

SOUTHEASTERN LIBRARY ASSOCIATION

HANDBOOK

2017 Edition

Southeastern Library Association

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(as of February 29, 2016)

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Foreword

This 2017 SOUTHEASTERN LIBRARY ASSOCIATION HANDBOOK would not be possible without the extensive research of previous Handbook Committees as well as the diligent work of the current Constitution and Handbook Committee.

The Committee also thanks Past President Gordon Baker, and President Linda Harris, and Past President Camille McCutcheon for their help in the revision and editing of this publication.

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CONSTITUTION OF THE SOUTHEASTERN LIBRARY ASSOCIATION

(Including revisions adopted at Atlanta, Georgia, November 7, 1970; Richmond, Virginia, October 19, 1974; Knoxville, Tennessee, November 6, 1976; Birmingham, Alabama, November 21, 1980; Louisville, Kentucky, November 11, 1982; Atlanta, Georgia, October 17, 1986; Norfolk, Virginia, October 29, 1988; Nashville, Tennessee, December 8, 1990; New Orleans, Louisiana, March 21, 1992; Jekyll Island, Georgia, October 6, 2000; Macon, Georgia, October 5, 2012)

Article I. Name

The name of this organization shall be the Southeastern Library Association, hereinafter referred to as SELA or the Association.

Article II. Objectives

The objectives of this Association shall be to promote and foster library and information services in the southeastern region of the United States through cooperation, research, and the encouragement of staff development.

Article III. Membership

Membership may include any person, library or other organization as defined in the Bylaws, interested in the promotion and fostering of library and information services in the southeastern United States.

Article IV. Administration and Organization

Section 1. Organization:

- a. The organization of the Southeastern Library Association shall consist of a Board, Executive Committee, Standing and Ad Hoc Committees, and Sections and Round Tables as may be required. Nominations, elections, appointments and terms of office shall be in accordance with the Bylaws.
- b. Authority for policies, expenditures and administration of the Association shall be vested in the membership and delegated to the Board as specified in the Constitution and Bylaws.

Section 2. Officers:

The officers of the Association shall be a President, a Vice-President/President-Elect, a Secretary and a Treasurer. These officers shall be elected and shall serve in accordance with the Bylaws.

Section 3. Board:

- a. The Board of the Association shall consist of the Officers of the Association, the Immediate Past President of the Association, one (1) elected representative from each constituent state library association, and the chairman of each Section and Roundtable of the Association. The editor of *THE SOUTHEASTERN LIBRARIAN* shall be a non-voting member of the Board. The voting members present at a regularly scheduled meeting shall constitute a quorum.
- b. The Board is the governing body of the Association and meets at least once each calendar year. It acts for the membership in the administration of policies and programs between meetings of the full Association. All budgets must be approved by the Board.

Section 4. Executive Committee:

- a. The Executive Committee shall consist of the officers of the Association. A majority of members shall constitute a quorum. Each member has one (1) vote.
- b. Between meetings of the Board, the Executive Committee may act for the Board. However, all Executive Committee actions shall be subject to review and affirmation by the Board within fourteen (14) days or at the next meeting of the Board, whichever occurs first.

Section 5. Committees, Sections, Round Tables:

- a. Members and chairmen of the standing committees specified in the Bylaws shall be appointed by the President with the advice and consent of the Board. Ad hoc committee members and chairmen may be appointed by the President with the advice and consent of the Executive Committee.
- b. Sections representing fields of interests of the Association and Roundtables representing interests not encompassed by the Sections may be formed and recognized as a part of the Association in accordance with the Bylaws.

Article V. Meetings

There shall be an annual conference of the Association at which a business meeting shall be held. Personal members in attendance at a regularly scheduled meeting shall constitute a quorum at any business meeting. Additional business meetings may be called by the President with the approval of the Board.

