



# The Colorado Association of Libraries Policies and Procedures

Colorado Association of Libraries  
12011 Tejon Street, Suite 700  
Westminster, CO 80234

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POLICY/PROCEDURE: #1: Operations

EFFECTIVE DATE: October 17, 2002

REVISION DATE: September 9, 2010

### **Membership**

- Any Colorado Association of Libraries member may choose membership in any of the type-of-Library Associations, each of which determines its own specific name, governance, programs, and leadership.
- Each Association includes members who have an interest in, or are affiliated with, the following types of libraries: public, school, academic, and special.
- Any Colorado Association of Libraries member may choose membership in any Division.
- Divisions include members who are engaged in similar work or who have common interests.
- Any other library organization may join as an Associate Member, following approval by the CAL Executive Board. The organization should submit a request in writing to the President. An Associate Member typically has Bylaws and collects dues. An Associate Member is required to appoint a liaison to the CAL Executive Board.

### **Bylaws**

- Each Library Association and Division shall adopt its own bylaws and name, subject to approval of the Colorado Association of Libraries Executive Board.
- Bylaw revisions should be reviewed by the Parliamentarian, and then submitted to the Executive Board for acceptance. Each Library Association and Division shall submit to the Colorado Association of Libraries Business Manager a current copy of its bylaws within 30 days after acceptance.

### **Officers**

- Officers of each Library Association and Division shall be elected as provided in their Bylaws.
- Vacancies shall be filled in accordance with the Bylaws of each Library Association and Division.

### **Dissolution**

- Each Library Association, Division, and Interest Group may be dissolved by action of its members with the approval of the Colorado Association of

Libraries Executive Board.

### **Reports and Records**

- Minutes shall be kept, and all other records of the Library Association and Division shall be sent to the Colorado Association of Libraries office.
- The Business Manager shall maintain a Master Calendar of Events, which is posted to the web site.
- Web pages of Associations, Divisions, Interest Groups and Committees shall be hosted by CAL and shall be included as part of the CAL web site. The CAL newsletter shall include space for reports.
- CAL Associations and Divisions shall submit an annual report to the Executive Board.
- Retiring officers of CAL, Associations, and Divisions shall give their files to their successors after sorting all records and sending materials over three years old to the CAL Executive Office.

**POLICY/PROCEDURE #2: CAL Board**

**EFFECTIVE DATE:** October 17, 2002

**REVISION DATE:** September 8, 2008  
September 10, 2010  
August 8, 2014

**Duties**

- Establishes and implements the immediate and long range objectives of The Association.
- Controls the funds and property and supervises the financial administration of The Association.
- Approves publications and their policies.
- Selects time and place of the Annual Business Meeting, notifying the membership directly.
- Responsible for selection and supervision of paid staff.
- Reviews contract for lobbying services every three years.

**Meetings**

- Meetings, except for executive sessions, are open to all members.
- Executive sessions deal with personnel matters or similar issues.
- Board members shall be notified of all meetings at least two weeks prior to the meeting.
- Written reports or requests to be included on the CAL Executive Board meeting agenda must be submitted to the CAL office at least two weeks before the scheduled Executive Board meeting date. If this deadline is not met, the submitter must bring 30 printed copies to the meeting and the board may decide to delay consideration of any item they feel they need more time to review. Items must be submitted electronically as Word or PDF documents. The CAL President will approve the agenda within the Board Packet in time for it to be posted on the website 1 week prior to the scheduled meeting.. The Business Manager will post the Board Packet on the Executive Board section of the CAL Web site, and will notify the CAL Board via email it is available for downloading and viewing. It is the responsibility of each board member or interested person to access the Web site, print the agenda and supporting handouts, and review the material prior to the Executive Board meeting.

## **Duties of the Executive Committee Members of the CAL Board**

### **President**

#### **Term of Office**

- The President shall serve for one year from the end of one Annual Business Meeting until the close of the next Annual Business Meeting.

