

NCNMLG Policy & Procedure Manual

GENERAL INFORMATION

Last revised December, 2016

The NCNMLG Bylaws and NCNMLG Policy and Procedure Document are available at the NCNMLG website.

The *NCNMLG Policy and Procedure Manual* includes the duties and responsibilities of officers, committee chairpersons, other elected or appointed representatives and all approved policies. Any changes in this manual must be approved by the executive board.

MEETINGS. The bylaws require a minimum of three business meetings each year. Executive Board meetings are called by the President as needed. A business meeting is usually scheduled right after a board meeting. All officers and committee chairpersons should notify the President when they have anything that needs to come before the executive board so an agenda can be prepared. The following matters are usually discussed in the board meetings: budget, program plans, meeting schedule, elections, membership directory, and special projects. All officers and chairpersons should make sincere efforts to attend board meetings as well as meetings of the general membership. Minutes are taken and distributed by the Secretary.

BUDGETS AND EXPENDITURE OF FUNDS. At the beginning of each organizational year (in June, after MLA), any officer or committee chair anticipating expenditures for that year (excluding Joint Meeting expenditures) should submit a funding request to the Treasurer. The Treasurer will review the request and send to the Executive Board for approval. For unexpected or ongoing expenditures not previously approved by the Executive Board, officers or chairs should direct their request to either the President or Treasurer, who will forward the request to the Executive Board for approval. For all approved funding requests, officers and chairs can request payment of bills or reimbursement directly from the Treasurer. Reimbursement requests must have a receipt, invoice or other validation attached. Final fiscal authority for approving expenditures rests with the President.

COMMITTEE MEMBERS. Each chair is responsible for selecting committee members to help them with their tasks. This should be done at the beginning of the year and the names should be sent to the membership chair by September for inclusion in the NCNMLG Membership Directory. This information should also be sent to the communications chair for listing on the NCNMLG website.

ANNUAL REPORTS. The President is responsible for collecting relevant information from officers and committees, to prepare the Annual Report. Annual reports should summarize the year's activities in qualitative and quantitative terms, and include recommendations for any desired changes.

TRANSFER OF RESPONSIBILITIES. All outgoing and incoming officials are encouraged to attend the Transitional Board Meeting, which is to be held no later than June 30th of each year. This meeting serves as a welcome and introduction to chapter business for incoming officials, and an official acknowledgement and appreciation of outgoing officials. In addition, outgoing officials are encouraged to schedule individual meetings with their corresponding incoming officials, to transfer any relevant documentation, and answer questions related to the position's responsibilities. New officials' terms are effective immediately, following the transition meeting.

INSURANCE

NCNMLG purchases its insurance through MLA's Group Insurance Program - details below.

From Chapter Business Guidelines: http://www.mlanet.org/p/cm/ld/fid=211#grp_insurance

Group Insurance Program

At the September 1994 MLA Board meeting, the Board of Directors approved the following motion:

MOVED, that in October 1994,

MLA headquarters staff respond to the Chapter Council's motion by making certain insurance services available for chapters. The new service shall provide chapters the opportunity to obtain general liability and Director & Officer insurance through MLA.

The cost for each policy shall equal the incremental increase in premiums charged by the insurance company plus 50% of the cost as an administrative fee payable to MLA. The fee will be used to support the service and provide partial compensation for MLA for the reduced value of its policies by sharing coverage limits with participating chapters.

General Liability Insurance

General liability insurance will appeal most to those chapters that have significant assets to protect or host meetings at facilities that require this insurance as a condition using the facilities.

General liability insurance protects a chapter from lawsuits rising from alleged negligence on the part of the chapter and its general operations. It includes liability protection for bodily injury (athletic events excluded) and property damage that is a result of the chapter's activities. Examples of the types of lawsuits covered by general liability insurance include:

- A claim for damages for injury sustained by a visitor while at a chapter activity.
- A claim for property damages by a hotel after a fire breaks out in meeting rooms.
- A claim for damages resulting from the actions of a chapter member who visits a hospitality suite during a meeting, becomes intoxicated, and injures another person while driving home.

The group general liability insurance provides an aggregate limit of \$2,000,000 in coverage and an each occurrence limit of \$1,000,000. MLA and the participating chapters will share these annual limits. The cost for a chapter to participate is shown on the Table for Chapter Services. The cost for a chapter to purchase its own policy would cost more than the shared policy.

How to Request Proof of Insurance for a Meeting

MLA Staff will arrange for the insurance company to send a rider to the meeting facility as proof of coverage. To request this please fax your request to 312.419.8950 with a copy of the facility contract, which needs to show the following:

- Date(s) of use
- Facility name and address
- Chapter Name
- The contract paragraph that addresses insurance requirements
- Name and fax number where the insurance company should fax the rider. (The rider will name the facility and specific dates and is sent direct to your facility contact person by the insurance company.)

Issuing a rider is routine and should be completed a couple of weeks before the meeting.

Professional Liability Insurance

Professional liability (D&O) insurance protects chapter officials (officers, volunteers, and committee members) in the course of carrying out their responsibilities on behalf of the chapter. This is malpractice protection for errors and omissions of management actions. Examples of the types of lawsuits covered by professional liability insurance include:

- A claim of violation of civil rights
- A claim of breach of duty regarding adequacy of funding mechanisms.
- A claim of breach of duty regarding establishing and meeting goals.
- A claim of fiscal mismanagement in the areas of expenditures and investments.

The group professional liability insurance provides an annual limit of \$1,000,000 in coverage. MLA and the participating chapters will share these annual limits. The cost for a chapter to participate is shown on the Table for Chapter Services. The cost for a chapter to purchase its own policy would cost more than the shared policy.

Enrollment Changes

MLA's group insurance program operates **on a calendar year cycle**, January 1 to December 31. Entry or exit from the program must be done prior to the start of the new calendar year, i.e., January 1. A chapter may join for a future calendar year by sending MLA written notice to this effect prior to January 1.

NCNMLG LISTSERV

NCNMLG provides an e-mail discussion list as a forum for members to communicate ideas, questions, and announcements. The listserv address is ncnmlglist@lists.stanford.edu. Information on subscribing and posting to the list can be found on NCNMLG's webpage at <http://ncnmlg.mlanet.org/listservSt.html>

NCNMLG accepts no responsibility for the opinions and information posted by users.

