Michigan Academic Library Association (MiALA):

Policies & Procedures Manual

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Introduction

This manual has been compiled for use by MiALA Board of Directors, staff and membership for the following purposes:

- To guide Board and staff in the performance of their duties
- To identify and delineate duties and responsibilities of Board and staff
- To provide the means for efficient leadership of MiALA functions within the framework of the Bylaws of MiALA.
- To provide for the sharing of information with the membership
- To provide for a smooth transition of changes in MiALA leadership
- To provide membership with information on organization operations.

These policies – along with associated procedures documenting the steps or activities designed to accomplish the goals and directives of a related policy – provide for a decisive process that one may follow, under various circumstances, to achieve consistency in the approach to decision-making processes. Aligned with the principles of MiALA, outlined in its Bylaws, these policies and procedures provide for day-to-day operational guidance for MiALA activities.

General

Definition

The Michigan Academic Library Association (MiALA) is incorporated as a non-profit organization under the laws of the State of Michigan. MiALA was incorporated on July 31, 2014.

Statement of Purpose/Mission Statement

The purposes of the Association are:

- Provide opportunities for professional development, scholarship, information sharing, growth, leadership, and committee service for all academic librarians and library staff in any college, community college, or university libraries in Michigan, library science students, and retired librarians;
- Strive to advance academic librarianship, libraries, and services in Michigan;
- Serve as catalyst for statewide collaboration and as a connector to national academic library interests, including ACRL;
- Educate and inform appropriate communities of the value and contributions of academic libraries and librarians in Michigan.

Fiscal Agent

The fiscal agent for MiALA is the Midwest Collaborative for Library Services.

Certificate of Incorporation

The certificate of incorporation is in the custody of the fiscal agent of the organization.

Address

The permanent address of the organization is:

Michigan Academic Library Association
% Midwest Collaborative for Library Services
1407 Rensen Street
Lansing, MI 48910

Income Tax Reports

The Fiscal Agent is required to make an income tax report for the association annually in accordance with the laws of the State of Michigan.

MiALA Staff (added 1/11/18)

MiALA currently does not employ staff. MiALA has contracted with their fiscal agent for administrative support. The MiALA Administrative Assistant handles all administrative functions for the association. These functions include (but are not limited to): processing incoming mail/payments, processing invoices for payment, participating as an adviser in committees, processing memberships and renewals, maintaining the website, and keeping an archive of all MiALA activities/documents.

Membership

MiALA is a membership organization. Application for membership shall be open to individuals and organizations that support MiALA. At this time, we have four types of membership, individual, retiree, student, and institutional. The membership year runs from July 1 - June 30. Membership dues are not pro-rated throughout the membership year.

Types (updated 6/29/18)

Individual membership is available to anyone who has an interest in Michigan academic libraries. This includes professional librarians, paraprofessional library staff or any person interested in being a part of MiALA. Dues for individual members are $40.00 for one membership year (July 1 – June 30). New members who join on May 1 – June 30 of a calendar year will have membership until June 30 of the next calendar year.

Retiree membership is available to any person who has retired from the library field but is still interested in supporting Michigan academic libraries. Those who have worked full time in a library for five or more years and are no longer working in a library are eligible to use the retiree membership rate. Dues for retiree members are $20.00 for one membership year (July 1 – June 30). New members who join on May 1 – June 30 of a calendar year will have membership until June 30 of the next calendar year. Individual members who become retired prior to the membership renewal period will remain individual members until the next renewal window when they will need to contact the MiALA administrative assistant to change their status to a retiree membership.

Student membership is available to any person currently enrolled in a library focused program at an academic institution. Dues for student members are $20.00 for one membership year (July 1 – June 30). New members who join on May 1 – June 30 of a calendar year will have membership until June 30 of the next calendar year. At first renewal after graduation, a student member will need to contact the MiALA administrative assistant to change their status to an individual membership.

Institutional membership is available to any organization that wishes to support MiALA and is not limited to academic libraries. Dues for institutional members are determined based upon a library's total expenditures. The table below details institutional membership rates. New members who join on May 1 - June 30 of a calendar year will have membership until June 30 of the next calendar year.

	Total library expenditures	**Membership rate per year (July 1 – June 30)**
Scale	$28,000,000 +	$6,000
	$22,000,000 – 27,999,999	$5,000
	$15,000,000 – 21,999,999	$4,000
	$9,000,000 – 14,999,999	$3,000
	$7,000,000 – 8,999,999	$2,500
	$5,000,000 – 6,999,999	$2,000
	$4,000,000 – 4,999,999	$1,500
	$3,000,000 – 3,999,999	$1,200
	$2,000,000 – 2,999,999	$900
	$1,000,000 – 1,999,999	$700
	$900,000 – 999,999	$600

	$700,000 – 899,999	$500
	$500,000 – 699,999	$400
	$300,000 – 499,999	$300
	$100,000 – 299,999	$200
	Below $100,000	$100

Institutional members of MiALA shall appoint one representative to act on the institution's behalf, to receive mailings, speak for the institution, and represent the institutional member at meetings and in elections. The representative shall have automatic individual membership in the Association with all of the rights and responsibilities of individual members. If an institution becomes a member and appoints a representative who has already paid individual membership dues, they are not eligible for a refund of the individual membership dues.

Membership Process

Information on individual and institutional membership processes is located here.

Good Standing

All institutional, individual and student members who are not delinquent in their dues shall be considered in "good standing." All new membership fees are due within 30 days of application. A new member who has not paid immediately by credit card will receive an invoice by email upon registration. After 30 days, a member will be considered delinquent. After 30 days, a member will be sent a reminder by email and by US Mail. 60 days after US mail reminder has been sent and payment has not been received, the membership status will be presented to the board for possible cancellation.

Renewal

Renewal notices will be emailed out starting May 15 for all membership types. Payment is expected to be received by July 1. A reminder will be sent by email the last week of June to those who have not yet submitted renewal payment. A reminder by US mail will be sent by July 15. A final reminder will be sent by email the last week of August to those who have not yet submitted renewal payment. If a member has not submitted payment by September 1, their membership will be dropped and any appointments/elected positions will be considered vacated.

Meetings (added 6/29/18)

Types (added 6/29/18)

The regular annual membership meeting shall be in the spring, preferably during the Annual Conference. The Board shall set the time and place.

A special meeting may be called by a simple majority of the Board membership. A written request signed by ten percent of the members may call a special meeting.

Notice (updated 6/10/19)

Notice of each meeting shall be given to each member, by email or by mail, not less than ten nor more than sixty days before the meeting. Notice is given to each member at the last known email address (or physical address if email is undeliverable) as it appears in the membership roster. Any notice given to a member by a form of electronic transmission which the member has provided to the Association shall be sufficient notice of a meeting. Each member is responsible for ensuring that its address on the

membership roster is up to date. Attendance of a person at a meeting constitutes a waiver of objection to lack of notice or defective notice of the meeting, unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting. Each notice shall provide a description of the means of electronic or remote communication by which a member can participate.

Quorum (added 6/29/18)

Members present in person, by phone, or by permitted electronic means who represent ten percent of the membership entitled to vote at a membership meeting shall constitute a quorum.

Virtual Meeting Participation (added 6/29/18)

The Board may at its option designate that, subject to any reasonable guidelines or procedures adopted by the Board, a member may participate in a meeting by a conference telephone or other means of remote or electronic communication so long as all persons participating in the meeting can hear the proceeding concurrently with the proceedings and have an opportunity to participate in the meeting including the opportunity to vote on any matters submitted to the members at the meeting. If such means are permitted by the Board, the Board shall at the beginning of the meeting advise all members present of the means of remote communication in use and the names of the participants attending the meeting. The Board shall also ensure that each member participating by electronic means is a current member in good standing prior to the meeting.

Voting (added 6/29/18)

A vote may be cast either orally or in writing at a meeting. Votes may also be cast by electronic method, if such method is approved by the Board. Unless otherwise provided by the bylaws or required by law, any action submitted to the members for a vote shall be authorized by a majority of the votes cast by those present at the meeting (either in person or virtually) where the vote is held. Example of voting where more than the majority is required are amendments to the bylaws which require a two-thirds majority of members voting.

Board of Directors

The Board of Directors is responsible for overall policy and direction of the Association and may delegate responsibility for day-to-day operations to the Association's President, Executive committee, committees, and Interest Group Coordination Committee (IGCC).

The board shall have eleven members:

- President
- Vice-President/President-elect
- Immediate Past-President
- Secretary
- Treasurer
- Community College Representatives (2)
- Private Colleges & Universities Representatives (2)
- Publicly funded Universities Representatives (2)

The board members receive no compensation other than reimbursement of reasonable expenses. These expenses can include (but are not limited to): mileage, food and lodging expenses incurred while on MiALA board business.

Qualifications

To be eligible to be nominated for a position on the Board of Directors, a candidate's membership needs to be in good standing at the time of nomination and election and over the age of 18 years.

