

*Association For Library And Information Science Education*

# **PROCEDURES AND POLICIES MANUAL**

**FIRST REVISION October 2011**

**FURTHER REVISED AND UPDATED TO December 2013**

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# Introduction to the ALISE Procedures and Policies Manual (PPM)

The Procedures and Policies Manual provides a systematically structured account of the duties and responsibilities of the officers and members of the Association for Library and Information Science Education (ALISE) and the general operating procedures through which they work to achieve the mission and goals of the Association. This manual is built on the foundation supplied by the Bylaws of the Association adopted, July 3, 1975 and later amendments, as well as existing operating procedures that were in effect prior to the adoption of the Bylaws, and reflects the name change of the Association in 1983. All existing operating procedures have been examined to determine if they are consistent with the Bylaws and have been adapted when this was found to be necessary. The Secretary-Treasurer of the Association, with assistance from the Executive Director, is responsible for effecting regular updates to the Policy and Procedures Manual as matters arise from meetings of the ALISE Board, from the Annual Business Meeting, and from the work of Association committees, task forces, etc. The Governance Committee and the Parliamentarian may serve in a consultative, advisory role, as appropriate.

## 1. History and Governance

### i. [History](#)

The Association was founded under the name Association of American Library Schools. It grew out of a series of informal meetings of library school teachers at American Library Association conferences, which was known as the Round Table of Library School Instructors. The Round Table voted in 1915 to form a permanent organization and to be identified as the Association of American Library Schools. (see "The Association of American Library Schools, 1915 - 1968: An Analytical History" by Donald Gordon Davis, Jr. Metuchen, NJ: The Scarecrow Press, 1974) The Association has provided a forum for library educators to share ideas, to discuss issues, and to seek solutions to common problems. In 1983, the Association changed its name to the Association for Library and Information Science Education to reflect more accurately through its name the mission and goals and membership of the Association.

### ii. [Strategic Directions](#)

The Board of Directors reviews the goals and objectives of the Association each year for amendment or reaffirmation. Specific objectives and priorities are established annually. Normally, every three years and following a Board and Membership planning exercise, a new *Strategic Directions* document is developed.

### **iii. Structure of ALISE**

Besides the Membership, which constitutes the body of ALISE, the Board of Directors manages the Association's property and regulates and governs its affairs. The structures through which the mission is accomplished include:

- The annual Association conference. In addition to the program provided at the [conference](#), [placement services](#) for member schools and potential faculty members are provided.
- Standing [Committees](#) and Special Committees that attend to general and specific areas of Association concern.
- The [Council of Deans, Directors and Program Chairs](#) that meets regularly at the annual conference.
- [School Representatives](#) *Within all institutional member schools, a representative is named to serve as a direct link between the membership and ALISE's Board of Directors.*
- [Special Interest Groups \(SIGs\)](#) that meet regularly during the annual conference.

Publications of the Association including the following:

- The [Journal of Education for Library and Information Science \(JELIS\)](#), published quarterly, presents refereed articles and research related to library and information science education.
- The [ALISE Directory of Library and Information Science Programs and Faculty in the United States and Canada](#) is available for purchase, and, as a benefit of membership, available online to personal and institutional members only. Updated annually, it provides a complete listing of the faculty of ALISE Institutional Member schools of library and information science, along with the teaching and research areas of each faculty member in accordance with ALISE's Research Areas Classification Scheme
- The [ALISE Library and Information Science Education Statistical](#), published annually, provides detailed statistical information on Institutional members.
- [ALISE Website](#) contains information about ALISE and links to member schools' home pages and to other related associations.
- *ALISE Update*, a monthly e-mail sent to all members.

Other communication venues for the Association include are listed on the [ALISE](#) website.

*iv. [Bylaws of the Association](#)*

## 2. Membership

*i. [Personal Membership \[revised February 2013\]](#)*

The Association has three categories of membership for individuals:

**Full-time:** includes any faculty member, administrator, librarian, researcher or other individual employed full time.

**Part-time:** includes any retired or part-time faculty member, student or other individual employed less than full time.

**New Professional:** For doctoral student transition to faculty member status (maximum of 3 years)(voted on at Annual 2013)

**Student:** includes doctoral students who are enrolled full-time (maximum of six years) (voted on at Annual 2013)

Personal members shall have the right to vote, and to hold any Association elective office or appointive position. Other membership benefits are listed on the ALISE website.

Dues are paid on a calendar year basis. Membership is from January 1<sup>st</sup> through December 31<sup>st</sup>. Dues are collected starting in September of the preceding year through August. Dues are subject to change (see Bylaws, Article XI). Current dues and personal membership application form are posted on the ALISE website.

*ii. [Institutional Membership](#)*

The Association has three categories of institutional membership:

**Institutional Membership:** shall be granted to any school in the United States and Canada that offers a degree in library and information science, or cognate field, and which is accredited by the appropriate authority. On matters requiring an institutional vote, each Institutional Member is entitled to one vote.

**International Affiliate Institutional Membership** shall be granted upon request to any school outside the United States or Canada that offers a program to educate

persons for the practice of library and information science at the professional level as defined or accepted in the country in which the school is located.

**Associate Institutional Membership** shall be granted to libraries and organizations other than schools of library and information science.

Benefits available to Institutional members in each of the three categories are listed on the ALISE website.

Dues are paid on a calendar year basis. Membership is from January 1<sup>st</sup> through December 31<sup>st</sup>. Dues are collected starting in September of the preceding year through August. Current institutional member dues and application information are posted on the ALISE website.

### **3. Board of Directors**

#### ***i. Membership***

The [Board of Directors](#) is composed of the following voting members:

- a. President
- b. Vice President (President-Elect)
- c. Past-President
- d. Secretary-Treasurer
- e. Director for External Relations
- f. Director for Membership Services
- g. Director for Special Interest Groups

The Executive Director is *ex officio*, nonvoting.

The Board of Directors may also seat the following (nonvoting):

- a. Editor(s), *Journal of Education for Library and Information Science*

#### ***ii. Meetings***

Customarily, the Board meets face-to-face on four occasions per year: first, at the conclusion of the Annual Conference; second, a Spring meeting (normally April) at a mutually agreeable site (normally city of ALISE HQ); third a Fall meeting (normally September) at a mutually agreeable site (normally city of ALISE HQ); and fourth at the opening of the Annual Conference. Normally, the Board holds one virtual meeting in early Summer during dates determined by the Board and may choose at its discretion to hold the fall meeting in the same way. Special meetings may be called by the President or upon written request of any three members of the Board.



Committee chairs, or any person who has business with the Board, may be invited by the President to attend meetings of the Board of Directors. Representatives to ALISE from other associations are invited to attend Board meetings and to present reports when appropriate. All meetings are open except that the Board may vote to go into Executive Session to discuss confidential matters.

### ***iii. Responsibilities of the Board***

To manage the Association's property and to regulate and govern its affairs.

To appoint the Executive Director/select the management firm for the Association and to fix the amount of compensation.

To appoint the Editor(s) of the *Journal of Education for Library and Information Science* and to approve other members of its staff, appointed by the Editor(s).

To determine the time and place of the meetings of the Association.

To call special meetings of the membership if necessary. (Only business mentioned in the special call can be transacted.)

To set annual dues, subject to approval of the membership. (See Bylaws, Article XI.)

To fill all vacancies that may occur in the Board of Directors between conferences. (See Bylaws, Article III, Sec. 4/)

To review and approve committee appointments made by the Vice President (President-Elect).

To approve the establishment of standing and special committees.

To evaluate the management firm annually. (See Appendix VII: Management Contract Evaluation)

To fulfill individual duties as a member of the Board of Directors of ALISE as outlined in 3.vii.

### ***iv. Conflict of Interest [Revised December 2012]***

Members of the Board of Directors of ALISE are required to fulfill their duties in good faith and with diligence and care to ensure that the Association's operations and activities are devoted to the achievement of the mission and strategic directions of the Association and in accordance with its Bylaws.

Members of the Board are required to report any conflict of interest situation to the Board, to explain the nature of the conflict, to refrain from seeking to influence

discussion on the matter in question (although they may be requested to respond to pertinent questions of other Board members when the information requested may be helpful to those Board members), and will not vote on the matter. If so determined by the Board, the Board member concerned may be asked to leave the meeting while the matter is further discussed and voted upon. The minutes of the meeting shall record the disclosure and the abstention from voting.

If a Board member perceives a future conflict of interest situation, by reason of institutional affiliation or other pertinent matter, then the Board member shall so declare this conflict of interest in writing to the Board of Directors.

**v. ALISE Whistleblower Policy [October 31, 2012]**

The Whistleblower Policy of the Association for Library and Information Science Education (ALISE):

1. Encourages ALISE Board and Committee volunteers, members, and staff to come forward with credible information concerning illegal practices, conflicts of interest, or other serious violations of adopted ALISE policies;
2. specifies that ALISE will protect the individual from retaliations or penalties of any kind; and
3. identifies where such information can be reported.

The full policy is posted to the ALISE website.

**vi. Terms of Office**

The terms of office of the President, Vice President/President-Elect, and Past-President are one year. The term of office of the Secretary-Treasurer is three years.

Terms of office for elected Directors are three years.

The Executive Director serves at the pleasure of the Board of Directors.

The Editor(s) of the *Journal of Education for Library and Information Science* normally serves a term of three years, but is subject to an annual review by the Board of Directors.

All officers shall serve until their successors are elected and assume their duties. The terms of office shall commence at the adjournment of the annual meeting or, if there is no annual meeting, on February 1 following the election. (Bylaws, Art. IV, Sec. 5)

Officers may be removed from office or suspended using the procedures put forward in the *Standard Code of Parliamentary Procedure*.

**vii. Quorum**

Four voting members of the Board shall constitute a quorum.  
The President shall determine if a quorum exists prior to a vote being taken.

**viii. Power and Duties of Board Members**

**1. Members of the Board**

It is the duty of the individual members of the Board of Directors to attend all regular and called meetings of the Association and Board of Directors. (Note: Board members assume responsibility for their own expenses when Board meetings are held in conjunction with meetings of the Association. For the Spring and Fall meetings of the Board ALISE will reimburse Board members for necessary expenses; however, Board members are encouraged to seek institutional support for all or part.)

It is the duty of individual members of the Board of Directors to maintain all records of the respective office.

It is the duty of individual members of the Board of Directors to fulfill the responsibilities outline in this Policy and Procedures Manual.

