Awards, Honors & Scholarship Committee
Standing Rules

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The Awards/Honors/Scholarship Committee is a standing committee of the Indiana Library Federation Board of Directors. The Awards/Honors/Scholarship Committee, a recognized administrative unit of the Indiana Library Federation, adheres to the latter's bylaws, policies, and procedures.

Purpose

The purpose of the Committee is to honor those from within and from without the organization with (a) a variety of awards in order to recognize efforts for bettering library service in Indiana and (b) to publicize the availability of support funds for library education; to review applications received annually for these funds; and to facilitate the awarding of the funds within the amount declared available by the Endowment Committee and according to the eligibility guidelines established by the Federation.

Membership

The Awards/Honors/Scholarship Committee shall consist of nine (9) voting members and three (3) ex-officio members (non-voting). All members shall be appointed by the president of the Federation with the approval of the Board of Directors. Terms of membership shall be for three (3) years, consistent with the Federation year, or the length of the unexpired term. A voting member may be reappointed for one (1) consecutive term of three (3) years. Voting members shall serve staggered terms. Committee terms shall take effect January 1. The make-up of the Awards/Honors/Scholarship Committee shall be as follows:

Voting Members

- Indiana Public Library Representatives (2)
- Indiana Academic Library Representatives (2)
- School Library/Media Center Representative (2)
- At-Large Members (3)

Ex-Officio Members (Non-Voting)

- ILF Executive Director ILF President
- IU SLIS Consultant

Officers

The chair of the committee shall be appointed by the Indiana Library Federation president. Officers serve a term of one year and can be reappointed. The Vice Chair is elected annually and will serve as Chair when that seat is vacated. In the event of a vacancy in the office of Chair, the Vice Chair shall become the Chair and shall serve as such, both for the unexpired term and the succeeding term. The ILF staff liaison will serve as recorder for the committee. An archival file of minutes, member roster, and annual report shall be maintained by the chair and passed on to the subsequent chair.

Duties

The responsibilities of the Awards/Honors/Scholarship Committee are as follows:

1. Determine the awards to be given.
2. Issue call for awards. Promote scholarship applications.
3. Coordinate with Intellectual Freedom, Legislative, and other committees which establish awards and select recipients.
4. Meet in summer to review nominations and select award recipients.
5. Appropriately notify all nominees and nominators of results.
6. Plan and execute award presentation ceremony at annual conference.
7. Establish application criteria for all scholarships administered by the Committee.
8. Publicize in Focus and elsewhere as judged appropriate by committee members the availability, eligibility requirements, and application criteria, and provide application forms for funding.
available through Indiana Library Federation for education in librarianship.

9. Liaise with Indiana Library Federation Endowment Board concerning amount of funding available from Sue Marsh Weller and Esther Schlunt Memorial Funds for scholarship and loan awards.

10. After the announced deadline for applications and Endowment Board announcement of funds available, meet to review applications and determine number and amount(s) of award(s) to be made.

11. Notify individual recipients in writing, with file copies to ILF executive director and the ILF Endowment Board chair of the nature and amount of each award and requirements to claim the award. The same letter should invite the awardee to attend the evening event at the ILF Annual Conference as a guest.

12. The ILF office shall notify Mr. & Mrs. Lowell Marsh of the recipient(s) of award(s) presented from the Sue Marsh Weller Memorial Fund.

13. The ILF executive director will ensure that the awards news release(s) is sent to various news outlets.

**Meetings**

There shall be a minimum of two (2) meetings per year. Additional meetings may be called by the chair. Notice of meetings shall be given in advance, either in writing, by e-mail or by telephone. Minutes of proceedings shall be provided to all members of the committee (voting and non-voting) and to the Indiana Library Federation office.

Although the award ceremony at the Annual Conference is not an official committee meeting, members are expected to attend.

**Quorum**

A quorum shall consist of a simple majority of voting members.

**Parliamentary Authority**

The latest version of *Robert's Rules of Order* shall govern the committee in all cases in which they are not inconsistent with the Indiana Library Federation Bylaws.

**Amendments**

These standing rules shall be amended by a 2/3 majority vote of the Indiana Library Federation Board of Directors.

Adopted by Committee: 5/19/99
Recommended by COES: 5/25/99
Ratified by ILF Executive Board: 6/9/99
Adopted by the Committee: 2/5/2010
Amended by the ILF Board 2/12/2010
Amended by Committee: 8/5/2014

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Note: The ILF Past Award Winners list is on the ILF website, [www.ilfonline.org](http://www.ilfonline.org), under the header “Programs”.