

Recommended Practices for Biomedical & Life Sciences Division
(11 July 2007, Last Revision)

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FOREWORD

Association Statement

The Special Libraries Association (SLA) is an international organization of approximately 12,000 innovative information professionals and their strategic partners.

I. INTRODUCTION

Participation in Division activities is a most gratifying aspect of membership in SLA. These Recommended Practices are intended to serve as a reference for Division Officers and other Division leaders in the development of Practices for their particular unit. Each Division is encouraged to customize its own Practices based on the model presented here. They contain valuable, "must-know" information on Division responsibilities, Association structure, policies and procedures. The Practices delineate the responsibilities of key Division leaders and should aid in the understanding of the relationships among Division leaders, Association officers, and units.

Each Division should maintain approved Practices that define in detail the responsibilities and duties of the individual Division officers, appointed positions and committee chairs, as appropriate for the Division.

Suggested additional content of a Division Practices Manual:

- A. History and background of Division, including a list of past Division leaders
- B. The addition or deletion of descriptions of committees chair and appointed positions, and their respective duties, as currently in practice
- C. Detailed descriptions of existing Division programs (such as specific Awards, traditions, and special programs & meetings, etc.)
- D. Approved Division Policies (such as an Officer Travel Policy).
- E. Calendar of deadlines (such as leadership reports, elections, meeting notifications).
- F. Copy of Division Governing Document.

A former Division Chair is often chosen to undertake the preparation and/or updating of the Division Practices Manual. Each Division leader should have a copy of the Division Practices Manual available. It is important that outgoing Division leaders pass their copies of the manual to the incoming leaders as soon as election results are known.

Detailed handbooks containing additional information and suggestions for fulfilling the responsibilities of key Division leaders are also available. References to the handbooks are made throughout the Recommended Practices where additional information may be desired. Please note, handbooks have not been written for all Division leaders.

Handbooks can be found at:

<http://www.sla.org/content/resources/leadcenter/leadtrain/chpdivgd/handbook.cfm>

A copy of the Division's most current Practices Manual must be sent to the Leadership Department at the Association office. Suggestions for additions and revisions to these Recommended Practices should be forwarded to the Association Leadership department at leadership@sla.org.

A. DEFINITION OF DIVISIONS

1. Relationship to Association

The creation of Divisions and their activities are carried on within the framework of the Association's bylaws and policies as determined by the Association's Board of Directors. The Association receives direct impetus in many of its professional activities from the work and support of the Divisions. In turn, Divisions receive the benefits of an international body that fosters inter-Division cooperation and collectively promotes the advancement of special librarianship and information services.

Divisions exist to serve their members' special interests and the interests of the Association by planning meetings and programs, issuing publications (such as bulletins and/or newsletters), maintaining online discussion lists and web sites, and engaging in special projects (such as organizing professional institutes or seminars and cooperating with other library and professional groups in their respective subject area).

All Division officers and leaders must be members of the Association and members of the Division.

2. Relationship to Division Cabinet

The Division Cabinet consists of all SLA Division Chairs and Chairs-Elect. If the Chair or Chair-Elect is unable to attend a meeting of the Division Cabinet, the Division Chair may assign a delegate to attend the meeting. The Division Cabinet represents Division interests on all matters considered by the Board of Directors or acted upon by the Association staff and committees, and the Division Cabinet keeps the Divisions informed of all decisions and policies affecting them. The Division Cabinet is headed by the Cabinet Chair and Chair-Elect, elected by the SLA membership to the Board of Directors.

The Division Cabinet shall hold at least one regular meeting. If there is only one meeting, it shall be held during the Association's annual conference. Special meetings may be held upon call of the Chair or upon written request of 8 members of the Cabinet. Joint sessions with the Chapter Cabinet may be requested by the Division Cabinet Chair or the

Association President. Meetings of the Division Cabinet shall be open to all Association members.

*******DO NOT EDIT INFORMATION ABOVE THIS LINE*******

II. DIVISION PRACTICES FOR OFFICERS

A. Division Chair

Function: The Chair serves as chief executive officer of the Division and, subject to the Executive Board, shall have general supervision and control over its affairs.

Appointments: The Chair shall appoint the Chairs of each committee (except Nominations and Elections Committee) and members of each committee.

Duties:

1. To preside at all Executive Board and Division business meetings.
2. To present or recommend to the Executive Board such measures as the Chair or a Division member considers desirable to further the objectives and broaden the effectiveness of the Division.
3. To approve and sign, with the Treasurer, all contracts and legal documents.
4. To serve as ex officio member of all Division committees, with the exception of the Nominations and Elections Committee.
5. To represent the Division at meetings of the Special Libraries Association, including the Leadership Summit and Annual Conference. If unable to attend, to appoint a Division member, preferably an officer, to represent the Division; prior to the meeting, the appointee shall be briefed fully on business to be transacted.
6. To coordinate planning of Division programs for the Annual Conference for which s/he is the Chair. To attend, or ensure Division representation at, Conference program planning sessions held at Leadership Summit and Annual Conferences pertaining to the Chair's Annual Conference programs.
7. To attend administrative, orientation, and other meetings for Division Cabinet members, including Leadership Training sessions, Division Cabinet, and Joint Cabinet which are held during the Leadership Summit and Annual Conference.
8. To evaluate and promote continuing and new projects and publications, coordinating when necessary with the appropriate staff liaison at SLA Headquarters.

9. To serve on standing or ad hoc committees of the Division Cabinet as called for through the rotation process or as appointed by Division Cabinet Chair.
10. To review the Division Chair section of the *Recommended Practices* annually in February. Submit corrections, revisions, etc. to the Director for inclusion in the next revision.
11. To prepare a budget for the coming year in conjunction with the Executive Board.
12. To appoint an auditor whose name has been recommended by the Treasurer, in compliance with SLA guidelines, to audit the Division accounts prior to the Treasurer's Annual Report.

Reports and Records:

The Chair is responsible for the following:

1. Preparing an annual report of the Division activities for submission to the Division Cabinet Chair of the Association, for presentation to Division members by email to the Division mailing list, and for publication in the Winter edition of *Biofeedback*.
2. Preparing regular columns for *Biofeedback*.
3. Assuring that the Division reports and official documents are filed appropriately and in a timely fashion according to the Association guidelines.
4. Reporting to the SLA Conference Program Committee Chair and/or his designate, and to the Director, Conference & Meetings all details of the Division's programs for the annual conference. Submitting detailed documentation on approved forms promptly and in accordance with the Association's deadlines. Submitting requests for supplemental funding for Division conference programming to SLA if necessary.
5. Preparing and submitting requests for action by the SLA Board of Directors.
6. Submitting proposed Division's Governing Document changes for review of approval by the SLA Governing Document Committee. Submitting changes to the membership in accordance with Article XIII of Division's Governing Document for approval via ballot.
7. Transferring files to the Chair-elect or Division Archivist as appropriate. All current files, including Division *Recommended Practices*, SLA Division Guidelines and associated materials, Conference Programming materials, Division and Committee annual reports, and other files of a timely nature should be given to the Chair-elect. All historical materials that are no longer of current reference value, and copies of the current year's Division and Committee annual reports should be given to the Archivist. Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division.

8. Sending to the appropriate SLA Publications Manager three copies of any publication issued by the Division, to be cited in Association publications and retained in Association archives.

9. Compiling, and transmitting to the Secretary for distribution by SLA deadlines, the names, addresses, phone numbers, etc. of all Division officers and committee members.

Expenses: The Division may provide financial support of up to \$1000 for each meeting to defray expenses in conjunction with attendance at the SLA Leadership Summit and the Annual Conference, if the incumbent's organization does not provide travel funds. Funds must be requested from the Treasurer, within 3 months of travel, using the Division's travel voucher and must include required receipts. See also: Appendix A - Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees.

B. Division Chair-Elect

The Division Chair-Elect's duties are as follows:

Function: The Chair-elect serves as a member of the Division Executive Board and participates at the request of the Chair in the general supervision of Division activities. The Chair-elect may represent the Division upon the request of the Chair and assume the duties of Chair in event of the absence or withdrawal of the Chair. The Chair-elect simultaneously serves as the Fund Development Committee Chair for the upcoming Annual Meeting. The Chair-elect succeeds to Chair on January 1st of the following year.

Appointments: The Chair-elect should begin appointments of chairs of all Division standing committees by November 1st of the year before the Chair-elect becomes the Chair. A full roster of committee chairs will be called for by SLA Headquarters (HQ) by January 1st.

Duties:

1. To learn the management of the Division's affairs by becoming apprised of development, issues, procedures, history and so forth.
2. To support the current Chair by providing advice, counsel, ideas, and proposals.
3. To become more knowledgeable about SLA as an organization and getting to know more people both within DBIO and in other Divisions.
4. To attend all Division Executive Board meetings and to preside at meetings of these groups in the absence of the Chair.

5. Distributing the names, addresses, phone numbers, etc. of Division officers and committee members to appropriate SLA offices by SLA deadlines and to the Bulletin Editor and editor of the Division Web page. Keeping track of roster changes throughout the year.
6. See position description for Fund Development Chair.
7. To represent the Division at meetings of the Special Libraries Association, including the Leadership Summit and Annual Conference. If unable to attend, to appoint a Division member, preferably an officer, to represent the Division; prior to the meeting, the appointee shall be briefed fully on business to be transacted.

Reports and Records: The Chair-elect is responsible for the following:

1. Transfer of all pertinent files to the incoming Chair-elect.
2. An annual report from the Chair-elect to the Chair normally is not required unless the Chair has assigned special duties to the Chair-elect.
3. Sending to the Division Archives all worthwhile papers of genuine historical importance during years of tenure, as described in Archivist section. The files should include fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division and should be maintained in the records.
4. Selecting a Program Committee for the annual conference at which the Chair-elect will be Chair. The selection of a new Program Chair occurs in October or November, 19-20 months prior to the conference at which the Chair-elect will be Chair. This enables the new Program Chair to make plans to attend the Leadership Summit in January of the year prior to the actual Annual Conference for which they will be planning.

Expenses: The Division may provide financial support of up to \$1000 for each meeting to defray expenses in conjunction with attendance at the SLA Leadership Summit and the Annual Conference, if the incumbent's organization does not provide travel funds. Funds must be requested from the Treasurer, within 3 months of travel, using the Division's travel voucher and must include required receipts. See also: Appendix A - Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees.

C. Division Secretary

Function: The Secretary serves as a member of the Division Executive Board. The elected term of office is two years.

Duties:

1. To record minutes of the annual business meeting and the Executive Board meeting at the annual conference. The Executive Board notes may or may not be formalized as minutes for distribution. The annual business meeting minutes should be drafted, approved, and distributed via the summer issue of the Division newsletter.
2. To prepare five copies of approved minutes of the above and send two copies to the Division Cabinet Chair, one copy to the Chair, one copy to the Archivist, and one copy to the editor of *Biofeedback* for publication.
3. To maintain minutes for the previous four years.
4. To review the Secretary section of the *Recommended Practices* in February and submit corrections, revisions, and a complete set of forms to the Director for inclusion in the next revision.

Reports and Records: The Secretary is responsible for:

1. Preparing an annual report upon the request of the Division Chair.
2. Submitting the minutes of the annual business meeting to the Division Cabinet Chair and the Division Chair.
3. Arranging for the transfer of files to successor at the end of December and to the Division Archives, as appropriate. At the end of operational year all files more than one year old should be transferred to the Archives. (Exception should be made for files which are necessary to maintain continuity, such as for special Division projects which have a longevity greater than one year, as well as for ongoing publication activities, such as *Biofeedback*). All other files should be transferred to incoming Secretary. Files should include any important fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division and should be maintained in the records.

D. Treasurer

Function: The Treasurer serves as a member of the Division Executive Board, records all financial records, and prepares the Annual Financial Statement, which must be audited. All financial transactions are closed and reported as of December 31st. The elected term of office is two years.

