

**The Handbook of the  
Arizona Library Association (AzLA)**

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**Section II: Interpretation of Bylaws (Revised & Approved 1 August 2013, 17 October 2014)**

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**The Appendices shall include:**

- An historical summary of office holders, Divisions, Interest Groups, Committees, & Awards with winners.
  - A list of acronyms / initialisms used in the Handbook.
  - A glossary, should it be deemed advisable.
  - A map of the state showing the current regions.

**Section III of AzLA Handbook:**  
**Section III-A: Policy Statements of AzLA**

Operational Policies

Annual Conferences

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

1. All attendees pay at the established rate.
2. Every program must be sponsored by AzLA or a sub-unit of thereof unless approved by the Conference Committee.
3. Rooms, food, *etc.* for AzLA officers shall not be paid from AzLA funds.
4. Registration fees, exhibitor fees, *etc.* must be approved by the Executive Board.
5. Only the Executive Board has authority to approve the date and place of Conference.
6. Neither AzLA nor its units shall pay an honorarium, fees, or other expenses to librarians who “should be” members of the Association or who would normally attend the conference for participation as planner, speaker, or discussion leader.
7. In-state speakers at AzLA Conference will not be charged the Conference Registration fee if they are only presenting and they are not attending any other portion of the Conference.
8. Variable rates for conferences are permissible, but shall not be based upon membership in a any sub-unit of AzLA , *e.g.*, the “member” rate at all AzLA functions shall apply to any and all AzLA members.

Award Funding

*Passed, Board Minutes 2013JAN31*

While AzLA recognizes the value at a number of levels of awards, its Executive Board is also keenly aware of the financial stewardship of the Association that is placed in its hands by the Membership. Therefore from the date of this policy resolution, any award proposal must come forward for approval with a statement of funding - this funding may be through an endowment or through a corporate sponsorship, such sponsorship should specify a minimum number of years that the agreement will be in effect. All current AzLA awards now funded through the general operating accounts will have three (3) calendar years from the date of this policy resolution to find alternate means of funding.

Conference Registration

*Passed, Board Minutes 2006OCT13*

Starting with the 2007 Conference, all presenters (program & poster) with an affiliation to libraries or librarianship, living and / or working in the State of Arizona, are required to register for the AzLA Conference for a minimum of one (1) day at their level of eligibility (member or non-member).

Conference Site

*Passed, Board Minutes 2007JUL27*

AzLA affirms the goal & desire to promote itself as a statewide organization up to & including the Annual Conference. To this end, the Executive Board, in conjunction with contracted Conference & Association managements, and regional convention visitors' bureaus, will include all regions of the state in future conference site selection processes.

Conflict of Interest Policy

*Originally Passed DATE*

Click ICON.



AzLA CofI Policy.pdf

Elections

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

1. The results of Association elections shall be published in the *AZLA Newsletter* immediately following the election with the names of the winners highlighted.
2. The Elections / Appointments Committee shall take into account such factors as Division and Interest Group membership and geographical representation when developing slates for nomination.

Endorsement

*Passed, electronically 2014MAR13*

Distribution of literature and statements by candidates for positions within the American Library Association, its divisions, and roundtables, and / or for any other national and regional library associations may take place at AzLA-sponsored events and through AzLA-sponsored media, including, but not limited to: blogs, listservs, and facebook®. It must be made clear that any such distribution does not constitute an endorsement of said candidate by either the AzLA Executive Board nor by AzLA itself, but is a personal endorsement by a member or members.

Executive Board Reports

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

Officers, Division Chairs, Interest Group Chairs, Committee Chairs, and others, as requested, shall present written reports to the Executive Board. Only action items and developments subsequent to the written report shall be reported orally.

Fiscal Reserves

*Passed, Board Minutes 2013APR25*

The Association shall maintain a financial reserve of no more or less of six (6) months operating expense. The reserve amount may be re-considered annually at the time of the budget approval process.

Horner Conflict of Interest

*Passed, Board Minutes 2009APR16*

If a sitting member of the Horner Fellowship Committee desires to apply for a Horner Fellowship Exchange, that member may remain on the Committee, but must excuse himself / herself from participation in the selection process.

Newsletter

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

A. Publication of Articles:

1. The *AzLA Newsletter* is a professional publication that provides a forum for information, analysis, and evaluation of issues. Authors' opinions should be regarded as their own.
2. Items will be considered for publication without regard to repetition or overlapping of previously printed information from AzLA Divisions, Interest Groups, and Committees.
3. Articles will be considered for publication on the basis of available space and if the materials are current.
4. The Editor reserves the right to edit articles for length and format.

B. Advertising, Other than Job Notices:

1. The Editor, in consultation with the Newsletter Editorial Committee and the AzLA President, reserves the right to make judgments about the acceptability of advertising copy and illustrations in advertising. The editor also has the final decision on placement of the advertising copy unless special arrangements are made at time of purchase. All copy must be submitted in the electronic format acceptable to the editor.
2. A fee will be required for advertising based on the current advertisement rates decided by the Editor, Newsletter Editorial Committee, and the AzLA Executive Board. Payment for advertising copy must be made in advance.
3. Free public service ads (PSAs) will be granted at the discretion of the Editor in consultation with the Newsletter Editorial Board and the AzLA President.
4. AzLA assumes no liability for advertising content. Every precaution will be made to avoid false or misleading information.