OFFICERS

PRESIDENT

The President holds office for one year and is a voting member of the executive board. During the membership year following his/her term of office, the President assumes the office of Past President and continues to serve on the executive board as a voting member.

The President convenes and presides at all meetings, signs official letters and documents, chairs executive and business meetings, supervises activities of the organization and makes appointments as authorized in the NCNMLG bylaws. The President is responsible for the general organization of chapter work including the formulation of objectives, communication of chapter activities and actions to the Chapter Council Representative, Chapter Council Chair, and other chapters as appropriate, establishment of a timetable for the chapter, and preparation of reports submitted to MLA.

SPECIFIC RESPONSIBILITIES

MEETINGS. Calls and presides at meetings of the membership and executive board. Coordinates meeting plans with the Vice-President who plans the program content. Takes responsibility for organizing the annual business meeting of the group which is held during the annual NCNMLG/MLGSCA Joint Meeting.

ELECTIONS. The President receives the election survey (including the slate of nominees) from the chairperson of the Bylaws/Nominating/Election Committee (B/N/E Committee). The President announces the election and distributes the election survey to all members via the NCNMLG Listserv. The President announces the names of those elected at the next meeting and sends an election report back to MLA.

COMMUNICATION. The President consults with officers and committee chairs to prepare an agenda for each board meeting and business meeting of the group. The President is responsible for communicating the substance of the executive board meetings to those attending the general business meeting which usually follows every board meeting.

The President communicates with the entire membership by submitting a "President's Message" three times per year to the NCNMLG listserv and blog.

APPOINTMENTS. As specified in the bylaws, the President has the authority to appoint an archivist, a PSRML representative, and chairpersons of the standing committees and ad hoc committees as required. The President makes temporary appointments to fill vacancies in elected offices until elections can be held.

REPORTS. The President writes a midyear report in November or December for MLA's midwinter board meeting and an annual report for MLA in March. The annual report should also be distributed via the NCNMLG listserv and blog.

THE PRESIDENT AS PRESIDING OFFICER. As presiding officer, the President presides at all times except when a motion is directed to the President. The President must see to it that all sides are heard and that the meeting keeps moving in an orderly fashion. As a member, the President retains the right to vote. In addition, the President:

- determines whether there is a quorum at every meeting and if there is not, adjourns the meeting before voting takes place
- recognizes a person wishing to present a motion and states the motion for the vote
- recognizes the speakers in a debate and controls and expedites a debate
- decides on permitting a motion to be renewed
- appoints the chair of a committee, defines tasks, and gives instructions, to the extent that these are not included in a motion to "refer a committee"
- rules on questions of privilege, such as points of order, and answers pertinent parliamentary inquiries

- verifies and announces results of all voting
- is responsible for proper adjournments.

JOINT MEETING. The President appoints Joint Meeting Chairs two years prior to the approximate date of the next Joint Meeting held in the NCNMLG region. This amount of lead time is necessary in order to reserve a hotel and to book major speakers. The Presidents of both chapters give a short “welcome message” at the annual Joint Meeting whether it is hosted by NCNMLG or MLGSCA.

VICE-PRESIDENT

The Vice-President is elected for a one year term and automatically becomes President the following year. The Vice-President organizes educational programming for the Chapter's business meetings. The Vice-President is a voting member of the executive board.

SPECIFIC DUTIES AND RESPONSIBILITIES

ASSISTS PRESIDENT. Helps with agenda plans and performs any duties assigned by the President. Presides at meetings when the President is absent.

PROGRAM. Plans and schedules the programs for meetings either alone or with the help of a committee. Specifically, the program chairperson designs program announcements, chooses speakers and meeting places, takes care of meeting details such as restaurant reservations, members' menu choices, name tags, head table arrangements, AV equipment, introducing the speaker, giving dinner reservation checks to the Treasurer for deposit and verifying restaurant charges for payment by the Treasurer.

The President is responsible for the agenda for any portion of the meeting devoted to business; the program chairperson and President must coordinate plans.

As incoming President, the Vice-President plans and schedules a Transitional Board Meeting where incoming and outgoing officers, appointees and chairs can meet to transfer records and responsibilities.

BUDGET ESTIMATE. Provides the Treasurer with an estimate of anticipated budget expenditures for programs planned for the coming year.

ARCHIVES. Sends non-current, relevant materials (copies of program flyers, significant correspondence etc.) to the archivist.

APPOINTMENTS. As incoming President, the Vice-President is responsible for selecting chairs and other appointees in preparation for the Transitional Board Meeting. This process can be started as early as January by asking people if they want to continue in their current position for another year. Every attempt should be made to fill each position before the Transitional Board Meeting.

PAST PRESIDENT

The President whose term has just expired is formally designated “Past President,” an office occupied for one year. The Past President is a voting member of the executive board and participates fully in the deliberations and decisions.

The Past President is probably more knowledgeable than any other officer with regard to the background of recent decisions. The Past President can describe the circumstances that pertained to or influenced recent actions or decisions and thereby provide continuity for matters that persist across terms.

The Past President may be called upon to perform the following tasks unless he/she is unable to do so:

- fill temporary vacancies in an elected office until an official election can be held
- serve as the third member of the Nominating Committee (The nominating committee consists of three members, two are elected and one is appointed by the executive board.)
- update the *NCNMLG Policy and Procedure Manual*.

SECRETARY

The Secretary is a voting member of the executive board and records the minutes of all meetings of both the executive board and the general membership.

DUTIES AND RESPONSIBILITIES

Recording and Approval of Minutes

The secretary records all minutes for the executive board and general membership meetings. Meeting minutes are typed in the NCNMLG Google Docs account, then immediately shared with the people who were in attendance at the meeting. Attendees are given 2 weeks to amend the minutes so that they accurately describe what was discussed during the meeting. After the 2 week time period the minutes are automatically considered approved.

Sharing Minutes

After the minutes of all meetings are approved, they are to be posted to the NCNMLG blog, and shared with the NCNMLG listserv.

OTHER DUTIES

Brings to the meetings such records, documents and correspondence as may be needed by the President and other chairmen for reference or for conducting the business of the meeting.