Duties:

1. To collect, deposit, and expend the funds of the Division as required and authorized by the Chair.

2. To keep an accurate and detailed record of Division funds, to be able to report the financial condition of the Division, when ever such a report is required. The account of the Division funds is audited annually.
3. To draw and sign checks on behalf of the Division. (Two signatures on checks are not required, but the account carries both Treasurer and Division Chair as authorized signatories.)
4. To obtain receipts for all monies expended.
5. At the Editor's request, to send invoices for *Biofeedback* advertising and to notify the Editor when checks are received.
6. To alert the person(s) in charge of soliciting contributions for the SLA Annual Conference (e.g. Fund Development Committee Chair) when payments are received, and to send written acknowledgement of the payments to donors.
7. To furnish the Division Chair and Executive Board guidance in the preparation of the annual budget.
8. The Treasurer and Chair in consultation will appoint an Auditor in conformity with the current Association guidelines.
9. To provide the Auditor, in January, the Annual Financial Statement for the previous calendar year for certification.
10. To review the Treasurer section of the *Recommended Practices* in February, and to submit corrections and revisions (including new or revised forms) to the Director for inclusion in the next revision.
11. To obtain taxpayer identification numbers, such as Social Security numbers, from all direct recipients of Division funds.

Reports and Records:

The Treasurer is responsible for:

1. Preparing the Annual Financial Statement for the Division, using forms and instructions sent out by the Association each year. The fiscal year of all Divisions begins January 1 and ends December 31. All financial records must be maintained on this basis. The audit should be done by an auditor appointed in consultation with the Division Chair under current Association guidelines. Copies of the statement must be sent to the following: SLA Director, Finance (as many copies as requested in the Annual Financial Statement instructions); one copy to the Division Chair; one copy to the Division Archives. One copy is retained in the Treasurer's file. Delay in providing proper reports or corrections will delay receipt of the Division's allotment check.

2. Preparing an annual report upon the request of the Division Chair.
3. Arranging for transfer of files and software to successor by February 11th or to the Division Archives, as appropriate. At the end of operational year all files more than one year old should be transferred to the Archives. (Exception should be made for files which are necessary to maintain continuity, such as for special Division projects which have a longevity greater than one year, as well as for ongoing publication activities, such as *Biofeedback*). All other files should be transferred to the incoming Treasurer. Files should include any important fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division and should be maintained in the records.

Operational Procedures:

1. All funds must be deposited to a bank account of the Division as promptly as possible. Each deposit must be identified by source. The Division may have savings accounts as well as a checking account. The transfer of funds from checking to savings should be based on the amount of money in the Division's possession and on the amount of activity in the checking or savings account.
2. To avoid currency exchange problems, it is advisable that the accounts be in banks in the U.S. rather than Canada. A bank may require the adoption of bank resolutions by the Division's Executive Board. Two check signatures must always be registered with the banks. All bank accounts must be in the name of the Special Libraries Association (for example: SLA, XYZ Division); a bank account must not be in the name of the individual.
3. A simplified, single-entry bookkeeping system is sufficient for most divisions. Books should be maintained in electronic format and the data must be passed on to the next treasurer.
4. Every expenditure must be authenticated by an invoice, receipt, or other formal justifying document.
5. All individuals and corporate entities (including not-for-profit organizations), regardless of country of origin, who will directly receive any Division funds must submit taxpayer identification numbers (TINs), either by returning to the Treasurer completed W-9 or W-8 forms, or submitting the equivalent information to the Treasurer. As the IRS can fine SLA for failure to keep TINs on file, it is advisable to enforce TIN requests by withholding payments until TINs are submitted. Payees should be advised that simple reimbursements for expenses incurred are not reported to the IRS.

Bank Accounts:

1. There is a checking account and an account with the SLA Pooled Fund.

2. All accounts require the signature of either the Treasurer or Chair on checks. Both are listed on the signature cards as being able to write and sign checks. The incumbent Treasurer is responsible for obtaining new signature cards and completing them as new officers are elected.

3. It is recommended that accounts be left in the same banks and not changed every time there is a new Treasurer. Changes in banks may be proposed to the Executive Board when it is in the financial interest of the Division to do so.

Budget: The Division Budget is a planning document, used to project future income and expenditures. At the annual incoming Executive Board meeting, the Executive Board and the Committee Chairs should discuss the projected budget. This will give the Treasurer an opportunity to know with whom she/he will be corresponding in regard to financial matters, and to brief everyone on the budgeting and reimbursement processes (including the use of forms).

Items of Note:

1. The Treasurer shall be aware that there may be times when it is necessary to have checks payable in foreign currency. This may mean that the Treasurer will have to obtain a money order payable in the foreign currency as the Division Bank will not accept checks written in non-U.S. currencies.

2. The Annual Report to the Association is due in January.

3. The Treasurer provides copies of travel vouchers and committee expense report forms to officers and committee chairs. These forms are available on the Division's web site at:
http://www.sla.org/division/dbio/procedur/comm_expense_form.htm
http://www.sla.org/division/dbio/procedur/travel_voucher.htm

Original receipts are required for reimbursement. Copies of the Check Request and Payment Approval Form (for direct payment of bills) are available at
<http://www.sla.org/division/dbio/procedur/treas.htm>

4. All fund expenditures made by the Treasurer must be approved by the Division Chair by his or her signature on a committee expense form.

5. All Treasurers should read the Unit Treasurer Policy & Procedure Manual on the SLA web site at:
<http://www.sla.org/content/resources/leadcenter/leadtrain/treamanual/trespolman.cfm>

E. Past Chair

The Division Past Chair's duties are as follows:

The Past Chair serves in an advisory capacity as a member of the Division Executive Board.

Duties:

1. Serves the Chair as required.
2. To act as Parliamentarian at Division business meetings.
3. Serves as Chair of the Nominating Committee.
4. Examines Division's Governing Document and recommends necessary revisions. Submits these revisions to the Executive Board for approval. If approved, follows Association procedures for official amendment of Governing Document.
5. Reviews the Past Chair section of the *Recommended Practices* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next revision.

F. Director

Function: The Director serves as a member of the Division's Executive Board and at the request of the Chair participates in the general supervision of the Division activities. The elected term of office is two years.

Duties:

1. To attend the Division Executive Board meetings.
2. To review and revise the *DBIO Recommended Practices* bi-annually and announce its availability via the Division Web page to all Division officers and committee chairs.
3. To send a copy of the *Recommended Practices* to the Division Archivist.
4. To serve the Chair as required.
5. To review the long-range plan and insure that it is revised on schedule.

G. Executive Board

Leadership Code of Responsibility

The role of leaders in SLA is to advance opportunities for members to share in and accomplish the Vision and Mission of the Association. To ensure that outcome, leaders shall respect and adhere to the code that identifies SLA Leadership's responsibility and accountability to the Association and its members. Leadership is defined as the leaders and members of the Board of Directors, Association Committees and Task Forces, as

well as the voting members of Division Executive and Advisory Boards, and Caucus Conveners. The Leadership Code of Responsibility document shall be read and signed by the Division leaders at the beginning of their term.

Function: The Biomedical and Life Sciences Division Executive Board shall have the responsibility and authority to manage the Division's property and to regulate and govern its affairs within the limits of the Division's Governing Document and the Governing Document of the Special Libraries Association.

Membership: The Board shall consist of six members elected by the membership of the Division: Chair, Chair-elect, Secretary, Treasurer, Director, and Past Chair.

Duties:

1. To determine policies and changes in policy within the limits of the Governing Document of the Association and of the Division.
2. To take such actions as it considers necessary to carry out objectives of the Division.
3. To provide policy guidelines for *Biofeedback*, particularly as they relate to business matters, such as reviewing the budget.
4. To establish standing and special committees, responsible to the board. The board shall delegate to each committee those functions and responsibilities necessary for accomplishing the objectives of the Division. Committee chairs shall submit an annual report to the Chair of the Division by January 1, or on another mutually agreed upon date. The board shall determine term of appointments and shall have the authority to abolish, combine, or alter committees. The term of office for appointees shall be from January 1-December 31.
5. The Executive Board shall appoint the Nominations and Elections Committee in accordance with Article IX of the Division's Governing Document.

Reports and Records: Summaries of actions taken at Executive Board meetings shall be prepared by the Secretary and distributed to board members.

III. Division Practices for Executive Board/ Appointed Chairs, and Committee Chairs

A. Archivist

Function: The Archivist is responsible for receiving, organizing, filing, and maintaining archival copies of records for the Biomedical and Life Sciences Division.

Qualifications: In addition to the qualifications outlined in Appendix A, the archivist should have a concern for and genuine interest in maintaining records in accordance with the Association guidelines and the Biomedical and Life Sciences Division's needs.

Appointment: The appointment of Archivist has no set expiration and Archivists generally serve on a continuing basis. If needed, the Archivist may appoint other Division members to assist with the Archives.

Duties:

1. To arrange for storage of the Archives in a suitable location which is easy for the Archivist to reach. Such facilities should take into consideration special needs for temperature and humidity control, if needed, in accordance with Association guidelines.
2. To organize, select, and file materials according to the *SLA Guidelines for Division Archives*, available via World Wide Web on the SLA home page (<http://www.sla.org/content/SLA/governance/Policies/43-79.cfm>). Discard materials which are not needed as per the *Chapter and Division Records Retention Policy*, issued as Attachment II in the Web document above. **For more information consult the [SLA web page for Archivists:](http://www.sla.org/content/resources/leadcenter/leadtrain/Archivist/index.cfm)** (<http://www.sla.org/content/resources/leadcenter/leadtrain/Archivist/index.cfm>).
3. To review the Archivist's section of the *DBIO Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.
4. By deadline determined each year (typically January), submit an estimated budget to the Treasurer.

Transfer of Materials to Archivist: Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office. All files they received from predecessor should be reviewed as to the usefulness for archival retention (see *Chapter and Division Records Retention Policy* on the Web), and items which have retention value should be sent to the Archivist. This retention of a predecessor's files will provide for better continuity between incumbents of offices and chairs than is provided in the Association's guidelines. The Executive Board or committee chairs may keep copies of any relevant materials but original materials should be transmitted to the Archivist on the regular schedule.

B. Auditor

Function: The auditor examines and verifies the books of the Treasurer for the Annual Financial Statement.

Qualifications: The Auditor must NOT be a current or incoming officer of the Association or of any Chapter or Division. See also: Appendix A – Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees

Appointment: The term of appointment is one year, renewable annually. The Treasurer and Chair in consultation will appoint an Auditor in conformity with the current Association guidelines.

Duties:

The Auditor must:

1. Verify opening balance with previous closing balance.
2. Verify all arithmetical computations.
3. Verify bank balances.
4. Verify all checks written and outstanding.
5. Sign with the Treasurer, the Annual Financial Report.
6. Review the Auditor section of the *Recommended Practices* annually in February. Submit corrections, revisions, etc. to the Director for inclusion in the next revision.

Reports: None

C. Awards Committee

Function: The Awards Committee currently administers two awards:

- 1) Distinguished Member Award (DMA), established in 1996; and
- 2) Winifred Sewell Prize (WSP), established in 1999.

The committee identifies DBIO members for association level awards and prepares nomination packets for the Division Chair to forward to the SLA Awards Committee following Executive Board approval.

Appointment: The term of appointment is two years, renewable once.

Duties:

1. Write two articles for *Biofeedback* and the DBIO Discussion List soliciting nominations for the DMA and WSP.
2. Receive nominations and, after the deadline for nominations, evaluate the nominees according to the committee's evaluation criteria for the DMA and WSP. This must be done by April 1st.
3. Arrange for the preparation of certificates for the DMA recipient and any other DBIO members the Chair designates for recognition that year.
4. Arranges for an engraved gift for the DMA recipient and plaque for WSP recipient.
5. Prepare citations for awards that Division Chair will read at Annual Business Meeting.
6. Provide copies of citations for awardees.
7. Notify Division Chair of awardees by April 30 each year. Division Chair will contact WSP recipient, arrange for free 1 day registration to SLA if necessary and for a ticket for recipient to the Annual Business Meeting breakfast.
8. Write award recipients' employers announcing the award. Send letters June 1.
9. Prepare items for the Membership Column of *Information Outlook* on award/prize recipients.
10. Notify award/prize recipients' home chapters of their awards.
11. Write a final *Biofeedback* article after the annual meeting in order to mention all awardees and to thank committee members.
12. Send awardee information to the DBIO webmaster.
13. Review the Awards Committee section of the Recommended Practices in February and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.