Article VI. Bylaws

Bylaws of the Association may be adopted, amended, or repealed at any regular meeting of the Board by a majority vote of the members present provided that a notice of the proposed changes has been given to the members of the Board at least thirty (30) days before the meeting. Votes to adopt, amend, or repeal bylaws may also be held by electronic ballot or by paper mail ballot following a 30-day notice. If an electronic vote is held, votes should be sent to the Secretary within seven calendar days. If a paper vote is held, votes should be sent to the Secretary within fourteen calendar days. In both cases, a majority of the votes cast is required for passage.

Article VII. Amendments to the Constitution

This constitution may be amended by a simple majority of those votes recorded, notice of the proposed changes having been given to the membership at least thirty (30) days before. The constitution may be amended by an electronic ballot or a paper mail ballot, with a majority of the votes cast required for passage.

Article VIII. Articles of Incorporation

The Association is incorporated as a not-for-profit corporation by the Secretary of the State of Georgia, and the articles of incorporation are on file in the Secretary of State's office. The President shall take any necessary legal steps to insure that any amendment to the article of incorporation is recorded in the office of the Secretary of State.

BYLAWS

Article I. Membership. Types of Membership:

Section 1. Personal Membership:

Any persons engaged in library work or interested in the objectives of the Association who have paid the required dues. Personal members only shall have the right to vote, to participate in Association activities, and to hold office in the Association.

Section 2. Constituent Membership:

State library associations of the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia are eligible to be constituent members of the Association. Other state library associations may petition the Board to be approved for membership in the Association.

Section 3. Special Memberships:

a. Lifetime Memberships:

These membership classes are open to individuals who wish to pay the supporting dues and carry with them all rights and privileges of personal membership.

b. Honorary Memberships:

The Board may, from time to time, designate a person who has made an outstanding contribution to the Association or to librarianship in the Southeast as an honorary member for life. Honorary members shall have the rights and privileges of personal members.

c. Corporate Memberships:

Businesses wishing to support SELA, participate in conferences, workshops or seminars and receive publications are eligible for this class of membership. It does not carry voting or election privileges.

Article II. Dues and Fees

Section 1. Dues:

Dues are payable annually upon the receipt of notice from the Association. The amount of dues shall be approved by the Association's membership after recommendation by the Board.

Section 2. Fees:

Registration fees to be charged each person attending a conference of the Association shall be established by the Board.

Article III. Organization and Administration

Section 1. Officers:

a. Nomination and Election

1. The President, with the advice and consent of the Board, shall appoint a Nominating Committee composed of one (1) Association member from each constituent state. The Immediate Past President of the Association shall serve as the Chairman.
2. The Nominating Committee shall prepare a slate consisting of at least two (2) candidates for each office which shall be announced to the membership at least four (4) months prior to distribution of the ballots.
3. Additional candidates may be added to the slate provided that each is backed by a petition of at least 5% of the membership which is received by the Association at least two (2) months prior to the mailing of the ballots.
4. Ballots shall be made available to the individual members in good standing six (6) months before the end of each biennium.
5. A majority of the votes cast shall be necessary to constitute an election for each office. A run-off of the two (2) top candidates for each office shall be held when no one (1) candidate has a majority of the votes cast.
6. An elected incumbent is not eligible to succeed in the same office.
7. The terms for all elected officers shall be two (2) years.

b. Duties of the officers:

1. The President is the chief executive officer of the Association and shall preside at all official business meetings of the Association, the Board and the Executive Committee. In his/her absence the Vice-President/President-Elect shall preside. The President is responsible for budget preparation.
2. In the absence of the President, the Vice-President/President-Elect shall assume the duties of the President at all official business meetings of the Association, the Board and the Executive Committee. The Vice-President/President-Elect shall assume the duties of the President should that office become vacant. The Vice-President/President-Elect serves on the Planning and Development Committee. The Vice-President/President-Elect, upon election, shall prepare a list of committee appointments for the next biennium for approval by the Board.
3. The Secretary shall record the proceedings of all business meetings of the Association. Other duties may be assigned by the President with the advice and consent of the Board.
4. The Treasurer shall be responsible for overseeing the receipt and expenditure of the Association's funds, for assuring that itemized records of receipts and expenditures are kept and for performing other associated activities. All financial records shall be made available for audit upon request of the President and/or Board.