#### **Duties**

- Calls all Executive Board meetings and prepares agenda.
- Arranges for Board orientation either at the annual conference or prior to the first Board meeting of the new year.
- Represents The Association in all official capacities and speaks on behalf of The Association on all policies.
- Coordinates the activities of all Divisions, Committees, and Interest Groups.
- Prepares a printed annual report for presentation to the membership at the Annual Conference.
- Serves as liaison officer to other professional and official agencies unless otherwise provided.

### **Financial Responsibilities**

- Approves disbursements of monies.
- Authorized to sign checks for The Association.
- Arranges for an annual review of The Association's financial records at the end of the each year of a Treasurer's term, and a full audit at the completion of the Treasurer's term (the third year).

### **Appointments**

- Appoints Committee members and establishes special Committees as needed.
- Appoints representatives to organizations not otherwise covered in the Bylaws.

### **President-Elect**

#### **Term of Office**

- The President-Elect shall serve for one year from the end of the Annual Business Meeting following election until the close of the next Annual Business Meeting.

#### **Duties**

- Attends all meetings of the Executive Board.
- Presides when the President is in attendance, but wishes to step down from the chair.

- Presides at a session of the Annual Conference.
- No later than one month prior to assuming the office of President, appoints the committee chairs to serve during his/her term as President. When recruiting such committee chairs he/she informs them of the duties and responsibilities as outlined on appropriate pages of the Policies and Procedures Manual.
- Assumes the office of President in the event of a vacancy.
- Serves as coordinator for planning all programs

### **Financial Responsibilities**

- Authorized to sign checks for The Association.

### **Past-President**

#### **Duties**

- Attends all meetings of the Executive Board.
- Provides continuity and consistency
- Serves on the Budget Committee
- Oversees CLEF (Colorado Libraries Education Fund)

### **Secretary**

#### **Term of Office**

- The Secretary serves a two-year term, elected in the annual elections, assuming office at the close of the Annual Business Meeting.

#### **Duties**

- Attends all meetings of the Executive Board.
- Keeps minutes of all Executive Board and membership meetings of The Association.
- Sends and receives correspondence as requested by the President and/or the Executive Board.
- Distributes minutes and pertinent documents to Executive Board and committee chairpersons.
- Prepares and sends a summary of each Executive Board meeting to the editor of the newsletter and to others deemed necessary, after each meeting.
- Compiles a notebook containing the official minutes, attendance and significant documents pertaining to the business of The Association. This notebook should be submitted to the Executive Office at the end of each

fiscal year.

## **Treasurer**

### **Term of Office**

- The Treasurer serves a three-year term, elected in the annual elections, assuming office at the close of the Annual Business Meeting.

### **Duties**

- Attends all meetings of the Executive Board.
- Serves as Chair of the Budget and Finance Committee.
- Is one of those authorized to sign checks for the Association.
- Reviews all financial records.
- Reviews and presents financial reports to the membership and the Executive Board. Reports include a monthly balance sheet and an annual budget for the approval of the Board, and will follow generally accepted accounting procedures.
- Prepares a written report to membership after the close of the fiscal year.
- Participates in the annual review or audit of financial records.
- Advises Board members on their fiscal responsibilities.
- Co-signs for transfers of money from savings to checking accounts
- Advises on insurance coverage needed.
- Serves as an ex-officio member of the Membership Committee and Long Range Planning Committee.
- Ensures that all tax forms are submitted by their deadlines.
- Ensures current signature cards are on file at the official bank of CAL.

### **Association Presidents**

- The President of each Association shall be a voting member of the CAL Board.

### **Parliamentarian**

- A Parliamentarian shall be appointed by the President in order to assist the President in adhering to parliamentary procedures as specified by the current edition of the American Institute of
- Parliamentarians Standard Code of Parliamentary Procedure in the conduct of business meetings.