Election process (updated 1/4/19)

The MiALA Nominations/Elections committee nominates candidates from among the general membership for the following positions:

- Vice President/President-elect (annually)
- Treasurer (every even number year)
- Secretary (every odd number year)
- 2 Community College Representatives (1 representative annually)
- 2 Private College Representatives (1 representative annually)
- 2 Publicly Funded College Representatives (1 representative annually)

The committee also nominates candidates to chair the following committees: Communications & Marketing, Advocacy, and Membership. The committee also nominates candidates for representatives to serve on the Interest Group Coordination Council. Elections are held in the spring of each year with the results announced in early June.

Self-nominations or nominations of others are equally welcome. Informal recommendations may be sent to the past president, who also serves as chair of the Nominating/Elections Committee. A Candidate Nomination Application Form must be submitted online for each nominee. Access to the form will be announced in appropriate venues (listserv, website, newsletter, etc.). Completed forms are due by the deadline announced on the website for each election cycle, no later than one week before online elections commence. A candidate may only run for one leadership position a year.

Recommended timetable for elections (minor adjustments are expected, to accommodate academic schedules, holidays, etc.):

Mid-March	Broadcast email notifying members of the online election schedule, with the reminder that elections are open only to members who have paid dues for the current year.
Late April	Call for nominations opens. Position information is posted on the election central webpage
Week after Annual Conference	Call for nominations closes
within a week of nomination closing	Information on candidates will be posted on the election central webpage
June 1	Online balloting opens; broadcast explanatory email to members. Each individual, retiree, student, and institutional member representative has one vote. Individual members who are also institutional member representatives will have a vote as an individual member as well as a vote on behalf of their institution.
1 week after opening	Final reminder sent to members who have not voted online
2 weeks after opening	Polls close
within a week of polls closing	Election results will be verified by the board, Nominations/Elections Committee communicates election results to all candidates and then an announcement will be made on the MiALA website
July 1	New board term will begin

Duties (updated 6/10/19)

President: The President serves as the President of the Association, Chair of the Executive Committee, President of the MiALA ACRL Chapter, and delegate to the ACRL Chapters Council. The President shall convene Board meetings and shall preside at each meeting. Board meetings will be held at least quarterly throughout the year. In the absence of the President, the Vice-President/President-elect shall preside at the meeting; in the absence of both officers, the Secretary or Treasurer shall preside. The President, in consultation with the board, will appoint members to standing committees.

Vice-President/President-elect: The Vice-President/President-elect will serve in the President's absence as needed, will serve as liaison to the Conference Planning Committee, and will serve in any other capacity as directed by the President. The Vice-President/President-elect will actively participate in all board meetings and other duties as assigned by the board. Board meetings will be held at least quarterly throughout the year. The Vice-President/President-elect will be elected by the membership each year and will become President the following year.

Treasurer: The board shall have the control and management of the Association's funds. The Treasurer shall work with the Association's fiscal agent, require and review all financial statements from the fiscal agent, shall provide financial reports as required by the Board, and shall work with individual committees, sections, and interest groups to determine income/expense needs. The Treasurer will serve as liaison to the Membership Committee. The Treasurer will actively participate in all board meetings

and other duties as assigned by the board. Board meetings will be held at least quarterly throughout the year.

Secretary: The Secretary shall keep the minutes of meetings of the Board and the Executive Committee and have approved minutes posted to the website; see that all required notices are duly and timely given; and be custodian of the records of the Association. The Secretary will provide the board with the board meeting agenda at least five days prior to the next meeting. The Secretary will actively participate in all board meetings and other duties as assigned by the board. Board meetings will be held at least quarterly throughout the year.

Past President: Past President shall serve as the chair of the Nominations/Elections Committee and will serve in any other capacity as directed by the President. The Past President will actively participate in all board meetings and other duties as assigned by the board. Board meetings will be held at least quarterly throughout the year.

Representative positions: The Representative will actively participate in all board meetings and other duties as assigned by the board. These members are elected to represent a particular type of academic library (community college, private, public). Board meetings will be held at least quarterly throughout the year.

Interest Group Coordination Council Chair: The Chair of the Interest Group Coordination Council will actively participate in all board meetings and other duties as assigned by the board as an ex-officio member.

Terms (updated 6/29/18)

All board members shall serve two-year terms and are eligible for re-election to a second two-year term. A director shall hold office for the term for which he or she is elected or appointed and until his or her successor is elected or appointed and qualified, or until his or her resignation or removal. A director may resign by written notice to the Association. A resignation of a director is effective when it is received by the Association or a later time if set forth in the notice of resignation. A director or the entire Board may be removed with or without cause by vote of the majority of members entitled to vote at an election of directors. An officer elected or appointed by the Board may be removed by the board with or without cause. An officer elected by the members may be removed, with or without cause, only by the vote of the members. The authority of the officer to act as an officer may be suspended by the Board for cause.

If a member of the Board ceases to be a member of the Association, the individual shall automatically cease to be a member of the Board. If a member of the Board, for any reason, ceases to be a member of the Board, the President may, with the approval of the Board, fill the vacancy by appointing an interim Board member to serve out the term of the vacancy until the next regularly scheduled election for the position.

At the end of a Board member's term, each member is expected to discharge his or her duties including his or her duties as a member of a committee in good faith. This includes providing the incoming Board with any pertinent information accumulated throughout their term, uploading any/all documentation on in the Board only project area of the MiALA website and assist incoming Board members during the transition period between June and August.

Meetings (updated 6/29/18)

The Board shall meet at least quarterly. Meeting dates shall be set by the board. Dates will be posted on the events calendar of the MiALA website, by administrative staff, upon receipt from the board. An official Board meeting requires that each Board member have advanced written notice by email or by mail of at least five business days. Meeting agendas will be provided to the Board of Directors by the Secretary, by email or by mail, at least five business days in advance of any meeting. The MiALA Administrative Assistant may attend as a non-voting guest at board meetings. Other members may also be invited as guests as needed. Special meetings of the board shall be called upon the request of the President, Executive Committee, or five members of the board. Notices of special meetings shall be sent by the Secretary, by email or by mail, to each board member at least five business days in advance.

Quorum

A quorum must be attended in person, by phone, or electronically by at least fifty percent plus one of the Board members before business can be transacted or motions made, defeated, or passed. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the board.

Board meeting task calendar

Board meetings will be held at least quarterly throughout the year. Below is a list that states the month the meetings will be held and the purpose of each meeting. Additional meetings will be scheduled if needed.

August - Bylaws adoption/amendments, ACRL chapter
October - Annual Meeting theme approval (if it will be held in Spring), ACRL chapter, ALA Midwinter plans
February - Nominations/Elections, Budget, ACRL chapter,
June - Transition meeting with Section & Interest group chairs, strategic plan discussion, ACRL chapter, ALA Annual Conference plans

Committees

There shall be two standing Committees – Executive Committee and Nominations/Elections Committee – where the chair is a member of the Board. Members of the Board shall serve as liaisons to the Advocacy, Conference Planning, Membership, and Communications & Marketing Committees.

Executive

The Executive Committee consists of the President, Vice-President/President-elect, Treasurer, Secretary, and Past President. Except for the power to amend the Articles of Incorporation, Bylaws, and selection of the Association's fiscal agent, the Executive Committee shall have the authority to transact the regular business of the Association between meetings of the board, subject to the direction and control of the Board.

Nominations/Elections (updated 6/10/19)

The Nominations/Elections Committee consists of the Past President, as Chair, and will have at least five other members so that there are two representatives from each of the three types of academic libraries. The MiALA Administrative Assistant will also serve on the committee. The Nominations/Elections Committee will recruit nominees for Association officers, board seats, chairs of the Advocacy, Communications & Marketing, and Membership committees, and representatives of the Interest Group Coordination Council. Committee members are appointed in late spring by the Board from those who have submitted interest via the MiALA Committee Volunteer Interest form. A timeline of Nominations/Elections committee duties is located here.

Conference Planning

The Conference Planning Committee consists of the Vice-President/President-elect and at least five other members. The MiALA Administrative Assistant will also serve on the committee. The Conference Planning Committee will oversee the planning for MiALA's annual conference. The Committee Chair will be appointed by the Board Chair. Committee members are appointed after the conference location has been secured, by the Board, from those who have submitted interest via the MiALA Committee Volunteer Interest form. A timeline of Conference Planning committee duties is located here.

For procedures on how to propose to host a future annual conference, see more information here.

Membership

The Membership Committee consists of a Chair, one board member liaison (the Treasurer) and at least one other member. The MiALA Administrative Assistant will also serve on the committee. The Membership Committee will oversee assessment of value-added services for members, advise the board on membership fees, answer membership questions and follow up with non-renewing members, etc. The Committee Chair will be selected by the membership each year by election in the spring. Committee members are appointed in late spring by the Board from those who have submitted interest via the MiALA Committee Volunteer Interest form.

