



**Chinese American Librarians Association
(CALA)**

Handbook of Officers

Compiled by

CALA Officers Handbook Committee

2006-2007
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June 2008

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Preface

During the 2006 Annual ALA Conference in New Orleans, I approached Diana Wu, President of CALA at that time, about creating an Officer's Handbook for elected officers of CALA and its committee chairs. There were a couple of reasons for suggesting this. The chairpersons and board change every year. In addition, there was a lack of consistency in the procedures and practices of the organization. Because of these reasons, I thought it was a good idea to establish guidelines for each of these positions.

The creation of an Officer's Handbook will enable them to function more effectively in their roles with fewer inconsistencies. Concrete procedures and practices can be passed on to incoming chair and newly elected officers each year.

Diana was very responsive to the idea and an Officer's Handbook Committee was created. I chaired the committee from 2006-2007, with Amy Tsiang and Holly Yu as committee members. Amy Tsiang chairs the committee through June 2008, with Holly Yu and Cathy Lu as members. The first year, the committee worked on the content of the handbook by defining what should be included. We sent out emails to all chairs and officers requesting a description of their respective positions. The second year, we focused on the design and layout of the handbook. We are excited to see the completion of the Officer's Handbook. It will provide CALA Officers tremendous support in their roles and functions in the organization. Thank you to everyone who made this possible.

Dora Ho
CALA President 2007-2008

Chinese American Librarians Association

Purpose:

1. To promote better communication among Chinese American librarians.
2. To serve as a forum for the discussion of mutual problems and professional concerns among Chinese American librarians.
3. To promote the development of Chinese and American librarianship.

Publication:

1. Journal of Library and Information Science Semi-annual. Jointly published by the Association and the Department of Adult & Continuing Education, National Taiwan Normal University. A subscription of the Journal is included in the membership fee of the Association.
2. Chinese American Librarians Association Newsletter.
3. Membership Directory of the Association is free to members.
4. <http://www.cala-web.org/>

Meetings:

Annual membership meetings and programs are usually held in conjunction with the ALA's annual meetings. Chapter membership meetings and programs are also held every year.

Chapters:

Chapters may be established in any state, region, or country on the petition of ten members of the Association employed or residing within the area. Currently CALA has eight chapters which are Greater Mid-Atlantic (MA), Midwest (MW), Northeast (NE), Northern California (CA (N)), Southern California (CA (S)), Southeast (SE), Southwest (SW) and one for none of the above (ZY).

History of the Organization

Chinese American Librarians Association (CALA) started in 1973 as Mid-West Chinese American Librarians Association, a regional organization in Illinois. A year later, Chinese Librarians Association was formed in California in 1974. In 1976, Mid-West Chinese American Librarians Association was expanded to a national organization as Chinese American Librarians Association. By 1979, CALA had five chapters in Northeast, Mid-West, Atlantic, Southwest and California respectively. Chinese American Librarians Association and Chinese Librarians Association were merged in 1983. The merged organization retains CALA's English name and Chinese Librarians Association's Chinese name (華人圖書館員協會) hua-ren tu-shu-guan-yuan xie-hui.

Today, CALA has near thousand members in eight chapters throughout the United States, as well as in Canada, China, Hong Kong, Malaysia, Singapore, and Taiwan.

CALA is an active affiliate of the American Library Association. In 1988, CALA established sister relations with the Library Association of Central Governments Units and Scientific Research Networks of Beijing, and with the Library Association of China in Taipei. CALA exchanges publications with the East Asian Library Resources Group of Australia.

Since 1975, CALA has been cooperating with National Taiwan Normal University in publishing the *Journal of Library and Information Science* semiannually with an initial grant from the Asia Foundation. CALA current members have received the Journal twice a year. In 1994, CALA established her own listserv which has over eight hundreds subscribers. CALA launched her web site in 1995. The current URL is <http://www.cala-web.org/>. Since November 2002, CALA Newsletter becomes electronic version and available to current members online from CALA web site.

Chinese American Librarians Association

Constitution

First adopted 5/8/76
Amended 6/28/83
Amended 12/31/85
Amended 12/31/96
Amended 2/28/97
Last revised and amended 4/10/07

Article I. Name

This organization shall be known as the Chinese American Librarians Association (CALA), incorporated under the General Not for Profit Corporation Act of the State of Illinois, hereafter referred to as the "Association", and in Chinese as 華人圖書館員協會 (Hua Ren Tu Shu Guan Yuan Xie Hui).

Article II. Objectives

The objectives of the Association shall be:

1. To enhance communication among Chinese American librarians as well as between Chinese American librarians and other librarians;
2. To serve as a forum for discussion of mutual problems and professional concerns among Chinese American librarians;
3. To promote Sino-American librarianship and library services; and
4. To provide a vehicle whereby Chinese American librarians may cooperate with other associations and organizations having similar or allied interests.

Article III. Membership

Any individual or corporate body interested in the purpose of the Association may become a member upon payment of the dues as provided for in the Bylaws.

Article IV. Official Year

The fiscal and membership year of the Association shall begin on the first day of January and end on the last day of December. The terms of office for all elected and appointed officers, as specified in Article VI of the Constitution, will commence at the first meeting of the Board of Directors held after the annual membership meeting, and shall continue

until each of their specific terms of office expires.

Article V. Board of Directors

Section 1. Make-up of the Board of Directors

1. The Board of Directors shall consist of the president; vice president/president elect; incoming vice president/president elect for the following year, hereafter referred to as the incoming vice president/president elect; treasurer; executive director; immediate past president; fifteen at-large directors; and all chapter presidents.
2. The president, vice president/president elect, incoming vice president/president elect, treasurer, immediate past president, executive director, and chapter presidents shall serve on the Board of Directors during their respective terms of office.
3. The at-large directors shall each serve a three-year term. Their terms shall be staggered so that one-third of the directors shall be elected each year.
4. The nomination of directors shall take into consideration the geographical representation.

Section 2. Powers of the Board

The Board of Directors, hereafter referred to as "the Board", shall be the decision-making body, empowered by the general membership to adopt policies, appoint officers as specified in the Constitution and Bylaws, approve the budget, review the Association's activities and transactions, and determine the participation of the Association in joint programs with other organizations. The Board shall also retain powers not otherwise specified in the Bylaws for the well-being of the Association and its membership.

Section 3. Board Meetings

1. There shall be at least two regular meetings of the Board each year.
2. At any regular or special board meeting, the presence of a simple majority of the members of the Board shall constitute a quorum.

Section 4. Executive Committee

There shall be an Executive Committee of the Board, consisting of the president, vice president/president elect, incoming vice president/president elect, treasurer, immediate past president, and executive director. The incoming vice president/president elect is a non-voting member of the Committee. The Executive Committee shall possess all authority of the Board to act between board meetings, except with respect to the following matters:

1. actions requiring general membership approval

2. amendment or repeal of any portion of the Bylaws
3. amendment of any resolution of the Board unless so authorized by the Board

Article VI. Officers

Section 1. Elected Officers

The elected officers, who must be personal members in good standing, are (1) president, (2) vice president/president elect, (3) incoming vice president/president elect, (4) treasurer, and (5) executive director. The terms for the president, vice president/president elect, and incoming vice president/president elect are for one year each. After that, the president becomes the immediate past president, the vice president/president elect becomes the president, and the incoming vice president/president elect becomes the vice president/president elect. They cannot be re-elected for a consecutive term. The treasurer serves a two-year term and can be re-elected for a second consecutive term. The executive director serves a three-year term and can be re-elected for a second consecutive term.