D. Biofeedback Editor

For more information, consult the [Bulletin Editors' Handbook](#) and the [SLA web page for Bulletin Editors](#).

Function: The Editor of the Division bulletin, *Biofeedback*, is responsible for collecting, editing and publishing articles and notices of interest to the Division membership.

Appointment: The terms of appointments are not set. An Assistant Editor and/or committee members may be appointed by the Editor if needed. Such appointments are made with Chair approval.

Duties:

1. Consult with the Executive Board and Treasurer to establish a budget, if needed. Must request permission of Division Chair to exceed that budget. Submits an estimated budget to the Treasurer each year by the deadline (typically January) established.
2. Solicit articles from members for the publication.
3. Edit copy to ensure proper spelling and so forth, and publish *Biofeedback* in electronic format on the Division Web site, or in paper format, or both.
4. Work with the Division Chair, Chair-elect, and Fund Development Committee to obtain paid advertisements to help cover the expenses of the bulletin. To all interested advertisers send the *Biofeedback* fact sheet and a sample issue of *Biofeedback*, if requested.
5. Review specifications and rates for advertising and submit the recommended changes to the DBIO Executive Board for review and approval.
6. Invoicing for advertising will be done by the Treasurer. The editor will supply the Treasurer with contact addresses and amounts due. Tear sheets can be provided if requested by advertisers.
7. *Biofeedback* is currently posted on the Division website. Members are notified of this posting by email mailing list. For those members of DBIO who do not have email addresses on record, copies are reproduced as needed and mailed via the postal service.
8. Ensure that one issue of *Biofeedback* is published in time (before or by early October) to present the candidates for Division offices and ask for other nominations in time to meet the deadline of October 31st. Work closely with the Nominations and Elections Committee Chair to insure this deadline is met.
9. Attend Annual Business and Executive Board Meetings when possible.
10. Review the *Biofeedback* Editor section of the *Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.

Records: If published in paper format, two copies of each issue of *Biofeedback* shall be sent to the Archivist. If published on the Web, the Archivist will print off each issue for the archives. One copy shall be sent to SLA Headquarters. Copies of advertising ("tear sheets") may be required to be sent to advertisers. See also: Appendix A -

Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees.

E. DBIO Discussion List Owner

For more information, consult the [SLA web page for Discussion List Owners](#) and the [List Owners Manual for Lyris](#).

Function: The DBIO Discussion List Owner is responsible for the day-to-day maintenance of the DBIO Discussion List, including approving additions to the list by checking membership records, and troubleshooting list problems such as bounced mail, changed or unrecognizable e-mail addresses.

Qualifications: In addition to the qualifications outlined in Appendix A - Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees, if the list is hosted by an institution other than the Association, the list owner must be affiliated in some way with that host institution.

Appointment: The term of appointment is not fixed.

Duties:

1. Manage the daily operations of running a discussion list, including troubleshooting list problems and dealing with complaints, queries, technical problems, etc. Resolve discussion list errors caused by bounced mail, changed or incorrect e-mail addresses, full mail boxes, etc., by working with the discussion list manager at the host institution, or directly with subscriber having problems accessing or using the discussion list.
2. By deadline determined each year (typically January), submit an estimated budget to the Treasurer.

Records: E-mail communications with the host institution's list manager are kept as a record of problems/solutions encountered. See also: Appendix A - Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees.

F. Contributed Papers Session Committee

Function: The Committee solicits and organizes the contributed papers session at the Annual Conference.

Membership and Appointment: The Committee consists of four members: the Senior Co-Chair, the Junior Co-Chair, the Second-Year Member, and the First-Year Member. The First-Year Member shall be appointed annually in the month of January, or when unexpected vacancies arise. Committee members and the Division's Chair-elect, as

Chair, will form a search committee to select new committee members, with the Division's Chair-elect formally appointing new members. All members advance in "seniority" to fill vacant position(s). All incoming members to the committee will start as first-year members, and will have the first year to orient themselves to the duties of the committee. All appointments to the committee shall be made in agreement with members of the standing committee. The Senior Co-Chair cycles off the committee on January 1st, under normal conditions, all positions advance.

Duties:

The Committee is responsible for publishing proceedings of the Annual Conference Contributed Papers Session on the Division's web site.

Senior Co-Chair:

1. Serves as a member of the Division Programming Committee.
2. Communicates meeting's needs with DBIO Program Chair (room requirements, equipment and so forth).
3. Is responsible for organizing the group in previous fiscal year.
4. Is responsible for initiating preliminary call for papers.
5. Organizes consensus for what goes into preliminary call for papers.
6. Appears as contact person on Preliminary Call for Papers.
7. Coordinates with Junior Co-chair of DBIO Contributed Paper session.
8. Sends titles and abstracts with topics general in nature to SLA.
9. Receives bioscience-related abstracts from SLA.
10. Receives abstracts from contributors.
11. Serves as Review Committee Chair.
 - Distributes guidelines for review/score scheme
 - Distributes score sheets with abstracts
 - Collates scores
 - Conducts conference call and/or email discussion of abstracts and scoring
 - Notifies participants of results
12. Notifies participants of deadlines.
13. Communicates with participants throughout the year.
14. Sends electronic full-text to Junior Co-Chair to be mounted on the web.

15. Serves as co-moderator at the conference session.
16. Hands over supporting procedural materials to Junior Co-Chair at the end of the year.
17. Touches base with participants (by October 1st and then again by March 1st) and confirms accuracy of bibliographic citation of each presentation, as each will appear as an entry in both the preliminary program and the final program.
18. Reviews the Contributed Papers Committee section of the *Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.
19. By deadline determined each year (typically January), submits an estimated budget to the Treasurer.

Junior Co-Chair:

1. In August, coordinates with Division Chair-elect, First-Year and Second-Year member to select a new First-Year member for the new term as Senior Co-chair cycles off the committee. It is important that First-Year Member is involved as incoming member will be his/her Co-Chair as officers move forward.
2. Administers marketing of the Contributed Papers Session.
3. Serves on Review Committee.
4. Generates web version of Proceedings.
5. Writes foreword to Proceedings.
6. Is responsible for getting Proceedings onto the Division web site prior to the conference
7. Serves as co-moderator at the conference session.
8. Turns over materials to incoming Junior co-chair, other materials to archives.
9. If changes are made in the program, works with SLA Headquarters to have them put into the Conference Update.

Second Year Member

1. Markets Contributed Paper Session:
 - Develops fliers
 - Distributes fliers at annual meeting
 - Posts flier on Division web site and in Biofeedback (deadline for summer issue is July 1st)

2. Serves on Review Committee.
3. Participates in nominating incoming members of the committee.
4. Works with Junior Co-chair and First Year Member to nominate and select new committee member as Senior Co-chair rotates off the committee.
5. Turns over materials to incoming First-Year Member, and other material to Senior Co-chair to send to archives.

First Year Member:

1. Receives copies of all messages sent between current committee members to get a feel for the duties/problems he/she will face as a committee member.
2. Takes active role in nominating new committee member (knowing new member will eventually be his/her Co-Chair).

Expenses: The Division will provide funding for expenses for the Contributed Papers Session including room rental, equipment, and the cost of publishing the contributed papers as well as expenses including postage and telephone calls if not borne by the incumbent's organization. See also: Appendix A - Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees.

G. Fund Development Committee

Function: The Fund Development Committee is responsible for soliciting sponsorships for programming at the annual meeting and is chaired by the DBIO Chair-Elect.

Membership: The Chairs of the Vendor Relations and Professional Development/ Continuing Education Committees are always members of this committee as is the Chair of the Medical Section.

Appointment: The term of appointment is one year, and coincides with the term as Chair-Elect.

Duties:

1. Develop a strategy for fund raising for the Division that conforms to the regulations of the Special Libraries Association and in keeping with the organization's Section 501(c)(3) nonprofit status.
2. Identify, maintain, and update the list of previous and potential sponsors, including corporation names, personal contacts, current addresses, telephone and fax numbers, and electronic mail addresses. In addition, the Committee shall maintain records of previous years' fundraising results.

3. Acknowledge and thank sponsors in various ways. Send list of sponsors to the DBIO webmaster for posting on the website.
4. Identify, maintain, and update grant sources.
5. Annually, solicit sponsors for Division programs held at the annual Conference.
6. Maintain contact with SLA Headquarters to determine what support services and information are available to assist in fulfillment of duties.
7. Update annually the Fundraising Brochure which is mailed to potential sponsors. The brochure should be completed shortly after the Annual Conference.
8. In September, have a discussion with the Program Committee Chair regarding all the programs planned for the upcoming Annual Conference. With the Program Chair, make estimates of what each program will cost and set a target amount to be raised for each Annual Conference DBIO session. Inform the Program Committee Chair of all sponsorships obtained, listing sponsor's name, contact person, amount, and program to be sponsored.
9. Review the Fund Development Committee section of the *Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.
10. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget to the Treasurer.

H. Liaisons

Functions: Liaisons act as an official link between the Biomedical and Life Sciences Division and other official entities of the Special Libraries Association, such as Natural History Caucus. Liaisons are appointed at the request of the Association. Liaisons may also be established between the Division and outside organizations with functions similar to the Division, such as MLA, IAMSLIC, ASIST, etc.

Appointment: A liaison is appointed for one year, and may be reappointed twice (i.e. may serve for three consecutive years maximum).

Duties:

1. Ensures that the Biomedical and Life Sciences Division is kept informed of initiatives and projects of the Association in that area of interest. This is done by establishing a relationship with the SLA Unit or external assigned organization and receiving news, reports, updates, and other information.

2. Reports information that is of interest to the Division by all means available including the DBIO Discussion List, announcements at the annual business meeting, or *Biofeedback*.
3. Liaisons are kept aware of DBIO activities by communicating with the DBIO Chair; participating in discussions of any round table or informal groupings of division members of interest, and monitoring DBIO Discussion List.
4. Informs the appropriate SLA Unit of DBIO initiatives and projects of DBIO of interest to that group by communicating with the appropriate executive officer and participating in any electronic discussion list activity. Liaisons may also attend business meetings of groups of interest and report back to each group on the others' activities.
5. Reviews the Liaisons section of the *Recommended Practices* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next revision.
6. By the deadline determined each year (typically January), liaisons must submit an estimated budget of expenses to the Treasurer.

I. Membership Committee

For more information, consult the [SLA web page for Membership Chairs](#).

Function: The Membership Committee serves the Division as the welcoming point for new members and as recruiting and retaining force for the Division. The Membership Chair serves the Division by maintaining accurate and timely records of the Division membership. The Committee handles the recognition of the 50-year Landmark Members and other recognition of member anniversaries.

Appointment: Members of the Committee are selected jointly by the Membership Committee Chair and the Division Chair-Elect prior to the new calendar year. The Committee should represent a broad geographic spread of members in the Biomedical and Life Sciences Division. Members of the Committee may be new members of the Division to foster greater participation and involvement in the Division

The term of appointment is two years, renewable once.

Duties:

1. Maintain up-to-date membership records as received from the Association Office.
2. Send letters or emails of welcome to new members of the Association and/or the Division, and provide their names for inclusion in the Division's Bulletin. Request a short biographical sketch from new members for the New Member Profile column *Biofeedback*.