Communications & Marketing (updated 6/10/19)

The Communications & Marketing Committee consists of a Chair, one board member liaison and at least one other member. The MiALA Administrative Assistant will also serve on the committee. The

Communications & Marketing Committee will oversee member communications. Members are responsible for using the monthly newsletter, member listserv, message boards, social media channels for appropriate purposes such as communication of MiALA programs, sharing Committee and Interest Group information, discussions, or questions. The Committee is responsible for staying abreast of new communication methods and assessing whether the new technologies would benefit the organization. The Committee Chair will be selected by the membership each year by election in the spring. Committee members are appointed in late spring by the board from those who have submitted interest via the MiALA Committee Volunteer Interest form.

Advocacy (updated 10/16/18)

The Advocacy Committee consists of a Chair, one board member liaison, and at least one other member. The Advocacy Committee is charged with providing resources and education about issues of importance to academic librarians and libraries, especially in the context of higher education within the state of Michigan. The committee engages in activities that raise professional awareness of specific issues and creates tools and documentation to support academic librarians in their own advocacy efforts. The committee promotes the efforts of ACRL in its commitment of helping members demonstrate their value by highlighting and documenting best practices and assessment efforts. The committee promotes professional development to increate academic librarian capacity to advocate on issues impacting libraries by supporting ALA advocacy efforts and hosting workshops. As appropriate, the committee may work with other library communities within the state to highlight issues related to developing an engaged citizenship and promoting lifelong learning.

2018-2019 Charge:

- Highlight OER activities within the state
- Develop talking points and other documentation to assist academic librarians in promoting OER activities within their own institutions and communities
- Write one or more articles highlighting MI activities related to communicating the library's value

The Committee Chair will be selected by the membership each year by election in the spring. Committee members are appointed in the late spring by the board from those who have submitted interest via the MiALA Committee Volunteer Interest form.

Ad-Hoc/Task Force

The President, in consultation with the Board, may create committees as needed.

Website Task Force (currently inactive)

Information on Website Task Force will be updated shortly.

Policy Manual Task Force

It is recommended that the Policy Manual be reviewed on an annual basis by the Policy Manual Task Force. Members of this task force will be appointed by the President.

Inclusion, Diversity, Equity, and Accessibility Task Force (updated 11/7/19)

The Inclusion, Diversity, Equity, & Accessibility (IDEA) Task Force is charged with providing education and advocacy about inclusion, diversity, equity, and accessibility issues that serve the interests of the association and its membership. This task force will reach out to members, coordinate efforts with

existing MiALA entities such as Committees and Interest Groups, and make recommendations to the Board of Directors.

The task force's work may include:

- Applying association best practices for inclusion, diversity, equity, and accessibility.
- Encouraging and facilitating diversity within MiALA and the profession as a whole within the state of Michigan.

2019-2020 Charge:

- Review and offer recommendations to make the MiALA Annual Conference more inclusive, more accessible, and welcoming to all. This work will include the creation of a code of conduct.
- Develop proposals to increase participation from library students, support staff, and traditionally underrepresented groups.

Qualifications (updated 6/29/18)

To be eligible to serve on a committee, a candidate's membership needs to be in good standing and over the age of 18 years.

Though, not required, it is highly suggested that any candidate running for a Committee Chair position first serve at least one year as a member of that committee.

Appointment/Election process

Chairs for the Advocacy, Communications & Marketing, and Membership Committees will be determined by a vote of the membership in late spring. Self-nominations or nominations of others are equally welcome. Informal recommendations may be sent to the Chair of the Nominations/Elections Committee. A MiALA Committee Chair Nomination Application form must be submitted online for each nominee for Committee Chair. For all other committee seats, a MiALA Committee Volunteer Interest form must be submitted online for each nominee. Access to the form will be available year-round on the MiALA website**.** Formal announcement of Committee Chair nomination period will be announced in appropriate venues (listserv, website, newsletter, etc.). Completed forms are due by the deadline announced on the website for each election cycle, no later than one week before online elections commence.

Meetings (added 6/29/18)

A majority of the members of a committee constitutes a quorum for the transaction of business. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the committee.

Interest Group Coordination Council (added 1/4/19)

Oversight and coordination of IGs will be provided by the Interest Group Coordination Council (IGCC). The IGCC is responsible for policies that affect IGs, managing funds for IG activities, communicating news to IG leadership, encouraging activity, developing IG leadership, facilitating creation and dissolution of IGs, acting as a liaison between the MiALA Board and the IGs, and any other duties determined by the IGCC or the MiALA Board or as requested by IG leadership.

Composition

The IGCC is comprised of a minimum of five members: four representatives serving two-year terms and at least one member-at-large serving a one-year term.

The number of members-at-large will be determined by the number of active Interest Groups as of January 1 before the election process. There should be roughly one member of the IGCC for every three IGs. For example, with 15 IGs, there will be four representatives and one member-at-large. With 18 IGs, there will be four representatives and two members-at-large.

Duties

Chair: Chair will convene regular meetings, create meeting agendas, including soliciting agenda items from IGCC members and IG leadership, coordinate IGCC activities, assign IG liaison responsibilities, and attend MiALA Board meetings as an ex-officio member.

Assistant Chair: The Assistant Chair provides back-up should the chair need to be temporarily absent, attend MiALA Board meetings in the absence of the chair if necessary, and communicate to MiALA as a whole about IG activities.

Secretary: The Secretary takes minutes during IGCC meetings, posts the minutes within two weeks of each meeting in a space that is accessible to MiALA members, and collects and organizes Interest Group reports.

Council members: Council members will actively participate in meetings and will serve in any other capacity as directed by the Chair.

Terms

Four representatives will serve two-year terms. One or more member-at-large members will serve a one-year term. All IGCC members are eligible for re-election. An IGCC member shall hold office for the term for which he or she is elected or appointed and until his or her successor is elected or appointed and qualified, or until his or her resignation or removal. An IGCC member may resign by written notice to the (Association) Board. A resignation of an IGCC member is effective when it is received by the Board or a later time if set forth in the notice of resignation. An IGCC member or the entire IGCC may be removed with or without cause by vote of the majority of members entitled to vote at an election of the Council. An IGCC member elected or appointed by the Board may be removed by the Board with or without cause. An IGCC member elected by the members may be removed, with or without cause, only by the vote of the members.

If a member of the IGCC ceases to be a member of the Association, the individual shall automatically cease to be a member of the IGCC. If a member of the Council, for any reason, ceases to be a member of the Council, the Board President may, with the approval of the Board, fill the vacancy by appointing an interim Council member to serve out the term of the vacancy until the next regularly scheduled election for the position.

At the end of an IGCC member's term, each member is expected to discharge his or her duties in good faith. This includes providing the incoming IGCC with any pertinent information accumulated throughout their term, uploading any/all documentation on in the Council only project area of the MiALA website and assist incoming IGCC members during the transition period between June and August.

Qualification

To be eligible to serve on the IGCC, a candidate's membership needs to be in good standing, over the age of 18 years, and they have to be a member of an Interest Group.

Election Process

Elections for the representatives of the IGCC will occur each spring (in line with the Association Board and Committee Chair election) and will be recruited through a call for nominations from the membership. The Nominations/Elections Committee is charged with soliciting nominations for representatives performing a wide variety of jobs at different types of institutions and should consider representation from a wide variety of self-defined library roles including public services, technical services, IT, and archives.

Self-nominations or nominations of others are equally welcome. Informal recommendations may be sent to the Chair of the Nominations/Elections Committee. An IGCC Nomination Application Form must be submitted online for each nominee. Access to the form will be announced in appropriate venues (listserv, website, newsletter, etc.). Completed forms are due by the deadline announced on the website for each election cycle, no later than one week before online elections commence.

After the election, the IGCC will meet to determine a Chair, Assistant Chair, and Secretary.

Interest Groups

Interest Groups (IGs) are organized for the purpose of discussing specific concerns and issues in academic libraries. Interest Groups are open to any member in good standing. An Association member can be a member of as few or as many IGs as they wish. IGs will have their own project area in the members only portal of the MiALA website which includes file archives, discussion forums, and other communications tools.

Create (updated 6/10/19)

In order to create a new Interest Group, an advocate for the new IG should submit an online application which will be forwarded to the Interest Group Coordination Council (IGCC). The application will certify that at least five MiALA members (in good standing) are interested in the topic. The application will have a key contact person (who, if approved, will serve as IG chair until the next regularly scheduled election), a statement of purpose, and list of initial membership. Upon receipt of the application, the IGCC will review the application for these elements and if present, the IG will be established. Once approved, it will be listed among active IGs on the MiALA website, along with contact information for those who wish to become part of it. A spreadsheet of active and disbanded IGs will be maintained by the MiALA Admin. The new interest group application/approval process is located here.

Join

Any member can join an interest group by logging into the member's only portal of the MiALA website and updating their member profile to include the IG(s) of their choice.

Interest Group Board (updated 1/4/19)

Each Interest Group must have a chair and may have other positions. Upon establishment, the IG's key contact will become the interim chair of the IG until elections are held. An Interest Group Coordination Council member will be assigned to each IG board as a liaison. The Association Board will fill any vacancies that occur until the next election.