Section 2. Appointed Officers

The appointed officers, who must be personal members in good standing, are (1) journal editor, (2) newsletter editor, (3) web master, (4) committee chairpersons, (5) committee members, and (6) ad hoc committee chairperson and members.

1. Journal Editor. The Board shall appoint a journal editor from the membership of the Association for a three-year term. The journal editor can be re-appointed for a second consecutive term.
2. Newsletter Editor. The Board shall appoint a newsletter editor from the membership of the Association for a three-year term. The newsletter editor can be re-appointed for a second consecutive term.
3. Web Master. The Board shall appoint a web master from the membership of the Association for a three-year term. The web master can be re-appointed for a second consecutive term.
4. Committee Chairpersons. The president, with the advice of the Board, shall appoint all chairpersons of standing committees. The existing standing committees are (1) the Awards Committee, (2) the Conference Program Committee, (3) the Constitution and Bylaws Committee, (4) the Finance Committee, (5) the International Relations Committee, (6) the Membership Committee, (7) the Nominating Committee, (8) the Public Relations/Fund Raising Committee, (9) the Publications Committee, (10) the Scholarship Committee, and (11) the Web Committee.
 - a. The chairperson of the Conference Program Committee shall be the vice president/president elect. The chairperson of the Nominating Committee shall be the immediate past president. The chairpersons of the Conference Program Committee, the Nominating Committee, the Awards Committee, and the

- Scholarship Committee shall be appointed for a one-year term and cannot be re-appointed for a consecutive term.
- b. The chairperson of the Web Committee shall be the web master of the Association. The appointment is for a three-year term and can be re-appointed for a second consecutive term.
 - c. All other committee chairpersons shall be appointed for a one-year term and can be re-appointed for a second consecutive term for the same committee.
5. Committee Members. The president, in consultation with each chairperson, shall appoint all committee members from the membership of the Association. The number of members in each committee, including the chairperson, shall be an odd number. The exact number of members in each committee is to be decided by the president.
- a. The treasurer shall be an ex-officio member of the Finance Committee. Chapter membership chairpersons shall be members of the Membership Committee of the Association. The journal editor, newsletter editor, chairperson of the Membership Committee, and web master shall be ex-officio members of the Publications Committee.
 - b. Appointments for the Nominating Committee members shall be the immediate past chapter presidents. Appointments for the Membership Committee shall comprise all chapter membership chairpersons. When an immediate past chapter president or a Membership Committee chairperson is unable to serve, the president shall appoint a substitute from that chapter.
 - c. The members of the Conference Program Committee, the Nominating Committee, the Awards Committee, and the Scholarship Committee shall be appointed for a one-year term and cannot serve a second consecutive term. The members of the Membership Committee, the Finance Committee, the Publications Committee, the Constitution and Bylaws Committee, the International Relations Committee, the Public Relations/Fund Raising Committee, and the Web Committee shall be appointed for a staggered two-year term and can be re-appointed for a consecutive term.
 - d. To keep an accurate record of vacancies and re-appointments, chairpersons shall list the term of each member in their annual reports.
6. Ad Hoc Committee Chairperson and Members. The president may appoint ad hoc committees when necessary and stipulate the terms and charges of the chairperson and members for each ad hoc committee.

Article VII. Membership and Program Meetings

1. There shall be an annual membership meeting that consists of a program meeting.
2. Special membership meetings may be called by the president, the Board, or by petition of members as provided for in the Bylaws.

Article VIII. Chapters

1. The Board may approve the establishment of a chapter of the Association in any region or well-defined geographic area based on the guidelines specified in the Bylaws.
2. Each chapter shall promote the interests of the Association.
3. Dissolution and reorganization of a chapter may be proposed by the Board or by petition of members as provided for in the Bylaws.

Article IX. Affiliates

The Association is an affiliate of the American Library Association.

Upon the approval of the Board, the Association can accept other associations with similar interests and common objectives as affiliates.

Article X. Amendments

Section 1

Amendments to the Constitution may be proposed by the Board or through a petition signed by at least twenty-five voting members of the Association. Proposals originating in the Board shall be approved by a two-thirds vote of its members before submission to the general membership. Proposals originating by petition shall be submitted in writing to the Board at least sixty days prior to the next annual membership meeting and shall be presented to the members with the recommendations of the Board.

Section 2

Notice containing the text of proposal shall be sent to each voting member at least fifteen days prior to a vote.

Section 3

Any proposed amendment to the Constitution shall be ratified by a vote of two-thirds of the voting members of the Association present at the annual membership meeting, or, if decided by the Board, by a vote of two-thirds of the voting members of the Association in an electronic or mail ballot.

Chinese American Librarians Association

Bylaws

First adopted 6/30/80

Amended 6/28/83

Amended 12/31/95

Amended 2/28/97

Amended 1/21/02

Last revised and amended 4/10/07

Article I. Membership

Section 1. Membership Categories and Dues

The Association shall have eight categories of membership. The annual membership dues for each of the categories are given below:

1. Regular Membership	\$30.00
2. Student Membership	\$15.00
3. Non-salaried Membership	\$15.00
4. Overseas Membership	\$15.00
5. Life Membership	\$300.00
6. Honorary Membership	Free
7. Institutional Membership	\$100.00
8. Affiliated Membership	\$100.00

Section 2. Membership Privileges

Individual members in good standing shall have the right to affiliate with one chapter, to vote, to be elected or appointed to any office of the Association or chapters, to have free access to online publications of the Association, to receive one free copy of the Association's journal(s), and to purchase other publications of the Association at a reduced rate.

Institutional members or affiliates in good standing shall have the right to vote through their designated representatives. Each institutional member or affiliate has one vote. Each institutional member or affiliate is entitled to receive one free copy of the Association's publications and have free access to online publications. Individual members of an affiliate can join the Association as personal members by paying the membership dues, which will entitle them to full membership privileges.

Section 3. Membership Year

Annual membership dues cover the full calendar year. First time new member joining during or after the annual membership meeting is entitled to pay half the annual dues for the remainder of the calendar year.

Article II. Membership and Program Meetings

Section 1. Annual Membership Meeting

There shall be an annual membership meeting to be held either in conjunction with the American Library Association Annual Conference, or in any place and on any date as decided by a two-thirds affirmative vote of the voting Board members. Each annual membership meeting shall consist of a program meeting.

Section 2. Special Membership Meetings

Special membership meetings may be called by the president, the Board, or by a petition signed by five percent or more of the voting members.

Section 3. Notice of Annual Meeting

The executive director shall be responsible for informing the members of the time, place, program, and agenda of each annual membership and program meeting via the Association's listserv or any other means at least fifteen days prior to such a meeting.

Section 4. Quorum

At any annual or special membership meeting, the presence of ten percent of the members with voting rights shall constitute a quorum. The quorum requirement also applies to any membership vote.

Section 5. Voting Between Annual Membership Meetings

In the event that a membership vote is required to address major issues concerning the Association arising between annual membership meetings, such a vote may be conducted in such a manner as the Board shall determine.

Article III. Board Meetings

1. Regular and Special Meetings. There shall be at least two regular meetings of the Board each year. The first meeting shall be held soon after the annual membership meeting. The second meeting may be held either in conjunction with the American Library Association Midwinter Meeting or prior to the next annual membership meeting. Special meetings of the Board may be called by the president, the executive director, or upon written request of any seven members of the Board. Board members are expected to attend at least one board meeting each

year. Absence for two consecutive board meetings without prior written permission from the president will result in the removal of that director from the Board.