c. Vacancies in Office:

Vacancies in elected offices of the Association shall be filled by the President with the advice and consent of the Board. However, a vacancy in the office of the Vice-President/President-Elect shall be filled by a special election to follow promptly the announcement of a slate of at least two (2) candidates, this announcement is to be made by the nominating committee within one (1) month after the vacancy occurs.

Article IV. Official Meetings

Section 1. Meetings of the Executive Committee:

The Executive Committee shall meet on call of the President. Meetings of this Committee shall be as frequent as needed to transact the business of the Association. The President (in absence of the President, the Vice-President/President-Elect) shall preside. Each member shall have one (1) vote each. Copies of the minutes shall be distributed to the members of the Board.

Section 2. Board:

- a. Membership of the Board is defined in Article IV, Section 3 of the Constitution.
- b. Election of constituent member representatives on the Board:

- 1. The state library associations of each of the states named in Article I, Section 2.c. of the Bylaws shall be authorized to elect a representative to serve on the Association's Board. These representatives may not serve concurrently as Section, Round Table, or Committee chairmen.

- 2. Each representative to the Association from a state library association shall be a personal member of the Association and of the state association which that person represents.

- 3. Terms for these constituent representatives shall be four (4) years in length. Half of the representative of constituent members shall be elected at one time.

- 4. When a vacancy occurs in the office of a representative from a state library association, the Board of that state library association shall designate a replacement until the next scheduled election for that state.

- 5. SELA members in a state where the state library association is not an active constituent member may organize and select a representative to the board. When a vacancy occurs in the office of representatives from such a constituent member, the SELA members in the state shall designate a replacement.

- c. Meetings of the Board shall be called by the President. Five (5) members of the Board may petition the full Board membership for additional meetings.

Article V. Finances

Section 1. Fiscal Period:

The fiscal period of the Association shall be January 1 to December 31 of each year.

Section 2. Audit:

The President shall arrange for a professional audit each biennium.

Section 3. Bonding:

The Treasurer shall be bonded, the amount being determined by the Board.

Article VI. Sections, Committees, Round Tables, and Archivist

Section 1. Committees:

- a. Standing committee members shall serve for two (2) years. Only personal members may serve as committee members. No single individual may be named as chairman of a committee for more than two (2) consecutive terms.
- b. Procedures of operations of committees or sub-committees will be approved by the Board.
- c. The Standing Committees are:

Awards

- Charles Beard Award
- Hal Mendelsohn Award
- Honorary Membership
- Outstanding Southeastern Author Award
- Outstanding Southeastern Library Program Award
- Resolutions
- Rothrock Award
- Southern Books Competition

Budget

- Conference, Site & Exhibits
- Constitution & Handbook
- Continuing Education & Staff Development
- Discussion List
- Intellectual Freedom
- Legislative
- Membership & Mentoring
- Nominating
- Planning
- Public Relations & Marketing
- Resume Review
- Southeastern Librarian
- Website

Section 2. Sections:

- a. Sections are formed to represent a distinct field of library activity. Sections of the Southeastern Library Association are:

- Library Education Section
- Public Library Section
- Reference and Public Services Section
- Resources and Technical Services Librarians Section
- School and Children's Librarians Section
- Special Libraries Section
- Trustees and Friends of the Library Section
- University and College Library Section

- b. A group representing at least 10% of the Association membership may petition the Board for recognition as a section.
- c. Each section shall operate under bylaws compatible with the SELA Constitution and Bylaws. A copy must be filed with the Association. The Constitution and Handbook Committee shall check for compatibility.