Duties (updated 6/10/19)

Chair: The IG Chair shall preside over IG meetings. Chairs will follow through on IG plans to ensure that activities are completed, and that appropriate information is shared with IG members via the IG communication tools provided in the MiALA members only portal. Chairs will be responsible for submitting articles for the MiALA newsletter before provided deadlines. Chairs will be responsible for maintaining the information posted on the IG project page of the MiALA website and monitoring the IG discussion forums. Chairs will be responsible for reporting meeting notes/activities at least three times per year (Preferably in November, February, and May) to the Interest Group Coordination Council (IGCC) within fifteen working days of each meeting (IGCC will forward minutes for publication on the website). The Chair can delegate duties to another IG board member.

Although there is no expectation that an IG will create a proposal for the annual conference, host a meeting/get-together at the annual conference, or sponsor a workshop, members are encouraged to consider those possible activities as effective vehicles for sharing expertise and providing leadership opportunities. Activities should be designed to be cost neutral and focused to benefit MiALA members. An IG could form simply as a way for association members to converse with each other about their specialties.

Terms (updated 1/4/19)

All Interest Group (IG) board members shall serve one-year terms and are eligible for re-election. An IG board member shall hold office for the term for which he or she is elected or appointed and until his or her successor is elected or appointed and qualified, or until his or her resignation or removal. An IG board member may resign by written notice to the (Association) Board and the Interest Group Coordination Council (IGCC). A resignation of an IG board member is effective when it is received by the Board and IGCC or a later time if set forth in the notice of resignation. An IG board member or the entire IG board may be removed with or without cause by vote of the majority of IG members entitled to vote at an election of IG board members. An IG board member elected or appointed by the Board may be removed by the Board with or without cause. An IG board member elected by the members may be removed, with or without cause, only by the vote of the IG members.

If a member of the IG board ceases to be a member of the Association, the individual shall automatically cease to be a member of the IG board. If a member of the IG board, for any reason, ceases to be a member of the IG board, the Board President may, with the approval of the Board, fill the vacancy by appointing an interim IG board member to serve out the term of the vacancy until the next regularly scheduled election for the position.

At the end of an IG board member's term, each member is expected to discharge his or her duties in good faith. This includes providing the incoming IG board with any pertinent information accumulated throughout their term, uploading any/all documentation on in the Interest Group only project area of the MiALA website and assist incoming IG board members during the transition period between June and August.

Qualification

To be eligible to serve on an IG board, a candidate's membership needs to be in good standing, over the age of 18 years, and they have to be a member of the IG for which they are running for office.

Election Process (updated 6/10/19)

Elections for the IG board's chair will occur each spring and will be recruited through a call for nominations from the IG membership. After elections occur, the change in board members must be communicated to IGCC and MiALA Administrative Assistant prior to July 1.

Dissolution Process for Inactive Interest Groups (updated 1/4/19)

If an IG does not meet or submit a report of its meetings to the Interest Group Coordination Council (IGCC) for two consecutive years, it will automatically cease to exist and be removed from the list of active IGs. The following is the procedure for determining IG inactivity and the dissolution process:

1. After one year, if an IG has no Chair and no meeting notes have been received, the IGCC will reach out to the IG membership (via the broadcast message tool in the IG's project area) to call for volunteers to lead the IG.

2. If there is an indication of interest, the IGCC will work with the new leadership to set goals and ensure viability of the IG.

3. If, after 30 days, there is no indication of interest, the IGCC is under no obligation to continue to reach out to the IG membership and the status of the IG will be reassessed at the 22nd month. During this time, Association members (current and new) will be able to join this IG.

4. At the beginning of the 22nd month of IG inactivity, the IGCC will again reach out to the IG membership (via the broadcast message tool in the IG's project area) to announce that the IG will be subject to dissolution if a volunteer does not come forward to lead the IG. After this notice is sent, Association members (current and new) will not be able to join this IG until new leadership has been established.

5. If there is an indication of interest, the IGCC will work with the new leadership to set goals and ensure viability of the IG.

6. If after 60 days, thereby reaching 24 months (2 years) of inactivity, there is no indication of interest, the IG will dissolve and be removed from active IG lists.

7. The IGCC will work with the MiALA Administrative Assistant to archive an IGs documentation.

Policies

Communications Policies

MiALA News Electronic List Management

MiALA encourages all members to join its listserv, Mi-ALA-news, which has become an important communications tool for MiALA members. This policy statement explains the purpose and use of Mi-ALA-News.

Mi-ALA-News is an electronic discussion list for members of MiALA and for those interested in learning more about MiALA. This list is intended to facilitate communication amongst MiALA members, including ideas, questions, announcements, and concerns specific to academic libraries. In addition, Mi-ALA-News will be used to distribute official MiALA communications or announcements. These communications include the MiALA Newsletter, and committee & officer communications of general member interest.

Mi-ALA-News is **not** a place for non-library staff to ask reference questions or to request assistance with library research. Mi-ALA-News does not accept advertisements from publishers or producers of software or other products. Questions and discussions initiated by Mi-ALA-News subscribers about products and services are appropriate. This provides an avenue for help, hints and recommendations among the colleagues on this list. Mi-ALA-News should not be used for announcements of conferences outside the field of academic librarianship. It is not appropriate to send a "position wanted" posting to Mi-ALA-News if you are seeking a job in an academic library. Announcements of available jobs are welcome on Mi-ALA-News. These should be brief and provide an email address and/or link for further information.

How to subscribe: Go to: http://lists.mcls.org/mailman/listinfo/mi-ala-news. Enter your email address, name and password where indicated and click on the Submit button.

How to unsubscribe: Go to: http://lists.mcls.org/mailman/listinfo/mi-ala-news. Scroll down to the MiALA News Subscribers area and enter your email address where indicated and click on the Unsubscribe or Edit Options button. You will then be presented with a button to unsubscribe.

How to post to the list: Only subscribed members can post to the Mi-ALA-News list. To do so, address your email message to mi-ala-news@mcls.org

Guidelines for messages

- Do not send long documents to the list. Describe the document and give instructions for retrieving it or offer to send it to those interested. For conference announcements and job postings, send a brief message with an email address and/or link for further information. Try to keep all postings as brief as possible.
- Do not send encoded documents to the list. ASCII text only please.
- Mi-ALA-news is configured so that replies are sent to the individual who posted the message. Use the "reply to all" feature in your email system to send your reply to the entire list.
- To determine whether something should be sent to the entire list, ask yourself "Does this only involve one person, or will many MiALA members likely be interested in my message?"
- Keep your postings within the scope of the list. Mi-ALA-news should be used for messages of professional interest to academic library staff.

- Messages appearing in Mi-ALA-news may be forwarded to other lists or individuals as long as proper credit is given to the author.
- The Mi-ALA-news list owner will make a good faith effort to respond to messages that "bounce back" as undeliverable by attempting to confirm the member addresses.

MiALA Member Message Boards

As a member of MiALA, you have access to member only message boards within the member's only portal of the MiALA website. Message boards will serve as the main communication hub for membership news as well as committee and interest group news. Information on how to access member message boards is available in the MiALA member resource manual located in the MiALA website. It is highly suggested that you opt-in to all message boards that you would like to receive news about.

Website Update Requests (updated 1/4/19)

The success of the MiALA website depends upon the timely submissions from the Board, Committees, Interest Groups, and other MiALA members.

Send your website content additions/changes to the MiALA Administrative Assistant. Information on a website content policy will be updated shortly.

Contributors and Responsibility for Monitoring Sections of the MiALA Website

Person Responsible	**Task**
Website Task Force	General information, relevant Calendar of Events items, front page & job announcements -- posted for two months or until closing date, if known ensuring that information is current and up-to-date
Past President	Election information
Treasurer	Financial information
Secretary	Board roster, meeting minutes
Membership Chair	Roster & membership recruitment information; welcome new members on front page
Conference Planning Chair	Annual conference information
Communications Chair	Newsletters, news items (blog) & announcements
Advocacy Chair	Committee information
Interest Group Coordination Council & Interest Group Chairs	Interest group information

Website News Announcement Editorial Policy (updated 1/4/19)

The purpose of the MiALA website news feed is to advance the goals of the organization and serve the membership. The most relevant goals of MiALA website news feed are:

- To provide relevant information concerning upcoming activities supported and sponsored by MiALA.
- To provide a forum for information from related organizations that will benefit the membership and staff in all academic libraries in Michigan.
- To complement information contained in the MiALA Newsletter.
- To provide web resources and organizational information of benefit to the membership and staff in all academic libraries in Michigan.

- To provide Committees and IGs with vehicle for communication among participants.

The advancement of these goals shapes the editorial policy of the MiALA website news feed. There is at present no limit on the length of material that may be submitted for inclusion on the website news feed. Emphasis will be placed on the following materials:

- MiALA information and activities;
- MiALA Newsletter;
- Board meeting schedule and minutes;
- Annual conference activities;
- ALA/ACRL issues; and
- Legislative concerns of potential interest to the membership.

Information of a time-sensitive nature, such as positions available, elections within MiALA and ALA, and other library-related topics may be considered for inclusion upon request.

In the event the Communications & Marketing Committee question the appropriateness of any submitted item, the MiALA President will be the final authority in determining whether an item should be posted.