2. Quorum and Voting. At any regular or special board meeting, the presence of a simple majority of the members of the Board shall constitute a quorum. The president of the Association shall determine the presence of a quorum and call the meeting to order. If a quorum is not present, business transacted by the body shall be unofficial and nonbinding on the Association. The quorum requirement also applies to any vote conducted at board meetings. Any member who concurrently holds more than one board position shall only cast one vote. The presiding officer may break the tie if he/she hasn't already voted. If everyone has voted, and it is still a tie, then the motion is lost. Vote must be cast in person. Vote by proxy is not allowed.

Article IV. Duties of the Officers

Section 1. President

The president shall (1) have an overall responsibility in the programs and activities of the Association; (2) preside at all meetings of the members and of the Board; (3) appoint chairpersons for all standing committees and ad hoc committees from the membership of the Association with the advice of the Board, except for the chairperson of the Conference Program Committee who shall be the vice president/president elect, and the chairperson of the Nominating Committee who shall be the immediate past president; (4) be an ex-officio, non-voting member of all committees; (5) recommend to the Board such measures as he/she considers desirable to further the objectives and increase the effectiveness of the Association; (6) sign all contracts and other legal documents as co-signatory with the executive director; and (7) submit semi-annual and annual reports to the Board and membership through the executive director prior to the midwinter and annual meetings respectively.

Section 2. Vice President/President Elect

The vice president/president elect shall (1) assist the president in carrying out his/her duties; (2) serve as the Conference Program chairperson of the next annual program; (3) assume the duties and obligations of the president in the event of his/her absence or resignation; and (4) perform other duties as may be prescribed by the Board, the Executive Committee, or the president.

The incoming vice-president/president elect shall (1) assist the Executive Board in carrying out their duties as prescribed by the Board; (2) assume the duties and obligations of the vice-president/president elect in the event of his/her absence or resignation; and (3) perform other duties as may be prescribed by the Board, the Executive Committee, or the president.

Section 3. Treasurer

The treasurer shall (1) collect and disburse all funds of the Association under the instruction of the Board or the Executive Committee; (2) sign all checks drawn on Association funds in accordance with budget provisions; (3) keep bank accounts which shall be open to inspections of all members of the Board; (4) balance bank accounts on quarterly basis and submit quarterly reports to the Board through the president and the executive director; (5) furnish periodically such financial statements as may be required by the Board, the president, and the executive director; (6) serve as an ex-officio member of the Finance Committee; (7) submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual membership meetings; (8) submit an annual financial report at the annual membership meeting; and (9) co-sign the accounts of the Association with the executive director.

Section 4. Executive Director

The executive director shall (1) be the chief administrative officer of the Association; (2) assist the president and other officers of the Association in carrying out their responsibilities consistent with the policies established by the Board; (3) keep a record of the Board meetings and membership meetings; (4) communicate to members and to others such information as may be requested by the Board or the president; (5) serve as the liaison officer with the American Library Association, chapters and affiliates of the Association, and other outside agencies; (6) sign all contracts and legal documents as co-signatory with the president; (7) oversee bank accounts with the treasurer as co-signatory; and (8) perform other duties as may be prescribed by the Board or the Executive Committee.

Section 5. At-Large Directors

At-large directors shall (1) attend meetings of the Board and serve on committees of the Association, and (2) formulate and administer policies and programs that further the objectives of the Association.

Section 6. Journal Editor

The journal editor shall (1) edit and submit articles for publication in the journal of the Association in accordance with the editorial policies established by the Board, (2) oversee the publication and distribution of the journal, (3) prepare budget request and manage the authorized journal budget, (4) serve as an ex-officio member of the Publication Committee, and (5) submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.

Section 7. Newsletter Editor

The newsletter editor shall (1) edit, publish, and distribute the newsletter of the Association in accordance with the editorial policies established by the Board; (2) prepare budget request and manage the authorized newsletter budget; (3) serve as an ex-officio member of the Publication Committee; and (4) submit semi-

annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.

Section 8. Web Master

The web master shall (1) design, edit, and update the information and activities of the Association on the web in accordance with the website policies established by the Board; (2) serve as an ex-officio member of the Publications Committee; (3) chair the Web Committee; and (4) submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.

Section 9. Committee Chairpersons

1. **Awards Committee.** The chairperson, with the help of the Committee members, shall issue calls for nominations for the Distinguished Service Award for the Association, select and recommend a recipient for the Award in accordance with the criteria and guidelines established by the Board.
2. **Conference Program Committee.** The chairperson, with the help of the Committee members, shall be responsible for the planning of the annual program.
3. **Constitution and Bylaws Committee.** The chairperson, with the help of the Committee members, shall review the Association's Constitution and Bylaws and make recommendations to the Board for amendment, and make sure that the Association's business is conducted as prescribed in the Constitution and Bylaws.
4. **Finance Committee.** The chairperson, with the help of the Committee members, shall review the financial situation of the Association and recommend to the president and the Board such measures, which will ensure a sound financial basis for the Association.
5. **International Relations Committee.** The chairperson, with the help of the Committee members, shall promote, coordinate, and support non-political international library-related activities and programs within the Association's objectives and guidelines. The chairperson shall also promote international cooperation, especially among librarians and libraries who share the same mission as the Association.
6. **Membership Committee.** The chairperson, with the help of the Committee members, shall keep an up-to-date membership roster, maintain complete membership records, recruit new members, publish and distribute a membership directory annually, and take charge of all membership activities.
7. **Nominating Committee.** The chairperson, with the help of the Committee members, shall seek nominations from the membership and present a slate of nominees for elective and appointive positions in the Association in accordance with the provisions in Article VII of the Bylaws.
8. **Public Relations/Fund Raising Committee.** The chairperson, with the help of the Committee members, shall prepare and distribute news releases and organize fund raising events to support the Association's activities and programs within its objectives and guidelines.

9. **Publications Committee.** The chairperson, with the help of the Committee members, shall handle publication projects of the Association as prescribed by the Board and shall recommend to the Board any changes or improvements in the overall publication program and policies of the Association.
10. **Scholarship Committee.** The chairperson, with the help of the Committee members, shall issue calls for applications for scholarship opportunities in the Association, send announcements to the American Library Association accredited library schools, select scholarship recipients according to prescribed guidelines and inform the president, executive director, and the Board of Directors of the Committee decisions. In case of special circumstances, including but not limited to no award, disputes, and/or cases involving conflict of interest, the Board of Directors shall make the final decision on the award(s).
11. **Web Committee.** The chairperson, with the help of the Committee members, is responsible for the continuous development and refinement of the Association's websites.

Article. V. Chapters

Section 1. Forming a Chapter

The Board may approve the establishment of a chapter of the Association in any region or well-defined geographic area based on the petition of at least ten members of the Association employed or residing within the area.

Section 2. Duties of Chapters

Each chapter shall promote the interests of the Association and the Association's program in its assigned territory. Chapter presidents and other officers must be personal members in good standing of the Association. Chapter presidents shall be members of the Board. Notwithstanding the provisions of Article IV of the Constitution, the term of office of a chapter president may be specified by chapter bylaws. Chapter president shall submit a report of chapter activities to the executive director of the Association twice a year, one for the midwinter meeting and one for the annual meeting. Chapter treasurer shall file a financial report with the treasurer of the Association twice a year.

Section 3. Membership in Chapters

All personal and institutional members of the Association, who are either employed or reside within a chapter's geographical boundaries as established by the Board, shall automatically be members of that chapter provided that membership dues are paid in accordance with Article 1 of the Bylaws. No individual or organization can become a chapter member unless the individual or the organization is already a member of the Association in good standing. If a member resides within the boundary of a chapter that is different than where he/she is employed, the member may designate which chapter he/she wishes to join.

Section 4. Chapter Bylaws

A chapter may adopt its own bylaws provided there is no conflict with the Constitution and the Bylaws of the Association. For chapters with their own bylaws, a current copy of the bylaws must be filed with the executive director.