Chairs meetings in the absence of both the President and the Vice-President.

Issues, in the name of the NCNMLG, such official correspondence as directed.

Arranges for timely collection and distribution of NCNMLG's mail received at:

NCNMLG
P O BOX 64099
SUNNYVALE, CA.
94088

TREASURER

The Treasurer is an elected officer of the organization who serves a two-year term. The Treasurer is a voting member of the executive board. It is the responsibility of the Treasurer to prepare a budget; to collect, deposit and expend the funds of the organization as required and authorized by the President and executive board.

The fiscal year for NCNMLG is June 1st to May 31st.

SPECIFIC DUTIES AND RESPONSIBILITIES.

AUDIT. Arranges and coordinates any internal or external audits deemed necessary by the Executive Board.

BUDGET. Works with President and executive board to prepare a budget for the ensuing year.

FINANCIAL STATEMENT. At the close of each fiscal year the Treasurer prepares an annual financial statement as part of the annual report.

NCNMLG ACCOUNTS. Maintains all NCNMLG Financial Accounts located online and at Chase Morgan Bank 410 S. Mathilda Avenue, Sunnyvale, CA 94086 Phone: (408) 522-1830.

SPECIFIC ACCOUNTS.

Main Treasury Savings Account: Most organizational assets reside in this account.

Main Treasury Checking Account: Ongoing expenses.

Joint Meeting Checking Account: Ongoing expenses.

Chase Visa Account: Purchases & Bill Pay Account

Chase Debit Card: Check Deposit & Cash Withdrawal as needed.

Online PayPal Account: Member Online Dues Collection w/ Wild Apricot Program.

RECORDS. Maintains records on a timely basis to authenticate income and expenditure, i.e., accurately records items in the appropriate bank register; balances bank & Visa statements as they become available; makes copies of all invoices, bills, reimbursement form requests, deposits; withdrawal slips; PayPal dues & PayPal refunds; accurately records items in the appropriate bank register; balances bank & visa statements as they become available; makes copies of all invoices, bills, reimbursement form requests, deposits; withdrawal slips; PayPal dues & PayPal refunds; and tax filings. The Treasurer prepares invoices as required. These records should be retained for six years plus the current year.

DISBURSEMENTS. The Treasurer writes checks to pay for goods or services received by the organization. Invoices must be presented prior to payment. Reimbursement requests from officers, appointees, committee chairs, program speakers, CE instructors (or anyone else NCNMLG has agreed to reimburse) must be accompanied by “proof of expenditure,” i.e., invoice, bill, cash register receipt. In the absence of the Treasurer, the President is authorized to write checks.

STATUS REPORT. The Treasurer should be prepared to report on the financial condition of the organization at any meeting of the executive board or at the request of the President. A running record of income and expenditure should be maintained.

DUES: The Treasurer and the Membership Chair must work together to process Membership Dues. Both officers should keep a tally to help in reconciling these figures.

ORGANIZATIONAL DOCUMENTS: The Treasurer should have access to prior NCNMLG Financial & Tax Records, Articles of Incorporation, and IRS 501c3 Determination letter as needed.

TAXES: The Treasurer collects and Provides all necessary data to the MLA Controller's Office for their use in preparing necessary tax filings. The Treasurer provides NCNMLG Completed W-9 forms to individuals & vendors who request and require this document.

PERSONAL REQUIREMENTS: The NCNMLG Treasurer must be willing to disclose the personal information required by the Bank and PayPal in order to qualify to manage these accounts.

OFFICE TRANSITION: The Outgoing NCNMLG Treasurer assists in transitioning the office by:

- 1) Obtaining an NCNMLG BOARD Resolution naming the Outgoing Treasurer as "Acting Secretary For The Purpose of Managing NCNMLG Financial Affairs". This is included in the Minutes of the NCNMLG Board and must be signed by the NCNMLG President and taken to the Bank at the meeting where the officer transition is recorded.
- 2) Coordinates a meeting at the Bank so their recordkeeping can be updated to reflect the Incoming Treasurer as the individual responsible for NCNMLG Account Management.

ALTERNATE MANAGER: A Board Approved alternate manager (USUALLY THE NCNMLG PRESIDENT) may assume responsibilities for these accounts when necessary. This individual must obtain bank authorization. Ideally, there should always be two individuals approved by both the bank & PayPal to manage NCNMLG Accounts.

SOURCE: "Medical Library Association Chapter Business Guidelines",

POSITION DESCRIPTION CHAPTER TREASURER

The Treasurer (or other person as designated by the bylaws) shall serve as custodian of the chapter's funds, maintaining these funds in a bank and dispersing them at the direction of chapter officers.

Responsibilities:

- Receive chapter dues remittance checks and other income due the chapter.
- Prepare a budget with the assistance of chapter officers.
- Assist with the periodic review (audit) of chapter financial records.
- Maintain the chapter's bank account, and control cashbooks and check register.
- Maintain a system to document approved disbursements.
- Prepare periodic financial reports.
- Monitor expenditures to maintain a financial balance which allows the chapter to be progressive without overspending.
- Retain and maintain financial records in accordance with retention schedules and forward to the incoming Treasurer.

Note: Chapters may choose to allow the Treasurer to delegate some or all of the above activities; however, delegation does not relieve the Treasurer of their responsibility as custodian of the chapter's funds.

INTERNAL CONTROL PROCEDURES

Sound financial management is essential to the effective operation of every organization. One important aspect of good financial management relates to an organization's procedures to handle its financial and business activities. These procedures are often referred to as internal controls. Chapters with good internal control systems gain several benefits including:

- Complete financial information will be available to those who need it for decision making.
- Finances are managed within budget limits and in accordance with chapter policies and guidelines.

The following internal control procedures can be implemented in even the smallest chapters.

- Record transactions using a chart of accounts.
- Approve expenditures and financial commitments (e.g. contracts) according to clear lines of authority.
- Maintain and follow written expense reimbursement policies.
- Prepare annual budgets and compare them to financial reports and investigate unusual variances.
- Distribute regular and routine financial reports.
- Involve chapter officers in financial matters.
- Periodically, appoint a person to conduct an independent review (audit) of financial records. (Ideally, this should occur at least every two years).