3. Supply items for the Division bulletin appropriate for encouraging recruitment of new members.
4. Remind members to renew membership.
5. Contact members with delinquent Association dues encouraging continuation of membership.
6. Provide membership information to appropriate Division personnel as requested.
7. Maintain contact with the Association Office as to what support services and information are available to assist in the fulfillment of duties.
8. Perform other functions as may be assigned by the Division Chair.
9. In concert with the Executive Board, develop a plan for the recruitment of new members and ways to retain them within the Division.
10. Analyze the composition of members of the Division as to membership type and institutional affiliation for Division's Committees use after membership data has been compiled by the Association Office.
11. Determine who are the 50-year Landmark Members for the current year. Send letters congratulating the 50-year Landmark Members and invite them to attend the annual SLA meeting and in particular the DBIO business meeting and hospitality functions.
12. By January 1, request a waiver of registration for the 50-year members from SLA headquarters.
13. Arrange for certificates for the 50-year Landmark Members and any other DBIO members given anniversary recognition. Arrange for corsages for the Landmark Members attending SLA Annual.
14. Review the Membership Committee section of the *Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.
15. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget to the Treasurer.
16. Identify members with 20, 25, 30, 35, 40, etc. year membership anniversaries in SLA. Present certificates at the Annual Business Meeting; afterwards, mail certificates to non-attendees.
17. Maintain membership page for DBIO website.

General Information:

Membership records are maintained at the Association Office. Any inquiries for applications for new membership, questions regarding membership for individuals or organizations, change of address, and requests for change in Chapter, Division, or Section affiliation should be referred to the proper section on the Association's website where forms are available for all of these functions. Copies of the Division's Governing Document are available on the Division's website. Members should be reminded to pay dues directly to the Association Office. No membership data are official until after notification from the Association Office. During the summer, an alphabetical printout of Division members with addresses (as of June 30) will be sent from the Association Office to persons designated to receive it. This is the official roster. **The old roster should be discarded immediately to avoid perpetuation of errors.** It is **not necessary** to keep old rosters in your Division archives. Revisions will be sent once a month to indicate changes in name, address, division membership, etc. A roster of the Division may also be requested on diskette from the Association Office at any time during the year. Membership labels for a Division-wide mailing may be requested from the Association Office at any time during the year. An email mailing list separate from the Division Discussion List can be obtained by contacting the Association Headquarters. Codes for membership category, chapter affiliation, and division affiliation appear to the right of the member's name and address on the printout. A list of current code numbers is sent with the June 30 printouts.

J. Nominations & Elections Committee

Function: Each year the Division Nominations and Elections Committee is responsible for presenting a double slate of candidates for the Division election.

Chair-elect elected every year

Treasurer elected every two years

Secretary elected every two years

Director elected every two years

Qualifications: This committee shall be composed of at least three members, one of whom shall be a member of the previous Nominations and Elections Committee. The Past Chair shall serve as Chair of the Nominations and Elections Committee. As much as possible, committee members should be from different types of libraries and regions. See also: Appendix A – Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees

Appointment: The Nominations and Elections Committee is appointed by the Division Executive Board no later than early August. The term of appointment is two years, renewable once.

Duties:

1. The Committee should consider, select, and contact potential nominees according to the attached timetable. It is permissible for an office to have only one candidate. Whenever possible, two candidates for each office should be identified.
2. The Committee shall obtain the written acceptance of each nominee prior to the submission of its report.
3. The Committee should also request biographical data from the nominee in standard format, such as a resume, so this information can be consolidated for the election with minimum revision or modification. Alternatively, each candidate can be asked to submit a biographical statement of not more than 150 words for inclusion in voting material.
4. An email mailing list should be obtained from the Association Headquarters prior to the beginning of the process. The Committee sends out an email to the entire membership in early October announcing the slate of candidates including their qualifications. Further nominations, accompanied by written acceptance by the nominee, may be entered by petition of 20 Division members and shall be filed with the Nominations and Elections Committee by October 31st each year.
5. Election shall be by electronic ballot sent to each member on November 1st each year.
6. Ballot mailings should include:
 - ballot with election deadline noted
 - brief résumés of all candidates
7. The candidate who receives the greatest number of votes for any office shall be elected. The count is verified by the Committee Chair and another SLA member.
8. The Committee informs the Division Chair and the candidates within a few days of the ballot deadline of the winners, the total number of ballots mailed out, and the total number of valid ballots received. To be valid, ballots must be received by the online/ web balloting collection person on or before the deadline stated on the ballot. Voting for two candidates for any one office invalidates the ballot vote only for that office.
9. Special elections, should the need arise, should be conducted in accordance with Article IX, Section 5 of the Division's bylaws. (Reference to the By-Laws – this will need correcting)
10. The Committee Chair will review the Nominations and Elections Committee sections of the Recommended Practices in February and submit corrections, revisions, etc. to the Director for inclusion in the next revision.
11. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget to the Treasurer.

Reports: The Committee Chair prepares an annual report of activities of the Nominations and Elections Committee and submits it to the Division Chair. A copy of the annual report is also sent to the Division Secretary.

Articles for Biofeedback:

Spring: Call for nominations and volunteers to be considered for the next year's election.

Summer: Slate with candidates qualifications (e.g. abbreviated CV's) and notice of upcoming election and date ballots will be mailed to members. Also send this information to the DBIO webmaster.

Suggested Timetable

By May 1st: *Executive Board Members confer and choose at least 2 new members of the 3 member Nominations and Elections Committee. The DBIO Chair posts an announcement of the new NEC Committee to the DBIO Division Discussion List and also submits the same announcement for the Summer issue of *Biofeedback*. In the same media the new NEC Chair places a call for nominations for the election for the coming fiscal year.

***July:** The NEC confers regarding possible nominees and solicits nominations.

Prospective candidates should be contacted until one agrees to run for each office. The committee should meet with the DBIO Executive Board to identify additional qualified members in late July. NEC should also attempt to meet with potential candidates and for that purpose should come prepared with information on the various offices and duties. NEC Chair emails a final call for nominations to the entire membership using the email mailing list provided by the Association.

***By August 1st:** The Nominations and Elections Chair files a report with DBIO Chair.

August: Committee requests email mailing list for DBIO Division members be available in mid October.

September 1st: The slate is finalized. Nominees submit their resumes or biographical sketches to the NEC. The slate and the resumes (abbreviated if necessary) are submitted to the DBIO Division Discussion List, and the DBIO webpage. At this time, the call for nominations by petition should be made in the same publications.

By September 30th: Nominations by petition must be received by the Chair of NEC to be included on the ballot.

By October 1st: Ballots are emailed to members with voting material. Ballots must be received by a set date (announced on the ballot) to be valid. This date is approximately October 15th.

By October 15th: Ballots should all be received and counted. The Chair of the Division and the candidates are notified of the results of the election.

By November 1st: Results are forwarded to DBIO Division Discussion List, DBIO Webmaster, and *Biofeedback* editor for inclusion in Winter issue.

By January 1st: Chair of outgoing NEC sends remaining papers of historical importance to DBIO Archivist.

K. Professional Development Committee

Function: The Committee is responsible for programs designed to update the professional knowledge of members of the Biomedical and Life Sciences Division.

Qualifications: In addition to the qualifications outlined in Appendix A – Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees, Committee members must have a strong interest in the continuing education of special librarians. No member may serve on the Committee more than four years.

Appointment: Appointments are made by the Division Chair in consultation with the current Committee Chair, along with a minimum two other members to assist with the activities of the committee. The term of appointment is two years, renewable once.

Duties:

1. Generate ideas for possible continuing education programs at the SLA Annual Conference. These may include SLA CE courses, workshops or seminars, special sessions on topics of interest to biomedical/life sciences librarians, and field trips. DBIO membership can be surveyed for suggestions, and the Division Chair may also generate ideas for the committee to develop.
2. Submit program ideas to the Division Chair and Program Chair for next Annual Conference.
3. Final approval for programs, except CE courses, is the Division Chair's responsibility. Final approval for CE courses is the SLA Professional Development Committee's responsibility.
4. Submit CE approval form to the SLA Professional Committee by the deadline that is set each year (usually early August). The Chair of that committee will respond in writing with approval or denial of the CE courses.
5. After receiving program approval, plan events, including local arrangements, by the announced deadline (usually early October).
6. Fill out Conference program checklist for each event and submit to the Division Program Chair by the announced deadline. This form will be used to publicize DBIO events in the pre-conference program.
7. Inform the Manager, SLA Conference and Meetings, of detailed plans for programs. Consult with the Division Program Chair regarding which program arrangements are handled by the SLA Headquarters and which are handled by the DBIO Professional Development Committee. For example, the committee submits paperwork for conference registration of program speakers and CE instructors.
8. To review the Professional Development Committee section of the *Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.

9. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget to the Treasurer.

L. Program Committee (Annual Conference)

Function: The Program Committee is responsible for the Biomedical and Life Sciences Division programs at the SLA Annual Conference, including open houses, field trips and tours.

Appointment: The Chair of the committee is selected by the Chair and Chair-elect of the Division, and preferably will have served as a member of a previous Program Committee. Members will be chosen based on interest, knowledge, proximity to the conference location, or other factors that are pertinent to programming, and will always include the Chair of the Professional Development Committee, Chair of the Vendor Relations Committee, Chair of the Medical Section, and the Chair of the Contributed Papers Session. Any other sections or other sub-groups affiliated with the Division should be represented on the Committee. Liaisons from other Association groups that work closely with the Division (e.g. Natural History Caucus) may also be granted representation on the Committee. The term of appointment is two years, renewable once.

Duties:

1. Plan Division activities at the annual conference as set forth in the Program Planning Guidelines.
2. Make signs announcing Division social events and times if not done by conference staff.
3. Act as greeters of guests at open houses.
4. Provide chair of the Fund Development Committee with periodic updates on program plans.
5. Provide assistance, as needed in finalizing conference arrangements.
6. Review the Program Committee section of the *Recommended Practices* by February 1st and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.
7. By deadline determined each year (typically August for the following fiscal year and annual conference), the Committee Chair shall submit an estimated budget to the Treasurer.

Expenses: The Division will provide funding for expenses including postage and telephone calls if not borne by the Committee Chair's organization. Travel funds of up to \$1000, for each meeting, for the Committee Chair to attend the immediate forthcoming conference in the year prior to the one being planned, and the two SLA Leadership Summits prior to the conference being planned, are available upon request and submission of travel vouchers within 3 months of travel. See also: Appendix A – Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees

Program Committee Guidelines

Solicitation of Program Ideas: The Program Committee is responsible for obtaining program ideas by:

1. Screening suggestions for programs that are given at the Annual Business meeting.
2. Soliciting suggestions through the DBIO Division Discussion List and *Biofeedback*.
3. Polling Board members.
4. Asking the previous Program Committee for suggestions of programs that could not be accommodated that year or in previous years.

Committee Involvement: Ideally each Committee member will be responsible for organizing one session, including identifying, contacting, and confirming speakers verbally and in writing, formulating a budget for the session, and determining space, time, and equipment needs. Care should be taken when final scheduling is considered by the Committee to prevent conflicts with other Division programs when possible, especially if the two programs would be of interest to the same general audience. The Committee Chair should facilitate this process by keeping members informed of new programs or Association programming.

Preliminary Planning: Preliminary planning is extremely important in holding quality programs. Fewer high quality programs are preferable to many lower quality ones. The Committee also should consider the likelihood that a given program will have appeal to one or more other Divisions and therefore would be a candidate for co-sponsorship as well as higher attendance. The Program Committee should consider no more than five programs that it would be expected to act as the lead Division, including the Contributed Papers Session. Because of black out times that are mandated by SLA (time to visit the exhibits, general session, and Cabinet meetings), and a desire to co-sponsor programs with other Divisions, four or fewer substantial programs is realistic. This would not include the Contributed Papers Session, Board or Business meetings, or social event(s).

The programs should cover a variety and range of topics of importance to biomedical and/or life sciences librarianship, but that are not so narrow that they will appeal only to DBIO members, or only to a small segment of the Division. A key to determining what topics will be of the most interest is to consider the Membership Committee's survey(s) of the membership and examination of the membership list. The Program Committee should be aware that convention pricing has continued to rise and that program requirements, particularly with regards to electronic equipment and wiring, costs the Division a great deal. To offset this, the Committee should consider number of speakers and travel expenses, and the advantage of locating speakers who are local or in close proximity to the conference city. While this is not always possible, it is a consideration for determining if a session might be better suited for another conference.