It is the duty of individual members of the Board of Directors that at the end of their term, or upon stepping down from office, to orient newly elected officers to current issues, special projects, new initiatives, and other active Board business and related documentation at the close of the annual conference or within 60 days after this conference.

**2. President [duties revised Spring 2012]**

To act as Chair of the Board of Directors.

To preside over meetings (Board of Directors, Executive committee, and membership) and to work with the Executive Director and Board members to establish the agenda.

To facilitate strategic and operational planning.

To represent the Association in all official capacities (may ask the Vice President or Executive Director, or other Board member to act as an alternate).

To coordinate the work of the Association and its members.

To confirm (with the Board) all ALISE committee chairs and members (begins while Vice-President).

To coordinate the annual review of the management firm (begins while Vice-President).

To provide a written assessment to the Board and Management Firm by February 7.

To negotiate contract renewals with the management firm.

To make all external appointments.

To send invitations to the Past-President's reception.

To write welcome letters to new deans, directors, and program chairs.

To write letters of congratulations to award recipients.

To write message from the president for the annual conference program.

To serve as a member of the Executive Committee and the Budget and Finance Committee.

To serve as Board liaison for the Conference Program Planning Committee.

To seek funding for the ALISE Academy in fall with assistance of Executive Director.

To attend at the annual meeting the Leadership Orientation, First Timer's Breakfast, and School Representative's Breakfast.

To host at the annual meeting the Awards Reception, the ALISE Jean Tague-Sutcliffe Doctoral Poster Competition, and the Past-President's Reception.

To report at the annual meeting on the state of the Association at the Business meeting.

To write the ALISE update for the Bowker Annual.

To host Co-operative Reunion (or appoints designate).

To orient the incoming President.

### **3. Vice President (President-Elect) [duties revised Spring 2012]**

To serve as a member of the Board.

To preside in the absence of the President, or upon request of the President when he or she is present.

To perform such duties as the President, or the Board may assign.

To serve as a member of the Executive Committee.

To present a statement of goals, objectives and priorities, no later than the Fall Board meeting.

To appoint no later than the Fall Board meeting committee chairs.

To appoint no later than November 1 all committee members.

To coordinate the Fall management firm assessment and to be responsible for the development and administration of the survey.

To serve as a member of the Budget and Finance Committee.

To serve as Board Liaison to the Council of Deans, Directors, and Program Chairs.

To develop and present to the Board for approval, a conference theme for the Presidential year, and to form a Conference Program Planning Committee.

To conduct the spring strategic planning meeting in order to plan for the presidential year.

To initiate every three years the process of a new strategic directions planning process.

To appoint, one every three years, a new parliamentarian as directed in Section 5 Administration and Finance (iii).

To plan and conduct the annual Leadership Orientation.

To attend at the annual meeting the First Timer's Breakfast, School Representative's Breakfast, and other special sessions as assigned or requested.

To orient the incoming Vice President (President-Elect).

#### **4. Past-President [duties revised Spring 2012]**

To serve as a member of the Board.

To perform such duties as the President or the Board may assign.

To serve as a member of the Executive Committee.

To assist in publicizing activities of the Board of Directors.

To serve as Chair of the Governance Committee.

To work with members of the Governance Committee to ensure that new policies identified by the Board and required for the Association are developed and drafted for Board approval in a timely manner.

To assist the Secretary-Treasurer, the Executive Director, and, where required, the Parliamentarian, in maintaining and updating the *Procedures and Policies Manual* annually.

To effect a smooth transition to new officers and committee chairs.

To serve as Board liaison to the Research Competition committees, including, the ALISE/Bohdan S. Wynar Research Paper, the ALISE/Eugene Garfield Doctoral Dissertation Award, the ALISE/ProQuest Methodology Paper Competition, the ALISE Research Grant Competition, and the OCLC/ALISE Library and Information Science Research Grant Competition.

To moderate the research award winning sessions at the annual conference (except for the OCLC/ALISE Library and Information Science Research Grant Competition).

To conduct the annual Board Self-Assessment, and to report on survey responses at the Fall Board meeting.

To contact former members urging them to rejoin ALISE.

To orient the incoming Past-President.

#### **5. Secretary-Treasurer [revised Fall 2012]**

To serve as a member of the Board.

To present the annual Association budget to the Board at its Fall meeting for consideration and approval. The budget is prepared in consultation with the Executive Director with input from the Budget and Finance Committee as needed.

To report on the financial status of the Association at membership meetings.

To coordinate financial matters and review budgets of the Association with the Executive Director. The President may serve as alternate for authorization of funds disbursement.

To insure that an annual audit is conducted to review the results, and to recommend changes in practice to enhance the financial management of the Association.

To be responsible for ensuring the maintenance of the *Procedures and Policies Manual*.

To perform such duties as the President or the Board may assign.

To serve as chair of the Budget and Finance Committee and the Development and Advancement Committee.

To review minutes taken by the Executive Director prior to distribution to the Board of Directors and/or membership.

To bring to each meeting a copy of *The Standard Code of Parliamentary Procedure*, the parliamentary authority adopted by the Association.

To assure in cooperation with the Executive Director that active records are preserved in the ALISE Board of Directors Meeting Portal.

To assure in cooperation with the Executive Director that inactive records of the Association are retired to the Archives.

To work with the Executive Director to prepare minutes of all meetings that serve as the official record of the Association and distribute them to the Board of Directors. (Minutes are prepared in agenda order.)

To orient the incoming Secretary-Treasurer.

## **6. Directors [revised Spring 2012]**

The Directors shall attend meetings of the Board and shall be responsible for the conduct of Association business presented to the

Board.

Directors of the Board are elected for a three-year term.

All three Directors of the Board shall constitute the Board Committee on Nominations.

The Director for External Relations shall be responsible for liaison and representation with ALISE's related associations.

The Director of Special Interest Groups shall be responsible for working with the SIGs ensuring that each has a convener and plans appropriate for the annual conference; works with developing new SIGs and/or disbanding inactive SIGs; and on enhancing the value of SIGs for members.

***Specific Powers and Duties of Each Director Position:***

**a. Director for Membership Services:**

To serve as a member of the Board.

To work with the ALISE Headquarters staff on membership initiatives approved by the Board.

To provide leadership for membership initiatives identified in the ALISE Strategic Directions planning document.

To plan and/or participate in special initiatives related to membership (such as membership surveys, revision of membership categories, etc.), under Board direction.

To serve on the Budget and Finance Committee.

To coordinate activities of ALISE School Representatives.

To conduct an orientation for School Representatives at the Annual Conference.

To host the School Representatives' Breakfast at the Annual Conference.

To work with Headquarters staff to update and maintain the School Representatives listserv.

The Director for Membership Services (with assistance from the Executive Director) is responsible for maintaining a current



mailing list of individuals serving as Representatives with their date of appointment.

The Director for Membership Services will work directly with the Deans and Directors of the various schools/programs to insure that each school/program has appointed one Representative and that the Representative is actively carrying out his/her responsibilities.

Based on the stated goals and objectives developed at the Spring Board meeting, as well as other information available, the Director for Membership Services will develop a preliminary list of activities and objectives for the Representatives during the next calendar year. A discussion of these objectives will take place at each annual conference meeting and a setting of priorities and specific activities will be accomplished.

The Director for Membership Services will serve as a focal point to disseminate information to School Representatives as needed.

To serve as a member of the Doctoral Students to ALISE Program Committee (years 1-2), and chair (year 3).

To serve as member (years 1 and 2) and Chair (year 3) of the Board Committee on Nominations.

To review contents of New Faculty Welcome packet.

To work with Headquarters staff to update Deans/Directors mailing list.

To serve as Board liaison to Awards Committees, including, the ALISE Service Award, the ALISE Professional Contribution Award, the Norman Horrocks Leadership Award, the ALISE Teaching Excellence Award, and the Pratt/Severn Faculty Innovation Award.

**b. Director for Special Interest Groups (SIGs):**

To serve as a member of the Board.

To serve as a member of the Conference Program Planning Committee.

To send out the Call for SIG Programs for Annual Conference.

To coordinate with the Conference Co-chairs concerning which SIGs will have programs, their topics, etc.

To send out acceptance letters for SIG programs at Annual Conference.

To notify the Executive Director of needs for audio/visual equipment for programs at Annual Conference.

To serve as a member of the Doctoral Students to ALISE Program Committee (years 1-2), and chair (year 3).

To serve as member (years 1 and 2) and Chair (year 3) of the Board Committee on Nominations.

To serve as a liaison to all SIGS, including meeting with all SIGs at Annual Conference, assisting with the development of new SIGs, facilitating the disbandment of inactive SIGs, and enhancing the value of SIGs for members.

To serve as liaison to the ALISE LMC (Library Media Connection) Paper Award committee.

To serve as liaison to the ALISE/University of Washington Travel Grant committee.

**c. Director for External Relations:**

To serve as a member of the Board.

To serve as Board liaison to the ALISE Publications Committee.

To serve as Board liaison to the editorial board of the *Journal for Education in Library and Information Science*.

To serve as a member of the Doctoral Students to ALISE Program Committee (years 1-2), and chair (year 3).

To serve as member (years 1 and 2) and Chair (year 3) of the Board Committee on Nominations.

To moderate and administer ALISE social media sites, e.g., Facebook, LinkedIn, Twitter, and Flickr.

To serve as liaison and representative to ALISE's related associations, e.g., Association for Information Science & Technology, and the American Library Association's Committee on Education.

To perform such duties as the President or the Board may assign.

To work with the Executive Director to ensure timely and relevant content on the Association's web page.

To orient the incoming Director for External Relations.

## **7. Executive Director/Management**

The Executive Director/Management Firm is responsible for providing the Association with control and continuity in the maintenance of its records of membership, finances, and operation of headquarters. Duties of the Executive Director may be delegated to other management firm staff. While primary responsibilities are addressed in this section, the current contract between the Association and the Management Firm is the authoritative document for negotiated duties and responsibilities.

Executive Director/Management Firm responsibilities are realized through performance of the following duties:

### **a. Administrative Support**

- Develop board agendas and agenda books in cooperation with the ALISE president and/or other board members as determined by ALISE.
- Handle all logistics for the board meetings.
- Establish a web interface where all materials for the meetings will be available to Board members in a password-protected space one week before the meetings.
- Take Board meeting action minutes and distribute them to the Board within three weeks after the meeting. A Board task list will be distributed one week after the Board meeting.
- Revise the association calendar and task list with deadlines for the smooth management of association actions and projects.
- Communicate with the ALISE president or other person designated by the Board on a regular basis.
- Maintain up-to-date committee rosters.
- Respond to member and other inquiries within two working days.
- Manage ALISE financial accounts and coordinate timely tax filings with outside accountants.