Section 5. Chapter Officers

A chapter may elect its own officers. Each chapter shall have a minimum of four officers consisting of a chapter president, a chapter vice president/chapter president elect, a chapter treasurer, and a chapter membership chairperson. Chapter president is responsible for filing a copy of the elected chapter officers with the executive director.

1. **Chapter Presidents.** Chapter presidents are responsible to the Board for the overall activities of their chapters, ensuring that they are in consonance with the objectives of the Association. Chapter presidents are voting members of the Board. They shall submit semi-annual and annual reports of chapter activities to the Board through the executive director prior to midwinter and annual meetings.
2. **Other Chapter Officers.** A chapter may elect its own officers in close coordination with the Association. Chapter officers are ultimately responsible to the Association for general operations of their chapters. Chapter treasurer shall file financial reports with the treasurer of the Association twice a year to safeguard the Association's legal status as a not-for-profit organization.
3. In the event that a chapter officer cannot fulfill the duties as prescribed in the Bylaws, the position should be vacated and re-assigned by the chapter president to another member of the chapter with the consent of the assignee. When necessary, a special election should be held to fill the position.

Section 6. Chapter Funds

Each chapter may retain one-third of the dues collected from all membership categories. The remaining two-thirds shall be sent to the Association within two months upon receipt of the dues. If the dues are paid directly to the Association, the treasurer of the Association shall rebate one-third of the dues received to the chapter within two months of receipt of the dues.

Section 7. Dissolution and Reorganization of a Chapter

Dissolution and reorganization of a chapter may be proposed by the Board or through a petition signed by at least ten members of the concerned chapter and submitted in writing to the Board at least sixty days prior to the next board meeting. In case a chapter has no elected officers or has no chapter activities for at least one year, the Board may dissolve the chapter or urge the chapter to merge with another chapter near the same geographic region. A chapter may be dissolved or otherwise reorganized by an affirmative vote of at least a simple majority of the current chapter voting members, or on approval of the Board on reasonable grounds that it is believed such dissolution or reorganization to be in

the best interest of the Association. In the event of a chapter being dissolved or reorganized, all chapter records and funds shall be fully discharged and forwarded to the Association through the executive director.

Article VI. Vacancies

Section 1

In the event of a vacancy in any at-large director position, the Executive Committee shall appoint a temporary replacement, from the runners-up of the most recent election, to serve the remainder of the three-year term. The replacement appointee must be a member in good standing of the Association.

Section 2

In the event of a vacancy in the office of president, the vice president/president elect shall succeed the office for the remainder of the term vacated and shall then continue to serve the term for which he/she was originally elected. In the event of a vacancy in the office of vice president/president elect, the incoming vice president/president elect shall succeed the office of vice president/president elect for the remainder of the term vacated and shall then continue to serve the term for which he/she was originally elected.

Section 3

In the event of a vacancy in the position of treasurer or executive director, a successor shall be elected from the membership of the Association at the next annual election to serve the remainder of the respective term. During the interim, the Executive Committee can appoint a temporary replacement from the at-large directors.

Section 4

In the event of a vacancy in the position of journal editor, newsletter editor, or web master, a successor from the membership in good standing of the Association shall be appointed by the Executive Committee of the Board to serve the remainder of the respective term.

Section 5

In the event of a vacancy in a committee chairperson's position, the president shall appoint a successor among the committee members to serve the remainder of the term.

Article VII. Nominations and Elections

Section 1

The Nominating Committee shall consist of the immediate past president of the Association and the chapter immediate past presidents or their designees. The chairperson of the Nominating Committee shall be the immediate past president of the Association. In the event that the immediate past president cannot accept the appointment, the president shall appoint a member from the Board of Directors to serve as the chairperson.

Section 2

At least thirty days prior to the midwinter meeting, the Nominating Committee shall present to the president and the executive director a list of nominees to fill the positions of the five outgoing Board members. The number of nominees shall be between five and ten. At the same time, the Nominating Committee shall also submit a slate of no more than three nominees for each of the positions of vice president/president elect and incoming vice president/president elect. In the event that the term of the treasurer or the executive director expires, or any of the positions becomes otherwise vacant, a slate of no more than three nominees for each of the positions shall also be submitted. The Committee shall seek the consent of each nominee prior to submission of the list. All nominees must be personal members in good standing with a record of participation in the activities and functions at various levels of the Association. All nominees are invited to attend the Board meetings.

Whenever possible, the list shall be published in the listserv, websites, or newsletter of the Association prior to the annual membership meeting. Additional nominations can be made by a petition signed by ten or more members with voting rights. The petition shall be sent to the chairperson of the Nominating Committee along with a written consent of the nominees at least sixty days before the voting deadline.

Section 3

All nominees should send a written consent to the chairperson of the Nominating Committee to accept the nomination and agree to abide by the Association's Constitution and Bylaws.

Section 4

The election of the Board of Directors and other elected officers as specified in Article VI, Section 1 of the Constitution shall be by ballot. The nominee who receives the largest number of votes for any office shall be elected. In case of a tie vote, the successful candidate shall be determined by lot. Rules for conducting such elections shall be prescribed by the Board, and the ballots cast shall be canvassed by the executive director and a committee appointed by the president.

Section 5

When necessary, with the approval of the Board, an election may be conducted by mail or electronic vote in accordance with the provision in Article VIII of the Bylaws.

Article VIII. Electronic or Mail Vote

Whenever any action requires a vote of the general membership or the Board, the executive director shall prepare the ballots, including instructions for use. The executive director shall notify the membership or the Board of Directors that they may vote, and return the marked ballots to the executive director on or before a specified date. The date so specified shall be no more than thirty days nor less than twenty days from the distribution of the ballot. The executive director shall oversee the tellers in the counting of all ballots.

Article IX. Amendments

Section 1

Amendments to the Bylaws may be proposed by the Board or through a petition signed by at least twenty-five voting members of the Association. Proposals originating in the Board shall be approved by a two-thirds vote of the Board of Directors before submission to the general membership. Proposals originating by petition shall be submitted in writing to the Board at least sixty days prior to the next annual membership meeting and shall be presented to the members with the recommendations of the Board.

Section 2

Any proposed amendment to the Bylaws shall be ratified at an annual membership meeting by a vote of two-thirds of the voting members of the Association present at the meeting, or if determined by the Board, by mail or electronic vote of two-thirds of the voting members of the Association. The text of proposed amendment must be distributed to the general membership at least fifteen days prior to the meeting or voting.

Article X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Association.

CALA Officers and Committees

President

Vice President/President Elect

Executive Director

Treasurer

Executive Board

- President
- First Vice President/President Elect
- Second Vice President/President Elect
- Executive Director
- Treasurer
- Immediate Past President

Board of Directors

The Board of Directors shall consist of the president; vice president/president elect; incoming vice president/president elect for the following year, hereafter referred to as the incoming vice president/president elect; treasurer; executive director; immediate past president; fifteen at-large directors; and all chapter presidents.