Preliminary planning should begin during the winter 18 months before the meeting, with the knowledge that some programs may not materialize. Once a topic has been chosen,

speakers will need to be identified and contacted. Each committee member will be assigned a program to arrange and the Program Committee Chair will serve as coordinator, providing guidance to the program organizer as to what is expected. The Committee chair may also be responsible for arranging a program if needed. Speakers will be confirmed in writing, including any honoraria or expenses that the Division will be obligated to provide. They would also receive a list of names, addresses, phone, fax, and e-mail addresses for other speakers. Each speaker would be asked to provide name(s) of persons who would be willing and able to substitute in case s/he was unable to fulfill the obligation.

The Program Committee Chair will provide the Chair of the Division with a report of progress prior to the SLA Annual Conference preceding the one being planned, including program titles and prospective or confirmed speakers. This will be presented at the appropriate meeting by the Program Committee Chair and the Chair who will at that time solicit co-sponsors from other Divisions.

Following the Annual Conference, the Program Committee will continue to contact and confirm speakers as needed. Most, if not all speakers should be tentatively confirmed prior to September 1st. All information on the Continuing Education Course must be to the Chair-elect **no later than July 1st**. All other program information must be to the Chair-elect **no later than September 1st** of the year prior to the annual meeting being planned.

Budget: By September 1st prior to the meetings being planned, the Program Committee shall submit a budget proposal on the form provided by the Treasurer. It shall include information on: speaker costs (honoraria, travel expenses); equipment costs (electronics, slide projectors, overhead projectors, and so forth); reception or other food costs (Open Houses, hospitality suite, continental breakfasts, luncheons, and so forth). This information may not be available until closer to the Annual Conference since SLA Headquarters staff do the negotiating for these prices. All budgetary information may be approximate and based on previous years' costs for programming, and/or prior knowledge of the costs associated with the convention for which the Committee is planning.

Conference Program Checklist Sheets: In September, the SLA Online Planner is opened up to the Program Chair. Committee members may send additional information to the Chair to be added to the online planner as sessions are firmed up. In order for information on a session to be included in the printed Preliminary Program, it must be entered by the deadline provided by SLA. This deadline typically is in October. Changes may continue to be made after that deadline, but they will not appear in the print Preliminary Program.

Communication:

1. All communication must be confirmed in writing, particularly with speakers.
2. All speakers should be aware of other speakers and their topics for a given session. They are encouraged to be in contact with one another as well as the session planner to ensure that everyone is aware of the speakers topics, time constraints, and needs.

3. Session planners should remain in contact with speakers even after written confirmation has been received. It is especially important that speakers receive a reminder within 2 months of the conference. The reminder could accompany a copy of the housing forms for the conference or final equipment needs form.
4. The Division Chair should be apprised of all progress on conference programming, particularly with regard to deadlines imposed by SLA headquarters and the SLA Program Committee.

Speakers' Expenses

Sharing Expenses: When more than one Division is sponsoring a session at the annual conference, expenses for audiovisual equipment, room setup, and food events are shared. SLA negotiates the costs with the convention center or hotel and bills the Divisions for equal amounts after the conference. An estimate for a/v and related costs for each planned session is provided to the Division Chair and/or Program Planner in the spring.

Negotiated Expenses: Travel, lodging, and per diem are the responsibility of the lead Division and can be negotiated with co-sponsoring Divisions to help with support. The Biomedical and Life Sciences Division has developed a form that clearly determines to what degree each co-sponsoring Division is obligated to help fund speaker expenses. This form is signed by each Division Chair and copies are supplied to each prior to the conference. The Division will consider support for lodging of speakers at no more than the convention's hotel rate. Speakers need not be housed in a convention hotel; lodgings of comparable quality and cost are possible. The Division will pay coach class airfare (not business or first class) at the best available rate as determined by the Program Planner. The per diem shall be based on the government rate that is published in the *Official Airline Guide Business Travel Planner* for the conference city. Per SLA policy, members who are speakers may not receive travel assistance.

Registration: SLA provides free registration for speakers for the day of the conference at which they speak.

Honoraria: the Division has offered honoraria in the past on rare occasions. If an honorarium is required, it is almost always negotiable. SLA is a non-profit Sect.501(c)(3) educational organization and sometimes speakers, even very prominent ones, will charge only a fraction of their usual honorarium, or waive it. When selecting speakers, the Program Committee should consider that and not be deterred by a famous name on the assumption that there will be a large price to pay for him or her. *Federal employees* are bound by *Standard of Ethical Conduct for Employees of the Executive Branch, Sect. 2635.806 Participation in Professional Associations, Subsect. 2635.807 Teaching, Speaking, and Writing:* "Career employees shall not receive compensation from any source other than the Government for teaching, speaking or writing that relates to the employee's official duties." Honoraria can be considered based on the following:
1. If the amount that can be negotiated does not unduly stress the Division's treasury, while considering other Division expenses, both for the conference and for other activities.

2. If co-sponsoring Divisions agree to split the costs at a rate mutually agreed upon and specified on the expense form.
3. If one or more companies agree to sponsor the program at a level that would make paying honoraria feasible. One should always consider the fairness of offering an honorarium to one speaker on a program and not to all. Speakers requesting honoraria should be aware that the amount is fully taxable under federal law and that information will be submitted to the Internal Revenue Service.

M. Public Relations Committee

Function: The Public Relations Committee develops and coordinates public relations activities at the Division level. The committee should draft a statement of purpose to develop goals for their public relations program.

Qualifications: In addition to the qualifications outlined in Appendix A – Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees, all Committee members should have a strong interest in public relations.

Appointment: The term of appointment is two years, renewable once.

Duties:

1. Committee Chair serves as a member of the Advisory Board.
2. Solicit the Board and membership for constructive suggestions and ideas for the public relations committee to pursue. Should also consider past activities, as well as activities undertaken by other units and SLA headquarters.
3. Prepare a public relations plan and discuss it at a business meeting for input and approval of the Board.
4. Coordinates the development/revision of the Division Brochure to be used for recruitment and public relations in conjunction with the Membership Chair.
5. Coordinates the development/revision of the Division website in conjunction with the Webmaster.
6. Coordinates all publicity activities of the Division. Some examples:
 - Maintains a distribution list for press releases.
 - Writes and submits Press Releases to SLA's *Information Outlook*
 - Writes and submits the Kudos Column, and DBIO Members' Publication List to DBIO's *Biofeedback*
 - Publicizes the web site to the Division's membership using the Division's discussion lists, Communities of Practice and Bulletin.

7. Reviews the Public Relations Committee section of the *Recommended Practices* on an annual basis and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.
8. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget to the Treasurer.
9. Assists DBIO Chair and other Committee chairs with projects, as requested.
10. Cooperates with Association Public Relations Committee to further the public relations program of the Association.
11. Prepares an annual report of activities and expenses, actual and projected, for the annual business meeting.

a) Webmaster

The Webmaster is part of the Public Relations Committee and operates the DBIO Division web site and evaluates new web technology and its applicability to the webpage. Information on the web site may include newsletters, lists of officers, bylaws, conference information and others. The webmaster in conjunction with the Public Relations Officer brings issues to the Board for approval.

Qualifications: Knowledge of HTML and HTML text editors (FrontPage, Dreamweaver, etc.). Designs page schemes, graphics, CGI scripts, etc. on an as-needed basis.

Appointment: Indefinite appointment.

Duties:

1. Maintains existing pages and checks links frequently.
2. Creates new pages from content provided by the Division Advisory Board.
3. Checks and update links from the Website on a bimonthly basis.
4. Updates Website content on an as-needed basis.
5. Solicits new content from the Division Boards.
6. Communicates with the Association Webmaster to ensure that the site is accessible. Troubleshoots problems on an as-needed basis.
7. Responds to e-mails directed to the Webmaster in a timely fashion
8. Makes recommendations regarding new web technologies to the Division Advisory Boards.

9. Prepares an annual report of activities and expenses, actual and projected, for the annual business meeting.
10. Capture or archive the website in its entirety, via a CD or some other storage media, at least once a year.

For more information, consult the [SLA web page for Unit Webmasters](#).

N. Publications Committee

Function: The Committee writes or solicits articles for publication in the Division newsletter *Biofeedback*, coordinating with the newsletter editor who is an ex-officio member. It is responsible for developing ideas for other Division publications or contributions to the official publications of SLA.

Appointment: The Chair of the Division shall appoint the Committee Chair and a minimum two other members to assist with the activities of the committee. The term of appointment is two years, renewable once.

Duties:

1. Develop guidelines for contributions to *Biofeedback* in cooperation with the Editor.
2. Solicit articles of interest or regular columns from Division members or others, to be published in *Biofeedback*. This committee has particular responsibility to solicit reports from members attending the Annual Conference and to coordinate the book review column of the Division newsletter.
3. The Committee shall serve as a resource for members of the Division to aid with preparing and editing manuscripts or articles, particularly for SLA publications such as *Information Outlook*.
4. To review the Publications Committee section of the *Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next edition.
5. Contribute content as appropriate to the DBIO website.
6. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget to the Treasurer.

P. Representatives

Function: Representatives act as an official link between the Biomedical and Life Sciences Division and other professional associations/organizations.

Appointment: Representatives are appointed by the Division Chair at the request of the Division Executive Board. A representative is appointed for one year, and may be reappointed twice (i.e. may serve for three consecutive years maximum).

Duties:

1. Ensures that the Biomedical and Life Sciences Division is kept informed of initiatives and projects of mutual interest. This is done by establishing a relationship with the association/organization and receiving news, reports, updates and other information.
2. Reports information that is of interest to the Division by all means available including DBIO Discussion List, announcements at the annual business meeting, and/or *Biofeedback*.
3. Representatives are kept aware of DBIO activities by communicating with the DBIO Chair, participating in discussions of any round table or informal groupings of division members of interest, and monitoring DBIO Discussion List.
4. Informs the appropriate association/organization of DBIO initiatives and projects of interest to that group by communicating with the appropriate executive officer and participating in any listserv activity. Liaisons may also attend business meetings of associations/organizations of interest and report back to each group on the other's activities.
5. Reviews the Representatives section of the *Recommended Practices* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next edition.
6. By the deadline determined each year (typically January), representatives must submit an estimated budget of expenses to the Treasurer.

O. Student Relations/ Career Guidance Committee

See also, [Unit Employment Services Practice](#).

Function: The Committee strives to further communication between professionals and library/information science students, and create awareness among students of the opportunities in biomedical and life sciences librarianship.

Qualifications: In addition to the qualifications outlined in Appendix A - Qualifications, Expenses, Records and Reporting for Executive Board, Advisory Board/Council and Committees, it is recommended that at least one student or recent graduate be included as

a member of the committee to help relate and better define the goals and objectives of the committee with those of students.

Appointment: The term of appointment is two years, renewable once.

Duties:

1. Set goals for the year and plan for reaching those goals.
2. Annually revise and update the Division's promotional brochure for students.
3. Work with SLA Student Relations Officer in drawing up plans and solicit suggestions for further involvement.
4. Coordinate annual conference plans with the Chair, Membership Committee, to work on special student-oriented functions or means of recognizing students within the Division.
5. Be the Biomedical and Life Sciences Division liaison with the SLA Student Relations Officer in obtaining tickets to Division events for students interested in the Division. This service will also need to be coordinated with the Division Chair, who will give guidance as to how many and what type of sponsorship will be given to students.
6. Encourage student participation within the Division through membership on Division committees and within Division sections, caucuses, and roundtables.
7. Provide information and support for student members through the column BioLife within the Division's newsletter, *Biofeedback*. Encourage students to submit material for the column. Topics to cover would include: job ads; program information for MLIS/Advanced Certificates/Ph.D.s at library schools; tips for what types of classes are advisable for a science librarian, biomedical/biotechnology librarian, medical librarian, for profit vs. not-for-profit employment; conference experiences of students; promotion of programs of interest to students; articles by students.
8. Provide information and promote support through notices posted on the Division's electronic discussion list and through other lists within and outside of SLA.
9. Create a network of Division members to serve as liaisons with SLA student chapters or library schools to spread information and promote biomedical and life sciences librarianship as a career to those in and considering going to library school.
10. Review the Student Relations/ Career Guidance Committee section of the *Recommended Practices* in February and submit corrections, revisions, and so forth to the Director for inclusion in the next revision.
11. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget to the Treasurer.

