community. These publications may include, but are not limited to, a web page, Facebook page, Twitter feeds, a newsletter, (or news bulletin), membership brochures, new member guidelines brochure, program publicity, annual conference program and manuals.

B. Public Relations Committee:

The Public Relations Committee is a standing committee of the Section. The vote of the Public Relations Committee shall be advisory to the Executive Board in the issuance of all YALS publications.

In this role the Committee will recommend policy and procedure to the Board, will seek and recommend candidates for any vacancy in the Technology Manager's position; will provide input to annual review of Technology Manager's position; will regularly review all YALS publications and recommend changes to the Board.

The Chair or two co-chairs of the Public Relations Committee will be appointed for a two-year term by the President. The Committee will consist of the Chair or two Co-chairs, and at least three other members appointed by the President and approved by the Executive Board. The Webmaster serves as advisor to this committee. All members of the Section are welcome to request appointment. The Committee will strive for a possible geographic equity and representation of all types of libraries. The Webmaster will be appointed by the Administrative Committee and by the Executive Board and will be responsible solely to the Board.

C. Publication Guidelines

1. Content:

- * The YALS logo shall be on all publications.
- * The name of the Section should be spelled out as a headline on the front page of the publication.
- * All publications of YALS, its committees and special interest groups shall include the URL of the YALS web site.

2. Editorial Disclaimer:

All publications should contain the following disclaimer:

- * The content of the publication does not necessarily represent the views of the Section.

* The Webmaster and Newsletter Editors have the right not to use unsolicited material based on considerations of space or consultation with the Public Relations Committee.

3. Requirements:

* All printed materials and web page expenses must be budgeted or approved within YALS's fiscal guidelines.

* All new publications must be approved by the Public Relations Committee Chair. A draft copy should be provided by email or standard mail. Phone or email approval is possible.

D. Policy on Section Communications:

1. YALS encourages Committees to set up list-servs or e-mail groups.

E. Policy on Flyers:

1. The name of the section, as well as a special contact person, should be included on the flyer.

2. If the flyer includes preregistration information, there should be a lead time of four weeks minimum.

F. Website Guidelines

The YALS website is an indispensable tool for New Hampshire Teen Services library staff. To remain so it must contain information that is timely, accurate, and useful to the New Hampshire library community.

1. All committees and special interest groups within YALS are encouraged to contribute information and documents to the web site. YALS sponsored programs (registration information and directions) are considered essential and are required to be posted to the web site.

2. Individuals and organizations not affiliated with YALS may not have pages hosted on the YALS web site without the express approval of the YALS Executive Board. YALS documents may point to remote URLs without such approval.

3. The YALS Public Relations Committee is responsible for the content of the web site and must approve in advance any new pages that are loaded. Public Relations Committee approval is not required for Sections and Committees posting meeting announcements and notes as long as such documents meet the overall web guidelines. Public Relations Committee approval is not required for pages edited as a result of broken links, spelling corrections, etc.

4. Documents are submitted to the Public Relations Committee Chair in one of several formats for review no less than three weeks in advance of desired loading date.

a. Conference programs & registration forms can be submitted in electronic web ready formats. (ie: PDF, JPEG)

b. Documents can be submitted as Word files as an email attachment.

5. The Public Relations Committee Chair will distribute the document to committee members as quickly as possible for review and comment. Every attempt will be made to complete the review in a timely fashion.

The Public Relations Committee requires that documents be submitted no less than three weeks in advance of the desired loading date.

6. Once approved, documents are submitted to web manager in one of several formats.
 - a. Conference programs & registration forms can be submitted in web-ready formats suitable for scanning and posting as PDF files.
 - b. Documents can be submitted as Word files as an email attachment addressed to the web manager.
7. All documents on the web site must contain the following:
 - a. Name of page author, including contact (email or mail) address
 - b. Date of document
8. In submitting a document, the author must inform the web manager as to the lifespan of the document on the web site and denote which items should be archived after the program's completion. Program announcements will be removed from the web site within 48 hours of the program's completion. Appropriate program materials (e.g. PowerPoint presentations, handouts, etc.) will be moved to the archives section of the site within 48 hours of the program's completion.
9. Information of lasting value will remain on the web site archives permanently.

G. Social Media Policy

POLICY

The YALS Section offers social software tools for professional and recreational use of YALS members. YALS social software tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions, and information about library-related subjects and issues. The organization's social software is intended to create a welcoming and inviting online space where members will find useful and entertaining information and can interact with library workers around the region and around the world. Comments may be moderated by YALS staff and members of the Public Relations Committee, and YALS reserves the right to remove comments that are unlawful or off topic.

Definition of Social Software for YALS

Social software is defined as any web application, site, or account that facilitates the sharing of opinions and information about library-related subjects and issues. It can include, but is not limited to, such formats as blogs, listservs, websites, social network pages or posts (e.g. Facebook, Flickr, Twitter, LiveJournal, etc.)

Responsibilities and Comment Guidelines

YALS social forums are limited public forums. Users are required to stay on topic and abide by the law. It is expected that all content on YALS sponsored social software will be professionally presented. Writers and content contributors should check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar before making a post live. Copyright compliance is required.

Writers are expected to post information which, in their best judgment, will be of value to library workers throughout New Hampshire. Postings will be

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respectful of YALS, its members, contractors, volunteers, partners, competitors, and critics.

The following list (not exhaustive) is grounds for not posting a comment to a YALS web application:

- Personal attacks, insults, or threatening language
- Libelous and/or defamatory statements
- Private and personal information
- Comments unrelated to the content of the forum, and/or hyperlinks to material not directly related to the discussion
- Commercial promotions or spam
- Organized political activity unrelated to the content of the forum
- Obscene posts
- Duplicated posts from the same individual

Revised 11-20-14