Periodic Reviews

Most chapters will find it cost prohibitive to hire a CPA to audit their financial records. However, the chapter may ask a member (or other qualified person) to conduct an independent review of the "books".

The review should include looking at the past year's bank statements, budgets, and financial reports to determine if:

- Cash and checks are deposited promptly into the chapter's bank account;
- Timely bank reconciliations are conducted;
- Paid expense reports and invoices have the proper authorizations and account numbers, and none are unpaid or paid twice;
- All disbursements and prenumbered checks are recorded;
- Totals for the checking account and the financial statement agree; and
- Recorded balances in financial statements are compared with budgeted amounts periodically and unusual relationships investigated and explained to chapter officers.

Record Retention

Certain records are required for financial purposes, some for historical significance and others to maintain daily activities. Minimum retention periods for financial records are as follows:

- Bank statements and canceled checks - 7 years
- Bank signature cards and account records - 3 years after they are out of date
- Contracts - 3 years after the end of the contract
- Incorporation Certificates - indefinite period

- Mailing permits - indefinite period
- Other financial reports, bills, expense reports, and correspondence - 3 years
- Tax Exemption Letter - indefinite period

BYLAWS/NOMINATING/ELECTION CHAIR

BYLAWS/NOMINATING/ELECTION COMMITTEE

The Bylaws/Nominating/Election committee (B/N/E Committee) consists of at least three members: two are elected by the membership and the third is appointed by the executive board. The individual elected by the greater number of votes becomes chairperson. The chairperson and the elected member are officers and voting members of the executive board.

NOMINATIONS AND ELECTIONS

The B/N/E committee opens the process of selecting a slate through a call for nominations, distributed via email to the NCNMLG membership. After selecting a slate of candidates for an election, the committee prepares a election survey to be sent to the President, who announces the slate via email to the membership.

Elected Positions. One or more candidates must be selected for the following elected positions: Vice President/President elect, Secretary, Treasurer (every two years), B/N/E committee members (2), a candidate for the MLA nominating committee, and the representative and alternate representative to the MLA Chapter Council. Written consent to serve, statement of interest, and biographical information should be secured from each candidate, to be included in the election survey.

Schedule of Elections. Candidates for Vice-President/President Elect, Secretary, Treasurer (every two years), N/E committee members, MLA nominating committee nominee, chapter council representative, and chapter council alternate are announced. The ballots must be prepared and mailed out so that the election results can be announced by April 15th.

Qualifications for Elected Positions. Each candidate must be a voting member of MLA. This requirement is specified in NCNMLG bylaws and also in the MLA bylaws section covering affiliated regional groups. The B/N/E committee should choose the best qualified members they can find for these important official positions.

Candidate for MLA Nominating Committee. The candidate must be an individual voting member of the MLA and must not have served on the nominating committee during the past five years.

Candidate for Chapter Council Representative. At least two candidates are selected to run. The person receiving the highest number of votes become the Representative. The person receiving the second highest number of votes becomes the Alternate.

Ballots: The committee prepares a ballot and arranges an online voting schedule. Biographical information for each candidate should be included in the election survey.

Ballots should be prepared using the chapter's SurveyMonkey account. The survey must be configured to disallow multiple responses from the same device, and should allow for write-in candidates. The announcement of the election and link to the SurveyMonkey poll is sent using the NCNMLG listserv . Information on the ballot should be clear and include the following:

Name of Office
Name of Candidates
How many votes to cast
Deadline for valid ballots

Notice re MLA issues should be voted on by MLA members/official representative of MLA institutional members only.

Counting Ballots. The committee is responsible for seeing that ballots are counted accurately.

Election Report. An election report should be sent to the President and should contain the following information:

1. Number of members who were eligible to vote.
2. Number of ballots cast.
3. The individual receiving the highest number of votes for each office should be indicated on the report either by underlining or putting an asterisk (*) by the name, or by placing the word "elected" in front of the name.

BYLAWS

The B/N/E Committee prepares Bylaws and/or Constitution changes as recommended by the Executive Board or members. In addition, the Bylaws are continually reviewed for appropriate changes that can be recommended to the Executive Board and members.

Any Bylaws change(s) proposed by the Executive Board, the B/N/E Committee or a member shall be discussed by the Board until it reaches consensus on the proposed change(s). Then the change(s) are submitted to MLA according to the procedure outlined in steps 1-5 below. Step 6 below will be executed as follows:

Once tentative approval for the change(s) is received from the MLA Bylaws Committee, the proposed change(s) are sent to the membership to be voted on. The B/N/E Committee is responsible for preparing, mailing, collecting and tallying the ballots. Approval by a two-thirds majority of the ballots returned is required to pass the revision(s).

If the proposed bylaws revision(s) are approved by the membership, steps 7 and 8 of the procedure below will be followed by the B/N/E Committee. The B/N/E Committee will also submit the revised Bylaws for publication on the NCNMLG website and listserv, to the Membership Chair for publication in the next edition of the NCNMLG Membership Directory, to the Past President to update the *NCNMLG Policy and Procedure Manual*, and to the Archivist to become part of the Group's permanent record.

If the proposed revision(s) are not approved by the membership, the B/N/E Committee will recommend a course of action to the Board. Possible courses of action include:

- Rewriting the proposed revision(s) for resubmission to the membership
- Making a substantively different bylaws revision proposal to the membership
- Leaving the bylaws in their unrevised form

SOURCE: "Chapter Chair's Manual 1996/97" (appendix 6.4, p. 1):