P. Vendor Relations Committee

Function: The Committee provides a forum for the exchange of information between the Division and publishers, producers, and vendors and serves to investigate and remain current on trends in publications, products, services, and technologies that are of interest to the biomedical and life sciences information fields, both in the traditional library and rapidly changing electronic environment.

Appointment: The term of appointment is two years, renewable once. The Chair shall also serve as a liaison to the Fund Development Committee and the Program Committee.

Duties:

1. Maintains active and open lines of communication with publishers, vendors, and producers those products and services are of interest to and are used by biomedical and life sciences librarians.
2. Regularly communicates information about new products, both traditional and electronic, to Division members via DBIO Discussion List and/or DBIO web and/or *Biofeedback*.
3. Arranges meetings of publishers, vendors, and producers with interested Division members at the annual conference, in coordination with the Program Committee for that conference.
4. Refers interested publishers, vendors and producers to the Fund Development Committee to consider fund raising activities to benefit the Division.
5. Reviews the Vendor Relations Committee sections of the *Recommended Practices* in February and submits corrections, revisions, and so forth to the Director for inclusion in the next revision.
6. By deadline determined each year (typically January), the Committee Chair shall submit an estimated budget, if needed, to the Treasurer.

IV. PRACTICES FOR DIVISION STRUCTURE

A. Medical Section

Medical Section Leadership

Chair

Function. The Section Chair serves as the representative of the Section and has control over its affairs.

Qualifications. The Chair must be a member, associate member, or retired member of the Association, as well as a member of the DBIO Division and the Medical Section.

Appointments. Along with the consultation of the outgoing Secretary and Chair-elect, as well as previous Medical Section leaders, the outgoing Chair will appoint the incoming Chair-elect and Secretary, to be named at the Annual Business meeting of the Medical Section.

Duties.

1. To preside at the annual Medical Section business meeting during the Annual Meeting of the Association.
2. As part of the Section's business meeting, the Chair will promote an educational segment that will give other Section members a chance to present to their colleagues at a national venue, and in an informal setting. The Chair, in consultation with the secretary and Chair-elect, will select the speaker based on an abstract submitted by October 1st of the year preceding the annual conference being planned.
3. To prepare a budget based on consultation with the DBIO Division chair and plans for the Medical Section program at the Annual Conference.
4. To review the appropriate sections of this Procedures Manual and submit revisions in February.
5. Distributing the names, addresses, phone numbers, etc. of the Chair, Chair-elect, and Secretary to the DBIO Division Chair by SLA deadlines and to the Bulletin Editor and editor of the Division Web page.

Reports and Records.

1. Preparing an annual report of the Section activities for submission to the DBIO Division Chair for presentation to Division members at the Annual Conference, and for publication in the Division Bulletin Winter Edition.

2. Preparation of preliminary Conference Program plans to be reported to the DBIO Division Conference Committee Chair as requested by and according to a timetable established by the DBIO Division Conference Committee Chair.
3. Preparing regular columns for Biofeedback.
4. Sending regular updates to the DBIO webmaster.
5. Transferring files (including correspondence, fax, e-mail, membership roster of the Section, and summaries of verbal communications) deemed important to the business of the Section to the incoming Chair.

Chair-elect

Function. The Chair-elect serves as a member of the Section's leadership and participates at the request of the Chair in the general supervision of Section activities. The Chair-elect may represent the Section upon the request of the Chair and assume the duties of Chair in event of the absence or withdrawal of the Chair. The Chair-elect succeeds to Chair at the annual business meeting of the Section.

Qualifications. The Chair-elect must be a member, associate member, or retired member of the Association, as well as a member of the DBIO Division and the Medical Section.

Appointments. The Chair-elect will consult with the Chair and Secretary to select the incoming Chair-elect and Secretary, to be named at the Annual Business meeting of the Medical Section.

Duties.

1. To support the current Chair by providing advice, counsel, ideas, and proposals.
2. To learn about the past development, issues, procedures, and history of the Section in order to help shape its future and strategic direction.
3. To become more knowledgeable about SLA as an organization and getting to know more people both within the Medical Section, and in the DBIO and other Divisions. To help select incoming Chairs-elect and Secretaries.
4. To encourage and coordinate planning of a Division program at the Annual Conference that has a medical- or health-related emphasis. Topics pursued should be of interest to Medical Section members and to other related Divisions, such as the Pharmaceutical, Information Technology and Insurance Divisions. The Chair-Elect should serve on the Program Committee for the next year's Annual Conference.

Reports and Records.

1. Arranging for the transfer of all pertinent files to the incoming Chair-elect.

Secretary

Function. The Secretary serves as the recorder of official business of the Medical Section and participates and confers with the Chair-elect and Chair on Section business as requested.

Qualifications. The Secretary must be a member, associate member, or retired member of the Association, as well as a member of the DBIO Division and the Medical Section.

Appointments. The Secretary will consult with the Chair and Chair-elect to select the incoming Chair-elect and Secretary, to be named at the Annual Business meeting of the Medical Section.

Duties. Besides consulting and conferring with Chair and Chair-elect on various matters, the primary responsibility is to record notes for the Annual Business meeting of the Medical Section.

Records and Reports. The Secretary is responsible for:

1. Submitting the minutes of the Medical Section Annual Business meeting to the Division Chair and the Bulletin Editor.

V. PRACTICES FOR NOMINATION OF OFFICERS

In the selection of nominees for Association offices, the Association Nominating Committee has priority over Division, Division or section nominating committees. However, the Association Nominating Committee usually starts its work before the Chapter, Division and section nominating committees; therefore, conflicts are rare. The Association slate of candidates is usually determined during the first quarter of the year and presented to the Board of Directors no later than its first meeting of Annual Conference.

A Nominating Committee for each election of members to the executive board shall be appointed by the board no later than May 1st. This committee shall be composed of minimum 3 members, no more than one of whom is a member of the current board but at least one of whom shall be a [former Division officer (such as past past Chair, or member of the previous Nominating Committee)].

Duties of the Nominating Committee are outlined below:

Each year the Nominating Committee shall present at least one candidate for each office where the incumbent's term is expiring. The committee shall obtain the written acceptance of each nominee along with brief biographical information, prior to submission of its report.

The nominees for Chair-Elect should be aware that attendance at Division Cabinet meetings at the Association Leadership Summit and at the Annual Conference are part of the responsibilities of the elected candidate. An elected candidate should not simultaneously hold more than one office associated with membership in the Division and Division Cabinets.

The report of the Nominating Committee shall be published in the official Division bulletin or otherwise sent to Division members on or about September 1st. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 20 Division members, and shall be filed with the Nominating Committee by September 30th.

If the slate includes more than one candidate for any office, election shall be by secret ballot distributed to each Division member on October 1st. Electronic balloting is acceptable. The candidate who receives the largest number of votes for any office shall be elected.

In the case of a distributed ballot, send the biographical information to the person whose duty it is to prepare and distribute the ballots (e.g., Secretary, Nominating Committee Chair or Bulletin Editor.) Full Members, Student Members, and Retired Members all have the privilege of voting. Mailing labels for envelopes and/or e-mails may be

requested from the Association office. Please request these at least one week in advance of distribution.

VI. PRACTICES FOR TRANSITION OF OFFICERS AND CHAIRS

To foster a smooth transition from one committee chair or officer to his/her successor, officers and committee chairs should telephone their incoming replacements to discuss the duties and activities of their office or chairpersonship, to go over the relevant sections of the Governing Document and *Recommended Practices*, and to arrange for the transfer of appropriate records. Unfinished activities and goals of the Division are also pertinent topics for discussion.

VII. APPENDICES: OTHER IMPORTANT ASSOCIATION INFORMATION

APPENDIX A – QUALIFICATIONS, EXPENSES, RECORDS AND REPORTING FOR EXECUTIVE BOARD, ADVISORY BOARD/COUNCIL AND COMMITTEES

Except where otherwise indicated in the Division's Recommended Practices, the following governs the qualifications of, handling of expenses incurred by, records disposition and reporting by Executive Board, Advisory Board/Council and Committees.

Qualifications:

All members of the Executive Board, Advisory Board/Council, and all Committee chairs and members must be members, associate members, or retired members of the Association as well as members of the Biomedical and Life Sciences Division. Additional qualifications for specific positions appear in that positions' description in the Division's Recommended Practices.

Expenses:

The Division will provide funding for such expenses as postage and telephone calls, if not borne by the incumbent's organization. Other expenses may be approved by the Division Executive Board. Expenses incurred for organization business will be paid in accordance with SLA guidelines. All expenses must be submitted with a [committee expense](#) or a [travel voucher](#) form, be accompanied by the original receipts, and be authorized in writing by the Division Chair for reimbursement. Direct payment of bills can be made if the bill is accompanied by a [Committee Expenses Form](#) or a [Check Request and Payment Approval Form](#) signed by an authorized member of the Division Executive Board. Advances for expenses may be obtained from the Division's Treasurer. Requests for advances should be made in writing and include an estimate for each item. A final report of expenses for reimbursement shall be filed with the Treasurer prior to or at the annual business meeting.

Records:

Outgoing officers and committee chairs shall send the files which they used during their tenure to their successors at the end of their terms of office. All files they received the year earlier (from predecessor) should be reviewed as to the usefulness for archival retention (see information on retention in the Archivist section). Files include, but are not limited to, important correspondence, fax, e-mail, and summaries of verbal communications deemed important to the business of the Division. The officers and committee chairs may keep copies of any relevant materials but original materials should be transmitted to the DBIO Archivist on the regular schedule.

Reports:

An annual report is submitted to the Division Chair in accepted format by January 1 or another mutually agreed upon date. See also Appendix B – Guidelines for Committee Annual Reports.

APPENDIX B. GUIDELINES FOR COMMITTEE ANNUAL REPORTS

Each committee Chair is to forward a written report to the Chair of the Division by January 1. Interim reports may be requested by the Chair of the Division during the year. Communication with the Chair regarding Committee activities is encouraged at any time.

FORMAT OF ANNUAL REPORTS

1. EXECUTIVE SUMMARY

Begin your report with an executive summary of 200-500 words that provides highlights of the committee's accomplishments during the year. The summary will be used to write the Division's annual report to the Association and may be published in *Biofeedback* either intact as written or excerpted.

2. COMMITTEE MEMBERSHIP

List members and year appointed to the committee.

3. ACTIVITIES

List and elaborate upon activities undertaken by the committee during the year. This will include ongoing projects, new initiatives, and one-time efforts.

4. BUDGET INFORMATION

Indicate costs incurred by the committee that were charged to the Division. It is also helpful to indicate what types of expenses were absorbed by committee members and/or their institutions, such as telephone charges, postage, printing, etc. This section will not serve as a substitute for budget information that is requested by the Treasurer.

5. RECOMMENDATIONS

The committee should provide recommendations for changes in procedures, projects, goals, or other information that will be useful for future committees. Since further action may be appropriate, each recommendation should be made as a separate point, e.g. a bulleted format.

6. ADDENDA

As needed, other information may be appended to the report, including results of surveys, documents, etc.

APPENDIX C. DIVISION FINANCES

The Association's Governing Document, Article XI, Section 3 allows for funding of Divisions in the form of an annual allotment. Total allotment funds, based on membership dues, are determined annually by the Board of Directors at their third quarter or October Meeting. Allotments are calculated using the Division's membership count as of December 31. Allotment checks are mailed in February. The Association fiscal year is January 1-December 31.

No allotment shall be paid to a Division unless the Division has submitted accurate midyear and annual financial statements report to Association Headquarters, Director, Finance. The Division must also submit an annual activities report on time to the Leadership Department in order to receive an allotment. The Board of Directors may grant funds or loans at its discretion. Requests for funds are, as a rule, considered only at the third quarter or October Board of Directors meeting. Each Division applying for additional monies must submit a detailed estimated budget to substantiate the request. This budget should then be submitted to the Division Cabinet Chair, who will make the presentation to the Board.

The Division and group treasurers shall maintain the financial records required for their units. A simplified single-entry system has been found sufficient for most cases. The treasurer shall prepare a report on the Division's or group's finances for each Division meeting.