- Provide standard association services, including basic maintenance of the association’s archives and other files, incidental correspondence services, computer services, incidental mailing and copy services (excludes direct costs for mailings and publications and copy services for the annual conference and membership recruitment), bulk mail permit, and maintenance of incorporation papers, and appropriate board and meeting insurance. ALISE will pay the direct costs for incorporation fees, taxes, bulk copy and printing services, insurance fees, and other costs specific to ALISE that are outside of the scope of routine support.
- File annual reports with offices of the Secretary of State or Attorney General, as required.

**b. Conferences and Meetings**

- Coordinate aspects of the annual meeting and board meetings to include: contract negotiation, conference marketing, pre-registration, onsite conference management, placement services, registration, communications center, conference packets and programs, set-up and administration of hotel services, annual meeting reports, and assistance with Conference program development.

**c. Membership Maintenance and Development**

- Maintain an accurate and up-to-date electronic member database. ALISE will pay the direct costs associated with the electronic member database.
- Provide membership lists and membership statistics upon request of the Membership Committee or Board of Directors.
- Distribute and process membership renewal notices annually including electronic reminders.
- Develop and/or enhance an ALISE membership recruitment and retention program in cooperation with the Board of Directors and the Membership Committee.
- Maintain an electronic voting system for ALISE. ALISE will pay for the direct costs of the system.

**d. Publications**

- Work with publications editors to distribute publications to the membership.
- Research options for the production, printing, and distribution of publications, including electronic publishing options.
- Ensure that subscriptions are processed and fulfilled in a timely manner.

- Ensure that information for the Directory of LIS Programs and Faculty in the United States and Canada is compiled, edited, and published annually for distribution to all ALISE institutional members and for sale to individual members and external contacts.

**e. Web site**

- Supervise the management and updating of the web site.
- Ensure prompt postings of web pages submitted by members, keeping the website up-to-date.
- Follow accessibility standards for web sites.
- Any redesign or major projects will require a separate proposal and budget.

To fulfill these duties the Executive Director will serve as an *ex officio* member of the Association and of the Board of Directors. The Executive Director/Management Firm shall be reimbursed for necessary expenses incurred through attendance at meetings of the Association and of the Board of Directors and other travel deemed necessary by the Board.

## **4. Committees and Groups**

***i. Definitions***

Committees of the Board are responsible for carrying out tasks assigned to them by the Board or for bringing recommendations to the Board. Members are appointed by the Board and may include non-members of the Board. The Executive Committee is authorized by Art. III, Sec. 6 of the Bylaws. Other Board committees may be established by Board action.

Standing Committees of the Association are groups established by the By-Laws, e.g., Nominating, or by Board action to carry out activities that insure the continuity of the Association itself or of major activities, such as publication of the journal, which the Association has authorized.

Special Committees of the Association are committees appointed by the Board of Directors as the need arises to carry out a specific task. When the area of concern is general and continuing in nature, rather than project-oriented, and where sufficient membership interest exists, the formation of a Special Interest Group rather than a Special Committee is appropriate.

***ii. Terms and Method of Appointment***

- **Terms**

- Each committee shall have specific terms of reference.
- Each committee shall have a specific charge for the current year.
- Each committee shall have a specified number of members (see Sections iii and iv, below) plus the chair.
- Each committee member shall be appointed for two years, with staggered terms.
- No appointment shall be for more than two consecutive terms, except as chair.
- Committee chairs shall normally be appointed from among the current committee members for continuity.
- Committee chairs may serve for one additional term for a total not exceeding six years.
- The chair of each committee shall be designated by the President-Elect of the Association for service during his or her presidential year.
- On the first appointment of any committee, the President-Elect shall designate the terms in such a way as to allow staggered terms to ensure the continuity of Association business. The terms of members shall normally end with the annual business meeting.

□ **Calendar for Committee Appointments**

By August 15: Volunteer forms updated by President-Elect and added to website by ALISE HQ

Before Fall Board meeting: President-Elect submits proposed slate of Committee chairs for approval and appointment

By November 1: Committee appointments and committee charges for upcoming year completed by President-Elect. Submitted to ALISE HQ for posting to the website during February following annual conference.

□ **Committee Meetings**

Normally, on the first day of each ALISE Annual Conference, a **Leaders Orientation** is hosted by the Board of Directors. Committee chairs are encouraged to invite their committee members to join them for the orientation. Committee chairs and members will meet their board liaison, and learn about policies and procedures. All former committee chairs are also invited to provide an opportunity for sharing knowledge they have gained during the last year.

**Face-to-Face Committee Meetings:** Normally, on the first day of each ALISE Annual Conference (after the Leaders Orientation), a time slot is set aside for ALISE Committee

Meetings. This is a time for committee chairs and members to meet as a committee, to review the minimum expectations for the committee, and to make plans for the coming year. Chairs are requested to notify headquarters if they plan to host a committee meeting during this time.

**Ongoing Committee Meetings:** Committees are encouraged to use Skype, email, conference calling, a wiki, and other avenues for ongoing discussion and committee work between annual conferences. For help devising a plan for communications and committee work, contact the board liaison to the committee and/or ALISE headquarters.

□ **Establishment and Discontinuance**

**Establishment:** Standing and Special Committees of the Association and Committees of the Board may be established by the Board. These Committees shall be responsible to the Board, which will delegate such powers and functions to them as the Board finds desirable for the conduct of its business, and for carrying out the objectives of the Association.

**Discontinuance:** The Board shall designate an expiration date for each *Special Committee* at the time it is approved.

□ **Sun Setting Standing Committees**

[Approved by the ALISE Board July 12, 2011]

A committee may be sun set if:

- a. it has not submitted a report in two consecutive years
- b. a review of the committee determines its charge is no longer relevant

New committees may be established by the Board as the need arises. Such committees may address new areas of concern for the Association or cover areas formerly addressed by a committee that was sun set in the past.

The Governance Committee will review committees as requested by the Board.

□ **Composition and Method of Appointment**

Unless otherwise indicated, the size of Standing and Special

Committees will be specified at the time of their creation. All members of the Association are eligible for committee appointments. The President-Elect shall appoint the members and designate the chair of all committees except the Nominating Committee. Standing Committee appointments shall normally be completed by November 1, or no fewer than 60 days prior to the date of the annual business meeting of the Association.

□ **Vacancies**

Persons appointed to fill unexpired terms shall ordinarily serve until the date of expiration of the original committee member. In the event of a vacancy in the office of the chair, the President shall appoint a new chair for the remainder of the term.

□ **Reports**

Each committee shall present a written report of its work for Board review, and for the annual business meeting of the Association. Official ALISE reporting forms for committees are accessible on the [Committee Chair Resources](#) page on the Association website.

Committee reports are due three times a year:

- Spring report due two weeks prior to the spring Board meeting.
- Fall report due two weeks prior to the fall Board meeting.
- Final report (for the Annual Conference) due two weeks prior to the annual association meeting and submitted to the membership at the annual business meeting.

Committees requesting to meet with the Board must ask for agenda spaces from the President and plan to be represented at a Board meeting during the annual conference.

□ **Expenses**

Requests for special expenses that cannot be assumed by members' organizations are to be addressed to the President, with copies to the Executive Director. Such proposals should be submitted to the Board in time to be considered at its spring meeting. Any fees charged for Committee activities such as workshops or special programs should be based on actual expenditures. Any profit from such fees shall revert to the ALISE treasury and any losses shall be subsidized by



ALISE.

Committees may, upon approval in advance by the Board of Directors, seek outside funding for special projects or programs. Such proposals should be submitted to the Board in time to be considered at its regularly scheduled meeting in advance of the proposed date of submission of the request to the funding agency.

□ **Discharge of Chairs and Committee Members**

Failure to carry out duties as outlined in the *Procedures and Policies Manual* may result in the discharge of a committee chair or committee member by the President.

The Terms of Reference and Minimum Expectations for each standing committee are available on the [Committees](#) page of the Association website. Any chair or committee member who is unable or fails to participate in committee activities may be removed from a committee.

Procedure for discharge of chairs and committee members: President discharges chair or committee member (with thanks, sorry he/she has been unable to serve, etc.) and appoints new member for the remainder of the term.

### **iii. Standing Committees of the Board**

#### **□ Executive Committee:**

In accordance with Art. III, Sec. 6 of the Bylaws, there is an Executive Committee of the Board consisting of the President, President-Elect, and Past-President. The Executive Committee shall have all powers of the Board to act between meetings of the Board except as specified in Article III, Section 6 of the Bylaws.

#### **□ Planning Committee:**

This is a Committee of the whole Board, chaired by the President-Elect and charged with development of the Association's goals and objectives and Priorities statement and long range planning. The principal documents of the Board are to be prepared at the Fall Board meeting and made available at the Annual Conference.

#### **□ Board Committee on Nominations:**

The three Directors who are not officers constitute the Board Committee on Nominations. Chaired by the Director serving in his or her third year, the Board Committee on Nominations is charged with presenting to the Board for approval at its Fall Board meeting (normally September) a slate of candidates for the Nominating Committee. The Board Committee on Nominations designates the chair of the Nominating Committee.

The Board may nominate additional candidates, from whom the Board then approves a committee of five members, one of whom shall have been the chair of the Nominating Committee the preceding year.

The Board designates ranked alternates for service on the Nominating Committee, should any of the five approved members not be able to serve.

### **iv. Standing Committees of the Association**

All members of ALISE standing committees shall be current members in good standing of the organization.

#### **□ Budget and Finance Committee:**

The Budget and Finance Committee is responsible for monitoring all financial aspects of ALISE, overseeing the drafting of all budgets, and reviewing any proposals presented to the Board that have financial implications for the Association. The Board has final fiduciary authority for ALISE. This committee is comprised of the officers, executive director, and the director for member services with the secretary-treasurer as chair.

□ **Development and Advancement Committee:**

Subcommittee of the Budget and Finance Committee that is chaired by the Secretary Treasurer and is designed to identify and pursue new revenue streams and enhance existing revenue streams other than member dues.