CHAPTER AND SECTION PROCEDURES FOR SUBMITTING BYLAWS REVISIONS TO THE MLA BYLAWS COMMITTEE

1. Obtain the most up-to-date copy of the Model Bylaws for Use by Chapters and Sections. You can determine if you have the most up-to-date copy by contacting the Bylaws Committee Chair or MLA headquarters. It is also useful to have a copy of *Robert's Rules of Order Newly Revised*.
2. Prepare a draft of your bylaws revisions. Consult, as appropriate, the Model Bylaws and *Robert's Rules of Order*. Strive for clarity and avoid any statements that may be subject to varying interpretations. Contact the MLA Bylaws committee Chair if you have questions or wish to discuss your approach.
3. Send the draft of your bylaws revisions to the MLA Bylaws Committee Chair. Indicate the new language, and also the old language that is in the process of being revised.
4. Revise your bylaws according to the recommendations of the MLA bylaws Committee and resubmit them as directed by the MLA Bylaws Committee Chair.
5. Make final revisions recommended by the MLA Bylaws Committee as directed by the MLA Bylaws Committee Chair.
6. Follow the procedure in your bylaws for amending your bylaws. This procedure will involve prior written notification to the members of your chapter or sections and a two-thirds vote of approval by the voting members.
7. Send your bylaws to the MLA Bylaws Committee Chair noting any amendments that were made by your members during the voting process. The MLA Bylaws Committee must review these amendments before issuing final approval of your bylaws. If there were no amendments and you received tentative approval from the Bylaws Committee after an earlier review, you may consider your bylaws approved.
8. Send the bylaws that have been approved by your members and by the MLA Bylaws Committee to:
 - MLA headquarters
 - MLA Bylaws Committee Chair
 - MLA Council Chair
 - Chapter or Section Archives Chair

It is recommended that you keep a log of revision dates attached to your bylaws.

MLA CHAPTER COUNCIL REPRESENTATIVE

MLA CHAPTER COUNCIL ALTERNATE

The MLA Chapter Council Representative shall represent the Group on the MLA Chapter Council and shall be responsible for reporting the activities of the Council to the Group. The MLA Chapter Council Alternate shall replace a Representative who is elected Chapter Council Chair or becomes unable to complete their term of office.

SOURCE: MLA Chapter Council 1/6/2010:

The Chapter Council Representative or Alternate:

1. Attends all Chapter Council Meetings and represents his/her Chapter on the Council and in the conduct of Council business. At this meeting the Representative typically:
 - Votes on issues presented in the Chapter Council including the recognition of new chapters
 - Participates in Chapter Council deliberations
 - Responds on behalf of his/her chapter to matters which affect it.
2. Communicates Chapter concerns to the Council and potentially, through the Council Chair, to the MLA board. The representative also carries issues to the Chapter from the Council to obtain membership response.
3. Implements Council decisions, monitors Chapter compliance standards and gathers information as requested.
4. Serves on at least one standing or *ad hoc* committee and may, if elected, serve as chair of Chapter Council.
5. Submits Annual and Mid-Year Reports by the assigned date to the Council Chair and the MLA Executive Director's office (all Chapter Council Representatives and chairs of Chapter Council committees).
6. Ensures the selection of a Nominating Committee nominee from his/her Chapter and submits biographical information form to the Elections Committee.
7. Elects from among candidates put forward by the Chapters a maximum of six Chapter Council candidates for the MLA Nominating Committee. From these and other candidates presented by the Board of Directors of MLA and the Section Council, the MLA membership selects the Nominating Committee.
8. Elects from among the Chapter Council membership a Chair-Elect of the Council. This person subsequently becomes Chair the following year and serves for a period of three years. The Chair of Chapter Council is, *ex officio*, a member of the Board of Directors of MLA.
9. Keeps their Chapter officers informed of all significant business and events emanating from the Chapter Council.
10. Submits copy on relevant topics for a Chapter column in the *MLA News*.

11. May be a board member of the Chapter he/she represents.
12. Sends a copy of the Chapter membership directory to the MLA Executive Director's office by June 1 each year.

MLA NOMINATING COMMITTEE NOMINEE

The MLA Nominating Committee Nominee is an officer of NCNMLG and a voting member of the NCNMLG Executive Board.

If selected, the MLA Nominating Committee Nominee also agrees to serve a member of the MLA Nominating Committee, which prepares the slate of nominees for office within MLA. The MLA Nominating Committee Nominee should be 1) able to attend the MLA annual meeting, 2) an individual member of both NCNMLG and MLA. The selection process for Nominating Committee Members is as follows:

SOURCE: MLA Bylaws

Potential Nominees to MLA Nominating Committee

Section 2. Candidates for Nominating Committee Membership

A. Each Chapter and each Section of the Association shall submit to its Council annually the name of one Voting Member, chosen in accordance with Chapter or Section Bylaws, as a potential candidate for membership on the Nominating Committee by the date previously announced by each Council. Each potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the Nominating Committee. These statements shall accompany the names submitted.

B. The Chapter Council and the Section Council shall each select six candidates from the names submitted by the Chapters and Sections and shall present those names to the Chair of the Nominating Committee by the date announced by the Chair of the Nominating Committee.

C. The Board of Directors shall present to the Chair of the Nominating Committee no later than September 25 the names of six Voting Members as its candidates, and any additional names needed to achieve a minimum of nine candidates on the ballot, all with the accompaniments as stipulated in Section 2. of this Article.

D. No person shall consent to being a potential candidate or a candidate for membership on the Nominating Committee who is already such a potential candidate or candidate from some other unit of the Association; no candidate for membership on the Nominating Committee shall also be a candidate for an elective office of the Association, or vice versa.

APPOINTED POSITIONS

ARCHIVIST

The NCNMLG Archivist is appointed by the President for a one-year term and is a non-voting member of the executive board. The appraisal, accessioning and processing of NCNMLG records are carried out by the Archivist, who prepares and updates the inventory of NCNMLG records.

The NCNMLG archives are permanently deposited in the Special Collections Division of the Library, University of California, San Francisco (UCSF). The archives contain original, **non-current** materials which reveal the growth, development and activities of NCNMLG. These materials can include (but are not limited to):

- correspondence: incoming copies originals, copies of outgoing letters (these should come from the originating officer/committee, not copies distributed to others)
- minutes
- policy statements
- committee deliberations
- publications: Union lists, membership directories, newsletters (from their respective committees only)
- annual reports
- financial reports (budgets and summaries, NOT canceled checks, etc.)
- photographs and other audio-visual records
- scrapbooks of officers, committees and others

Non-current materials are defined as being at least 3 years old. Current materials should be kept in the files of each officer or chair. This is to ensure that each new officer or chair has recent materials to review to become familiar with their new position. The exception to this is publications. These should be sent by the officer or chair responsible for them, immediately after the close of the organization year.

Housing and provision of access to the records takes place at UCSF. Access to NCNMLG archives is available by appointment. Telephone inquiries and requests for appointments should be directed to (415) 476-8112.