Standing Committees

Awards
Best Book Awards
Constitution & Bylaws
Finance
International Relations
Membership
Mentoring Program
Nominating
Program Planning
Public Relations & Fundraising
Publications
Sally C. Tseng's Professional Development Grant Committee
Scholarship
Web

Ad Hoc Committees

Handbook
Local Arrangements

Other Officers

CALA Representative to ALA Diversity Committee
English Editor of JLIS
Listserv Administrator
Newsletter Editor
Web Master

Chapter Affiliation (Total members 1247, as of May 27th, 2008)

Greater Mid-Atlantic Chapter (MA)

5 states and DC, **180** Members

<u>State</u>	<u>No. of members</u>
Delaware (DE)	1
Pennsylvania (PA)	26
Washington, DC (DC)	74

<u>State</u>	<u>No. of members</u>
Maryland (MD)	50
Virginia (VA)	27
West Virginia (WV)	2

Midwest Chapter (MW)

13 states, **217** Members

<u>State</u>	<u>No. of members</u>
Illinois (IL)	86
Iowa (IA)	4
Kentucky (KY)	8
Minnesota (MN)	5
Nebraska (NE)	4
Ohio (OH)	32
Wisconsin (WI)	10

<u>State</u>	<u>No. of members</u>
Indiana (IN)	34
Kansas (KS)	8
Michigan (MI)	15
Missouri (MO)	11
North Dakota (ND)	0
South Dakota (SD)	0

Northeast Chapter (NE)

8 states, **240** Members

<u>State</u>	<u>No. of members</u>
Connecticut (CT)	9
Massachusetts (MA)	23
New Jersey (NJ)	39
Rhode Island (RI)	5

<u>State</u>	<u>No. of members</u>
Maine (ME)	0
New Hampshire (NH)	1
New York (NY)	163
Vermont (VT)	0

Northern California Chapter (CA(N))

183 Members

Southern California Chapter (CA(S))

133 Members

Southeast Chapter (SE)

7 states **69** Members

<u>State</u>	<u>No. of members</u>
Alabama (AL)	6
Georgia (GA)	9
North Carolina (NC)	13
Tennessee (TN)	3

<u>State</u>	<u>No. of members</u>
Florida (FL)	33
Mississippi (MS)	4
South Carolina (SC)	1

Southwest Chapter (SW)

9 states, **88** Members

<u>State</u>	<u>No. of members</u>
Arizona (AZ)	13
Colorado (CO)	6
Nevada (NV)	2
Oklahoma (OK)	4
Utah (UT)	1

<u>State</u>	<u>No. of members</u>
Arkansas (AR)	4
Louisiana (LA)	6
New Mexico (NM)	3
Texas (TX)	48
Idaho (ID)	1

None of the Above (ZY)

7 states and overseas, **137** Members

<u>State</u>	<u>No. of members</u>
Alaska (AK)	1
Hawaii (HI)	6
Oregon (OR)	7
Wyoming (WY)	0
Canada	18
Hong Kong, China	6
Mexico	1
Singapore	2

<u>State</u>	<u>No. of members</u>
Guam (GU)	1
Montana (MT)	0
Washington (WA)	12
American Samoa	1
China	33
Japan	1
the Philippines	1
Taiwan	47

Master Timeline

June

- Award/Scholarship Committee, during early June, prepares handouts for scholarship/grants winner to be distributed at annual meeting
- Finance Committee reviews treasurer's report and prepares Finance Committee report
- Executive Director solicits agenda items for annual meeting (annual conference in conjunction with ALA)
- Treasurer prepares semi-annual report for annual conference

Annual Conference

- Annual Conference – installation of new officers

July

- Annual Program Chair begins planning for program in 2 years down the road
- Chapter Treasurers prepare semi-annual report and send to National Treasurer
- Membership Committee mails directories that were not picked up at annual conference

October

- Scholarship Committee announces scholarships available to Library Schools

November

- Semi-annual committee report due November 30.

December

- Executive Director solicits agenda items for Midwinter Meeting

January

- Chapter Treasurers prepare Annual report for National Treasurer
- Finance committee reviews treasurer report and prepares Finance committee report
- Local Arrangement Committee begins search for restaurant for Annual Banquet
- National Treasurer prepares report for the annual conference
- Nomination Committee solicits names for annual election (announce via listserv)
- Scholarship Committee follows up to library schools about scholarship applications.

February

- Nomination Committee contacts potential candidates to run in election
- Public Relations Committee solicits vendors for advertisements in
 - Directory and possible donation to Annual Program

March

- Deadline for receiving scholarship applications
- Scholarship Committee reviews Scholarship/Grants applications with Committee members (Goes through selection process)
- Local Arrangement Committee begins soliciting door prizes for Annual Program, Selects Restaurant for Annual Banquet, and requests check from Treasurer for Deposit
- Nomination Committee finalizes list of candidates for annual election and compiles biography and statement to be ready for election
- Membership Chair reminds members of Membership renewal deadline March 31 in order to be eligible to vote at annual Election
- President-Elect issues “call for volunteers” to serve on all standing committees and task force, etc. at the beginning of the month
- National Treasurer collects and compiles all reports from Chapter Treasurers in preparation of tax return to be filed next month
- Scholarship Committee makes final selection of scholarship/Grant winner

April

- Local Arrangement Committee announces Annual Banquet and Ticket Information and deadline for early bird on listserv and website.
- Election Committee announces Annual election open (reminds member of last date to vote) on listserv
- Membership Committee prepares Directory for printing and checks with printers
- President-Elect announces committee appointment, forwards to the Membership chair for inclusion in the directory
- Scholarship Committee announces Scholarship/Grants winners
- Treasurer prepares Tax Return for IRS

May

- Early bird deadline for Annual Banquet. Cut off date for receiving payment.
- Election Committee announces Election results and forward results to Membership Committee to include newly elected officers in the directory
- Committee reports due on May 31.
- Membership Committee generates membership list for distribution of directory at Annual Conference

- Scholarship Committee prepares press releases for scholarship/grant winners and requests checks for scholarship winner from Treasurer
- Local Arrangement Committee solicits volunteers to staff booth at annual meeting
- Award Committee notifies Treasurer to have checks ready for grants winner(s)

Executive Board

President

<i>Charge</i>	The purpose of the CALA President is to oversee and coordinate all CALA activities, dividing direct responsibility among all CALA elected officers and committee chairs and members.
<i>Term(s) of Office</i>	Elected as Vice President/President-Elect, serving one year as President and one year as Immediate Past President. VP/President-Elect chairs the annual program committee. Immediate Past President chairs the Nominating Committee.
<i>Major Responsibilities</i>	<ul style="list-style-type: none">• Serve as presiding officer for all CALA meetings, preparing meeting agenda along with the Executive Board.• Appoint committee chairs and members as needed or requested by the CALA Executive Board.• Coordinate all CALA activities, insuring that they are in line with ALA's/CALA's stated mission and goals.• Maintain close contact with the officers and ALA Staff Liaison (Satia Orange coordinates all 5 ethnic caucuses' activities and communication).• Read all correspondence concerning CALA, delegating responsibility to the appropriate officer or committee chair.• Attend as many meetings, sponsored by ALA Diversity Office and Spectrum Scholar Program, as possible as a representative of CALA.
<i>Procedures</i>	<ul style="list-style-type: none">• Maintain individual files on all officers, liaisons, and committees including reports, correspondence summaries.• Examine goals and objectives as reflected in reports from officers, liaisons and chairs.• Preside CALA meetings during Midwinter and Annual Conference.• Acknowledge CALA's corporate sponsors throughout the year in writing and through personal visits to exhibits. This duty can be shared with the Executive Director.
<i>Record Keeping</i>	The President maintains copies of all correspondence, time tables from the Conference Arrangements Office, files on liaisons and committees, and their correspondence and reports.
<i>Communication & Consultation</i>	<ul style="list-style-type: none">• Vice President/President-Elect• Immediate Past President• Executive Board and officers committee chairs and

members

Reminders and Helpful Hints

- Procedures for meeting above deadlines: Refresh your memory of the CALA Handbook, the CALA Constitution and By-Laws. Establish contact with the ALA staff liaison and assistant (Satia Orange), and call on them when questions arise. Maintaining a close working relationship with the Executive Board will be mutually beneficial. Be careful to conform to all ALA deadlines for conference planning. Start work on *CALA Newsletter* columns several weeks before they are due.