POLICY/PROCEDURE: #3: Committees

EFFECTIVE DATE: October 17, 2002

REVISION DATE: August 4, 2006  
September 10, 2010  
March 2, 2012  
August 8, 2014

## **Committee Charges**

### **General**

- Committees are appointed annually by the President with the approval of the Executive Board.
- Committees function according to their charges. They do not operate independently, but make recommendations to the Executive Board as well as implement Board policy. Committee chairs are responsible for a written annual report no later than one month prior to the annual business meeting. The report should include recommendations for revisions to the committee charge and a proposed budget for the next year.
- Committees are encouraged to plan meetings to accommodate all schedules of its members with an awareness of the need to meet after regular weekday hours. Use of virtual meetings and conference calls is also encouraged to bring together members from various geographic areas of the state.

### **Executive Committee**

Members of the Executive Committee are the President, President-Elect, Past President, Secretary and Treasurer. The Executive Committee has the power to act for the Board, within limitations, when the Board is not meeting. The Executive Committee may resolve emergency matters that need to be acted on promptly and shall inform the full Board of their action promptly and include that action in the next Board meeting minutes.

### **Policy Committees**

### **Legislative**

- Recommend and follow the mandate of the CAL membership's legislative

agenda.

- Support First Amendment rights in appropriate venues, in conjunction with the Intellectual Freedom Committee.
- Supervise, monitor, and evaluate the performance of the CAL lobbyists.

### **Intellectual Freedom**

- Support First Amendment rights in appropriate venues, in conjunction with the Legislative Committee.
- Maintain, revise, and distribute as necessary the Colorado Intellectual Freedom Handbook.
- Recommend to the Executive Board expenditures of the Julie Boucher Memorial Funds.

### **Operational Committees**

#### **Awards**

- Review and revise award criteria as necessary.
- Solicit nominations and select award recipients in accordance with established criteria.
- Arrange for the trophies/ plaques, develop awards publications, and, in conjunction with the Conference Planning Committee, arrange the awards presentation at the annual conference.

#### **Budget and Finance**

- Solicit and review budget requests for the upcoming fiscal year from all CAL units including Associations, Divisions, Interest Groups, and committees.
- Prepare, by a deadline established by the Executive Board, a recommended budget for the upcoming fiscal year for Board approval or amendment.
- Monitor fiscal trends, consider revenues and expenditures, and arrange for audits.

#### **Communications**

- Serve in an advisory capacity (with the SIER Committee), when requested, to the CAL Executive Board on marketing and public relations issues concerning the association.
- Develop educational opportunities on library marketing for libraries and library staff in collaboration with the CAL Continuing Education Committee; and
- Sponsor or support statewide library-related public relations and marketing initiatives for CAL.

- Serve in an advisory capacity to the CAL Executive Board on matters of organizational publications
- Upon request by CAL's Executive Board, review and recommend to the CAL Executive Board any personnel actions including staff stipends for the CAL publications staff.

### **Conference Planning**

- Plan the annual conference.
- Develop and conduct evaluation of the conference as part of its annual report.
- Review and revise the conference handbook as necessary. A copy of the handbook shall be kept with the Business Manager.

### **Membership**

- Plan and implement all recruiting and membership activities.
- Conduct new member orientation at each annual conference.
- Conduct surveys to determine member satisfaction.
- Conduct surveys of non-members to determine reasons for their not joining.

### **Nominating/Election**

- Consists of representatives of the Associations, chaired by the CAL President-Elect.
- Present a list of candidates to the Executive Board not later than 90 days prior to the annual business meeting.
- Works to assure that the Presidency is rotated among various types of libraries. If the Association whose turn it is does not come forward with a viable candidate, the rotation will move forward to the next Association.
- See that ballots are distributed to each individual member no later than 60 days prior to the annual business meeting. An electronic medium is acceptable for distributing ballots and collecting completed ballots.
- Count completed ballots received by the Business Manager no later than 30 days prior to the annual meeting.
- Notify candidates of the election results.
- Report election results to the membership at the annual meeting.

## **Revisions**

- Review the CAL Bylaws and Policy and Procedures Manual annually.
- Recommend Bylaw changes to the Executive Board for submission to the membership.
- Coordinate periodic review of Association and Division bylaws to ensure compliance with CAL bylaws.