DUTIES OF THE ARCHIVIST. The Archivist is the steward of the historical materials of NCNMLG, and serves as an ex-officio member of the NCNMLG Executive Board.

CREDENTIALING LIAISON - AHIP

The NCNMLG credentialing liaison provides consultation to NCNMLG members interested in obtaining the Academy of Health Information Professionals (AHIP) certification. In addition, the liaison recruits other AHIP members to serve as mentors for provisional members in the region. The NCNMLG credentialing liaison serves as a link between NCNMLG and MLA's Credentialing Committee.

AHIP was established in 1989 and is MLA's peer-reviewed certification program for professional development and career achievement. Admission to the academy is based on educational qualifications, career experience, and professional accomplishments. Academy members are credentialed as health information professionals and must pursue a regular program of professional activity and service to qualify for continued recognition by the academy.

PSRML REPRESENTATIVE

The primary role of the NCNMLG's representative is to keep NCNMLG members informed on the Pacific Southwest Regional Medical Library's (PSRML) activities and to serve as a voice for NCNMLG in advisory group discussions and decision making. The representative is also expected to provide sound input to PSRML advisory committee discussions based on judgment, experience and broad knowledge of problems faced by health related libraries in Northern California and Nevada.

In May 1996, PSRML restructured their advisory committee membership and asked NCNMLG to name one representative to serve on the PSRML advisory committee for a two-year term. PSRML also selects "members at large" from hospital libraries and they may or may not be from NCNMLG's region.

PSRML covers all travel expenses of representatives attending advisory committee meetings. Advisory committee meetings are held as needed at the UCLA Biomedical Library.

For more information contact:

PSRML/Louise M. Darling Biomedical Library

University of California, Los Angeles

12-077 Center for the Health Sciences

Box 951798

Los Angeles, CA 90095-1798

(800) 338-RMLS (7657) or (310) 825-1200

(310) 825-5389 (fax)

<http://www.nlm.nih.gov/psr/>

COMMITTEES

AWARDS AND HONORS

The Awards and Honors Committee administers the Ysabel Bertolucci Award for Professional Excellence; the NCNMLG Professional Development Grant; the Locke Morrisey Professional Development Grant for Students; and the Colleague Appreciation Program. The Committee also promotes awareness of other awards; facilitates the awards of Emerita/Emeritus membership and Honorary membership; and facilitates the nomination for an MLA award or honor on behalf of the group.

MEMBERSHIP. The committee consists of a chair and at least two members. The chair is appointed by the President to serve a one-year term, and may occupy the office recurrently. Additional interested members of the group may also be appointed to the committee.

HISTORY. The Awards and Honors Committee was established by the Executive Board on November 22, 1991, as an ad hoc committee for a two-year trial period. On September 28, 1994, the Executive Board voted to make the committee a permanent committee of NCNMLG. In April of 1995, a description of the committee and its duties and responsibilities were outlined for inclusion in the 1995 revision of the *NCNMLG Policy and Procedure Manual*.

BUDGET. An annual budget is prepared by each incoming chair and submitted to the Treasurer and Executive Board for approval. Expenses include the commemorative item and check for the Ysabel Bertolucci Award for Professional Excellence, funds for the Professional Development Grants, and any other expenses necessary to perform the duties of the committee.

DUTIES AND RESPONSIBILITIES

1. Administer the Ysabel Bertolucci Award for Professional Excellence (Formerly the NCNMLG Professional Recognition Award)

Name of award changed from NCNMLG Award for Excellence by vote of Executive Board, April 5, 1995; and from NCNMLG Professional Recognition Award in 2012.

****Purpose of the Award.** This award recognizes individuals who have made significant contributions to NCNMLG and to health sciences librarianship.

****Criteria for the Award.** The following criteria provide flexibility to select recipients for work on a single project of significance or to recognize career achievement. Criteria include the following:

- A. Candidate's contributions are significant towards the advancement of health sciences librarianship through the endeavors of the NCNMLG.
- B. Candidate's contributions may include, but are not limited to, service to the group, publications, presentations and projects.
- C. Candidate is a member of NCNMLG at the time of nomination and has been a member for at least two years.

****Selection Process.** The committee publicizes the award and solicits nominations. Nominations may be made by any member or group of members. Members of the committee may also make nominations. Nominations should be made in the form of a narrative describing the nominee's contributions to health sciences librarianship and NCNMLG. No member of the committee may receive the award during any year of service on the committee. When the deadline for receipt of nominations is past, the committee reviews submissions. The number of awards given each year is at the discretion of the committee. If no suitable candidates are nominated, the award is not given. Discussions during the selection and approval process are not a matter of public record.

****Notification of Recipient.** A recipient is notified as soon as a decision is reached. This allows the opportunity to plan to be present to receive the award. As the award is officially announced at a later date, the recipient is requested to keep knowledge of the award to him/herself.

****Presentation of the Award.** The award is **usually** presented at the NCNMLG business meeting during the Joint Meeting of the NCNMLG and MLGSCA; **however, if this is not possible, it can be presented at another NCNMLG business meeting during the year it is awarded..** The presentation is made by the committee chair, and includes:

Name of recipient

Brief outline of recipient's accomplishments (may include excerpts from letter(s) of nomination)

Presentation of check for \$200.00 and a commemorative item, usually a plaque.

****Presentation Write-up.** Within two weeks of the presentation, the chair prepares and submits a brief article for publication on the blog. The recipient should be given a draft for comments and to check for accuracy and scope of information. The chair usually also prepares and submits a “kudos” item to the MLA News editor. Note deadlines and criteria for submission of copy for each publication.

2. Administer the NCNMLG Professional Development Grants

****Purpose of the Award.** The NCNMLG Professional Development grant program has been created to support NCNMLG members’ professional development activities including attendance at classes, conferences and meetings and to provide NCNMLG members with the opportunity to increase their competence in the theoretical, administrative and/or technical aspects of librarianship and information management.

****Eligibility.** The recipient must be a member of NCNMLG.

****Awards.** Any number of awards may be granted in a calendar year, though the total is typically two in the Fall and two in the Spring. The amount of each award is based on the number of suitable applications, though generally there is a \$300 limit per individual.