□ **Conference Program Planning Committee:**

This committee plans all aspects of conference program, from the selection of speakers and other participants and reports at the conclusion of the program to the Board. Members of this Committee serve for one conference, with the term ending at the close of the annual conference for which they are responsible. Members of this Committee will include:

- Co-ordinating Chair(s) (2)
- Chair, ALISE Academy Committee
- Co-chair, ALISE Jean Tague-Sutcliffe Doctoral Poster Competition Committee, (co-chairs include one faculty member and the Doctoral SIG convener(s))
- Doctoral SIG Conveners
- Chair, Works-in-Progress Poster Session
- Co-Chairs, Council of Deans, Directors and Program Chairs
- Chair, Conference Juried Paper Proposals Committee
- Chair, Conference Panel Proposal Committee
- Director for Special Interest Groups
- The President serves as liaison to the Board

The Conference Program Planning Committee should follow the schedule suggested in the [Association Calendar, ALISE Annual Conference Planning Manual](#), and may wish to [consult the ALISE Annual Conference Planning Manual: FAQs for the Coordinating Chair\(s\) document](#).

□ **Governance Committee:**

This Committee is charged with the responsibility of continued

surveillance of the Bylaws of the Association, to address overall association effectiveness; to determine guidelines for effective Board governance; to review and forward resolutions for the annual general meeting; to propose tools and procedures for reviewing and improving Board effectiveness; and to review committees as requested by the Board. The committee is chaired by the Past President and comprised of up to five immediate past presidents who are willing to serve.

Periodic study of the Bylaws should be undertaken to see if inconsistencies exist or clarifications are required. The Committee shall report proposed changes in the Bylaws to the Board prior to their presentation to membership, and all changes shall be in accordance with the appropriate provisions for changes in the Bylaws. The Board may refer proposed Bylaws changes to the Committee for recommendations.

(Bylaw changes when submitted for vote shall be accompanied by a statement prepared by the Board giving reasons for the proposed change. The Board may determine to include Pro and Con statements when the proposed change is deemed to warrant this.)

□ **Nominating Committee:**

The Board Committee on Nominations is responsible for the composition of the Nominating committee, which is subject to the approval of the Board. The Board Committee on Nominations is composed of the three directors and is chaired by the director who is in the third year of his/her term. The Nominating Committee shall prepare a slate of candidates for election by the membership to the Board of Directors. The Nominating Committee consists of five persons, one of whom shall be the chair from the Nominating Committee of the preceding year.

***Nominations and Elections***

Each year the Nominating Committee presents two candidates each for President-Elect and Director (elections for Director of Special Interest Groups, Director fo Membership Services, and Director for External Relations are staggered to come up once every three years). Two candidates are nominated for Secretary-Treasurer every three years. (See Bylaws, Art. IX, Sec. 2.)

The names of the nominees and their written acceptances are presented to the Board of Directors at its Spring meeting so that appropriate publicity may be prepared for the election.

The names of the nominees are distributed to the membership by June 1. Further nominations may be made by petition of 25 personal voting members. Petitions must be accompanied by written acceptance of the nominee and filed with the ALISE Executive Director by August 15, so that all candidates names may appear on the ballot.

Election ballots open online for electronic voting, October 15<sup>th</sup> to November 15<sup>th</sup>. The ballots will include candidates nominated by petition with no distinction made among regular and petition nominees. Candidate statements, pictures, and biographical information for all nominees will accompany the ballots.

□ **Publications Committee:**

This Committee is charged with reviewing publications (print and electronic) and other communications programs of the Association, and recommending improvements concerning costs, pricing, marketing, and related areas. The committee is comprised of a chair plus four members. The Director for External Relations serves as the liaison to the Board.

□ **JELIS Editorial Board:**

A subcommittee of the publications committee. Six members are appointed by the Editor(s) for a three-year staggered term. The term of office begins immediately after the annual conference of the Association. The Director for External Relations serves as the liaison to the Board.

The responsibilities of the Editorial Board members are: 1) to provide advice to the Editor(s) on matters of content and editorial processes, including column editors, 2) to referee manuscripts, and 3) to assist in solicitation of manuscripts. The annual meeting of the JELIS Editorial Board is held at the time of the ALISE annual conference. Scheduling is arranged through the Executive Director and/or the Conference Planning Committee.

□ **Tellers Committee:** This Committee shall confirm the count of ballots submitted electronically and by paper ballot for the election of the officers of the Association and certify the waivers of the election. It is the responsibility of the chair to coordinate the activity and to submit a report certifying the waivers of the election to the Board and the annual business meeting. The Committee consists of three members of the Association, normally from the ALISE President's home program, of whom one serves as chair.

v. **Council Of Deans, Directors and Program Chairs [Reviewed and revised by Council, Spring 2012, and approved by the ALISE Board of Directors, July 3, 2012.]**

The Council of Deans, Directors, and Program Chairs is the unit within ALISE that provides for the exchange of information and communication between the chief executive officers of Institutional member schools and programs.

The Council provides a structure by which its members may collectively address the Association membership and Board of Directors, the profession at large, and other groups.

The Council serves as a means for its membership to develop guidelines, policies, or procedures for the furtherance of the mission and goals of the Association.

□ **Organization**

The Council of Deans, Directors, and Program Chairs shall meet regularly during the annual meeting of the Association and at other times when called by the Executive Committee on approval by the majority of Council members.

The Council will have the following officers serving indicated terms which are nonrenewable:

- Chair, to serve one year.
- Vice-Chair, Chair-elect, to serve one year to be followed by one year as Chair.
- Secretary-Treasurer, to serve two years.

Three officers will serve as the Executive Committee of the Council and will be responsible for the proper conduct and administration of Council affairs, for preparing of agenda and/or programs for Council meetings, and for communicating to Council members relative to matters of concern to that body.

The Chair with the concurrence of the Vice-Chair and Secretary-Treasurer or upon the request of the Council will appoint appropriate committees to pursue matters of concern to the Council. Committees will report recommendations to Council for their approval. At the time a committee is created its charge, membership, and expected life will be specified.

vi. **Special Interest Groups [approved by the ALISE Board, September 2008]**

□ **Purpose**

Special Interest Groups provide a vehicle for Association members to share with one another ideas, plans, news, and opinions related to a particular area of interest. The groups are distinct from the usual committee structure in that participation is voluntary rather than appointive, and there is no obligation to produce anything. Special Interest Groups can parallel Association Standing Committees, but the two serve distinct functions and should guard against confusing these functions. Members of Standing Committees are appointed and are charged with specific tasks. Special Interest Groups are encouraged to hold discussion meetings for the exchange of ideas.

□ **Formation of Special Interest Groups**

a. Members seeking to establish a new Special Interest Group may forward a petition to the ALISE Board through the Director for Special Interest Groups requesting approval. The petition must be endorsed by a minimum of 25 Association members representing at least four Institutional Member schools/programs and should define the area of interest to be considered by the group and explain the need for the group's establishment.

b. To be included on the program of the annual conference the petitions to establish a new Special Interest Group should be received by the Director for Special Interest Groups who will present them to ALISE Board prior to the Board's spring meeting. For a new Special Interest Group to be included on the annual program after the Board's spring meeting, the approval of the President and the Conference Program Planning Committee Chair will be necessary.

c. Following the first meeting of a new Special Interest Group as described above, the approval of the ALISE Board will be requested by the Special Interest Group convener elected by

its members for the continuation of the group. The request should indicate interest of Association members (attendance at the first meeting), and further define the scope of the Special Interest Group if any change is indicated from the original petition.

d. The ALISE Board also may create new Special Interest Groups when there is an indicated interest of membership for their creation. To determine interest areas of the membership the Board may query membership through a questionnaire or by other means.

□ **Identification of Members of a Special Interest Group**

a. On-going Special Interest Groups are listed annually on the membership application and members are requested to check the groups to which they have the greatest affinity. This designation of interest will not necessarily relate to actual attendance at Special Interest Group meetings. The ALISE online membership directory can be accessed to obtain lists of SIG memberships under "members only."

b. A list of individuals and their schools/programs is requested at the annual conference by the group convener from members attending a Special Interest Group meeting.

c. These lists of individuals expressing interest in the Special Interest Groups are provided to the Director for Special Interest Groups.

□ **Operational Procedures**

a. At the annual Special Interest Group meeting a convener (or co-conveners) will be elected for each group from those attending the Special Interest Group meeting or by the Special Interest Group members in an online discussion.

b. The elected convener has the responsibility to plan the group's activities following annual conferences, and may plan other activities for the group. The convener has the responsibility to report to the Director for Special Interest Groups.

c. It is recommended that the convener appoint one member of the Special Interest Group to act as recorder for the meeting. A record should be maintained of elements of any discussion, the activities, possible recommendations, and the



election of the new convener(s). This information should be provided to the succeeding convener and to the Special Interest Group Director.

d. Since Special Interest Groups have been created to provide a forum for discussion, conveners in planning activities should give consideration to means of generating discussion within the area of interest, and where possible to insure the involvement of the total group in discussion. When relatively large attendance is expected consideration might be given to dividing the group into smaller discussion units.

e. Special Interest Groups may make recommendations for action by the Association. However, the purpose of the groups is to permit and create discussion, and not necessarily to serve as "action" elements within the Association.

f. Should a Special Interest Group wish to make a recommendation for action that relates to the areas of responsibility of a Standing Committee, the recommendation should be directed to that committee. A recommendation can be forwarded directly to the Board for action. However, if the recommendation is considered to fall within the area of responsibility of a Standing Committee, the Board will seek the recommendation of that committee.

g. The convener of a Special Interest Group that is related to a Standing Committee will be invited to participate in the Standing Committee's activities.

h. Each annual meeting's program chair will allocate time on the program for the convening of Special Interest Groups. The various Special Interest Groups will normally meet simultaneously.

i. The incoming Special Interest Group conveners will be expected to meet with the President, Director for Special Interest Groups, and Board members at each annual meeting to exchange ideas for continued effectiveness of the Special Interest Groups.

j. Any Association expenses related to the activities of a Special Interest Group must receive prior approval from the ALISE Board.

k. Requests for special expenses that cannot be assumed by members' organizations are to be addressed to the President, with copies to the Executive Director. Such proposals should

be submitted to the Board in time to be considered at its spring meeting. Any fees charged for Special Interest Group activities such as workshops or special programs should be based on actual expenditures. Any profit from such fees shall revert to the ALISE treasury and any losses shall be subsidized by ALISE.