One suggestion: jot down ideas as they come to you and collect them in a special folder. Drafting your column then becomes a process of arranging these ideas in a logical sequence. Keep up with correspondence as it comes in. To insure accuracy and completeness, prepare a written record of each phone conversation as soon as possible.

- Budget: The President should present a proposed annual budget for approval at the midwinter board meeting.
- Helpful Hints: Saving email addresses and building a group email distribution lists of all officers, chairs, committee, and liaisons in your electronic address book are time savers.

Timeline

- **July**
 - Send preliminary conference schedule to ALA Staff Liaison, including times of Executive Board meetings and Midwinter and Annual Orientations; note that these are no-conflict times. Ask the Liaison to check that all those who should receive conference mailings are on the Conference Arrangements Office (CAO) list. Watch for ALA's announcement.
 - Inform the officers and committee chairs to remind them of the meetings and to stay in regular touch.
 - Distribute information concerning appointments made since the Annual Conference, and address or other changes to CALA Directory. Send any updates in the committee roster to the Publicity Committee co-chair for the web roster. Remind officers and committee chairs of the upcoming deadlines: planning reports (copies to be sent the President, Executive Director, Executive Board, and committee members), CAO Midwinter meeting requests.
 - Write President's column for *CALA Newsletter* right

after the annual meeting and forward it to the Newsletter editor.

- **August**
 - Set schedules for Midwinter and Annual
- **September**
 - Review planning reports, examining goals and objectives for the year;
 - Remind PR/Fundraising committee chair(s) to request vendor support through Exhibitor Contact & Relations Committee.
- **October**
 - Distribute updated rosters and schedule of CALA Midwinter meetings.
 - Remind committee chairs to submit planning reports if they have not already done so;
 - Ask Director for Conference Arrangements to remind chairs to submit preliminary conference program notices to CAO;
 - Hold electronic board meeting if necessary.
 - Ask officers and chairs to submit board agenda items. Set an agenda and publicize on CALA-L.
 - Hold meeting on board list, CALABD.
- **November**
 - Monitor work of committees.
 - Contact all committee chairs to check on progress and prepare mid-year report to the president and the Executive Director.
 - Along with the Executive Director, call for agenda items for Midwinter Board meetings
- **December**
 - Along with the Executive Director, distribute agendas for Midwinter Board meetings. Instruct all officers and committee chairs to submit a report for Midwinter.
 - Invite ALA presidential candidates to the Midwinter Board meetings.
- **Midwinter**
 - Serve as CALA's representative at ALA meetings at the all caucus' president meeting/dinner and Spectrum Scholar forum. Bring CALA flyers and membership application form to these meetings. (This usually happens on Thursday's)
 - Preside the new officer's Orientation. (This usually happens on Friday evening.)
 - Preside at the Board meetings; present proposed annual budget for board's approval.
- **Post Midwinter**

- Review Midwinter reports and follow-up committee meeting reports. Discuss areas of concern with Executive Board, officers, and committee chairs.
- Write congratulatory letters to nominees for CALA office and to CALA grant and scholarship winners. (In coordination with the Immediate Past President and the Executive Director.)
- Follow up on tasks or decisions that came out of Midwinter meetings.
- Write *CALA Newsletter* column.
- **February**
 - Contact Nominating Committee/Election Committee/Executive Director to be sure ballot has been prepared and mailed to CALA members.
 - Remind everyone of upcoming deadlines, Award, Scholarship, election, etc.
 - Work closely with President-Elect to ensure a smooth transition. Remind the VP to call for volunteers to serve on committees. Task forces, etc.
- **March**
 - Remind VP to send the roster of new appointments to the Membership Chair for inclusion in the new membership directory.
 - Contact Nominating Committee, Election Committee, Executive Director for the newly elected officers for inclusion in the new membership directory as early as possible.
- **April**
 - Continue to monitor committees and liaisons. Watch for areas needing special support, such as the annual program, volunteers to staff CAL booth at the ALA exhibit hall; PR/Fundraising for financial pledge/support from vendors.
 - Hold electronic board meeting if necessary, via email, etc.
 - Prepare for the annual meeting in June.
- **May**
 - Stay in contact with officers and chairs to be sure all committees have finalized conference plans and annual reports are submitted to the President, the Executive Director, and the Executive Board.
- **June**
 - Prepare remarks and agendas for Orientation, Membership Meeting and Board meetings.
 - Distribute a preliminary Board Meeting agenda and remind everyone of reports needed.

- Write annual report.
 - Prepare files for transfer to President-Elect.
 - Prepare copy for the CALA section of the ALA Handbook and send to the Handbook chair if any.
 - **Annual**
 - Speak at ALA's Spectrum Scholar Orientation/Career Fair or designate someone to speak at this event.
 - Serve as CALA's representative at ALA functions, such as all caucus presidents' meeting/dinner with VP/President Elect.
 - Preside at Board meetings, including business portion of Membership Meeting.
 - Attend all CALA functions.
 - Remind treasurer to remind everyone to submit receipts for reimbursements by July (our fiscal ending month).
 - **Post-Conference**
 - Write *CALA Newsletter* column.
 - Write thank-you notes to exhibitors, officers, committee chairs and others who have helped you throughout the year.
 - Transfer files to President-Elect.
 - Become Immediate Past President and chair the Nominating Committee.
 - Write thank-you notes to all committee chairs and others who have helped you throughout the year.
- Report Due Dates** *Interim* Overall reports at Midwinter and annual conference; these will be submitted to CALA Newsletter editor for inclusion in this semi-annual publication, a President's Column for each issue of *the Newsletter*.
- &**
- Annual**

Vice President/President-Elect

Charge

- Become familiar with CALA vision, mission, goals, and operational procedures
- Assist President, Executive Director, Executive Board, and the Board on formulating CALA agenda, strategies, and implementation process
- Share duties and responsibilities of the CALA Executive Board
- Serve as a voting member of the CALA Executive Board

Term(s) of Office

Serve one-year term as Vice President/President-Elect (incoming President)

Major Responsibilities

- Assume the duties and obligations of the President in the event of absence or withdrawal of the President
- Appoint committee chairs and members for the following year with consultation of the Executive Board.
- Maintain close contact with the CALA officers and ALA Staff Liaison on the issues related to the CALA Annual Program
- Preside CALA Annual Program at the ALA Annual Conference of the year
- Attend relevant meetings, sponsored by ALA Diversity Office and Spectrum Scholar Program, as a representative of CALA.
- Attend Caucus president luncheon and dinner/meetings at ALA when required
- Attend relevant meetings and events during ALA annual conferences and midwinter meetings as needed

Reminders & Helpful Hints

- Establish contacts with the ALA staff liaison and assistant (currently, Satia Orange), and call on them when questions arise.
- Maintain a close working relationship with the Executive Board
- Conform to all ALA deadlines for conference program planning.
- Submit a full CALA Annual Program proposal to ALA prior to ALA midwinter meetings (six months prior to the program to be held).
- Present a proposed annual budget for approval at the midwinter board meeting after assuming presidency.