Material submitted for placement on the MiALA website news feed should be in electronic format, as a text-only file, or within the body of email. This information should be sent to the MiALA Communications & Marketing Committee Chair via the online form located here.

Submissions should be clear, concise, and follow good journalistic style appropriate for presentation on a webpage.

Each submission must include:

- Sender's Name
- Institution
- Email Address
- Phone number
- Is the information for this web page item time sensitive?
- Date after which item should not be posted
- Date when item should be removed from the web site
- Under what section of the web site does the information best fit?
- File name, if sent as an attachment

Please include any information that will help the Communications & Marketing Committee put your item on the website quickly!

Items submitted for posting should be placed on the MiALA website news feed within 5-6 days.

The MiALA Communications & Marketing Committee has the right to modify the layout of any submission as needed to comply with accepted standards of good web design in terms of clarity of presentation and visual style. They support the concept of universal access in web design.

The MiALA Communications & Marketing Committee has the right to refuse any submission deemed inappropriate to the mission of the website news feed.

Newsletter Editorial Policy (updated 1/4/19)

The purpose of the MiALA Newsletter is to advance the goals of the organization and serve the membership. The most relevant goals of MiALA to the Newsletter are:

- To contribute to the professional development of all academic library personnel in Michigan.
- To promote and speak for the interests of Michigan academic libraries.
- To promote study, research, and publication relevant to academic libraries.
- To promote activities of MiALA.

The advancement of these goals shapes our editorial policy. The emphasis will be on MiALA activities, including but not limited to:

- Conference planning and conference reports
- Summary reports of the meetings of MiALA committees and interest groups
- Executive summary of Executive Board meetings
- People and Library News (limit of 50 words per item)
- ACRL news and legislative updates
- Other current topics in the profession as space permits.

Material submitted for the Newsletter should follow good journalistic style. Please limit submissions to 400 words. Be clear, concise, and use simple sentences and active voice. A byline must accompany each article, stating the author's name, MiALA office or position (if any), and institution. Submissions should be to the Communications & Marketing Committee chair via the electronic form located here; attachments to e-mail (such as Microsoft Word documents and/or PDFs) are preferred. Contributed news and other reports may be edited due to space limitations or editorial decisions. Authors are asked to provide informative headlines for their articles.

Newsletter Information Request (updated 1/4/19)

Submissions via the electronic form located here are preferred. All contributions may be edited for sake of brevity.

News Deadlines

Issue	Deadline for Submissions	Publication Date
September	August 15	September 1
October	September 15	October 1
November	October 15	November 1
December	November 15	December 1
January	December 15	January 1
February	January 15	February 1
March	February 15	March 1
April	March 15	April 1
May	April 15	May 1
June	May 15	June 1

An appropriate administrator should approve library and staff news prior to submission. Solicited material for the Newsletter includes:

Staff News: personnel changes, significant awards and honors, publications, presentations, important campus committee assignments.
Library News: programs and events, significant acquisitions and major gifts, new buildings and renovations, grants received.
Other: meeting and conference announcements; conference and workshop reports; other statewide library events; current legislation relevant to academic libraries; research, publication and funding opportunities.

Include this information with your submission:

- Sender's Name
- Position Title
- Institution
- MiALA office (if any)
- Date
- Phone
- E-mail

If items are time sensitive, indicate a date after which the item should not be used.

Send your contributions to the Communications & Marketing committee chair via the electronic form located here.

Newsletter Calendar (Updated 1/4/19)

September Issue (Deadline August 15):

News Article	**Responsible Person**
Welcome to the new membership year	President
Annual Conference Recap	President
Leadership Retreat Report	President
Preliminary Plans for next year's conference	Vice-Pres/Conference Chair
Interest Group reports	ALL Interest Group Chairs
Membership Update and Form	Membership Chair
Annual Budget Report (past & current yrs.)	Treasurer
Executive Board Roster (complete)	Secretary
ALA Annual Report (highlight MiALA members' contributions & activities)	ACRL Representative
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

October Issue (Deadline September 15):

News Article	**Responsible Person**
President’s message	President
Upcoming Annual Conference	Vice-Pres/Conference Chair
Interest Group reports	ALL Interest Group Chairs
Membership Update	Membership Chair

News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

November Issue (Deadline October 15):

News Article	**Responsible Person**
President's message	President
Upcoming Annual Conference Update	Vice-Pres/Conference Chair
Call for Conference Proposals	Vice-Pres/Conference Chair
Conference Keynote Speaker	Vice-Pres/Conference Chair
Conference Sponsor Update	Vice-Pres/Conference Chair
Interest Group reports	ALL Interest Group Chairs
Membership Update	Membership Chair
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

December Issue (Deadline November 15):

News Article	**Responsible Person**
President's Message	President
Membership Survey (when needed)	Membership Chair
Upcoming Annual Conference Update	Vice-Pres/Conference Chair
Call for Conference Proposal Reminder	VP
Conference Sponsor Update	Vice-Pres/Conference Chair
Membership Update	Membership Chair
Interest Group reports	ALL Interest Group Chairs
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

January Issue (Deadline December 15):

News Article	**Responsible Person**
President's message	President
Upcoming Annual Conference Update	Vice-Pres/Conference Chair
Call for Conference Poster Proposals	Vice-Pres/Conference Chair
Conference Sponsor Update	Vice-Pres/Conference Chair
Interest Group reports	ALL Interest Group Chairs
Membership Update and Form	Membership Chair
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

February Issue (Deadline January 15):

News Article	**Responsible Person**
President's message	President
Upcoming Annual Conference Update	Vice-Pres/Conference Chair
Call for Conference Poster Reminder	Vice-Pres/Conference Chair
Conference Sponsor Update	Vice-Pres/Conference Chair
Interest Group reports	ALL Interest Group Chairs

Membership Update and Form	Membership Chair
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

March Issue (Deadline February 15):

News Article	**Responsible Person**
President's message	President
Nominations/Elections Information	Past President
Upcoming Annual Conference Update	Vice-Pres/Conference Chair
Conference Schedule Update	Vice-Pres/Conference Chair
Conference Sponsor Update	Vice-Pres/Conference Chair
Conference Registration Opens this month	Vice-Pres/Conference Chair
Membership Survey Report (if relevant)	Membership Chair
ACRL Chapter's Council Report / ALA Midwinter Report	ACRL Representative
Membership Update	Membership Chair
Interest Group reports	ALL Interest Group Chairs
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

April Issue (Deadline March 15):

News Article	**Responsible Person**
President's message	President
Upcoming Annual Conference Update	Vice-Pres/Conference Chair
Conference Sponsor Update	Vice-Pres/Conference Chair
Conference Registration Reminder	Vice-Pres/Conference Chair
Call for Conference Volunteers	Vice-Pres/Conference Chair
Call for Nominations Opens This Month	Past President
Interest Group reports	ALL Interest Group Chairs
Membership Update and Form	Membership Chair
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

May Issue (Deadline April 15):

News Article	**Responsible Person**
President's message	President
Upcoming Annual Conference	Vice-Pres/Conference Chair
Conference Sponsor Update	Vice-Pres/Conference Chair
Conference Registration Reminder	Vice-Pres/Conference Chair
Call for Conference Volunteers Reminder	Vice-Pres/Conference Chair
Candidate/Election Update	Past President
Interest Group reports	ALL Interest Group Chairs
Membership Update and Form	Membership Chair
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

June Issue (Deadline May 15):

News Article	**Responsible Person**
President's message	President
Election Results (this may delay June publication)	Past President
Annual Conference Update/Thank you	Vice-Pres/Conference Chair
Board Retreat Information (if applicable)	Vice President
Interest Group reports	ALL Interest Group Chairs
News on Advocacy Initiatives	Advocacy Chair
People and Library News	Membership Chair
Calendar of Events, Deadlines	Communications Chair

Logo Guidelines (Updated 8/15/17)

Logo image files are available for use upon request. Email heather@miala.org for image files.

You may not:

- Alter the logos in any way
- Use the logos in a way that suggests association, sponsorship, endorsement or partnership with MiALA unless you have approval from the MiALA Board of Directors
- Use the logos in a way that is harmful, deceptive, obscene or objectionable to the average person
- Have the logo be the most distinctive or prominent feature on your content

Usage:

- Default logo to be used on MiALA promotional materials and event pages
- Logo to be used on official MiALA communications via the Newsletter, Annual Conference Announcements and MiALA Website
- Alternative logo that can be used on MiALA promotional materials

- Alternative logo to be used as a website and newsletter header.
- Logo must have Michigan Academic Library Association written out near the logo

Colors & Fonts:

RGB: 41 119 112

RGB: 159 184 182

RGB: 246 186 36

The fonts used in the MiALA logo are Myriad Pro (OTF) and Myriad Pro Semibold

Archiving (updated 1/4/19)

The MiALA website will serve as a tool to archive electronic versions of association records. The following types of records, and copies should be forwarded annually to the MiALA Administrative Assistant acting as Archivist:

- President's files: Correspondence, memoranda, reports
- Financial reports
- Executive Board files: Minutes, Reports, Rosters
- Elections: Vitae, Ballots
- Conference and workshop files: Publicity, Committee meeting minutes, Flyers
- Committee, Section, IGCC, and Interest Group Files: Minutes, Workshop flyers, Publications
- Membership lists
- Newsletters
- MiALA Website (screen print of front page should be included in the annual report)
- Conference memorabilia/PR giveaways

Interim, quarterly, etc. reports of the Executive board are distributed during scheduled board meetings and need not be archived. Only annual reports for each year need to be submitted to the Archivist.