## **Site Selection**

- Surveys potential sites for annual conferences for Executive Board approval.
- Negotiates contracts with the approved sites for Executive Board approval. May work with a site selection vendor as an agent of record if approved by the Executive Board.
- Secures sites for future annual conference maintaining a venue at least 2 years in advance but not more than 5 years in advance. No more than a two year contract at any single site.
- If an agent of record is used, site selection committee provides the executive board with an evaluation of the work done.

## **Leadership Development**

- To develop and offer continuing education opportunities in the area of leadership, including but not limited to the CAL Leadership Institute
- to work with other CAL units in the recruitment and placement of new leaders throughout the association
- to partner with other library organizations in the promotion and provision of leadership training and education

## **Additional Committees and Task Forces**

- The President, with the approval of the Executive Board, may appoint Special Committees and Task Forces as needed. These will dissolve upon completion of their charge.

POLICY/PROCEDURE: #4: Finances

EFFECTIVE DATE: October 17, 2002

REVISION DATE: August 4, 2006  
May 14, 2010  
September 10, 2010  
June 28, 2011

### **General**

- Funds for Association and Division activities may be allocated in the annual budget of the Colorado Association of Libraries. Funds are to be in the custody of the Executive Board of the Colorado Association of Libraries to be accounted for and disbursed by the Treasurer on authorization of the officers of The Association. If additional funds are needed to support the activities for which Colorado Association of Libraries monies are not available, the Association or Division may solicit funds from the members of the Association or Division. Monies collected in this manner will be accounted for as above with the approval of the Executive Board.
- The CAL budget will be approved and in place by January 1 of each year. (added May 14, 2010)
- The CAL treasurer, through the CAL office, collects and disburses funds for The Association.
- Travel, lodging, mileage or any other expense reimbursements are not financially supported by the Executive Board for CAL members (excepting staff of CAL) who attend the CAL Conference, Executive Board meetings, or any Association and Division workshops, board or committee meetings, etc.

### **Conference/Workshop/Annual Meetings**

- Excluding the CAL Conference, all other meetings, activities, etc., must be held in rent-free and fee-free facilities whenever feasible. The CAL Office can assist in locating such facilities. Any payments for facility rent or fees, if necessary, must be approved in advance by the President or Treasurer of the CAL Board or their designate.
- CAL members who present a program at their Association/ Division's spring meeting and those who present programs at CAL workshops are not expected to pay workshop registration fees; the fee is waived by the CAL office. The presenter or organizer should email the CAL office prior to registration to obtain the discount code that will remove the fees.

- CAL members who are officers in their Association/Division are eligible for a discount on their spring workshop registration. Officers should email the CAL office prior to registration to obtain the discount code that will remove the fees.
- CAL members and others who present at the annual conference are expected to register and pay for their attendance at conference. If a presenter is coming only to present and not attending any other part of the conference, registration is not required. If a presenter is planning to attend any other part of the conference, he/she must register for the portion of the conference he/she is attending. The CAL Conference Committee may arrange for a speaker discount or speaker gift for conference presenters, and will account for that in the conference budget.
- Honorariums and expense reimbursements are not financially supported by the CAL Executive Board for Colorado librarians (whether they are CAL members or not) who are speakers, panelists, etc., at the CAL annual conference. Honorariums and expense reimbursements may be supported financially by the CAL Executive Board for pre-conference, workshop, or other continuing education event leaders, speakers, panelists, etc., as long as the amounts fall within the event budgets approved by the CAL Executive Board in its annual budget. Such budgets must be at least self-supporting. This policy does not preclude support of honorariums or expense reimbursements by sponsors.

## **PROCEDURES**

### **Cash Receipts Procedures**

The business manager receives incoming mail and processes all deposits. A copy of the deposit will be attached to the incoming documentation creating a packet summarizing the deposit. Receivables related to an item in Cvent (i.e., membership, event registration, etc.) will be posted to the account in Cvent.