C. Job Notices:

1. Advertisements for salaried employment positions will not be listed in the *AzLA Newsletter*. All such requests will be referred to the AzLA Job Hotline.
2. Notices for volunteer positions will be published in the *AzLA Newsletter*.

Recognition

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

Upon completion of the term of office, AzLA shall present the following in recognition of service to:

- the President of the Association, a plaque with gavel;
- the Secretary and the Treasurer, a plaque; &
- the Division Chairs, MPLA and Regional Representatives, ALA Councilor, and Interest Group Chairs, Committee Chairs, a certificate.

Each plaque shall have the name of the Association, the position, date of service, and name of the honoree only without added descriptive statements. Plaques will be ordered by the (Service) Awards Committee.

Certificates designed with the AzLA logo and colors shall be maintained by the Association Manager. These shall include the name of the honoree and position and date of term held.

Refund Policy

*Originally Passed 2009APR16*

*Revised, Board Minutes 2014APR24*

Fifty per cent (50%) of the registration fee for any AzLA conference, meeting, regional forum, or seminar registration will be refunded after the event, if the cancellation was received in writing at least thirty (30) days prior to the event (date). No refunds will be given for cancellations received after the thirty (30) day cutoff. No refunds will be given for no-shows. No partial refunds will be given for meals, special programs, etc. This policy includes registrations accompanied by pre-payment and purchase orders. This policy also applies to all events sponsored by any sub-unit of AzLA. All registration forms shall include this statement.

Reimbursement of Expenses

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

1. Neither AZLA nor its units shall spend Association funds on travel, food, etc. for officers or members unless specifically authorized to do so by the Executive Board or as defined herein.
2. Elected officers (e.g., voting members attending quarterly Board meetings) who are required to travel more than fifty (50) miles one way to carry out official responsibilities may be reimbursed at the current rate established by the State of Arizona for mileage reimbursement.

3. Neither AzLA nor its units shall pay with Association funds a personal membership fee in another association or organization even though holding a position in AzLA may require membership in such other group.
4. Reimbursement for out-of-state hotel expenses shall be at the rate charged by the Conference hotel.
5. Reimbursement for a member's in-state travel is not permitted.
6. Checking accounts will not be kept by any and all Association sub-unites unless the Executive Board grants special authorization or as defined herein.

Sunset Provisions

*Passed, Board Minutes 2105JUL17*

Every unit, save those noted below, of the Arizona Library Association shall be required to submit to the Board of Directors a statement once every five (5) years outlining the reason for its continued existence. The statement should include the unit's activities over the previous years and its membership numbers, which may be gleaned from enrollees in the unit's listserv. The statements are to be submitted in January of the given year. The following rotation is established for the currently existing units. New units will be added to the rotation based on their founding dates.

- January 2017: CULD, ALYAS, Technical Services IG, Legislation Committee, SIRLS Advisory Committee;
- January 2018: PLD, Information Services IG, Grand Canyon Committee, Marketing / Advocacy Committee, Web / Social Networking Committee;
- January 2019: SLD, International IG, Governance Committee, Membership Committee, Service Awards Committee;
- January 2020: TLD, KIDS, Horner Fellowship Committee, Newsletter Committee;
- January 2021: NALIG, DivPop, Intellectual Freedom Committee, Professional Development Committee.

Units exempt from review: Conference Committee & Nominations Committee

Travel Reimbursement

*Passed, Board Minutes 2013AUG01*

If AzLA mandates that, by virtue of a person's office in the Association, he / she attend meetings, such as the ALA Midwinter Meeting and / or the ALA Annual Conference then AzLA should cover the expenses related thereto up to a certain set amount, said maximum amount shall be commensurate with current prevailing prices. This amount shall be set by the Executive Board during the budgetary process. The amount may be used at the discretion of the representative for registration, lodging, travel, or related expenses. Proper receipts must be submitted in a timely manner.

Click Icons for further information.



AzLA Speaker  
Reimbursement Form



AzLA Travel  
Reimbursement Guide

Unit Authority

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

No unit of the Association may make a commitment on behalf of the entire Association unless specifically authorized to do so by the Executive Board. No unit of the Association shall publish items for general distribution, *i.e.*, outside unit membership, without prior approval of the Executive Board.

Vendor-Sponsored Programs

*Originally Passed DATE*

*Revised, Board Minutes 2014APR24*

Single vendor produced / product specific training workshops not affiliated with AzLA Conferences, such as stand-alone workshops, will be the responsibility of individual host institutions and / or vendors. AzLA will not provide any monetary, promotional, or other support for these workshops.

Whistleblower Policy

*Passed 2103JAN31*

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AzLA WhistlePolicy  
1.pdf



AzLA WhistlePolicy  
2.pdf