Section 3. Roundtables:

a. Roundtables may be formed to promote interests not within the scope of any section. Roundtables of the Southeastern Library Association are:

African-American Issues Roundtable
Circulation & Reserves Roundtable
Government Documents Roundtable
Library Instruction Roundtable
New Members Roundtable
Online Search Librarians Roundtable
Preservation Roundtable

b. A group representing at least 100 members of the Association may petition the Board for recognition as a Roundtable.

c. Each Roundtable shall operate under bylaws compatible with the SELA Constitution and Bylaws. A copy must be filed with the Association. The Constitution and Bylaws Committee shall check for compatibility.

Article VII. Publications

Section 1. Official Publication:

The official publication of the Association shall be *THE SOUTEASTERN LIBRARIAN* (SELn). Other publications may be produced as deemed necessary and appropriate by the Board.

Section 2. Editor:

The Editor of *THE SOUTEASTERN LIBRARIAN* shall be appointed by the President with the advice and consent of the Board.

Article VIII. Relationships with Other Organizations

Section 1. American Library Association:

The Southeastern Library Association shall maintain chapter membership in the American Library Association.

Section 2. Constituent State Associations:

The SELA President, whenever possible, shall represent the Association at the membership meetings of the constituent state associations.

Section 3. Sections and Roundtables:

Individual Sections and Roundtables may affiliate with Sections and Roundtables of other library associations with the approval of the Board.

Article IX. Governance

Section 1. Parliamentary Authority:

Robert's Rules of Order, latest edition, shall govern the Association in all cases whenever there is no conflict with the SELA Constitution and Bylaws.

Section 2. Parliamentarian:

A Parliamentarian shall be appointed by the President with the advice and consent of the Board, to serve at each business session of the Association and of the Board.

Article X. Dissolution of the Association

Should the Association be dissolved, all monies left in the treasury after all bills are paid shall be divided equally among the state library associations of the several states represented.

Board

Personnel

1. The Board shall be composed of the following voting members:
 - a. President
 - b. Vice-President/President-Elect
 - c. Secretary
 - d. Treasurer
 - e. One representative from each constituent state association
 - f. Chairmen of each Section and Round Table of the Association
 - g. Immediate Past President
2. The Board shall also seat the following non-voting members:
 - a. A representative from Administrative Services
 - b. Editor of *THE SOUTEASTERN LIBRARIAN*
 - c. Parliamentarian
3. Any committee chair, any SELA member, or any person who has business with the Board, may be invited by the President to attend Board meetings.

Meetings

1. At least one Board meeting will be held each calendar year.
 - a. Board will meet at the beginning of the annual Conference.
 - b. Newly elected and outgoing Board members will meet together immediately following the close of the annual Conference in an election year.
2. Other meetings may be called by the President at the time and place indicated by him/her.

Powers and Duties

1. To manage the business affairs of the corporation, including setting of registration fees and approving of all budgets.
2. To approve the selection of the Administrative Services of the Association and to fix the amount of compensation.
3. To approve the President's nomination of an Editor for *THE SOUTEASTERN LIBRARIAN* and to approve the other members of the staff, nominated by the Editor.
4. To determine the time and place of the annual Conference of the Association.
5. To approve special called meetings of the membership, if necessary (only business mentioned in the call can be transacted.)
6. To propose annual dues to be approved by a vote of the membership.
7. To approve the appointments for all vacancies which may occur in the offices of the Association, except that of Vice-President/President-Elect, between conferences.
8. To designate honorary members.
9. To approve applications for formation of Sections and Round Tables.
10. To approve all appointments made by the President.
11. To approve the establishment by the President of standing committees.
12. To review and affirm actions of the Executive Committee at the next regular board meeting or in fourteen (14) days, whichever is earlier.
13. To arrange for the bonding of the Treasurer and to set the amount of the bond.
14. To approve affiliation of Sections or Round Tables with other library associations.
15. To arrange special election in the case of a vacancy in the Vice-President/President-Elect position.
16. To approve petitions for additional state memberships.