Checks received will be deposited into the appropriate bank account. A deposit not forwarded or mailed to the bank should be kept in a locked area of the office. It is important to make deposits as often as possible, at least one a week. If the funds are mailed to the bank, the business manager should indicate the date mailed on the packet.

No single account should contain more than \$100,000, or the amount over which the FDIC will not insure.

### **Funds Transfer**

Funds may need to be transferred from one account to another. If transfer is made via the Internet, a print out of the transfer should be made. If the transfer is made via phone, a statement should be sent from the bank. The print out should indicate on it why the transfer took place.

This statement will be forward to the bookkeeper for recording and the document will be forwarded to two signatories on the account. The signatories will initial the document stating that they have acknowledged the transfer.

### **Funds received from the Merchant Account**

The bookkeeper is responsible for processing the receipt of funds through the merchant account. The bookkeeper will print out a reconciliation of the amounts credited per the merchant account. The bookkeeper will print out a reconciliation of the Cvent activity for the merchant account. These two forms will be attached to each other and forward to two signatories on the account for review.

### **Cash Disbursements Procedures**

Incoming invoices will be logged in by the business manager, citing the committee or person responsible for ordering the product or service and the purpose for the expenditure, and verifying the amount and validity of the invoice.

The bookkeeper will pick up the records for processing and return them as soon as possible.

The bookkeeper is responsible for the preparation of disbursements. All disbursements are to be made by check, unless the disbursement is a refund for an item made by credit card. In that case, a credit will be made to the card that the item was paid for, and a copy placed in the records for the bookkeeper. If the account is closed, refund will then be made by check.

Disbursement checks will be available to signatories on the account for their review. Signatories should not sign any check in which they do not understand the amount or the validity of the invoice/check. If there are any questions or concerns about the amounts, the business manager or bookkeeper should provide necessary information upon request.

All checks should be attached to an invoice or other supporting documentation and requires one (1) signature from a designated signatory (Approved June 2011).

When the signatory signs each check, s/he should check the invoice and/or other supporting documentation. Any checks to pay invoices in excess of \$10,000 should be reflected in the board minutes or approved by the committee and the board.

Each check should be double checked before signing. The checks will be returned to the business manager who may then mail the bills, keeping the invoice along with one portion of the checks receipt attached to the invoice to give to the bookkeeper.

All checks should be mailed as soon as this process is completed.

The business manager will return the documentation to the bookkeeper for filing into an appropriate system.

If invoices are received by the organization that will not be paid, these invoices should be signed off on by the signatories and filed in the appropriate file system and notification provided to the submitter of the invoice.

### **Bank Reconciliations**

Bank statements will be accessed monthly by the bookkeeper via the Internet. The statement will be reviewed for the contents for inconsistent check numbers, signatures, cash balances, payees, and endorsements (at a minimum). The bookkeeper (an individual without check signing rights) will reconcile the bank accounts using the approved reconciliation software.

When reconciling the bank accounts, the bookkeeper will review the following items including these procedures:



- A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
- A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
- An investigation of items rejected by the bank, i.e., returned checks or deposits.
- A comparison of wire transfers dates received with dates sent.
- A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
- An accounting for the sequence of checks both from month to month and within a month.
- An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
- A review and proper mutilation of void check.
- Investigate and write off checks which have been outstanding for more than six months.

A statement will be forward to the president and treasurer for review. The signatories will initial their review of the documentation. The signatories should verify that the balances in the cash accounts agree with the balances shown on the bank statements.

The reconciliation will be returned to the bookkeeper for filing.

## **Purchases**

### **Credit Card Purchases:**

Authorized credit card purchases should be made by authorized personnel only. Currently, cards are issued only to the business manager and CASL administrative support person. In every case of credit card usage, the individual charging will be held personally responsible in the event that the charge is deemed personal or unauthorized.

The card is to be used only for authorized expenditures to conduct CAL business.

Receipts should be compiled and submitted with an expense report in a timely manner.

Personal or non-business expenditures are unauthorized use of the credit card.