****Requirements for the Award.** Persons given the award must complete the program within a twelve-month period. Once the program has been completed, the awardee must write a short article for the next NCNMLG newsletter evaluating the program and its benefit to them. Failure to complete the program or to submit an article within the given time will result in the awardee being required to return the funds to NCNMLG.

****Selection Process.** The committee publicizes the grant and solicits applications, typically in both the Fall and Spring, though this is at the discretion of the committee. Applications must include a current Resume or CV; statement of career objectives and relevant experience; and amount requested with description of how the NCNMLG Professional Development Grant would be used. After the application deadline, the Honors and Awards Committee reviews all applications to select recipients and award amounts.

3. Administer the Locke Morrissey Professional Development Grant for Students

**** Purpose of the Award.** This \$300 grant is intended to support conference attendance for a library and information science student interested in medical/health sciences librarianship.

****Eligibility.** The recipient must be a current student in an ALA accredited MLIS program; a resident of California or Nevada; and a member of NCNMLG. Student membership is free.

****Selection Process.** The committee publicizes the award and solicits applications, typically in the fall. Applications must include: completed application form, current Resume or CV, and cover letter explaining applicant’s interest in medical librarianship and conference. Committee members review each qualifying application to select an appropriate recipient.

4. Facilitate the Colleague Appreciation Program

** The Colleague Appreciation Program is a member-to-member recognition program that allows anyone to honor an NCNMLG member by making a donation to NCNMLG. The minimum donation is \$10 per honoree, there is no maximum. Honorees receive a letter and a certificate. Each donor will receive an acknowledgment letter. Because the program is non-competitive, applications will accepted at any time of the year.

5. Facilitate the Award of Emerita/Emeritus Membership

**The Honors and Awards committee serves as facilitator for the award of Emerita/Emeritus memberships. This lifetime membership designation may be given to persons who have had ten years of consecutive membership in NCNMLG and who are members at the time of their retirement from library service or related activity.

The award of Emerita/Emeritus membership is requested by retiring librarians themselves, or may be requested for them by colleagues. Requests are made in writing to the chair of the Membership Committee, and include the following information:

- Member's name
- Year (date) of retirement
- Length of service in the field
- Approximate beginning date of the NCNMLG membership and indication that membership has been continuous for the 10 years preceding retirement.

Upon verification of membership information, the request is forwarded by the Membership Committee chair to the committee. The committee chair sends a letter to the member confirming Emerita/Emeritus status, with a copy to the Membership Committee and to the NCNMLG President.

If the Emerita/Emeritus member is a hospital librarian, the notice sent to the NCNMLG President may also be copied to the chair of the MLA Hospital Library Section (HLS) on the member's behalf. The HLS committee verifies the member's eligibility, and, upon verification, awards the Section's Certificate of Service.

6. Facilitate the Award of Honorary Membership

**The committee, in addition to individual NCNMLG members, may nominate a noteworthy individual for honorary membership to NCNMLG. This lifetime status is awarded for contributions to library service or to the Group. Recipients need not be NCNMLG members. Such nominations are submitted by the committee, or directly by members, to the Executive Board.

A Certificate noting their achievement is sent by the committee to persons awarded honorary membership.

Revised 09/27/16

JOINT MEETING

The Joint Meeting Planning Committee is responsible for arranging the Joint Meeting of NCNMLG and MLGSCA in years that the meeting is held in the NCNMLG region. NCNMLG generally hosts the Joint Meeting in odd numbered years, when MLA is not held in California, Nevada, or a nearby region, and when the Joint meeting is not combined with another meeting (such as QUINT)

The Chairs of the Joint Meeting Planning Committee are selected by the President two years in advance. The Committee selects the time and location of the meeting, plans the entire program, arranges for CE courses and invites a variety of library-related companies to exhibit at the meeting.

The Joint Meeting lasts two-three days and traditionally includes continuing education courses, a PSRML informational session, speakers and panels on topics of interest, poster session, exhibits, and a banquet.

Detailed directions for planning a Joint Meeting are contained in the Joint meeting reports, which are available on the “members only” section of the NCNMLG website.

MEMBERSHIP

The Membership Committee provides information and assistance to prospective and renewing NCNMLG Members. The Membership Committee is responsible for maintaining the Membership Database and helping members access our Online Member Directory.

SPECIFIC DUTIES AND RESPONSIBILITIES:

BUDGET. Develops a list of expenses involved in fulfilling Membership Committee activities for the coming year. This expense list is prepared prior to the end of the current fiscal and then submitted to the NCNMLG Treasurer for inclusion in the proposed Annual Operational Budget. This list should include the cost of our Online Member Database and Directory, Insurance Costs, and any other supplies needed to complete Membership Committee activities.

MEMBERSHIP INFORMATION. The Membership Committee keeps an accurate record of members by membership category: Unemployed, Retired, Honorary, Student, New Regular Paid Member and Renewing Paid Member. Information on current elected Officers, current Committee Assignments, Past Presidents and Honorary Members is also maintained.

Members need to provide their own contact data and are strongly encouraged to enter and edit their contact information in the Members Only Directory. Membership Committee Members will assist members who are unable to enter their own contact data.

NCNMLG LISTSERV. The Membership Committee forwards listserv requests to the subscribing agent.

BOARD TO MEMBER COMMUNICATIONS. The Membership Committee assists the Board by providing email communication with all members when required.

DUES. Annual dues are payable at the beginning of the fiscal year (June 1st.) and become delinquent after 90 days. Email reminders are generated automatically and sent to all Renewing Members. These reminders are issued just before the start of the fiscal year then monthly for several months. Members who do not respond within 60 days are sent a grace reminder. If they do not respond to this reminder they are considered delinquent and are removed from the organizational roster until they either pay their dues or if they are unemployed notify the Membership Chair of their situation.

The renewal email contains a form which members should complete. Their contact data and preferences are then automatically entered into the Member Directory and Database. Members paying by check need to complete the Member Application Form and submit this form with their payment.

The Membership Committee Chair is responsible for transmitting dues income to the Treasurer for deposit in a timely manner. The Membership Committee Chair should keep an itemized list of paid members and the date these funds were sent to the Treasurer.

RECRUITMENT. The membership committee sends correspondence and application forms to prospective members.