I. Special Interest Groups may, upon approval in advance by the Board of Directors, seek outside funding for special projects or programs. Such proposals should be submitted to the Board in time to be considered at its regularly scheduled meeting in advance of the proposed date of submission of the request to the funding agency.

□ **Special Interest Group Sessions at Annual Conference**

Each SIG that wishes to contribute to the annual conference program must submit a program session proposal by the deadline. Proposal submissions are normally due July 15, with notification of acceptance September 15. Time slots for SIG sessions will be published in the conference program.

□ **Dissolution**

A Special Interest Group that is indicated on the annual membership application to be of concern to fewer than 25 members will be requested to justify its continuance to the Board. The Assistant/Associate Deans and Directors Special Interest Group is exempt from this policy.

Special Interest Groups may be dissolved by any of the following means:

- Special Interest Group may recommend to the ALISE Board that the group be dissolved.
- A Special Interest Group can dissolve itself by failing to have a group meeting for two successive annual meetings.
- On the recommendation of the Special Interest Group Director
- A Special Interest Group can be dissolved at the request of the convener
- A Special Interest Group can be dissolved if no convener can be found

□ **Existing Groups [current as of December 2012]**

A list of the [Special Interest Groups](#) currently sponsored by the Association are available on the association website.

**b. Representatives Of Library And Information Science Schools/Programs**

Within all institutional member schools/programs a Representative serves as a direct link between the membership and the Board of Directors. Each member school/program of ALISE is entitled to designate one faculty member, who is a current member of ALISE as the ALISE School Representative. A breakfast and orientation meeting of School Representatives is held at the annual conference in January, and hosted by the Director for Membership Services. The Responsibilities of the School Representatives and a current list of [School Representatives](#) are provided on the ALISE website.

- **Purpose**
- to promote and foster the accomplishment of ALISE goals and objectives
  - to assist in the dissemination of information regarding ALISE and appropriate professional concerns
  - to serve as a sounding Board to the President and Board of Directors regarding ALISE and other professional matters
  - to encourage direct participation among ALISE member school/program faculty in the Association
  - to promote membership in the Association, encouraging full time faculty, part-time faculty, and doctoral student membership
  - to communicate to the faculty of their school/program about ALISE and the organization's events and initiatives
  - to distribute ALISE membership brochures and other information to faculty and doctoral students
  - to promote awareness of the ALISE annual conference and encourage attendance
  - to promote ALISE awards and encouraging nominations for those awards
  - to attend the School Representatives breakfast and orientation at the ALISE annual conference
  - to identify potential committee members for ALISE committees
  - Participate in ALISE special initiatives as required

### ***c. Association Affiliation and Representation***

ALISE holds affiliations with several organizations consistent with the provision of Article XIII of the Bylaws. The Board authorizes affiliation with the liaison normally appointed by the President. Responsibilities, terms of appointment, and scope of authority of liaison are specified below.

A list of ALISE [Related Organizations](#) is available on the ALISE website.

In addition to the aforementioned affiliations, ALISE is an association member of the following organization(s):

1. International Federation of Library Associations and Institutions (IFLA)

ALISE is an association member of IFLA and a member of the U.S. delegation to IFLA, paying an appropriate share of the U.S. IFLA dues and other costs to support activities of the U.S. association members of IFLA. ALISE is entitled to one voting delegate. [Voting is conducted at every other IFLA meeting.] The Executive director serves as the official contact and consults with the Board for voting. The delegate is normally the incumbent President and the term of office is one year. If the President cannot attend the annual IFLA conference, an alternate delegate can be authorized by the Board of Directors.

ALISE membership in IFLA sections and a list of ALISE members serving on IFLA standing committees is posted to the ALISE website.

Upon request from organizations other than those with which ALISE has ongoing affiliation or association membership, ALISE may, by action of the ALISE Board, provide representation to an organization for mutually agreeable and specific purposes.

**Guidelines For ALISE Liaison To Other Organizations On hold Board currently reviewing.** [Approved by Board of Directors April 1986; Revised March 2005]

#### **i. Purpose**

The purpose of ALISE representation to another organization is to provide an avenue of communication between ALISE and the organization and to enhance the ALISE presence in discussions of the organization that may in some way relate to or impact on areas of ALISE concern. Affiliates with another organization by appointment of an ALISE representative must be authorized by the ALISE Board.

## **ii. Terms of Appointment**

Appointment is made by the President and is subject to annual review by the President and the Board. Unless otherwise stated in the letter of appointment, the term of service shall begin at the close of the ALISE Annual conference.

## **iii. Scope of Authority**

ALISE liaisons are authorized to present ALISE positions as adopted by the Board and/or general membership of the Association, to offer opinions as to the potential receptivity of ALISE membership to suggested joint positions or projects, and to communicate relevant decisions of the ALISE Board to the other organization. The ALISE representative may not commit the Association to a position not previously considered by the Board or the general membership, agree to a joint project without Board authorization, or obligate the Association financially.

## **iv. Responsibilities of Liaisons**

- Attendance at appropriate meetings of both ALISE and the organization to which appointed a representative, whenever possible;
- Reflection of ALISE viewpoints in discussion forums of the organization;
- Public relations for ALISE with the organization;
- Distribution of ALISE literature at meeting of the organization or on request from organization members;
- Report to the ALISE Board on activities of the organization that may affect ALISE policies or programs or that require the attention of the ALISE Board;
- Make timely reports to ALISE Board and membership of the activities of the representative, including written annual reports for distribution at the annual ALISE meeting.

## **v. Responsibilities of ALISE to the Representative**

- Official designation as the ALISE representative and communication of this appointment to the relevant organization (to be done by the President);
- Provision of identifying ribbon tags or other appropriate insignia for representative use (available from ALISE headquarters);
- Provisions of ALISE literature for distribution at meetings of the organization and assistance as requested and financially feasible in providing ALISE displays for meeting exhibits-(available from ALISE headquarters);
- Financial support to the extent authorized by the Board and specified in the letter of appointment.

## **5. Administration and Finance**

### ***i. Overview***

The ALISE accounts are maintained at BMO Harris Bank, 111 W Monroe St, Chicago, IL 60690-0755.

The signature cards in the financial institutions carry the names of the President, Secretary-Treasurer, the Executive Director, the MLA Executive Director, and the MLA Director of Finance. MLA signs all checks, but in all cases two signatures are required. As a general rule, checks for payment of financial obligations of the Association will be prepared and sent by the association headquarters. The headquarters staff are bonded, and Board members are insured by the Association.

The Executive Director prepares the budget for the upcoming year. The budget is then reviewed by the Secretary-Treasurer, who then presents the budget to the Board for review and adoption at the fall Board meeting.

The Executive Director submits quarterly financial statements to the Board of Directors and an annual financial report to the members.

Taxes are filed by: McGladrey & Pullen LLP, 1 South Wacker Dr, Suite 800, Chicago, IL 60606-3392

Accounts are audited by: McGladrey & Pullen LLP, 1 South Wacker Dr, Suite 800, Chicago, IL 60606-3392

Income for the Association is derived from membership dues and other sources. The current dues are posted on the ALISE website. Additional income is derived from: *Journal of Education for Library and Information Science (JELIS)*; royalties, sales of other publications; the annual conference; rental of mailing lists; tax deductible donations from membership; and interest on the savings account and investments.

Since ALISE is designated as a non-profit educational association by the U.S. Internal Revenue Service 501 (c) (3), tax deductible donations may be made to the Association.

### ***ii. Travel Expense Reimbursement***

Normally, the Association does not provide funds to support travel by its members. In instances where there is a direct need for the Association to be represented at a meeting or a conference, the request will originate in and be recommended by the appropriate unit (committee, SIG, liaisons, Board) and must be approved by the Board of Directors. Board members reimbursements are described in sections 3. Board of Directors (vii) and 4. Committees and Groups (viii).

The following guidelines have been established for reimbursement of travel expenses incurred in the performance of activities, on behalf of the Association for Library and Information Science Education:

*Lodging* - Lodging expense should not exceed the normal rate for a single room. It is expected prudent judgment will be exercised in selection of accommodations. Some hotels and motels offer special faculty rates.

*Meals* - A daily allowance for three meals including tips will not exceed current IRS guidelines.

*Travel* - Commercial airline fares for tourist, coach, and economy are accepted. Advantage should be taken for round trip or excursion rates. Privately owned vehicle travel is reimbursable at rate prescribed by current IRS guidelines. However, if a privately owned vehicle is used and the destination can be reached by common carrier, reimbursement will not exceed the common carrier fare.

*Parking and Toll Charges* - These are allowable travel expenses.

*Taxi and Limousine Fares* - These are reimbursable only when it is necessary to use such means of transportation.

Normally, reimbursement will not be provided for committee or other meetings held in conjunction with national professional conferences.

All expense account forms should be submitted to the Executive Director and must be accompanied by receipts, or explanation.

**iii. ALISE Annual Business Meeting** [Rules approved by membership  
March 21, 1983]

All Personal Members may participate in discussions at the business meeting. Nonmembers may speak by general consent of the members by majority vote of the members present and voting.

Persons seeking recognition from the chair shall identify themselves for the record, giving their names, school/program or other affiliation, and whether members or nonmembers.

Only Personal Members may vote. (In keeping with the Bylaws, on matters of policy that commit individual member schools/programs to any definite action, the vote shall be by institutional representatives only.)

Debate shall be limited to five minutes for each speaker; no speaker may have the floor twice on the same question until all who wish to speak have spoken.

All main motions and amendments shall be written by the makers and submitted to the Secretary, so that they may be read or displayed to the membership.

Resolutions brought before the business meeting for action shall be limited to substantive matters relating to library and information science education and the information professions. Such resolutions shall state clearly the substantive positions or actions the Association would be taking upon their adoption. All such resolutions shall be presented to the President in advance of the business meeting (so that the President can be prepared to rule on their relevance and can add them to the agenda) and shall be available to the members in writing at the meeting.

At the beginning of the meeting the President will announce the agenda and rule on proposed additions. After the agenda has been adopted by the members present, it can be departed from only by the general consent or by a two-thirds vote.

Aside from the rules, above, *Sturgis' Standard Code of Parliamentary Procedure* (latest revised edition) will govern the business meeting.