Terms of Office

1. Elected officers serve for two years. Their terms of office commence at the adjournment of the annual meeting following the election with the exception of the Treasurer whose term of office begins the following January first. If the annual meeting occurs before September, their terms of office (with the exception of the Treasurer) commence at the first of December of the year of the election.
2. The State Representatives to the Board are elected by their respective states for terms of four years.
3. Administrative Services serve at the pleasure of the Board.
4. The Editor of *THE SOUTEASTERN LIBRARIAN* serves at the pleasure of the Board.

Quorum

A majority of the voting members is a quorum.

Officers and Other Members of the Board

Duties of Members of the Board

1. To attend all regular and called meetings of the Association and Board.
2. To maintain all records of the respective office.
3. To keep the President informed. To prepare all reports minimally in triplicate, submitting one copy to the President, one to Administrative Services, and one for the files of the respective office.
4. To transmit to the newly elected officers all records and funds at the close of the Annual Conference or by the end of the Biennium (Treasurer to serve until January following the election), and to send any material of historical importance to Headquarters for the archives (see Appendix B. Records Management Procedures).

Executive Committee

Personnel

The Executive Committee shall be composed of the following members:

1. Officers of the Association
 - a. President
 - b. Vice-President/President-Elect
 - c. Secretary
 - d. Treasurer
2. Representative from Administrative Services (non-voting).

Meetings

Meetings may be called at a time and place indicated by the President.

Powers and Duties

1. To act for the Board. All actions to be reviewed and affirmed by the Board within fourteen days or at the next meeting of the Board whichever occurs first.
2. May approve the establishment of ad hoc committees and chairs of them.

Quorum

A majority of the members is a quorum.

Individual Duties of the Members of the Board

President

Powers and duties--To perform such duties as are implied by the title:

1. To preside at all meetings of the Association, Board, and Executive Committee unless unable to do so, in which case the Vice-President/President-Elect shall preside.
2. To direct the entire program of the Association and to:
 - a. Represent the Association in all official capacities.
 - b. Act as spokesman for the Association on all established policies.
 - c. Act as liaison officer between the Association and other official bodies.
 - d. Coordinate the work of all Officers, Sections, Round Tables and Committees.
 - e. Represent SELA at membership meetings of constituent state associations.
 - f. Be responsible for preparation of the budget for the Association.
3. To approve the disbursement of monies by the Treasurer.
4. To appoint, subject to approval by the Board, members of all standing and special committees, and notify them of their appointments and duties:
 - a. May (with approval of Board) establish standing committees to consider matters of the association which require continuity of attention.
 - b. May (with approval of Executive Committee) appoint ad hoc committees as needed.
 - c. Serves as ex-officio member of all committees except the Nominating Committee.
5. To appoint (with approval of Board) the position of Parliamentarian.
6. To act as Chair of the Board and of the Executive Committee to:

- a. Call meetings.
- b. Arrange for facilities for such meetings, with assistance of Administrative Services.
- c. Prepare agenda for meetings, with assistance of Administrative Services.
- 7. To prepare files at end of Biennium and send to new President or the archives (see Appendix B. Records Management Procedures).
 - a. Remove ephemeral material.
 - b. Include materials of historical importance.
 - c. Include materials of immediate use to the new president.
- 8. To write a message for each issue of *THE SOUTHEASTERN LIBRARIAN*.
- 9. To call additional business meetings of the Association with the approval of the Board.
- 10. To arrange for a professional audit in January of each odd year.
- 11. To fill all vacancies which might occur in the officers of Association, except that of Vice-President/President-Elect, with the approval of the Board.
- 12. To take necessary legal steps to insure that any amendment to the charter is recorded in the Office of the Secretary of State of the State of Georgia.