President's files should be kept by the Past President for one year following the presidential term for reference. Relevant documents should be then forwarded to the MiALA Archivist.

Committee, IGCC, and interest group chairs should forward copies of minutes and workshop flyers, etc. to the Archivist. If the Archivist misses a board meeting, the President should forward a copy of any handouts to the Archivist.

The MiALA Archivist reserves the right to determine what materials to retain, in consultation with the Executive Board.

A copy of archived documents will also be maintained on the fiscal agent's sharepoint server.

Meeting and Event Policies

Annual Conference Location Proposals

Proposals for future Annual Conference should be submitted to the MiALA Board of Directors by March 1.

The individuals listed on this proposal will be considered prospective Conference Planning committee members. If your group's proposal is selected, then you will need to name a Chair and find additional committee members as needed to fill all responsibilities. Information on the Conference Planning committee is located here.

Here are the general requirements for conference dates and locations:

- The conference should be held from Wednesday evening thru Friday afternoon the second or third week of May (other dates in May could be considered if necessary).

- The conference center must be able to accommodate a minimum of 250 people. The facilities must include:
    - An auditorium or similar room for the keynote speaker and business meeting;
    - (and/or) A ballroom or similar space for lunch (the ballroom could also be used for the keynote speaker and business meeting);
    - IT staff, reliable WiFi and/or direct Internet access for all participants, and projectors, and screens (as needed)
    - Enough meeting rooms for up to 5 simultaneous breakout sessions that can seat approximately 50 people each; and
    - Adequate open space (i.e., banquet room, e.g.) for poster sessions.
- If the conference center is adjacent to a hotel, check that a large block of rooms can be reserved for attendees. An additional conference hotel should be located within a few blocks of the conference center. If the conference center is not adjacent to a hotel, the blocks of rooms must be reserved at two nearby hotels.
- We will need a proposed site for an opening reception the evening before the conference begins.
- There must be an adequate number (10-12) of restaurants within walking distance of a variety of restaurants, the Conference Planning committee will need to plan dinner at the hotel OR make transportation arrangements (e.g., busses).

If your group is interested in submitting a proposal, fill out the online form here.

Upon submitting your form, please send any additional information to be considered with your proposal (including but not limited to: hotel room block proposals, conference center(s)/event location(s) proposals, menus, and A/V price lists) to the MiALA Administrative Assistant at heather@miala.org.

The Board of Directors will make a decision by March 29th, and all those who submitted proposals will be notified. Upon approval, the MiALA Administrative Assistant will secure contracts with the conference center/event facilities/hotels and conference planning will commence. The future Annual Conference location and Conference Planning committee members will be announced at the current conference.

Event Planning Process (updated 1/4/19)

MiALA interest groups are highly encouraged to provide their members with cost neutral programs and/or events. Planning for such events should occur during the fall of the year prior to the program date. More information on planning a program/event for your group, refer to the Workshop Planning Checklist. MiALA interest groups may request a subsidy from the board to defer anticipated expenses and allow members to attend at a lower registration fee. To apply for an event subsidy, complete the Workshop Proposal Form. Groups should submit proposals with subsidy requests prior to the February board meeting for discussion while determining the upcoming year budget.

Online Meeting Software Usage (added 1/19/18)

MiALA committees, IGCC, and interest groups have the ability to utilize the MiALA Zoom online meeting software license. This license allows for up to 100 participants in an online meeting. Use of the license is subject to availability. To schedule use of the license, reservations must be made with the MiALA Administrative Assistant. Reservations are on a first come first serve basis. Upon reservation confirmation, the MiALA Administrative Assistant will provide the group leader with a meeting specific

URL to be shared with their group. Information on attending/hosting a zoom online meeting is included in the Zoom Online Meeting Host Manual.

Scholarship Opportunities

MiALA Annual Conference Grant (Updated 1/10/2020)

The Michigan Academic Library Association will award a grant to attend the MiALA Annual Conference.

The purpose of the MiALA Annual Conference Grant is to support a current MiALA member's attendance at the Annual Conference. The MiALA Annual Conference Grant will cover the cost of full conference registration, up to two night's hotel stay (room and tax only) at a hotel at which the conference has a room block reserved, and a $50 travel allowance for meals and/or other travel expenses. Up to seven scholarships will be provided annually (the BoD may adjust this number at its discretion). The grantee and/or grantee's institution will be expected to cover any remaining conference or travel costs.

All grants are non-transferable. If a member is selected and cannot attend, an alternate will be selected from among eligible entries. Grants/prizes/awards obtained from other MiALA programs that cover conference registration fees may not be used in conjunction with the MiALA Annual Conference Grant and are non-transferable.

Eligibility

To apply for a MiALA Annual Conference Grant, an individual must meet the following criteria:

1. Be a current individual/student/retiree member of MiALA in good standing.
2. MiALA annual dues must be current and paid prior to submitting application.

Current MiALA Board members and Conference Planning Committee members are NOT eligible to apply. Grantees may not apply for another MiALA Annual Conference Grant for five years.

Selection Committee

The grant selection committee shall consist of members from the MiALA Board of Directors and conference planning committee. The committee will moderate the selection process and utilize the selection criteria below to identify seven grant recipients and two alternates. The decisions are final and there is no appeal process.

Timeline (to be updated each year)

- **January 10** – Announce grant opportunity.
- **February 14** – Deadline to submit application.
- **February 17** – Submissions are sent to the Selection Committee for evaluation.
- **February 26** – Committee meets to determine grantees.
- **March 1** – The grantees are contacted. Their names and institutions are shared with the MiALA Administrative Assistant to prepare for conference registrations, and the grantees are announced in the monthly MiALA newsletter and via MiALA's social media accounts.

Before the annual conference registration opens to all, the MiALA Administrative Assistant will register the grantees and waive the conference fee.

The grantees will be responsible for reserving their hotel rooms (at a hotel at which the conference has a room block) prior to the reservation deadline date. Grantees will be responsible for paying for their lodging during the conference.

The grantees must submit their hotel receipts, using the scholarship expense report form, to the MiALA Administrative Assistant for reimbursement within 10 business days after the conference ends to ensure that checks can be processed and mailed to the grantees before the end of MiALA's fiscal year on June 30th.

Application
https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2094187

Evaluation Rubric
The Selection committee will factor in the following criteria as a guide in making their selections:

- Applicants that are new to library employment/library school;
- First time attendees to the Annual Conference;
- Have financial hardship due to budgetary restrictions at applicants' institutions;
- Volunteerism within MiALA;
- How long an applicant has been a member of MiALA; and
- Other information provided as appropriate

Greater preference will be given to applicants that are brand new to the library field (whether in employment or in their education), have never attended a MiALA Annual Conference, serve in an intern and/or support staff role, and/or are experiencing financial hardship. Other information shared within their application may also be taken into consideration including the effort put forth in completion of the application and other factors.

Award Payment Process
After the award notification, the MiALA Administrative Assistant will contact grantees for information needed to process Annual Conference registrations prior to March 15. After the conference ends, the grantees will need to submit a scholarship expense report form along with their hotel receipts to the MiALA Administrative Assistant. The MiALA Administrative Assistant will process a check for each grantee and will provide these checks, forms, and receipts to the President and Treasurer for signatures. After checks have been signed, they will be mailed to the grantees.

Important Notes
Current members of the MiALA Board of Directors and Conference Planning Committee are NOT eligible to apply.

Individuals who receive a MiALA Annual Conference Grant may not re-apply for the same award for five years.

National Conference Travel Grants (Updated 12/18/17)

The Michigan Academic Library Association will award a $500 travel grant to attend a national conference (ie: ACRL) or other national event upon request (ie: National Library Legislative Day).

The purpose of the conference travel grant is to support a current MiALA member's attendance at a national conference (such as ACRL) or to support a current MiALA member who will serve as an advocate for MiALA at a national event (such as National Library Legislative Day). Total award amount will be $500 and can be applied to defray costs of registration, transportation, lodging, or other

associated conference expenses. Awardee and/or awardee's institution will be expected to cover any remaining conference or travel costs.

All current individual/student/retiree members of MiALA are eligible to apply for the conference travel grant. Applications will be due on a date, to be determined each year, to allow amount to be awarded before the early bird registration deadline. An ad-hoc committee composed of three MiALA members will evaluate applications and select the awardee based on the strength of rationale for attending the conference/event and potential benefit to the applicant's library, MiALA, or Michigan library community.