The following reports and record-keeping procedures are mandatory:

1. The treasurer of each Division or provisional Division shall submit an annual financial statement to the Association office to the attention of the Finance Director by January 31 of each year. These must be submitted utilizing the Association provided financial software program. This deadline is most important and must be adhered to. A copy of the statement is to be retained for the Division's archives. This report is to be audited by a Division or group member who does not hold an elected office at the time of the audit or by any other qualified person available to the Division or group.
2. No allotment shall be paid to a Division unless an annual financial statement has been approved.
3. The treasurer of each Division or provisional Division shall submit an unaudited mid-year financial statement to the Association office to the attention of the Director, Finance by June 30 of each year. A copy of the statement is to be retained for the Division's archives.
4. A Division or group within a Division may have undesignated funds for general administration. These funds are derived from allotments and from income accruing as a result of normal activities, such as advertising in the Division bulletin, dinner meetings, etc. Normal charges against such "regular funds" include bulletin expenses, postage, meeting notices, etc.
5. Normally a Division or group will administer its expected activities to utilize the greater part, if not all, of its allocated funds. However, a Division or group may elect to conserve its funds gradually in anticipation of specific undertakings where special project

funds have not already been accumulated. Other Divisions or groups may, through lack of activity in one year, carry unspent allotments over to following years. Funds accumulated for either of these reasons and not expected to be spent during the year's usual activities, may be transferred to a project fund.

Money earned in special Division or group projects may be maintained in one or more project funds, general or designated. Examples of such projects are seminars or workshops for which a fee is charged, royalties paid by the Association for Division-originated publications, receipts from similar works published independently by the Division, and fund-raising activities conducted for a specific purpose. Expenses involved in such projects are to be charged against these funds. Project funds must be reported as part of the periodic and annual financial reports.

6. A Division must report property that falls within the definition given in the "Property Guidelines" on a special page accompanying the financial statement. Upon dissolution of a Division, its funds and properties shall revert to the Association. On dissolution of a group within a Division, the group's remaining funds revert to the Division.

APPENDIX D. LEGAL ISSUES

Each Division Chair and Chair-Elect should be aware of these basic issues and restrictions. For additional information see the Tax and Legal Handbook.

The Special Libraries Association, Inc. is a not-for-profit corporation, incorporated pursuant to the Not-For-Profit Corporation Law of the State of New York. During its early years, SLA existed as an unincorporated Association. SLA was first incorporated in Rhode Island on April 13, 1928 and then reincorporated in New York on September 25, 1958.

The basic purposes of SLA as stated in its Certificate of Incorporation and Governing Document, are:

"l(a) To provide an Association of individuals and organizations having a professional, scientific, or technical interest in library and information science, especially as these are applied in the recording, retrieval and dissemination of knowledge and information in areas such as the physical, biological, technical and social sciences, and the humanities."

"l(b) To promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations. No part of the property, assets, profits or net income shall inure to the benefit of any director, officer, or member or be of benefit to any private shareholder or individual within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 as amended."

Members, Chapters and Divisions

Membership eligibility is governed by the membership provisions of Article II of the SLA Governing Document. Membership in the Association shall consist of: Full Members, Student Members, Retired Members, Organizational Members, Virtual Members, and Honorary Members. Eligibility for and privileges of each class shall be as stated herein.

Full Member status shall be granted to an applicant who has an interest in the objectives of the Association. A Member shall have the right to vote, to hold any Association or unit elective office or appointive position, and to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.

Student member status shall be granted to an applicant enrolled in a curriculum of library or information science at least part time (two or more courses). This category of membership shall be available to those joining the Association for the first time. This category of membership shall also be available to current members renewing their membership after enrolling in an appropriate academic program. Student membership may be maintained only while actively a student, but for no more than three years. Appropriate verification of student status is required. A Student Member shall have the right to vote, to hold any Association or unit elective or appointive position, to affiliate

with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.

Retired member status shall be granted, upon request, to a Member who has retired. In this connection, "retirement" shall be defined by the Board. A Retired Member shall have the right to vote, to hold any Association or unit elective office or appointive position, to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge. A Member who has 45 years of uninterrupted Association membership shall be designated Forty-five Year Honoree status. Basic membership dues will be waived for members holding this distinction. Forty-five Year honorees have the same membership rights as other Retired Members.

Organizational member status shall be granted to a firm, organization, or individual desiring to support the objectives and programs of the Association. Organizational Members shall have the right to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge. Other benefits of this membership category shall be determined by the Board.

An Honorary member shall be an individual elected to this honor by the Association members. Current members may not be considered for honorary membership. Nominations shall be presented in writing to the Board and may be proposed by one or more Association members. Upon endorsement by a two-thirds vote of the Board, the nomination shall be submitted by the Board to the members for election at an Annual Business Meeting. The total number of Honorary Members and the number who may be elected in any one year shall be determined by the Board. An Honorary Member shall have the right to affiliate with one Chapter and one Division, and to receive the official journal free.

A Virtual member shall be an individual who wishes access to publications but does not wish to affiliate with a Chapter or Division. This membership is limited to members outside the United States and Canada and to members in developing countries. A virtual member will have online access only to publications. A virtual member shall not have the right to vote, to hold any Association or unit elective office or appointive position, or to affiliate with a Chapter or Division. Association publications will be accessible to virtual members virtually

SLA Chapters and Divisions exist only as a part of the single corporate entity, Special Libraries Association, Inc. and are organized pursuant to Articles XII and IX of the Governing Document. There is no separate incorporation of SLA Chapters and Divisions and both are funded by allotments from the SLA annual dues. SLA, its members, Chapters and Divisions can be roughly analogized to a for-profit corporation, its shareholders and branch offices. Numerous not-for-profit corporations are organized in this way, including other major library Associations.

Association Meetings

SLA meetings, including Chapter, Division and Association meetings, may be attended by any interested party regardless of membership standing. This open attendance policy does not, however, require members to subsidize attendance by non-members. Chapters and Divisions may charge a reasonable registration fee to help defray the costs of the meeting. Non-members are permitted to attend Association meetings of SLA. The registration fee charged such nonmembers is higher than that charged members. SLA's open attendance policy does not mean that non-members can participate in SLA in the same manner as members. Obvious examples include the fact that non-members may not vote and may not hold Association office.

The SLA Board of Directors and Chapter and Division Cabinets are not required to open their sessions to non-members although, in their discretion, they may do so.

All meetings, whether open to interested parties or restricted in attendance, should have a written agenda. Chapter and Division officers should ensure that summary minutes are prepared of all meetings and that such minutes are accurate.

Joint and Regional Meetings

Chapters often participate in joint or regional meetings. Regional, sectional and joint meetings require particular attention to organization and cooperation. The responsible person must be selected on the basis of experience and ability. Where program and arrangements require them, committees should be appointed as soon as possible. If an Association officer is to be invited, arrangements should be coordinated as early as possible. When other professional Associations are involved, it should be made clear that their members are welcome at any separate SLA program.

Initial planning of joint professional meetings normally is undertaken by the officials of the respective groups. Detailed programming is then worked out by specified representatives. Decisions, such as date, place, publicity, accommodations, registration, financing, etc., must be cleared through each group. Frequently, publication of papers is also considered with distribution and cost taken into account.

Any plan involving a unit of the Special Libraries Association must conform to the SLA practice on non-discrimination, which reads:

"It is the practice of Special Libraries Association that membership and participation in the Association and its units are not limited in any respect by race, creed, color, national origin, age, sex, or physical disability. In particular, all meetings are conducted so as to assure compliance with this practice. The Association participates in joint meetings only with other organizations that have the practice. The Association is an Equal Opportunity Employer." (Approved June 1975)

Tax Status - Federal

In 1972, the United States Internal Revenue Service ruled that SLA is an organization meeting the requirements of Section 501(c)(3) of the Internal Revenue Code. As a Section 501(c)(3) organization, SLA must:

1. Be organized exclusively for charitable, scientific or educational purposes.
2. Be operated exclusively for those purposes.
3. Have no part of the net earnings inure to the benefit of any private individual.
4. Refrain from any substantial lobbying activities.
5. Refrain from participating in political campaign activities.

Corporate gifts and life time gifts by individuals to a Section 501(c)(3) organization are, with certain limitations, deductible to the donor for purposes of the U.S. federal income tax. Testamentary bequests are, again with certain limitations, deductible for purposes of the U.S. federal estate tax. There are other advantages. A Section 501(c)(3) organization may qualify for privileged postal rates for mailings relating to the organization's own affairs. In some states, a Section 501(c)(3) organization is exempt from sales tax.

As a general rule, the income of SLA which is related to its tax-exempt purposes is tax exempt. For example, members' dues, interest earned by bank accounts, and income resulting from the sale of SLA publications is tax exempt.

Income from a trade or business which is not substantially related to SLA's tax-exempt purposes is taxed. For example, income generated from the sale or rental of mailing lists (except for exchanging with or renting to another organization exempt under Sections 501(c)(3) or (c)(2)) and advertising income is taxed.

Although most of SLA's income is tax exempt, SLA normally does have unrelated income which is taxable. As a result, SLA annually files two returns with the Internal Revenue Service: Form 990 related to non-taxable income and Form 990T relating to taxable income.

To enable SLA to properly prepare these returns, each Chapter and Division must annually furnish certain information including all income generated during the year and expenses incurred in producing the income. New or major changes in programs and services provided by SLA must be reported in Form 990. Accordingly, any Chapter or Division which engages in a previously unreported activity must so inform the Director, Finance at the Association office.

SLA considers being recognized as a Section 501(c)(3) organization a valuable privilege. It is the policy of SLA to follow the provisions of the Internal Revenue Code and Regulations regarding the operation of a Section 501(c)(3) organization and not to engage in activities which might jeopardize that status. All questions regarding the Association's tax-exempt status should be referred to the executive director.

Tax Status - State and Provincial

Each of the fifty states and Canadian provinces has its own tax law and regulations and, accordingly, any question concerning state and provincial taxation must be addressed to the law of the state or province involved.

As a general rule, an organization which is exempt from U.S. federal income tax under Section 501(c)(3) is also exempt from state income taxes. In addition, in some states, local sales and use tax exemptions are available to Section 501(c)(3) organizations. Since

SLA is not incorporated in Canada, it cannot apply for tax-exemption from Canadian provinces.

Because it is SLA, and not the individual Chapters and Divisions, which is responsible for compliance with state tax laws, responsibility for dealing with state tax authorities is that of the Director, Finance. Individual members or Chapter or Division officers are not allowed to deal with state tax authorities. Any question concerning state taxation of SLA units should be directed to the Director, Finance.

Over the years, the Director, Finance, working with legal counsel, has conducted extensive research and made numerous inquiries regarding the availability of sales and use tax exemptions for SLA units. As indicated above, the rules vary from state to state. Some states grant no exemption to any organization; some states grant exemptions only to particular types of charitable organizations such as religious organizations; and, in a few states, an exemption is available to an organization such as SLA. A consideration to be kept in mind is that the paper work costs associated with obtaining and maintaining a sales tax exemption may equal or exceed the limited savings which may be realized by a sales tax exemption. Again, if there is any question as to whether a sales tax exemption is available in a particular state, inquiries should be directed to the Director, Finance.

Political and Legislative Action

SLA, as a 501(c)(3) educational institution, is restricted in the amount of **lobbying** it can do. Although IRS rules in this area are not as restrictive as they have been in the past, they are always open to interpretation. It is therefore critical that all *legislative* endeavors be channeled centrally through the President or executive director, both of who, under SLA policy, are the only individuals who can officially speak on behalf of the Association. In essence, if the Board of Directors has not taken a position on a particular issue, it is imperative that either the president or executive director be consulted. However, if comments or statements are based on Board-approved issues, discuss them with the public policy staff for clarification. This also enables headquarters staff to be aware of Chapter/Division activities.

A Section 501(c)(3) organization may not participate directly or indirectly, in any campaign for any public office - federal, state or local. Thus, SLA may not endorse any candidate, make any contribution to a candidate or have its members work in any candidate's campaign. This requirement also prevents SLA from having a Political Action Committee (PAC).