Conference Responsibilities:

- 1. To secure Board approval of an adequate allotment within the Association budget for the Conference.
- 2. To select the conference city and conference hotel with the approval of the Board and upon the recommendation of the Site Selection Committee for the Biennial Meeting.
- 3. To develop a specific conference contract between SELA and conference hotel when needed.
- 4. To preside at all Association Business sessions at the Conference.
- 5. To notify all Committee chairmen, Section chairmen, Round Table chairmen, and Officers to prepare reports for the Conference.
- 6. To emphasize to membership at Conference the financial support of exhibits and urge them to visit exhibits.

Vice-President/President-Elect

Duties--To perform such duties as implied by the title:

- 1. To serve as a member of the Board and Executive Committee.
- 2. To preside in the absence of the President, or upon request of the President when he/she is present.
- 3. To serve as a member of the Planning Committee.
- 4. To serve as a member of the Budget Committee.
- 5. To serve as program coordinator for the annual conference.
- 6. To co-chair the Conference Site and Exhibits committee with the Immediate Past President.
- 7. To prepare a list of committee appointments for the next biennium, subject to approval by the Board.

Immediate Past President

Duties:

- 1. To serve as a member of the Board.
- 2. To chair the Nominating Committee.
- 3. To chair the Budget Committee.
- 4. To chair the Planning Committee.
- 5. To co-chair the Conference Site and Exhibits Committee with the Vice-President/President-Elect.
- 6. To be responsible for the installation ceremony of the incoming SELA officers.

Secretary

Duties:

- 1. To serve as a member of the Board and Executive Committee.
- 2. To record minutes of Board and Executive Committee Meetings and General Sessions during Annual Conference. To distribute minutes of Executive Committee meetings to all Board members.
- 3. Other related duties as required.

Treasurer

Duties:

1. To serve as member of the Board and Executive Committee.
2. To serve on the Budget Committee.
3. To report on the amount of money in the treasury at meetings.
4. To monitor the Association's fiscal activities which include:
 - a. Keeping accurate records of all financial transactions.
 - b. Disbursing monies of the Association under guidelines set by the Budget Committee.
 - c. Having custody of the financial records of the Association and funds of the Association.
 - d. Submitting the account for biennial professional audit.
5. To submit semi-annual and other reports as requested to the Board on receipts and expenditures of the Association.
6. To make decisions relative to the investment of savings funds for the Association and to routinely review such accounts in order to ensure the maximum financial return from such investments.
7. For convention responsibilities, consult Administrative Services.

Administrative Services

Duties--To perform such duties as described by the Board:

1. To serve as a non-voting member of Board and Executive Committee.
2. Membership.
 - a. To enlist cooperation of the Membership Committee and the Board in building up membership in the various states.
 - b. To handle all complaints and correspondence relating to the affairs of the Association, as necessary.
 - c. To cooperate with state Board members and state representatives on the SELA Membership Committee in conducting special membership drives, as deemed necessary.
3. Elections--Petition for additional candidates.

Administrative Services will receive and verify petitions for adding candidates to ballots for organizational officers in accordance with the Constitution.

4. *THE SOUTHEASTERN LIBRARIAN.*

Administrative Services shall make announcements concerning memberships, meetings of the Board and special committees, committee appointments and special activities of the Association.

5. Other responsibilities.
 - a. To the President:
To provide the President with copies of important correspondence, and to file in permanent files important correspondence forwarded by the President.
 - b. To Board Members from each state:
To notify Board members to inform Headquarters of all state library association meetings, dates of meetings and of changes in officers, and to supply Headquarters with state library publications.
 - c. To Board and Chairmen of Sections, Round Tables, and Committees:
To prepare an annual calendar with pertinent SELA dates and deadlines for the Association Leadership.
6. Finances.
Administrative Services shall approve and send directly to the Treasurer for payment certain bills, e.g., for printing and necessary office supplies as provided for in the approved budget. Administrative Services shall not have the authority to purchase items to exceed \$50, with the exception of the postage and necessary printing, without previous consent of the Executive Committee.
7. Other publications.
 - a. Administrative Services shall send announcements of Annual Conferences to such publications as Library Journal, American Libraries, and other national or regional journals, and to the member state publications.