Useful Resources

- *ALA Handbook of Organization*

- *Robert's Rules of Order* (for CALA official meeting procedures)
- CALA Constitution and Bylaws
- CALA Handbook
- CALA documents (meeting minutes, committee reports, newsletters, etc.) on CALA web sites
- CALA forms on CALA web sites
- Other relevant information sources

Communication & Consultation

- President
- Second Vice President/President-Elect
- Immediate Past President
- Executive Director
- Treasurer
- The Board
- Chapter presidents
- Committee chairs, taskforce chairs, and ad hoc program liaisons
- Appropriate CALA members

Timeline

- **July**
 - Send preliminary conference schedule to ALA Staff Liaison;
 - Ask the Liaison to check that all those who should receive conference mailings are on the Conference Arrangements Office (CAO) list.
 - Watch for ALA's announcements.
- **September**
 - Review planning reports, examining goals and objectives for the year;
 - Remind PR/Fundraising Committee chair(s) to request vendor support through Exhibitor Contact & Relations Committee.
- **November**
 - Prepare preliminary flyers of the CALA Annual Program at the ALA midwinter meetings.
- **December**
 - Submit VP interim report for the ALA midwinter meetings.
- **MidWinter**
 - Serve as CALA's representative at ALA meetings at the all caucus' president meeting/dinner and Spectrum Scholar forum. Bring CALA flyers and membership application form to these meetings. (This usually happens on Thursday's)

- Participate in the new officer's orientation. (This usually happens on Friday evening.)
- Propose the budget for the annual program for the board's approval
- **February**
 - Contact committee chairs to see if they would recommend any committee members to serve as chair for the coming year.
- **March**
 - Call for volunteers to serve on various committees.
 - Contact Nominating Committee/Election Committee/Executive Director for the newly elected officers for inclusion in the new membership directory as early as possible.
- **April**
 - Contact Second VP to see if a proposal for Diversity Fair is being submitted.
- **May**
 - Send committee appointments roster to membership chair for inclusion in membership directory.
 - Stay in contact with the CALA Annual Program speakers
 - Send a reminder to CALA listserv to invite everyone to the CALA Annual Program.
- **June**
 - Contact speakers for the Annual Program to ensure there is no last minute emergency.
 - Prepare an annual report.
 - Prepare/Revise/Update copy for the Vice President entry of the CALA Handbook and send to the Handbook chair if any.
- **Annual**
 - Speak at ALA's Spectrum Scholar Orientation/Career Fair or designate someone to speak at this event.
 - Serve as CALA's representative at ALA functions, such as all caucus presidents' meeting/dinner with VP/President Elect.
 - Assume role of President at 2nd Meeting and Preside at 2nd Board meetings.
 - Attend Caucus President Dinner/meeting and Association Presidents Luncheon at ALA (on Thursday evening)
 - Attend all CALA functions.
- **Post-Conference**
 - Transfer files to new Vice President/President-Elect.
 - Assume duties and obligations of President

Second Vice President / President-Elect

Charge

- Become familiar with CALA vision, mission, goals, and operational procedures
- Assist the CALA Executive Board and the Board on formulating agenda, strategies, and implementation process
- Share duties and responsibilities of the CALA Executive Board
- Serve as a non-voting member of the CALA Executive Board

Term of Office

Serve one-year term as Second Vice President/President-Elect (incoming Vice President/President-Elect)

Major Responsibilities

- Contribute to the discussions and offer input to the decision-making process of the CALA Executive Board and the Board
- Serve as a lead person to update the CALA Strategic Plan, its objectives, and implementation plans
- Assume the duties and obligations of the Vice President / President-Elect in the event of absence or withdrawal of the individual
- Prepare and plan a program for Diversity Fair to be held at ALA annual conferences. Call for volunteers to staff the Diversity Fair Booth during the ALA annual conferences.
- Participate in and represent CALA, when needed, in a series of the Spectrum Scholar events at the ALA annual conferences and midwinter meetings where CALA officers are invited to present
- Attend meetings, sponsored by ALA Diversity Office and Spectrum Scholar Program, as a representative of CALA when needed
- Participate in luncheons of the ALA affiliates, with CALA President, Vice President, and the Executive Director when needed, during ALA conferences and midwinter meetings. Attend Caucus president luncheon and dinner/meetings at ALA when needed
- Keep CALA President, Vice President/President-Elect, Executive Director, and Treasurer advised and informed on issues relevant to CALA operations and well-beings
- Submit interim and annual reports on assigned duties and responsibilities
- Work on the CALA Annual Program theme as soon as the term starts. Submit a program request to the relevant ALA

office 12 months prior to the program to be held

- Serve as a mentor to the incoming Second Vice President / President-Elect when becoming Vice President / President-Elect

Useful Resources

- *ALA Handbook of Organization*
- *Robert's Rules of Order* (for CALA official meeting procedures)
- CALA Constitution and Bylaws
- CALA Handbook
- CALA documents (meeting minutes, committee reports, newsletters, etc.) on CALA web sites
- CALA forms on CALA web sites

Communication & Consultation

- President
- Vice President/President-Elect
- Immediate Past President
- Executive Director
- Treasurer
- The Board
- Chapter presidents
- Committee chairs, taskforce chairs, and ad hoc program liaisons
- Appropriate CALA members

Executive Director

Goal

- Promote and publicize the visibilities of CALA and its members;
- Oversee CALA officers, Committee chairs and members in carrying out their responsibilities;
- Communicate to members and to others professional organizations information related to CALA;
- Find ways to increase financial growth;

Charge

The executive director shall (1) be the chief administrative officer of the Association; (2) assist the president and other officers of the Association in carrying out their responsibilities consistent with the policies established by the Board; (3) keep a record of the Board meetings and membership meetings; (4) communicate to members and to others such information as may be requested by the Board or the president; (5) serve as the liaison officer with the American Library Association, chapters and affiliates of the Association, and other outside agencies; (6) sign all contracts and legal documents as co-signatory with the president; (7) oversee bank accounts with the treasurer as co-signatory; and (8) perform other duties as may be prescribed by the Board or the Executive Committee.

Term of Office

Elected to serve a three-year term on the Executive Committee and is also a member of the Board of Directors. This position can be re-elected for a second consecutive term.

History/Purpose

The Executive Director position has been created since 1973 when CALA was established.

Major Responsibilities

- Be the chief administrative officer of the Chinese American Librarians Association;
- Assist the President, Board and other officers, Committee chairs and members of the Association in carrying out their responsibilities consistent with the policies established by the Board;
- Provide professional expertise, background information, guidance, and assistance to all CALA officers and members;
- Provide general oversight of all CALA and its chapters' activities, advisory questions, etc.
- Keep a record of the Board meetings and membership meetings;
- Communicate to members and to others such information as may be requested by the Board or the president or the

members;

- Serve as the liaison officer with the American Library Association, chapters and affiliates of the Association, and other outside agencies, especially library associations in China;
- Inform members professional opportunities, conferences, job related events, members' significant news, etc.;
- sign all contracts and legal documents as co-signatory with the president;
- Oversee bank accounts and investments with the treasurer as co-signatory;
- Inform members of the time, place, and agenda of each annual membership and program meeting via the Association's listserv or any other means at least fifteen days prior to such a meeting;
- Inform the Board of Directors, Chapter presidents, Committee chairs of the time, place, and agenda of Board Meetings;
- Call for semi-annual and annual reports for the Board prior to the midwinter and annual meetings;
- Receive a current copy of the chapters' own bylaws unless they are available on Chapter's Website or are same as the Headquarters;
- Receive a current copy of each chapter's elected officers including chapter president, a chapter vice president/chapter president elect, a chapter treasurer, and a chapter membership chairperson, unless the information is available on Chapter's Website
- In the event of a chapter being dissolved or reorganized, all chapter records and funds shall be fully discharged and forwarded to the Association through the Executive Director;
- At least thirty days prior to the midwinter meeting, the Executive Director shall receive a list of nominees to fill the positions of the five outgoing Board members, Vice President, and if appropriate, Executive Director and Treasurer, from the Nominating Committee;
- Prepare the ballots, including instructions for use, whenever any action requires a vote of the general membership or the Board. The Executive Director shall notify the membership or the Board of Directors that they may vote, and return the marked ballots to the Executive Director on or before a specified date. The date so specified shall be no more than thirty days nor less than twenty days from the distribution of the ballot;
- the Executive Director shall oversee the tellers in the counting of all ballots including electronic and mail votes;

- Assist members in all possible ways including answering questions, professional development and guidance, mentorship, and assistance;
- perform other duties as may be prescribed by the Board or the Executive Committee.