## **Reimbursements**

Every purchase or expense must be documented with receipts, name of the individual(s) affected, nature of business, etc., before the expense will be considered authorized and approved for reimbursement. The individual requesting reimbursement or payment of receipts should complete and sign the “Request for Payment Form”.

The bookkeeper will check all reimbursement requests against receipts provided. The check will be processed and the signatories will review it with all other check disbursements.

No request for reimbursement may be submitted more than 90 days after the charge was incurred, without prior approval of the board. This approval must be reflected in the board minutes.

In the absence of documentation of a purchase, a handwritten document may be produced and signed by the originator. Every attempt should be made to include original and/or backup materials.

### **Contracts**

Contracts for purchasing products or services should be created and maintained for the file. All contracts should be reflected in the board minutes.

### **Payroll**

Personnel:

The business manager is responsible for maintaining personnel and contractor files.

Each file should contain the following information, whenever possible.

- a. Employment application or resume
- b. Date of employment
- c. Position, pay rates and changes therein
- d. Authorization of payroll deductions
- e. Earnings records for non-active employees
- f. W-4 Form, withholding authorization
- g. I-9 Immigration Form
- h. Termination data, when applicable

All personnel records are to be securely kept at the Colorado Association of Libraries office. Access to these files other than by the bookkeeper and business manager, CAL Executive Committee, or the auditor should be requested in writing to the CAL President.

### **Payroll Preparation and Timekeeping**

The pay period will be the first to the last day of each calendar month. Payroll will be processed on the 10th day of the month following the work month, for payment on the 15<sup>th</sup>.

Salary and contractor payments will be processed according to the amounts approved by the Executive Board.

Hourly, temporary, stipended, and other contractors or employees must submit a timesheet or invoice prepared and submitted to the business manager by the end of each month. Invoices should include detail, and timesheets should include specific time spent on each grant/project/task.

The business manager will process payroll through the service bureau through December 2009. At that time, the bookkeeper will process payroll manually, beginning with January 2010.

## **Financial Reporting**

### **Quarterly Reports:**

The bookkeeper will prepare a set of quarterly financial reports for distribution to the board. The reports will include: a balance sheet and a statement of income and expenses, a budget-to-actual report for all accounts included in the annual operating budget, and a list of deferred and receivable funds. The quarterly reports (December, March, June, September) will be submitted to the full board for their review and acceptance at the upcoming board meeting.

Monthly statements will be included in the check disbursement folder and will be reviewed by the president and treasurer.

### **Year-End Report/Audit:**

At fiscal year-end, a year end audit report should be prepared summarizing the total income and expense activity for the year. A balance sheet should be prepared as of December 31 and should be attached to the income and expense report. This report will be initially reviewed by the board.

Bids for an independent auditor to conduct an audit or review will be accepted between October 15 and December 31. The auditing process will begin on or about February 1.

### **Annual Checklist**

At the first yearly meeting of the CAL board, the following will take place:

1. The board of directors shall approve new signers to each bank account (banking resolution for the year)
2. The board of directors shall approve any new and necessary bank accounts or close bank accounts that should be eliminated
3. New signers shall complete the appropriate banking documents
4. Name, home address and phone numbers of new board of directors/officers will be obtained for the business manager and bookkeeper

5. A review of the current operating procedures will be made with the Executive Committee, and reaffirmed or revised
6. All financial institutions should be notified of any changes to the authorized signers of the accounts within three (3) business days following the meeting.



**Colorado Association of Libraries**  
**Travel and Entertainment Expense Report**  
 (Please attach receipts)

Submitted By: \_\_\_\_\_ Budget or Billing Category: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
DATE								
PARKING								
LODGING								
TRAVEL MEALS								
ENTERTAINMENT MEALS *								
TIPS								
AUTO MILEAGE								
OTHER								
							<b>FINAL TOTAL</b>	

\*List names of guests:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Form updated April 13, 2009)

Send completed form to:  
 Colorado Association of Libraries  
 3030 W. 81<sup>st</sup> Ave.  
 Westminster, CO 80031  
 Or Fax to: 303.458.0002