- b. Administrative Services shall compile a Calendar of Events to be disseminated to the editors of state association newsletters/journals of member states. Copies shall be sent to State Representatives.
- 8. Meetings
 - Administrative Services shall make physical arrangements for Leadership Conferences, State Officers Meetings, and any Board meetings, as requested by the President.
- 9. Membership
 - a. Notices of dues shall be sent to members one month prior to their annual renewal date, with second notices sent two months following the annual renewal date.
 - b. Dues shall be collected, properly credited, all checks deposited, and membership cards issued.
 - c. Appropriate membership files, to include changes of address, shall be maintained.
- 10. Elections--Officers.
 - Following appointment, by the President, of the Nominating Committee and the selection of the candidates by that Committee (in conformance with the Constitution), the Office Manager shall send out ballots including biographical data. Ballots will be returned to Administrative Services to be counted by a committee of three tellers appointed by the President from the membership.
- 11. Other responsibilities.
 - a. To Sections: Maintain copies of Section Constitutions/Bylaws.
 - b. To Committees: Sees that Executive Committee and Board minutes are distributed to Constitution and Bylaws and Handbook Committee Chairmen and to the members of the Board.
- 12. Enlists cooperation of the Membership Committee and the Board in building up membership in the various states.
- 13. *THE SOUTEASTERN LIBRARIAN*: Administrative Services shall be responsible for addressing and mailing the print issues of *THE SOUTEASTERN LIBRARIAN*.

Editor - THE SOUTEASTERN LIBRARIAN

The official publication of the Association shall be known as *THE SOUTEASTERN LIBRARIAN*, its Editor to be nominated by the President and appointed after the advice and consent of the Board. Other members of its staff may be nominated by the Editor appointed after the approval of the Board.

1. Staff:

- a. The Editor may recommend the use of a Managing Editor. If the Editor chooses to use this position, the Editor will nominate a candidate for approval by the Board.
- b. The Editor may appoint an Advertising Manager.
- c. State Representatives act as liaisons with the Editor in reporting state activities.
- d. Article reviewers and book reviewers are appointed by the Editor as necessary.

2. Editorial Board:

- a. The Editor appoints Editorial Board members with the approval of the Board.
- b. The Editorial Board will be advisory only.
- c. The Editorial Board is composed of the Editor, the Managing Editor (if used), and the Advertising Editor (if used), as well as other Board members appointed with the approval of the Board.

3. Contents:

- a. The Editor will have the sole editorial responsibility for the journal, including editorial responsibilities, compilation and publication.
- b. *THE SOUTEASTERN LIBRARIAN* is a quarterly journal.
- c. A paper read at an Annual Conference will be published in *THE SOUTEASTERN LIBRARIAN* only if the Editor feels that the content of such a paper warrants it.

4. Other Duties of the Editor:

The Editor serves on the Board as a non-voting member and is expected to attend all Board Meetings.

5. Qualifications:

Education in the field of journalism and previous experience with journal publication are preferred.

6. Honorarium:

The Editor shall receive an honorarium as determined by the Board.

Parliamentarian

Duties:

1. To serve on the Board as a non-voting member.
2. To provide this function at all business meetings of the Association and the Board.
3. To interpret the Constitution and Bylaws for Officers, Sections, Committees, and Round Tables as needed.

Section Chairmen

Duties:

1. To serve as voting members of the Board representing their respective groups.
2. To maintain records and to send files (weeded of ephemeral material) to Administrative Services for archives by the end of each biennium.

Round Table Chairmen

Duties:

1. To serve as voting members of the Board representing their respective groups.
2. To maintain records and to send files (weeded of ephemeral material) to Administrative Services for archives by the end of each biennium.

State Representatives

Duties:

1. To serve as voting members of the Board representing their respective states.
2. To report back to their state Association Boards.
3. To act as liaisons with the Editor of *THE SOUTEASTERN LIBRARIAN* in reporting state activities.