Eligibility

1. Member of MiALA in good standing (membership paid for current year)
2. For the NLLD grant, the recipient needs to be a member of the Advocacy committee.
3. Submits application before deadline
4. Must agree to submit a report to the membership at the next MiALA Annual Conference

Timeline (subject to change)

- **December 1** – Announce grant opportunity.
- **December 10** – Secure evaluation committee.
- **December 15** – Deadline to submit application.
- **December 16** – Submissions are sent to the committee for evaluation.
- **December 31** – The Committee meets to determine winner.
- **January 1** – The winner's information is shared with MiALA admin to prepare for award payment, and the winner is contacted and announced in the newsletter and via social media.
- **January 5** – The check will be processed and mailed to award winner.

Application

https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2487671

Evaluation Rubric

The Selection committee will factor in the following criteria as a guide in making their selections:

- MiALA member status
- Member of advocacy committee (for NLLD grant only)
- Clear, specific, and compelling goals for attendance stated, and effectively connected to professional/academic goals
- Clear, specific, and compelling benefits to applicant library, MiALA, and/or Michigan library community stated
- Other information provided as appropriate

Award Payment Process

After the award notification, MiALA admin will contact winner to find out if the check should be made to the award winner or their institution. A purchase/check request form will be filled out and sent to the President and Treasurer for signature. Once approved, a check will be processed by the MiALA admin. The President or Treasurer will need to sign the check. Upon check signature, the check will be mailed to the award winner.

Fiscal Policies

Budget

- There should be a direct relationship between the budgeting process (allocation of resources) and the strategic plan, with its annual objectives.
- The budget cycle should correspond to the "Fiscal year," that is, July 1 through June 30.
- Operating expenses of the organization, such as the newsletter, membership mailings, web hosting, etc. should be funded from predictable income sources such as dues.
- Programs should be separately budgeted, with income used to support the programs themselves as well as allow for a moderate profit.
- The budgeting process should be reiterative, following an established cycle of planning, goal setting, and resource allocation.
- The organization should maintain a cash reserve in an amount deemed appropriate by the Board.

MiALA Board, committee, IGCC, and Interest group chairs should review their budgetary needs for their committees, and/or groups and submit a request in writing (by electronic means, preferably) to the Treasurer by February 1 for the following fiscal year. Requests must include a statement of rationale and purpose for all funding, as well as an indication of how the funded project/activity supports MiALA's current mission.

Invoice payment

MiALA currently uses a fiscal agent to process all financial transactions on behalf of the organization. If an expense has already been paid by a member, the member should submit an expense reimbursement form. When an expense reimbursement form is received by the fiscal agent, a copy will be sent to the President and Treasurer. If an expense has not been prepaid, when an invoice is received by the fiscal agent, a copy will be sent to the President and Treasurer with a purchase/check request form. These forms are to be reviewed, signed by the President and Treasurer and returned to the fiscal agent office within one week of receipt. All approved expense forms will be processed within one week of receipt by the fiscal agent office. When possible, payment will be made by corporate credit card. Use of credit card will be documented immediately in MiALA's accounting software. For all payments made by check, a check will be prepared for the Treasurer's signature and either hand delivered or sent via US Mail. Signed checks will be mailed and documented immediately in MiALA's accounting software.

Credit card handling & use

Some MiALA expenses may only be paid using a corporate credit card. A credit card that has been issued to the Association will be kept in a locked cabinet at the fiscal agent office. When an invoice requires credit card payment, a purchase/check request form will be sent to the President and Treasurer by the fiscal agent. This form is to be reviewed, signed by the President and Treasurer and returned to the fiscal agent. All approved purchase request forms will be processed by the fiscal agent office. All credit card transaction receipts will be saved and documented in MiALA's accounting software. The credit card statement will be reviewed, reconciled, and forwarded to the Treasurer. Upon review and approval of Treasurer, the statement balance will be paid in full using the MiALA checking account and documented immediately in MiALA's accounting software. All credit card statements and reconciliation reports will be kept on file by the fiscal agent.

Travel reimbursement

MiALA Board members, program speakers and others required or invited to attend MiALA meetings and events may request to be reimbursed for their mileage and travel expenses to meetings. Requests can be made by submitting a speaker travel expense reimbursement form along with receipts/documentation to the fiscal agent within 30 days of event. Upon receipt, the fiscal agent will forward to the President and Treasurer for approval. Mileage/travel reimbursement requests will be reviewed on a case by case basis. The President and Treasurer will review and decide to approve or not approve each request. Mileage will be reimbursed at the current IRS mileage rate (currently $0.58/mile). Approved forms will be forwarded to the MiALA fiscal agent for check processing and documentation into MiALA's accounting software. If a form is denied, the submitter will be contacted by email with reason for denial. Mileage/travel reimbursement is dependent on the strength of the budget and may not be possible at all times.

IG activity proposal/expense reimbursement (updated 1/4/19)

Consideration of other types of reimbursement (e.g., mailings, long distance phone costs, photocopying, printing, etc. performed by committees, Interest Group Coordination Council (IGCC), interest groups, etc.) may be made at the discretion of the Executive Board. Requests can be made by submitting page one of the Group Event Proposal Form This form can also be submitted online here. Activity budget proposals will be reviewed on a case by case basis (preferably during the spring budget forecasting meeting but no later than 3 months prior to proposed event date). Proposals will be received by the President-Elect/Vice President (either directly from the group or from the fiscal agent). The President-Elect/Vice President will forward proposals to the board for review, who will decide to approve or not approve each request. If approved, the submitter will need to send step(page) two of the activity budget proposal form along with an expense reimbursement form (and speaker travel expense reimbursement form if applicable) including receipts to the fiscal agent within 30 days of program/expense date. The fiscal agent will forward the forms to the President and Treasurer for approval/signature. Approved forms will be forwarded from Treasurer to the MiALA fiscal agent for check processing and documentation into MiALA's accounting software. If a form is denied, the submitter will be contacted by email with reason for denial.

Expense reimbursement is dependent on the strength of the budget and may not be possible at all times. More information on IG event planning is located here.

Online payment handling

Online payments received are automatically deposited into the MiALA checking account from the merchant account. The fiscal agent will receive notification daily of any deposits processed by the merchant account. Transactions will be documented daily in MiALA's accounting software. No member credit card information is ever stored by MiALA's fiscal agent.

Check handling

Checks that are received by the MiALA fiscal agent are opened daily, marked for deposit only, and documented on the check register log stored on the fiscal agent's server. A copy of the check is made. The check original, check copy and any documentation received are clipped together and stored in a locked cabinet until time to deposit. Once every two weeks or when 10 or more checks are received, the MiALA fiscal agent will compile a deposit ticket, and go to MSUFCU to make a deposit. The fiscal agent will keep a copy of the check along with any documentation received. This documentation will be attached to the deposit receipt from the bank. Deposited checks will be documented immediately in MiALA's accounting software.

Membership Management Processing

New individual/student/retiree member processing (updated 1/4/19)

When a potential individual/student/retiree member inquires about membership, they should be directed to the MiALA website, where they can submit an application for membership. The online membership management software will request payment (either immediately by credit card or by invoice) upon application. Once a new membership application is received, a welcome message will be sent with instructions on how to login to the members only portal. The membership chair will receive a spreadsheet of new members the first Monday of every month. A spreadsheet of individual, retiree, and student members will be maintained by the MiALA fiscal agent.

Institutional member processing

When a potential institutional member inquires about membership, they should be directed to the MiALA Administrative Assistant. The Admin must process these applications manually. The Administrative Assistant will send information on how much an institution's membership will cost (based on the sliding scale located here). When a potential institutional member agrees to the terms of the membership and indicates who will be their member representative, the MiALA Administrative Assistant will process the new institutional membership. The institutional member record will be added into the member management system. The member representative will also be added as an Individual member. Once entered, the member representative will receive a welcome message with instructions on how to login to the members only portal as well as an invoice for payment. The institution's information will be added to the institutional support page on the MiALA website (by the MiALA admin). The institution's Facebook and Twitter page will be followed by MiALA through appropriate channels. The Membership committee chair will receive a spreadsheet of new institutional members the first Monday of every month. An announcement thanking the institution for their support will posted in the news section on the MiALA website. The MiALA admin will then post a link to the announcement on the MiALA twitter feed and Facebook page. A spreadsheet of institutional members will be maintained by the MiALA fiscal agent. Changes in institutional member representative should be made in writing (preferably by email) to the MiALA admin.

New interest group application processing (updated 1/4/19)

The key contact for a proposed interest group submits an application using the online form here.

MiALA admin receives IG application via online submission email.

MiALA admin emails key contact listed on application to acknowledge receipt and to let them know that more information is forthcoming.

MiALA admin forwards submission email to the Interest Group Coordination Council (IGCC) chair.

IGCC chair emails key contact acknowledging receipt and to let them know that more information is forthcoming.

IGCC reviews the application and either approve or deny.

If approved, IGCC chair notifies MiALA admin of approval. If denied, IGCC chair will notify key contact with reason for denial.

MiALA admin creates an IG member only project area for IG on the MiALA website.