Make Check Payable To: \_\_\_\_\_  
 Address to send check to:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **CAL Conference Committee/Board Discounts**

- *Members of the CAL conference committee (see list below) receive varying levels of discounts on the conference hotel and conference registration due to the extensive time they will need to spend at the hotel to perform their tasks. These members arrive the day before the pre-conference to set-up for the conference and need to be on-call throughout the CAL conference.*

*The following CALCON committee members will receive a hotel discount unless that committee member lives within 5 miles of the CAL Conference hotel, at which point a room will not be provided:*

- Chair of CAL Conference – 3 nights
- Co-Chair of CAL Conference – 3 nights
- Hotel Liaison Sub-Committee Chair (if volunteer) – 3 nights
- IT/AV Sub-Committee Chair – 3 nights
- Volunteer Coordinator Sub-Committee Chair – 3 nights
- Exhibits Sub-Committee Chair – 3 nights
- Keynote Speaker Sub-Committee Chair – 3 nights
- President of CAL – 3 nights
- President-Elect of CAL – 2 nights

**The following CAL conference committee members will receive full registration: including meals, awards banquet, conference, & excluding pre-conference:**

- Chair of CAL Conference
- Co-Chair of CAL Conference
- Hotel Liaison Sub-Committee Chair (if volunteer)
- IT/AV Sub-Committee Chair
- Volunteer Coordinator Sub-Committee Chair
  - All Volunteers must register for conference
- Exhibits Sub-Committee Chair
- President of CAL

**The following CAL conference committee members will receive less than full registration:**

- President-Elect of CAL – conference registration, no meals, no awards banquet
- Awards Banquet Coordinator – only awards banquet registration covered
- Awards Banquet MC(s) – only awards banquet registration covered
- All Conference Committee Members not listed above - \$30 off conference registration

**POLICY/PROCEDURE: #5: Annual Conference and Other Workshops**

**EFFECTIVE DATE:** October 17, 2002

**REVISION DATE:** September 10, 2010

- Each Library Association and Division shall be responsible for sponsoring at least one program and one business meeting at each Annual CAL Conference.
- Each Library Association and Division works with the Conference Committee Chair in planning and scheduling programs and/or business meetings of the Association or Division to avoid conflicts with other units in timing and the selection of topics and speakers, and to ensure both adequate publicity and meeting room availability.
- Spring workshops or other Association and Division programs are to be coordinated through the Business Manager.
- Cancellation policy: Substitutions are welcomed at any time. Registration cancellations made in writing and postmarked, emailed or faxed at least thirty days prior to the official start of the conference or workshop will result in a full refund less a processing fee established by the CAL Executive Board. No phone cancellations will be accepted. There will be no refunds of cancellations postmarked after thirty days prior to the official start of the conference or workshop.

POLICY/PROCEDURE: #7: Miscellaneous Policies and Procedures

EFFECTIVE DATE: June 4, 2004

REVISION DATE: September 8, 2008

## **Use of CAL Media for Endorsements of Candidates**

CAL media, both print and online, may contain information about candidates for CAL offices but will not include endorsements of such candidates. Cal media may contain information about candidates for non-CAL offices who are CAL members, at the discretion of the editors and the Executive Board.

## **Endorsement of candidates for office in library organizations**

The CAL board shall not publicly endorse candidates for office in either state or national library organizations. This rule shall also apply to CAL staff and to any individual holding an elected position within CAL or its member organizations. Individual CAL members are not subject to this rule.

Lists of CAL members running for office in state or national library organizations may be communicated using official CAL methods (i.e., e-mail lists, newsletter, etc.) for informational purposes only. Such lists of candidates shall not be construed as an endorsement.

## **Elected Representatives**

A Councilor to the American Library Association, a Delegate to the American Association of School Librarians, and a Representative to the Mountain Plains Library Association shall be ex-officio non-voting members of the Executive Board. Eligibility, Removal, and Vacancies of Elected Representatives shall be in accordance with the CAL Bylaws.