A Section 501(c)(3) organization may, to a limited extent, attempt to influence legislation. The specific language of the statute is that "no substantial part of the activities" of the organization may consist of "carrying on propaganda, or otherwise attempting to influence legislation."

Examples of attempts to influence legislation include attempts to influence the general public to vote in a particular way, often called "grassroots" lobbying, and direct lobbying by communicating with a member or employee of a legislative body. Also included would be any effort by SLA to encourage its members to lobby.

The following would ordinarily not be considered activities endeavoring to influence legislation: making available the results of nonpartisan analysis or research; appearances before a legislative committee at the request of that committee; and communications between SLA and its members regarding legislation of interest to members as long as the communication does not encourage the members to endeavor to influence the same. As is indicated above, a Section 501(c)(3) organization is not absolutely prohibited from endeavoring to influence legislation - the requirement is that such activities may not become a "substantial part" of the Association's activities. The U.S. Internal Revenue Code does not define what is meant by "substantial." The policy of SLA is that no more than 5% of its aggregate activities (not its income or expenditures) may be of such character.

Because SLA is so large and so geographically diverse, it is not feasible for each member, Chapter and Division to independently determine when efforts to influence legislation are to be undertaken. In January 1980, the Board of Directors approved a government relations practice statement and instructed the Executive Director to establish and conduct a government information program to carry out the statement.

Obviously, none of the foregoing affects the right of any member, acting as an individual and not as a member of SLA, to engage in whatever political or legislative activity he or she may consider appropriate.

Member Liability

One of the characteristics of a corporation is limited liability; that is, the members of the corporations are not personally liable for the debts, liabilities or obligations of the corporation. SLA is a corporation with its principal place of business in Virginia. Since it is incorporated in New York, it is covered by that state's liability law.

New York Not-For-Profit Corporation Law Section 517(a) specifically states that "the members of a corporation shall not be personally liable for the debts, liabilities or obligations of the corporations".

As a general rule, directors and officers of SLA will incur no personal liability as a result of their carrying out their duties as long as they do so in good faith and with ordinary diligence, care and skill.

Section 717(a) of the New York Not-For-Profit Corporation law states, in part: "(a) Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men would exercise under similar circumstances in like positions."

Under certain circumstances, a director or officer can incur personal liability. For example, a director or officer can be personally liable for gross negligence or for defrauding the Association.

Under Section 719 of the New York Not-For-Profit Corporation Law, a director who votes for certain actions can be personally liable - for example, voting to distribute the Association's properties to members other than as permitted by law; and, voting to make a loan to a director or officer. The law permits an action to be brought against a director or officer to compel an accounting for the mismanagement, loss or waste of corporate assets.

Association Liability

SLA is legally responsible for its contracts and can sue or be sued in the same manner as any corporation, whether for-profit or not-for-profit.

A normal business contract made by the SLA President or Executive Director will be binding on SLA. Because SLA is a single corporate entity, obligations of the Chapters and Divisions are obligations of SLA. Accordingly, a normal business contract made by a Chapter or Division chairperson will also be binding on SLA and not just on the individual Chapter or Division.

Most contracts made by Chapter presidents and Division chairs involve routine matters such as meeting arrangements and the amounts involved are relatively small. There have been occasions in the past, however, when Chapters and Divisions, with more enthusiasm than prudence, have entered into contracts involving significant sums of money.

The "Extra-Association Relations Policy" which was adopted by the Board of Directors on June 9, 1973 addresses this problem. It states:

"An agreement, contract, or obligation entered into by an Association unit requires advance approval by the Association Board of Directors if liability exceeds the unit's available or budgeted funds."

In addition to the foregoing, it is the policy of the Association that all unit contracts in excess of \$5,000, must be reviewed and signed by the executive director.

Any questions regarding contracts and their execution should be referred to the executive director. (See, also, Sections titled "Members, Chapters and Divisions" and "Contracts.") SLA may be liable for the negligent or fraudulent acts of its authorized representatives. Therefore, officers, directors, committee chairpersons, and representatives must exercise "ordinary diligence and care" in performing their responsibilities.

In addition, SLA could be responsible for an obligation incurred by any member who had "apparent authority" to act for SLA even though such individual acted without authority and in violation of SLA's policies and Guidelines. In Hydro level Corp. v. American Society of Mechanical Engineers, 635 F. 2d 118 (2nd Cir. 1980), cert. den., 456 U.S. 989 (1981) the American Society of Mechanical Engineers was held liable for the act of two of its members. These members, while acting as volunteer ASME workers, defrauded a third party by deliberately misinterpreting the requirements of one of the ASME codes. The court found ASME liable for the acts of these members because the injured party had no reason to believe the volunteer members' code interpretation was not "regular" and because the volunteers appeared to be acting within the authority given to them by this Society.

Any Chapter Chair or Division chair who intends to give authority to a member to act for SLA, should keep the foregoing in mind.

Inspection of Records

New York State law requires SLA to keep correct and complete books and records of account and minutes of the proceedings of its members, Board and Executive Committee, and a list of member names, addresses, and their class or classes of membership.

Although the law permits SLA to impose restrictions on the availability of such information, it is SLA policy to make the same generally available to members. Thus, SLA publishes the names and addresses of all members in the membership directory. Meeting minutes of the Board of Directors, the Executive Committee, and the Annual Business Meeting are available for inspection by members with certain exceptions that are determined by the Board of Directors. An example is executive session minutes.

Antitrust Laws

In recent years, the U.S. antitrust laws have been the basis for actions against certain trade and professional Associations whose activities allegedly restrained competition. The decisions of the United States Supreme Court which struck down ethical codes of Bar Associations which prohibited advertising are well-known examples. The American Dental Association was subject to a similar suit by the Federal Trade Commission. The American Medical Association has been subjected to an investigation to determine whether it controls the supply of physicians in the United States through accreditation of medical schools and other practices.

The trade and professional Associations which have been subject to these actions are typically Associations of competitors. Because the members of SLA do not compete with each other, it is unlikely that SLA will be subject to an antitrust action such as is described above.

It is worth noting that SLA is essentially an open organization. That is, Association membership is open to any person "who has a serious interest in the objectives of the Association" and there are no restrictions on the general public attending SLA meetings. The antitrust actions described above have been based in part on the fact that the particular Association imposed restrictions on membership, and thereby restrained competition. Obviously, SLA is not subject to such an attack.

Notwithstanding the foregoing, it is conceivable that a particular Chapter or Division may engage in some activity which might be considered to be anticompetitive, thereby violating antitrust laws. Any member who believes that any such activity is taking place should contact the executive director. We must add that to the best of our knowledge, no governmental or private entity has ever claimed that SLA has to any extent violated the U.S. antitrust laws.

Bartering

For purposes of the U.S. Internal Revenue Code, a barter transaction is in substance the same as a sales transaction. For example, the exchange of a mailing list for advertising space is the essential equivalent of selling the mailing list for the value of the advertising space. The value of the advertising space is considered to be income to SLA. The comments made in the Tax Status section concerning SLA's tax liability for related business income and unrelated business income will equally apply to value received on bartering transaction. An example of barter which would generate related income would be an exchange of SLA publications for something of value. An example involving unrelated income would be the one just given, namely, the exchange of a mailing list for something of value, except when this exchange is with another organization exempt under Section 501(c)(3) or (c)(2). The sporadic and occasional bartering transaction of whatever character arguably does not constitute business income of any kind. In all events, every barter exchange transaction by any Chapter or Division should be reported, in writing, to the Director, Finance at the Association office.

Association Reserve Funds

Every Association needs the economic security of a reserve fund. Unforeseen demands or loss of income may necessitate the use of funds which are not currently available in the budget. The purpose of a reserve is financial stability - to support the Association through an emergency situation. Accordingly, the reserves maintained by SLA and by its Chapters and Divisions should not be used to finance day-to-day operations or activities. An ideal reserve fund would be equal to the regular budget for one year. On June 5-6, 1992 the Board of Directors approved a recommendation regarding Chapter and Division investment policy that permits funds to be deposited only in principal-protected and insured investment instruments (e.g. checking accounts, passbook savings accounts, CD's and T-bills) or in the Association Pooled Money Market Account.

There is no tax on accumulated earnings of a Section 501(c)(3) Organization and accordingly, such reserves and any income generated by the same are tax exempt.

APPENDIX E. LEADERSHIP TOOLS

Association Policies And Practices

The Special Libraries Association has established Policies and Practices for various topics related to the Association and its operations. Some of the Policies and Practices were established for various program areas in the Association. These Policies and Practices are to serve as informational purposes for SLA Staff, SLA Board of Directors and SLA Association Units. The Policies and Practices are reviewed periodically to ensure that they are still current. If at anytime you have questions or comments, please do not hesitate to contact Stephanie A. Russell at stephanie@sla.org or 1-202-234-4700 Extension 632.

Available Forms

[Annual Report Form](#)
[Awards Nomination Form](#)
[Call for Annual Conference CE Courses Form](#)
[Chapter Visit Request Form](#)
[Consultation Report Form](#)
[Discussion List Request Form](#)
[Label Roster Request Form](#)
[Leadership Code of Responsibility Form](#)
[Leadership Knowledge Center Input Form](#)
[Quicken Software Request Form for Unit Treasurers](#)
[Pooled Fund Application Request](#)
[Pooled Fund Withdrawal Request Form](#)
[Property Report and Auditor's Certification Form](#)
[Statement of Liabilities Form](#)

Available Handbooks

The following handbooks are available by contacting the Association's Leadership Department or online.

[Affirmative Action Handbook](#)
[Bulletin Editors Handbook](#)
[Fundraising Handbook](#)
[Government Relations Handbook](#)
[Chapter Program Planners Handbook](#)
[Program Planners Handbook](#)
[Strategic Planning Handbook](#)
[Mentorship Handbook](#)
[Public Relations Handbook](#)
[Tax and Legal Handbook](#)
[Unit Treasurer Policy & Procedure Manual](#)

¹NOTE: The Annual Conference Program Planners Handbook is distributed to Program Planners at the Leadership Summit eighteen months for planning programs at the Annual Conference. For a more information about the Program Planners Handbook contact SLA.

LEADERS.COMmunique

View current and past monthly issues of e-newsletter for SLA leaders, *LEADERS.COMmunique* (formerly Leadership Update) at <http://www.sla.org/content/resources/leadcenter/leadresour/update/index.cfm>

Leadership Knowledge Center

In addition to the Practices outlined in the document, another useful resource is the Leadership Knowledge Center. [SLA's Leadership Knowledge Center](#) is a database of SLA Unit Best Practices. The goal of the Leadership Knowledge Center is to provide a resource to help SLA unit leaders in administering a successful and efficient unit. The database can be searched by topic by Chapter, Division or Caucus. Best Practices can be added to the Leadership Knowledge Center using the [input form](#).

Robert's Rules of Order

In 1876 General Henry M. Robert set out to bring the rules of the American Congress to members of ordinary societies with the publication of *Pocket Manual of Rules of Order*. It sold half a million copies before this revision of 1915 and made Robert's name synonymous with the orderly rule of reason in deliberative societies. SLA meetings are commonly run utilizing Robert's Rules. For full-text of this Manual see: <http://www.bartleby.com/176>

SLA Unit Surveys

A listing of surveys and assessments carried out by SLA Chapters, Divisions and Caucuses (SLA Units) in the last few years can be found at <http://www.sla.org/content/resources/research/unit-surveys.cfm>
Links have been added to online versions where available.

SurveyMonkey

The Association's Leadership Department offers an online survey tool to make your job easier and at no cost to you. We've set up an account for you to use an online survey tool at <http://www.SurveyMonkey.com>.
Your sign-in e-mail is: leadership@sla.org; and password: slaunits.
You can request a current listing of your unit's e-mails by completing the label/roster request form at: www.sla.org/content/leadership/resource/requests.cfm or send the survey link to your discussion list.
Tips for developing a survey can be found at: <http://www.sla.org/content/resources/leadcenter/leadresour/update/August.cfm#survey>