### ***Parliamentarian***

The President Elect/President will appoint a Parliamentarian who will be responsible for advising the President at the Annual Conference on appropriate parliamentary procedure. The Parliamentarian will be appointed from the pool of candidates approved by the Board of Directors. The Parliamentarian will be a person who is familiar with the official parliamentary rules followed by the organization.

A vacancy in the position of parliamentarian will be filled as follows. The President of ALISE will send notice of the upcoming Parliamentarian position selection to all ALISE members at least six months prior to the annual conference. At their Fall meeting, the ALISE Board of Directors will review the applicants and recommend a candidate to the President. The term of the Parliamentarian will be three years—year one as apprentice, years two and three as full Parliamentarian. The third year of the Parliamentarian's term will overlap with the first year of the subsequent appointee. The incumbent Parliamentarian will use this overlap time to mentor the new appointee.

### ***Resolution Procedures***

Resolutions for consideration at the Annual Business Meeting must be submitted to the Executive Director for the Governance Committee 24 hours before the ALISE annual business meeting in accordance with the policies and procedures of the Association:

Written copies of all resolutions, including resolutions contained in committee reports, must be given to the membership before they are to be presented to that body for action. To permit this, text must be submitted to the Governance [formerly Organization, Bylaws, and Resolutions] Committee 24 hours in advance of presentation. A resolution that has fiscal implications must be submitted to the President as well as the Governance Committee 24



hours before it is to be voted on so that the Budget and Finance Committee can provide information on fiscal implications.

A resolution approved January 13, 1979, limits resolutions to statements on substantive matters relating to library and information science education and the information professions to be voted on my membership.

The consideration of resolutions will be a standing agenda item at each Board meeting.

### ***Honoring Deceased Colleagues***

Deans, Directors, and Program Chairs of all Institutional member programs should notify as soon as possible the President and the Executive Headquarters about the death of any member of their current or past faculty.

At the annual business meeting the President should announce the names of those who have died during the previous year and ask for a moment of silence in their honor.

### ***iv. Use of Electronic Communication***

The Association's email address is [contact@alise.org](mailto:contact@alise.org).

ALISE uses email for business conducted between and among Board members, staff, and individual members. Periodically, ALISE will post information about its conferences, newsletters, press releases, or other association-related business to other appropriate lists.

**Voting electronically:** Procedures for electronic voting are dictated by The Standard Code of Parliamentary Procedure.

### ***v. Archives and Records Management***

The ALISE archives has been maintained by the University of Illinois at Urbana-Champaign for several years as part of the American Library Association archives. The full listing of what is currently contained in the ALISE archives can be found at <http://www.library.illinois.edu/archives/ala/holdings/index.php?p=collections/classifications&id=3766>. Active ALISE records are maintain at the ALISE Headquarters.

The ALISE Archives and Records Management Policy is available on the ALISE wensite.

## **6. Communication and Publications**

As provided in Article X of the Bylaws of the Association.

The Board of Directors is responsible for the publishing activity of the Association and has final approval of all publications issued. However, it is not responsible for statements or opinions advanced in the publications or meetings of the Association except those reflecting duly established policies of the Association.

The publishing activities of the Association include the publication of the journal, the annual directory, the annual statistical report, and any other publications as deemed necessary and advisable by the Board.

### ***i. Journal of Education for Library and Information Science***

#### **Publication and Subscriptions**

The official publication of the Association is the *Journal of Education for Library and Information Science [JELIS]* that is published quarterly with issues dated January, April, July, and October. All subscriptions are maintained on a volume basis. The Journal began publication in 1960 under the name of *Journal of Education for Librarianship*. In Spring 1983, the ALISE Board voted to change the name of the journal to *Journal of Education for Library and Information Science [JELIS]* beginning with volume 25. The subscription price is set by the Board of Directors and continues in effect until altered by the Board. All members of the Association receive *JELIS* as part of their membership.

A complete file of the publications is maintained in the Executive Headquarters. The association headquarters maintains the subscription and membership mailing list for JELIS. All orders, invoices, and claims are handled in the Headquarters Office.

#### **Manuscripts**

Manuscripts for *JELIS* may be solicited or received unsolicited. Normally each manuscript is sent to at least two referees. These may be members of the *JELIS* Editorial Board or other experts chosen because of their special subject competence. The identity of the writer of the manuscript is not usually revealed to the referees although in some cases it will be obvious from the subject matter or its treatment. The Editor's role is to decide the disposition of the manuscript in light of the reader's comments. The Editor writes to the author giving the decision, quoting where necessary from the referees comments but not disclosing their names. Accepted manuscripts are held until it is time to make up an issue of *JELIS*. Guidelines for authors are available on the *JELIS* website.

#### **Position Papers and Policy Statements**

[Position papers and policy statements](#) adopted by the Board of Directors and approved by the membership of the Association are available on the ALISE website.

#### **Editor, *Journal of Education for Library and Information Science***

The Editor (or Editors) is responsible for the journal and is appointed by the Board of Directors. The appointment is subject to annual review by the Board. The term of office for the Editor is normally 3 years.

The Editor may attend meetings of the Board of Directors.

The Editor presents a report at the annual meeting of the Board of Directors.

### **Editor-Designate**

A Search Committee brings recommendations to the Board for the appointment of an Editor-Designate during the last year of the current Editor's term.

### **Editorial Board**

The Editorial Board consists of six personal members of the Association appointed by the President, upon recommendation of the Editor, to serve three-year terms. This Board advises the Editor on matters of policy, budget, and management and also acts as referee on articles submitted for publication. The Editorial Board meets at least once each year.

The annual meeting of the *JELIS* Editorial Board is held at the time of the ALISE annual conference. Scheduling is arranged through the Executive Director and/or Conference Planning Committee. A written report of the meeting is presented to the Board of Directors and to membership at the annual business meeting.

The Editor(s) appoints the chair and members of the Editorial Board based on geographical location and subject areas. Each member serves a three-year term with two new members appointed each year. The term of office begins immediately after the annual conference of the Association. The responsibilities of the Editorial Board members are: 1) to determine editorial policies of the Journal, 2) to participate in the manuscript refereeing process, and 3) to assist in solicitation of manuscripts.

### **Column Editors**

The Editor in consultation with the members of the Editorial Board may appoint column editors for *JELIS*. They serve at the pleasure of the Editor and tender their resignations when the Editor's term of office ends. The responsibilities of column editors are: 1) to prepare a column in their assigned subject area for each issue of the journal, and 2) to participate in the manuscript refereeing process.

### **Permissions to Reprint**

Information about requests for permission to reprint individual articles from *JELIS* is available on the [ALISE](#) website.

### **Advertising Policy**

The ALISE Board approves the use of advertising in official publications. Any advertising used will be for products or services directly related to LIS education and will have the approval of the Publications Committee. All advertising will be for a fee determined by the Executive Director and approved by the ALISE Board

## **Publications of Special Interest Groups and ALISE Committees**

Approval for the separate publication of any items by ALISE Special Interest Groups and committees must be obtained from the ALISE Board of Directors prior to publication.

One copy of each publication issued by Special Interest Groups and committees should be deposited with the President and the Executive Director at the time it is given general distribution.

### ***ii. Library and Information Science Education Statistical Report***

The [ALISE Statistical Report and Database](#) is a compilation and analysis of statistical data and information about graduate library and information science education programs in ALISE Institutional members. The annual publication is available on the web for ALISE members only.

### ***iii. Directory of Members***

*The Directory of Library and Information Sciences Programs and Faculty* provides a complete listing of the faculty of ALISE Institutional Member schools of library and information science, along with the teaching and research areas of each faculty member in accordance with ALISE's [LIS Research Areas Classification Scheme](#). This scheme should prove useful for identifying research and teaching specialties across the LIS community.

Each personal and institutional member has access to the 2012 Online Directory by logging as an ALISE member. Please go to the [Members-Only page](#) to access the directory.

### ***iv. Special Publications***

From time to time as the occasion may warrant, the Board of Directors may approve the publication of items not covered above. All publications of the Association developed for sale or wide distribution beyond the membership should go through the scrutiny of the Publications Committee for content. In all cases a complete text of the material to be published and statement of costs to be incurred should accompany these requests for publication. These should be submitted to the the Publications Committee, who will forward a report of their review of the proposal to Board a minimum of two weeks prior to the Board meeting at which approval will be sought.

## **7. Annual Conference**

### ***i. Overview***

Conferences are held annually, typically just prior to the American Library Association Midwinter Meeting. Other special membership meetings or conferences may be called when deemed necessary. Although conferences have been held apart from ALA, the membership has asked that ALISE conferences be held, when feasible, in the same city as the ALA Midwinter Meeting and it is the current policy of the Association to do so. This policy will be reviewed from time to time to determine whether or not a change is in order.

The conference hotel is generally selected from the group with which the American Library Association has contracted for space for the ALA Midwinter meeting.

The President-Elect appoints a Conference Program Planning Committee each year. The committee arranges for the various sessions of the conference and secures speakers necessary to the program.

Conference fees are set each year by the Board of Directors at its spring meeting with a view towards covering all conference expenses including some office overhead costs.

Administrative support for the conference is normally provided by headquarters staff. The Executive Director supervises registration at the conferences as well as assists with the mechanics of the conferences. Each conference is handled as self-supporting from a financial standpoint. All conference registration fees are deposited to the ALISE account. The ALISE association staff is responsible on behalf of the Association for payment of all expenses incurred at the conference.

Additional personnel to staff conference registration may be secured from a nearby member school/program by the Conference Program Planning Committee and by Doctoral Students to ALISE.

Aside from the formal program, doctoral students and other faculty are given an opportunity for informal job interviews for teaching positions during the conference. A call for resumes is made in the fall before the annual conference and a portal is maintained where resumes and job openings are posted on behalf of members and member schools. Non members may participate in the placement service for a fee. A separate portal is maintained year-round where adjunct faculty may post their resumes. Resumes and job announcements are available in hard copy at the ALISE annual conference. All placement activity is coordinated by the Executive Director.

A hospitality suite is available for the Board of Directors and for other appropriate groups as prearranged through the Executive Director throughout the conference. Normally, the suite is open to all membership on two evenings during the annual

conference.

The current President hosts a reception for Past Presidents of ALISE. The one-hour reception is usually held in the Presidential Suite. The President sends personal invitations to all known living Past Presidents. Past Presidents not likely to be in attendance may be invited to send news of their current activities to be shared with those attending. No formal business should be conducted during the Reception that is held at a no-conflict time on the Conference program. No guests are permitted at the Reception other than the current Executive Director and any former Executive Directors or Executive Secretaries.