- **American Library Association (ALA) Councilor**

The ALA Councilor shall be elected for a three-year term or in conformance with the rules and regulations of ALA, so long as CAL remains a chapter of the former. The ALA Councilor shall advise and coordinate the mutual activities and programs of CAL and ALA.

- **American Association of School Librarians (AASL) Delegate**

The AASL Delegate shall be elected for a two-year term or in conformance with the rules and regulations of AASL, so long as CAL remains an affiliate of the former. The AASL Delegate shall advise and coordinate the mutual activities and programs of CAL and AASL.



- **Mountain Plains Library Association (MPLA) Representative**

The MPLA Representative shall be elected for a three-year term or in conformance with the rules and regulations of MPLA so long as CAL remains a member of the former. The MPLA Representative shall advise and coordinate the mutual activities and programs of CAL and MPLA.

POLICY/PROCEDURE: #8: Privacy Policy

EFFECTIVE DATE: August 4, 2006

REVISION DATE:

### **How CAL Uses Personal Contact Information**

Colorado Association of Libraries' members and conference/workshop attendees are asked to register and voluntarily provide some information to assist us in administering their member benefits, CE/conference registration and training. This information is not sold or distributed in any manner beyond what is stated here, and is not sold or given to anyone to be used for non-CAL purposes.

CAL makes a mailing service available to those who are interested in providing library-related information to our members. CAL does not provide member information to vendors. Instead, CAL provides the mailing service by administering the mailing so that member contact information does not leave CAL's control.

CAL sometimes prepares a list of attendees at a conference/CE workshop so the registrants have information so they can contact each other. CAL offers the option for registrants to not be included on that list; if a registrant opts out of that list, that person's information is not included.

CAL sometimes prepares a directory of membership so members can contact each other. CAL offers the option for members to not be included on that list; if a member opts out of that list, that person's information is not included.

POLICY/PROCEDURE: #9: Conflict of Interest Policy

EFFECTIVE DATE: May 14, 2010

## **Conflict of Interest**

In their dealings with the business or property of The Association, members of the Board may not use their relation to The Association for their own personal gain.

### **Principles**

The following five principles will serve as guidelines for Board members:

- 1.** Members of the Board shall maintain the highest standards of business ethics in transactions with The Association.
- 2.** Members of the Board are expected to perform their duties faithfully and efficiently and never give rise to suspicion of improper conflict within The Association.
- 3.** Members of the Board shall not accept any favor or gratuity from any person or firm which is engaged in or attempting to engage in business transactions with The Association, which might affect the Board members' judgment in the impartial performance of his duties.
- 4.** Board members are not privileged to use inside information for their own personal advantage or fail to disclose relevant information or misrepresent facts to The Association's members.
- 5.** Full disclosure by a member of any potential conflict between his or her personal interest and the interest of The Association is required by the standard of good faith.

## **Procedure**

- 1.** When any such interest becomes relevant to any subject requiring action by the Board or any of its associations, divisions, or committees, the Board member having a conflict shall call it to the attention of the Board, association, division or committee, and the Board member shall not vote on the subject in which the member has a conflict of interest, shall not use personal influence, and, in those cases where a quorum of the meeting called for the purpose of voting on the subject has not yet been established, the Board member shall not be counted.
- 2.** If excluded from voting because of a conflict of interest, a Board member will be required to state briefly the nature of the conflict, and may be requested to answer pertinent questions of other Board members when that Board member's knowledge of the subject will assist the Board or any of its committees. The Board may request that a Board member thus excluded from voting on a subject leave the meeting temporarily while the subject is being debated and voted upon.
- 3.** The minutes of the meeting shall reflect that a disclosure was made, that the Board member who stated a conflict of interest did abstain from voting, and, in those cases where a quorum was not already established, that the Board member was not counted in determining the quorum.
- 4. Violations of Conflict of Interest** - If the Board has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the response of the interested party and making such further investigations as may be warranted in the circumstances, the Executive Board determines that the interested party has in fact failed to disclose an actual or potential conflict of interest, it shall take appropriate disciplinary and corrective action.