REPORTS. The Membership Committee Chairperson should be able to report on membership statistics at all meetings of the executive board and at all regular and/or special meetings. The chairperson is responsible for preparing an original and two copies of an Annual Membership Report after the close of the organization year. One copy is sent to the President before the Transitional Board Meeting. The second copy is kept in the position manual which is passed to the next incumbent. The original is kept in the files and sent to the archivist after 3 years. The annual report should summarize the year's activities in qualitative and quantitative terms, and include recommendations for any changes that seem desirable.

MEMBERSHIP DIRECTORY. This directory is available to Members Only Online and is generated by the Membership Software.

EMERITA/EMERITUS MEMBERSHIP. The award of Emerita/Emeritus membership is requested by retiring librarians themselves, or may be requested for them by colleagues. Requests are made in writing to the chair of the Membership Committee, and include the following information:

- Member's name
- Year (date) of retirement
- Length of service in the field

Approximate beginning date of the NCNMLG membership and indicating membership has been continuous for the 10 years preceding retirement.

Upon verification of membership information, the request is forwarded to the Awards and Honors Committee.

The Awards and Honors committee chair sends a letter to the member confirming Emerita/Emeritus status, with a copy to the Membership Committee and to the NCNMLG President.

HONORARY MEMBERSHIP. Nominations for honorary membership are submitted to the Executive Board for consideration and tentative approval; the President will then present those approved to the general membership at the annual business meeting for final consideration and approval. The Awards and Honors committee chair sends a letter to the member confirming Emerita/Emeritus status, with a copy to the Membership Committee and to the NCNMLG President. (See Also Bylaws, Article I).

STATEMENT ON MEMBERSHIP CATEGORIES

NCNMLG Membership Categories are outlined in the following table:

CATEGORY	DUES	TERM	RENEWAL
1 st Time Member	\$35.00	June 1 thru May 31st	Yearly
Renewing Member	\$35.00	June 1 thru May 31st	Yearly
Unemployed Member	No Fee Until Hired	June 1 thru May 31st	Yearly

Student Member	No Fee While In Library School	June 1 thru May 31st	Yearly
Emeritus Member	No Fee	Life	None
Honorary Member	No Fee	Forever	None

Membership Appl.

Communications

The Communications Committee coordinates NCNMLG communication venues: website, listserv, blog, and social media. The chair of this committee serves as the Webmaster.

1. A chair of the Communications Committee is appointed by the President each year before the annual Transitional Board Meeting is held.
2. The Communications Chair is responsible for maintaining the NCNMLG website, including:
 - Posting articles of interest to NCNMLG members
 - Providing notification of upcoming events and meetings
 - Posting membership documents
 - Updating information about NCNMLG and its Officers
 - Providing information on how to join NCNMLG
3. A file should be maintained by the Communications Chair, containing:
 - Instructions on accessing and updating the website, listserv and social media accounts

The file is shared with the new Communications Chair each year at the Transitional Board Meeting.

REPORTS. Prepares an annual report after the close of the organization year which is provided to the President before the Transitional Board Meeting. The annual report should summarize the year's activities in qualitative and quantitative terms, and include recommendations for any changes that seem desirable.

POLICIES

FINANCIAL SUPPORT POLICY FOR ATTENDANCE AT MEETINGS

Approved by the NCNMLG Executive Board on January 31, 1995
Update of the 1986 policy

The following section describes financial support for officers conducting NCNMLG business. The financial support is subject to available funds, and NCNMLG Executive Board approval on a case-by-case basis.

MLA ANNUAL MEETING

The Chapter Council Representative (or alternate), and the MLA Nominating Committee member (if selected) officially represent the chapter at the annual meeting of the Medical Library Association. These people may be reimbursed for air fare (round trip economy) or mileage (at the current federal standard rate) as well as the cost of the basic meeting registration fee.

JOINT MEETING OF NCNMLG/MLGSCA

For this meeting we are represented by the President and the Joint Meeting Chair(s). The President may apply to the group for airfare or mileage and the meeting registration fee. The Chair(s) may apply for the same level of reimbursement but only for the Joint Meeting that they have planned (i.e. the NCNMLG hosted meeting). These people may be reimbursed for air fare (round trip economy) or mileage (at the current federal standard rate) as well as the cost of the basic meeting registration fee.

PROGRAMS OR CONTINUING EDUCATION EVENTS

When an institution acts as the group's host at any of these events, one free registration may be provided to the host institution. In addition, one free registration may be provided to the person who was the major arranger/organizer of the event (they may be from the host institution or from any institution).

OTHER

If a board member travels on behalf of NCNMLG for any other purpose, they may apply for reimbursement to the executive board. These requests will be considered on a case by case basis.

BASIC CONSIDERATIONS

1. Funding by NCNMLG should be considered a secondary source for the individuals involved. That is, they should attempt to obtain as much funding as possible from their employers.
2. Estimates of the board member's amount of financial support for meeting attendance should be part of their annual budget request.
3. A claim form and receipts are required for reimbursement.
4. All requests are subject to executive board approval.
5. If requests for financial support for meeting attendance exceed the amount budgeted for the year, division of funds allocated by the board will be based on a percentage proportionate to the amount

requested. For example, if A requests \$100 and B requests \$200, but only \$150 is available, A would get \$50 and B would get \$100.

FINANCIAL SUPPORT ELIGIBILITY (Subject to board approval)

1. President:

Round trip air fare or mileage and meeting registration fee for the annual Joint Meeting

2. Joint Meeting Chair(s):

Round trip air fare or mileage and meeting registration fee for the Joint Meeting that they planned

3. MLA Chapter Council Representative:

Round trip air fare or mileage and meeting registration fee for the MLA annual meeting

4. MLA Chapter Council Alternate:

Same as above but only if the Council Representative cannot attend

5. MLA Nominating Committee Member (if chosen for the nominating committee):

Round trip air fare or mileage and meeting registration fee for the MLA annual meeting

6. Host Institution for an NCNMLG program or CE:

One free registration

7. Major arranger/planner for an NCNMLG program or CE:

One free registration

STATEMENT ON AD HOC COMMITTEES

This motion was passed by the Executive Board on September 14, 1995:

Ad Hoc committees which have been in existence for over 5 years be made standing committees of NCNMLG.