MiALA admin will create a subpage under Interest Groups on the public MiALA website.

MiALA admin sends information regarding IG project area to IGCC chair

IGCC chair emails key contact with approval or denial (and copies heather@miala.org) along with IG leader information.

The IG's key contact will be the IG chair until the next election cycle.

MiALA admin will create an announcement of the interest group creation (with instructions on how to join) on the MiALA news feed.

MiALA admin will forward the announcement of the interest group creation to the communications chair for posting in the next newsletter.

MiALA admin will then post the link to the news article on the MiALA twitter feed & Facebook page.

MiALA admin will update and maintain a spreadsheet of all approved, denied, and dissolved IGs.

Year End Officer Transition Procedures

After elections are closed but before July 1, a transition of officer information needs to take place.

Board

The MiALA Administrative Assistant will request contact information from all incoming officers to be included on the Board information page. All incoming board members will receive access to the board only project area in the member's only area of the website. All outgoing board members will be removed from access to the board only project area. MiALA Administrative Assistant will update who receives emails sent to board@miala.org.

President

A transition meeting should take place with the incoming and outgoing President to share information. The incoming President will need to become a signatory on the MiALA checking account. The outgoing President will need to be removed as signatory on the MiALA checking account. All files pertinent to the office should be shared with the incoming President with a copy sent to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server.

Vice President/President-Elect

A transition meeting should take place with the incoming and outgoing Vice President/President-Elect to share information. All files pertinent to the office should be shared with the incoming Vice President/President-Elect with a copy sent to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server.

Immediate Past President

A transition meeting should take place with the incoming and outgoing Immediate Past President to share information regarding the nominations/elections process. All files pertinent to the office should be shared with the incoming Immediate Past President with a copy sent to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server.

Treasurer

A transition meeting should take place with the incoming and outgoing treasurer to share information. The incoming treasurer will need to become a signatory on the MiALA checking account. The outgoing treasurer will need to be removed as signatory on the MiALA checking account. All files pertinent to the office should be shared with the incoming Treasurer with a copy sent to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server.

Secretary

A transition meeting should take place with the incoming and outgoing secretary to share information. The incoming secretary will be granted admin access to update the board meeting webpage for the ability to upload meeting minutes as approved by the board. The outgoing secretary will need to be removed from admin access to the board meeting webpage. All files pertinent to the office should be shared with the incoming Secretary with a copy sent to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server.

Interest Group Coordination Council (added 1/4/19)

The MiALA Administrative Assistant will request contact information from all incoming IGCC members to be included on the IGCC information All incoming IGCC members will receive access to their section only project area in the members only area of the website. All outgoing IGCC members will be removed from access to the project area. All files pertinent to their leadership should be shared with the incoming IGCC chair with a copy sent to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server.

Committee (updated 1/4/19)

The MiALA Administrative Assistant will request contact information from all incoming committee chairs and members to be included on their respective committee information pages (advocacy, conference planning, communications & marketing, membership, & nominations/elections). All incoming committee chairs will receive leader access to their committee only project area in the member's only area of the website. All outgoing committee members will be removed from access to their committee only project area. All files pertinent to their committee leadership should be shared with the incoming committee chair with a copy sent to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server. MiALA Administrative Assistant will update who receives emails sent to conference@miala.org, membership@miala.org, and communications@miala.org

Interest Groups (updated 6/10/19)

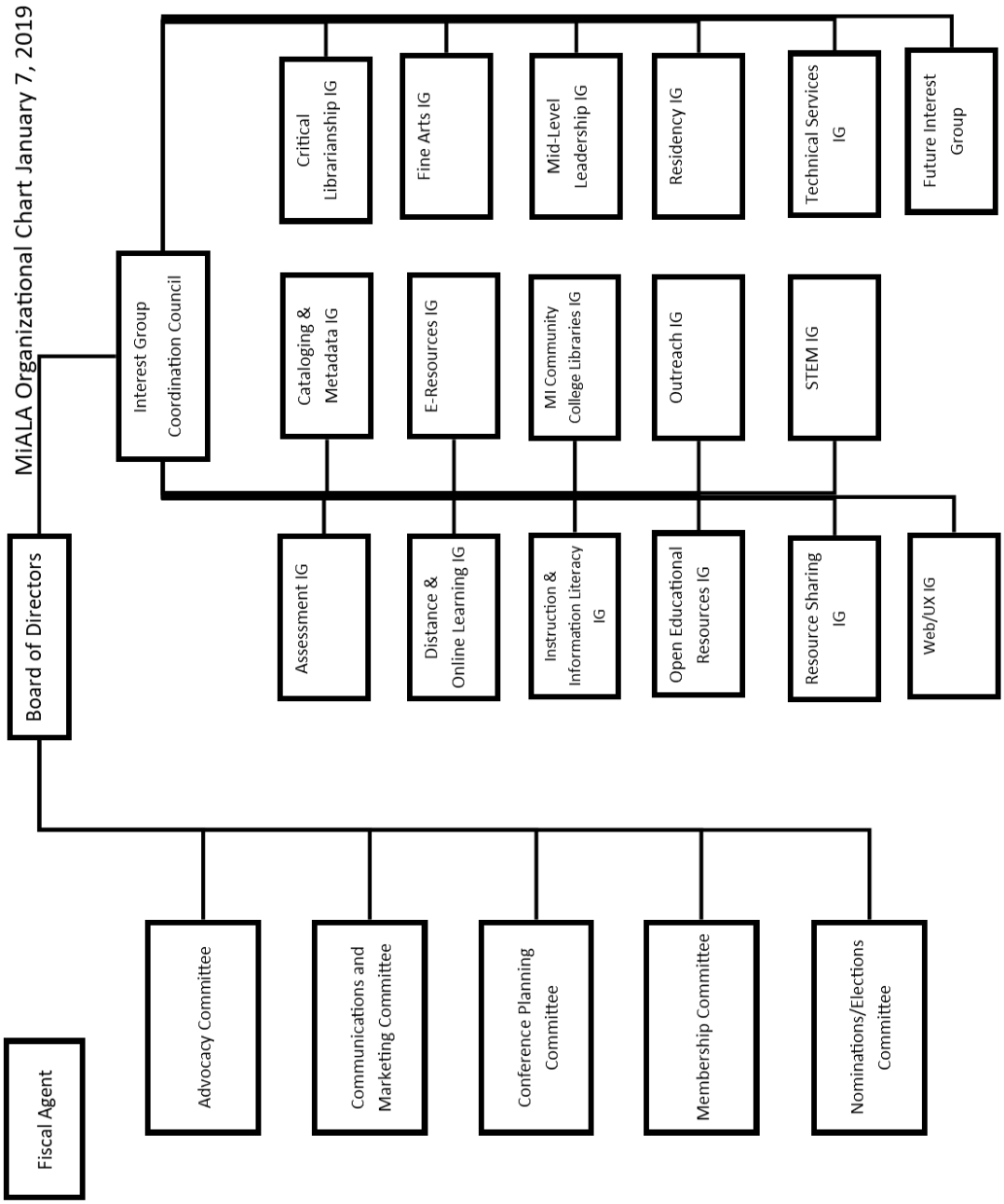
The MiALA Administrative Assistant will request contact information from all incoming Interest Group chairs to be included on their respective IG information pages. All incoming IG leaders will receive leader access to their IG only project area in the member's only area of the website. All outgoing IG leaders will be removed from leader access to their IG only project area. All files pertinent to their IG leadership should be shared with the incoming IG chair with a copy sent to the Interest Group Coordination Council

and to the MiALA Administrative Assistant for storing in the MiALA file archive on MCLS sharepoint server.

A board retreat may be scheduled in June/July for incoming and outgoing board members, committee & IGCC leaders to share information and for strategic planning. Board liaisons for each IG and committee should be determined at the retreat and shared with the MiALA Administrative Assistant for updating on their respective information pages, project areas, and leadership document.

Appendices

Organizational Chart (Updated 1/7/19)



Forms

Activity Proposal/Expense Report (updated 1/7/19)

Expense Reimbursement Form (updated 1/7/19)

Purchase/Check Request Form (Updated 2/17/17)

Speaker Travel Expense Reimbursement Form (Updated 1/7/19)

Board Candidate Nomination Form (Updated 12/20/17)

Committee Chair Nomination Form (Updated 12/20/17)

IGCC Nomination Form (Created 1/7/19)

Committee Volunteer Form (updated 12/8/16)

Board Action Form (updated 1/7/19)

Workshop/Event Timeline/Checklist (updated 8/19/19)

Resources

MiALA Bylaws (updated 11/2/18)

Member Resource Manual (updated 1/07/19)

Advocacy Committee Leader Resource Manual (updated 1/07/19)

Communications & Marketing Committee Leader Resource Manual (updated 1/07/19)

Conference Planning Committee Leader Resource Manual (updated 1/07/19)

Membership Committee Leader Resource Manual (updated 1/07/19)

Nominations/Elections Committee Leader Resource Manual (updated 1/07/19)

Interest Group Leader Resource Manual (updated 1/07/19)