ALISE encourages other groups to hold meetings in conjunction with its annual conference and will list them in the program with an indication of whether they are open or closed.

## ***ii. Conference Budget Guidelines***

Normally, the Association does not pay honoraria or expenses to conference speakers, press, or representatives from other associations who are members or are eligible for membership in the Association because it considers this contribution similar to service to ALISE.

Normally, the Association does not pay honoraria or expenses to speakers at meetings of Special Interest Groups and committees. If speakers must be paid in unusual circumstances, they should be used during general sessions that are of broad interest to the delegates attending.

Presenters at panel, paper, and special interest group programs are normally asked to arrange for their own laptop computer. The Association normally provides a projector and screen if needed.

Registration fees are set on the basis of specified membership categories.

The President and Executive Director will determine together the electronic and other mailing lists to which the conference mailing will be sent beyond ALISE members.

Requests for exceptions to these guidelines should be submitted to the Board of Directors for consideration at a Board meeting.

The President, President-Elect, Executive Director, and the Conference Program Planning Committee Chair(s) are responsible for implementing the conference budget.

## ***Policy on Externally Sponsored Receptions and Exhibits***

Any outside organization or individual wishing to sponsor a social event as part of an ALISE function should contact the Executive Director.

### **iii. Timetable**

The [Association Calendar and the Conference Planning Manual](#) should be consulted for details on tasks and due dates related to planning the annual conference.

### **iv. Publications [Revised 2013]**

Juried paper proposals accepted for presentation at the conference, which are developed into full papers, are eligible for consideration for the *Journal of Education for Library and Information Science* (JELIS) “best papers” conference issue. Deadline for submission of full papers for possible publication in JELIS is normally in March, after the conference. Submissions should be made to the editor(s) of JELIS.

## **8. Awards and Honors**

ALISE will annually make awards in the following categories: (1) ALISE Service Award; (2) Professional Contribution to Library and Information Science; (3) ALISE Award for Teaching Excellence in the Field of Library and Information Science Education, (4) ALISE - Pratt-Severn Award for Faculty Innovation, (5) Norman Horrocks Leadership Award, (6) Doctoral Students to ALISE, (7) ALISE/University of Washington Information School Youth services Graduate Student Travel Award, and (8) the ALISE/ALA Spectrum Travel to ALISE Conference Award. Committees charged with oversight for each of the named awards have responsibility for establishing procedures for developing specific criteria for these awards, obtaining nominations and letters of recommendation, and making the awards at the ALISE annual conference each year. [Recommended weighting criteria for ALISE awards](#) are available on the ALISE website.

The awards need not be given each year, but unsuccessful nominees from the past three years may be considered if no current nominations are received. Winners are confirmed by the Board of Directors at the Fall meeting. Board action is reported to the Committee Chair who then notifies the winner. Headquarters then creates and distributes the press release and posts the names of winners on the ALISE website. Recipients of the awards will receive a certificate and will be honored by a presentation of the award plaque at the annual conference that will include a brief citation of the recipient's activities that are being recognized by the award.

### ***i. [ALISE Service Award](#)***

Criteria may include:

- Evidence of regular and sustained service to ALISE through the holding of various offices and positions within the organization or accomplishing specific responsibilities for the organization.
- Participation in activities that have enhanced the stature, reputation, and overall strength of ALISE.

- Representation of ALISE to other appropriate organizations, institutions, or governmental agencies.
- Candidate should be a current member of ALISE.

**ii. Award for Professional Contribution to Library and Information Science Education**

Criteria may include:

- Evidence of regular and sustained service that promotes and strengthens the broad areas of library/information science education through the holding of appropriate offices and positions within the profession.
- Contributions that promote and enhance the status of library/information science education.
- Evidence of leadership and initiative in dealing with issues related to library/information science education.

**iii. ALISE Award for Teaching Excellence in the Field of Library and Information Science Education**

Criteria may include:

- Evidence of regular and sustained excellence in teaching library and information science.
- Contributions to curriculum design that demonstrate subject expertise and the ability to integrate new developments in library and information science.
- Evidence of mentoring students, alumni, and/or practicing professionals outside the classroom.
- Use of effective and innovative teaching methods.

**iv. ALISE/Pratt Severn Faculty Innovation Award**

Established in 1996, the \$1000 cash award (sponsored by Pratt Institute, School of Information and Library Science, on behalf of the late David Severn, a 1968 Pratt Alumnus) is designed to identify innovation by full-time faculty members, or a group of full-time faculty members, in incorporating evolving information technologies in the curricula of accredited masters degree programs in library and information studies.

The jury reserves the right not to give the Award if submissions do not meet the requirements or are of insufficient quality (a minimum 80% average score).

Criteria may include:

- Significance and innovative use of evolving technology.
- Originality of concept.



- Extent of impact on curricula, the University, and/or Society.
- Transferability to programs at other institutions.
- Collaborative technological approaches with other University units.

**v. [Norman Horrocks Leadership Award](#)**

First awarded in 2009, the \$500 cash award recognizes a new ALISE member who has demonstrated outstanding leadership qualities in professional ALISE activities. This award addresses a number of concerns relevant to the Association, including:

- The need to attract new members and retain their membership as a lifelong commitment.
- The need to develop and recognize those new members with outstanding leadership qualities as future leaders of ALISE at the highest levels.
- The need to recognize newer members for service to the organization rather than limiting recognition to academic achievements.

Criteria may include:

- Demonstrated outstanding leadership qualities in professional ALISE activities (e.g., participation in SIG activities; organization of ALISE conference events; service on ALISE committees; recruitment or retention of other new ALISE members; etc.).
- Having been a member for no more than seven years (including years as a student member, if applicable), at the time the award is given.

**vi. [Doctoral Students to ALISE](#)**

Each year the ALISE Board of Directors seeks nominations from institutional members for the Doctoral Students to ALISE Grant. The grant supports the attendance of one or more promising LIS doctoral students at the ALISE Annual Conference. Through undertaking conference assignments and participating fully in conference programs, the winner will gain an understanding of how ALISE serves its members. One or two grants will be given.

**Student Commitment Guidelines**

The Doctoral Students to ALISE will commit to 10 hours of ALISE activities which may include:

1. Have lunch with the third year Director of the ALISE Board.
2. Assist MLA with conference registration (as their schedules permit).
3. Work with session moderators.
4. Attend one board meeting.
5. Assist with major sessions. Students may assist at the keynote or plenary sessions, the general conference meeting, receptions, etc.

6. Journalist-students will write up an article about their conference experiences for the ALISE newsletter. Also, students could write an article on the conference in general that could be sent to American Libraries, Library Journal and posted on the ALISE website (photos would be nice too).
7. Other duties as negotiated.

Each winner:

- Receives a stipend of \$500 (U.S.) that may defray lodging and meal expenses during the conference.
- Receives complimentary registration at the conference.
- Receives a complimentary one year membership in ALISE.
- Attends a luncheon hosted by a Board member.
- Receives a certificate at the ALISE awards ceremony.

The nominating school of the award recipient is asked to help their student with transportation costs.

The dean/director/program chair of a member school may nominate one doctoral student by completing the [nomination form](#). The nominee must submit a statement on an issue relating to the conference theme. Nominations are solicited by Headquarters in August and are due September 15.

Selection is made at the Fall Board meeting based on a recommendation to the Board by the selection Committee composed of the Directors who are not ALISE officers, chaired by the Director in his or her third year.

***vii. [ALISE /University of Washington Information School Youth Services Graduate Student Travel Award](#)***

This award supports costs associated with travel to, and participation in, the ALISE Annual Conference. It is open to students currently enrolled (at the time of the ALISE conference) in an LIS graduate program (including both doctoral and master's studies) with a concentration in youth services, broadly defined to include materials and library/information services for children and young adults in both everyday life and library settings. Applicants must be members of the Youth Services SIG and must be actively participating in the corresponding ALISE annual conference (e.g., presenting a poster or a paper, serving as a member of a panel, interviewing for a faculty position). The award amount is \$750, and an individual may only receive the award once.

Applications will be adjudicated by a panel consisting of three members of the Youth Services SIG, selected and coordinated by the current year's SIG chair(s).

***viii. [ALISE/ALA Spectrum Travel to ALISE Conference Award](#)[The Board is still working on procedures]***

This award supports travel to the ALISE annual conference for a Spectrum Scholar considering doctoral study in order to gain exposure to and network with LIS educators, scholars, and doctoral students. The purpose of this award is to increase diversity in LIS education/research.

### **Student Commitment Guidelines**

The Spectrum Scholar to ALISE will:

- Work with session moderators as assigned for the program(s) sponsored by the Multi-cultural, Ethnic, and Humanistic Concerns SIG.
- Commit to an additional 5 hours of ALISE activities which may include: Assisting with conference registration (as schedules permit); Assisting with major sessions; Assisting at the keynote or plenary sessions, the general conference meeting, receptions, etc.
- Applicants are highly encouraged to participate in the ALISE Work In-Progress Poster Session.
- Engage with an assigned conference buddy during the conference.
- Students will write a brief article about their conference experiences for the ALISE website (including photos if possible) and for the ALA Spectrum.

Each recipient will receive:

- A stipend of \$750 (U.S.) that may defray lodging and meal expenses during the conference. ALISE and ALA will each pay the stipend for one recipient.
- Complimentary registration at the conference (provided by ALISE, currently \$300 total for the two students)
- A complimentary one-year student membership in ALISE for each (provided by ALISE, currently \$120 total for the two students)
- A certificate at the ALISE awards ceremony

The award recipient's school is asked to help their student with travel costs.

The selection process will be decided upon mutual agreement. The ALISE Board will approve the two recipients. [Should the ALISE Board wish to propose a process, the following may be considered: A selection committee made up of an ALA Spectrum representative, an ALISE MEHC SIG representative and an ALISE Doctoral Students SIG representative, serving staggered terms will review submissions, and present their recommendations for ALISE Board approval.]

## 9. Research Competitions

### *i. ALISE Research Grant Award*

An award of one or more grants totaling \$5,000 may be made to support research broadly related to education for library and information science. The Research Grant Award cannot be used to support a doctoral dissertation. At least one applicant in a group submitting a proposal must be a personal member of ALISE as of the deadline date. The proposals will be judged by the ALISE Research Grant Award Committee with the assistance of additional ALISE members in those cases where the methodology warrants. The committee reserves the right to select no winning proposal if in its judgment none of the proposals are considered satisfactory.

Proposals will be judged on the following criteria:

- Appropriateness of the proposed project to issues in library and information science education in its broadest context.
- Significance of the problem.
- Design of the study.
- The investigator's qualifications: how likely she/he is to be successful, based on previous work and/or possession of the requisite skills.
- The appropriateness of the schedule and the likelihood that the work will be accomplished on time.
- Completeness of the application.

### *ii. ALISE/Bohdan S. Wynar Research Paper Competition*

The purpose of this award is to further stimulate the communication of research at ALISE annual meetings. Research papers concerning any aspect of library and information science are eligible. This competition is not limited to research regarding LIS education. Any research methodology is acceptable. Up to two winning papers may be selected. At least one applicant in a group must be a personal member of ALISE as of the deadline date.

Papers must represent completed research not previously published. Research papers completed in the pursuit of master's and doctoral studies (e.g. theses, seminar papers, and dissertations) are not eligible for entry. Research utilizing data gathered by a master's or doctoral student is eligible unless the research report is taken directly from a paper submitted for degree requirements. Papers that are spin-offs of such research are eligible for entry. Papers generated as a result of a research grant or other source of funding are eligible for the competition.

The winner(s) of the award will be honored at the ALISE annual meeting and will be expected to present a summary of their paper at that meeting. The award will be given without an honorarium.

The papers will be judged by the ALISE/Bohdan S. Wynar Research Paper Committee with the assistance of additional ALISE members in those cases where the research topic or methodology warrant. All reviewing is blind.

Research papers will be judged on the following criteria:

- Significance of the research problem.
- Presentation of the relevant literature.
- Design of the study (i.e., appropriateness of methodology, selection of specific techniques and/or tests).
- Conduct of the study (i.e., application of methods of data collection).
- Analysis and presentation of the data (i.e., quality of analysis, logic of findings).
- Appropriateness of the conclusions.

### ***iii. [ALISE/ProQuest Methodology Paper Competition](#)***

The purpose of this award is to stimulate communication on research methodologies at ALISE annual conferences. The competition is open to all types of methodology. Papers must be limited to description and discussion of a research method or a technique associated with a particular research method. (For example, papers may address such areas as sampling, grounded theory, historical methods, or statistical methods.) Papers must explain the particular method/technique, including methodological implications for library and information science. Examples to illustrate its value can come from LIS-related published studies, proposed studies, and works in progress. Papers that stress findings are not eligible for this competition.

One winning paper will be selected. An honorarium of \$500 will be awarded to the author(s). In cases of joint authorship, one honorarium will be awarded for the paper. Methodology papers prepared by joint authors are eligible for entry but at least one author must be a personal member of ALISE as of the deadline date.

Only one methodology paper per entrant will be considered; multiple entries from the same author will not be accepted. Authors may submit papers for other ALISE competitions; however, the same paper cannot be submitted for more than one category.

Authors may not submit papers that have been published or have been accepted for publication. Authors who have won this award within the past five years are ineligible for this competition.

Papers submitted to this competition can originate from a variety of different sources and applicants are encouraged to develop such papers from their research. Methodology papers completed in pursuit of master's and doctoral studies (e.g. thesis, seminars, dissertation, course work paper) are eligible, as are papers generated as a result of a research grant or other source of funding.

The papers will be judged by the ALISE/ProQuest Methodology Paper competition Committee with the assistance of additional ALISE members in those cases where the methodology warrants. All reviewing is "blind."

Methodology papers will be judged on the following criteria:

- Description of the method or technique.
- Explanation of methodological implications of the method/technique for LIS.
- Examples of actual or potential applications to library and information science research or studies in related fields (i.e., from published studies, proposed studies, and work in progress).
- Appropriateness of the examples to the paper's focus on method/technique.
- Clarity in the writing and in the paper's organization.

**iv. [ALISE/The Eugene Garfield Doctoral Dissertation Competition](#)**

Dissertations must deal with substantive issues related to library and information science, but applicants may be from within or outside LIS programs.

Up to two outstanding dissertations will be selected. Each winner will receive \$500, plus conference registration at the ALISE annual meeting, and personal membership in ALISE. Winners of the Dissertation Competition will present a summary of their work at the ALISE annual meeting.

The members of ALISE Eugene Garfield Doctoral Dissertation Award Committee will judge the dissertations. In cases where the research or methodology warrants it, additional assistance will be obtained from ALISE members outside the committee.

Dissertations will be judged on the following criteria:

- Significance of the research problem to the overall LIS field.
- Presentation of the relevant literature.
- Design of the study (i.e., appropriateness of methodology, selection of specific techniques and/or tests).
- Conduct of study (i.e., application of methods of data collection).
- Analysis and presentation of the data (i.e., quality of analysis, logic of findings).
- Appropriateness of conclusions.
- Clarity and organization of the writing.

**v. [ALISE/LMC Paper Award](#)**

Through the ALISE/LMC Paper Award, *Library Media Connection (LMC Magazine)* and the ALISE Youth Services and School Library Media SIGs (Special Interest Groups) provides \$1000 to recognize an outstanding paper reporting innovative research in library services to young people.

Papers are invited on topics related to youth services in public libraries or school library media centers, including, but not limited to:

- Resources specially developed for youth.
- History of youth services in libraries.
- Information seeking behavior of youth.
- Service and program evaluation.
- Policy research.
- Technology innovation.
- The relationship between libraries and other organizations.
- Collection development.

Papers must include a section on the applicability of the research to practice, and papers should not have been previously published.

Authors must be personal members of ALISE and members of either the ALISE Youth Services SIG or the School Library Media SIG. In cases of joint authorship, one honorarium will be awarded for the paper. Graduate students as well as faculty are eligible to submit papers. Only one paper per entrant may be submitted for the award. Authors may not simultaneously submit the same paper to other ALISE competitions or venues. Currently-serving panel selectors are not eligible.

The winning author is expected to present a summary of the paper during the ALISE annual meeting. The paper will be scheduled into one of the ALISE Awards sessions by the conference planning committee. Winning papers subsequently published should acknowledge having received the ALISE/LMC Paper Award.

The author(s) of the winning paper must agree to produce a version of the paper for publication in *Library Media Connection*. The decision to publish or not to publish will be at the discretion of the journal's editor.

All submissions will be subject to double-blind peer review. Papers will be judged by an awards committee constituted jointly by members of the Youth Services and School Library Media SIGs, selected by the Immediate Past Chairs of both SIGs. Each Immediate Past SIG Chair solicits and appoints two committee members from his or her respective memberships. These four then serve as the review panel, work independently, and render the award decision. Immediate Past SIG Chairs cannot serve on the selection panel. The committee reserves the right not to make an award if the submissions are considered to be of insufficient quality.

**vi. OCLC/ALISE LISRG (Library and Information Science Research Grant) Program**

Recognizing the importance of research to the advancement of librarianship and information science, OCLC Research and ALISE, the Association for Library and Information Science Education, annually collaborate to offer the Library and Information Science Research Grant Program.

The overall goal is to promote independent research, particularly work helping to integrate new technologies that offer innovative approaches, and research that

contributes to a better understanding of the information environment and user expectations and behaviors.

Grant awards range up to \$15,000 and support one-year research projects. Research related, but not limited, to the following areas is encouraged:

- Impact of digital technology on libraries, museums, and archives.
- Social media, learning, and information-seeking behavior.
- New developments in knowledge organization (metadata, social tagging, linked data, etc.).

Full-time academic faculty in schools of library and information science or related fields are eligible to apply. OCLC and ALISE encourage international proposals and collaborative projects. To aid new researchers, priority will be given when possible to proposals from junior faculty and applicants who have not previously received LISRGP funds.

Proposals are evaluated by a panel selected by OCLC and ALISE. Occasionally, proposals may be distributed to additional expert reviewers selected by OCLC and ALISE who may advise the panel. The panel's recommendations are forwarded to the vice president of OCLC Research, for final review and funding decisions. The decisions of the vice president of OCLC Research are final.

Reviewers consider the following criteria, among others, when evaluating proposals:

- Does the proposal meet the submission criteria as laid out in this Call for Proposals? Proposals not meeting these criteria will not be further evaluated and will not be funded. This includes length of proposal, margin and font-size specifications, presence of requested signatures, eligibility of requesting institution, presence of budget and description of role of all investigators.
- Is the project clearly described, is the problem well defined, and the research objectives clearly stated?
- Is the project designed to be successfully completed within one year?
- Is there sufficient review of relevant literature?
- Is the proposed methodology appropriate and are the investigative procedures clearly explained?
- What is the significance of the proposed research to the library and information science community?
- Are outcomes, impact and deliverables specifically identified?
- Are sufficient resources and expertise available?
- Is there institutional commitment as evidenced by cost share to support the project?

## **10. [Position Papers and Policy Statements](#)**

ALISE from time to time issues position papers and policy statements, which are accessible on the ALISE website.



- i. ***ALISE Policy on Endorsement and Joint Sponsorship of Projects and Activities Proposed by other Agencies*** (April 26, 1980; reaffirmed October 14, 1990)
- ii. ***Policy on Distribution of Questionnaires or other Materials to ALISE Members*** (April 1981; reaffirmed October 14, 1990)
- iii. ***Guidelines for Practices and Principles in the Design, Operation, and Evaluation of Student Field Experiences*** (June 1983; reaffirmed October 14, 1990)
- iv. ***Policy on External Sponsorships*** (October 14, 1990)
- v. ***ALISE Position Papers and Statements*** (1991)
- vi. ***Meeting Sites Resolution*** (February 4, 1994; revised and amended July 6, 2000)
- vii. ***Information Ethics in LIS Education*** (January 10, 2008)
- viii. ***ALISE Ethics Guideline Statements*** (May 4, 2010)
- ix. ***ALISE Archives and Records Management Policy*** (September 26, 2011)
- x. ***ALISE Social Issues Policy*** (July 12, 2011)
- xi. ***Meetings Conducted by E-Mail*** (April 21, 2012)  
(see Appendix II)
- xii. ***Best Practices for Meetings of the ALISE Board of Directors Held Via Conference Call*** (April 21, 2012)
- xiii. ***ALISE Diversity Statement*** (January 19, 2013)
- xiv. ***Whistleblower Policy*** (January 17, 2013)