Publicity

- Send “Call for Agenda Items” for Board and Membership Meetings to CALA members via CALA listserv;
- Announce CALA election results, winners of awards, grants, scholarships, events and activities, in coordination with the President or associated Committees;
- Work with the President and Committees to participate in local, national, and international conferences;
- Publicize CALA activities and events;
- Invite/recommend library leaders to participate in ALA, CALA and other professional events;

Communication & Consultation

- President and the Board of Directors;
- Chapter Presidents;
- Committee Chairs;
- Individual members

Timeline

- **December**
 - Send out “Call for agenda, proposals and reports” for Board meeting
- **January**
 - Prepare January Board Meeting agenda, reports, proposals, recommendations, documentations, etc.
- **February/March**
 - Prepare Minutes, election materials, ballots (electronic and print), and Mail ballots;
- **April**
 - Count ballots and submit election results to the Board and Members;
- **May/June**
 - Send out “Call for agenda, proposals and reports” for Board and Membership Meetings;
- **June**
 - Prepare June Board and Membership Meetings agendas, reports, proposals, recommendations, documentations, etc.;
- **July**
 - Prepare Minutes;
- **Every month**
 - Contact and work with CALA officers and committees.

- Report Due Dates***
- Send Interim and Annual reports to the Board before the ALA midwinter and annual conferences;
 - Send Minutes of the Board meetings to be published in CALA Newsletters;
 - Send other reports and information to members via listserv

Treasurer

<i>Charge</i>	The purpose of the CALA Treasurer is to manage the funds of the Association.
<i>Term of Office</i>	Elected to serve a two-year term and can be re-elected for a second consecutive term.
<i>Major Responsibilities</i>	<ul style="list-style-type: none">• Collect and disburse all funds of the Association under the instruction of the Board or the Executive Committee• Sign all checks drawn on Association funds in accordance with budget provisions• Keep Regular accounts which shall be open to the inspection of all members of the Board• Furnish periodically such financial statements as may be required by the Board, the President and the Executive Director• Serve as an ex-officio member of the Finance Committee• Submit an annual report to the President and the Board prior to the Annual membership meeting• Prepare donations receipts to members for tax purposes• Prepare Annual IRS Tax Form to be in compliance with the IRS Non-Profit status.
<i>Procedures</i>	<ul style="list-style-type: none">• Maintain individual files on all officers, liaisons, and committees including reports, dues payment (checks or online), donation receipts, tax statements• Reconcile monthly report with bank statements• Prepare quarterly report to the Board• Maintain various funds in accounts
<i>Record Keeping</i>	The Treasurer maintains copies of all correspondence.
<i>Communication & Consultation</i>	<ul style="list-style-type: none">• President• 2nd Vice President/President-Elect• Immediate Past President• Executive Board and officers• Committee chairs and members• Membership Committee Chair• Public Relations/Fund Raising Committee Chair• Finance Committee Chair

**Reminder &
Helpful Hints**

- Deadline for filing Tax statement is May 15 of each year.
- Reconcile Monthly report with monthly bank statement to avoid major problem
- Keep copy of all transactions whether it is a deposit to the bank, checks issued or received.

Timelines

- **July**
 - New Treasurer should review all files with past treasurer.
 - Deposit all checks and cash collected at Annual Banquet
- **October**
 - Prepare quarterly report for the Executive Board
- **January**
 - Prepare Semi-Annual report for the Executive Board and Boarding meeting at Midwinter.
 - Remind all chapter treasurers to submit their annual report in order to prepare for IRS Tax form
- **Post Midwinter**
 - Keep in contact with Membership Committee Chair to ensure voting privilege of current dues paid members.
- **April**
 - Prepare Quarterly report for the Executive Board.
- **June**
 - Prepare Annual Report for the Executive Board and Board meeting at Annual Conference.
- **Annual**
 - Attend Board Meeting at Annual Conference
 - Assist Local Arrangement Committee at Annual Banquet

Report Due Dates

- Interim:**
- Annual budget to be presented at midwinter meeting
 - Financial reports at midwinter
- Annual:**
- Financial reports at annual conference

Immediate Past President

<i>Charge</i>	The purpose of the CALA Immediate Past President is to oversee and chair CALA Nominating Committee and to serve as an advisor on Executive Board.
<i>Term(s) of Office</i>	Serving one-year term and can not serve a consecutive term
<i>Major Responsibilities</i>	<ul style="list-style-type: none">• Chair the Nominating Committee, which consists of all chapter presidents or her/his designees• Issue “Call for Nomination” for the following positions: Vice President/President-Elect, 5 members for Board of Directors, and Executive Director when needed• Ensure all nominees are personal members in good standing and are eligible to run for the above elected positions• Solicit biographical information and candidate statements from all qualified nominees• Coordinate with Nominating Committee members to select the top nominees to be included in the election ballot. The number of nominees should be between 5 to 10 for the Board of Directors, and no more than 3 for the Vice President/President-Elect, and no more than 3 for Executive Director.• Present the slate to the Board of Directors at the midwinter board meeting• Upon approval, inform qualified nominees for the incoming election, forward the slate to the Election Committee, under the supervision of the Executive Board
<i>Procedures</i>	<ul style="list-style-type: none">• see above under responsibilities
<i>Record Keeping</i>	<ul style="list-style-type: none">• The Immediate Past President maintains copies of all correspondence, time tables from the Nominating Committee, and their correspondence and records from nominees, including those self nominated members.• Maintains all correspondence and nominees’ biographical information and candidate statements.• Maintains the slate that has been approved by the Board of Directors
<i>Communication & Consultation</i>	<ul style="list-style-type: none">• The President• Executive Board and members of the Nominating Committee

Reminders and Helpful Hints

- Procedures for meeting the deadlines: Refresh your memory of the CALA Handbook, the CALA Constitution and Bylaws. Maintaining a close working relationship with the Executive Board will be mutually beneficial.
- Helpful Hints: Saving email addresses and building a group email distribution lists of all Nominating Committee members, Board of Directors, and nominees in your electronic address book are time savers.

Timeline

- **July**
 - Confirm with the Executive Board and Board of Directors for the vacant positions
- **August**
 - Set schedules for the nomination
 - Send email to all Nominating Committee members informing their responsibilities and deadlines
- **September**
 - In consultation with the Nominating Committee, prepare “Call for Nomination” statement the first week right after the Labor Day weekend
 - Ask for Nominating Committee members consensus to issue “Call for Nomination” in the third week
 - Send “Call for Nomination” to CALA listserv no later than September 20
- **October**
 - Send the first “reminder” to CALA listserv in the middle of the month
- **November**
 - Send the second “reminder” to CALA listserv no later than November 10
 - Close “Call for Nomination” before November 20 or one month after issuing of “Call for Nomination” whichever comes first
 - Secure nominees’ consensus to run for those elected positions. At the same time, solicit biographical information and candidate statements from those agreed to run one week after closing of “Call for Nomination.”
- **December**
 - December 10 is the deadline to collect biographical information and candidate statements
 - December 15 or the closest Monday, review qualifications of all nominees with the Nominating Committee to select the top candidates
 - December 20, or the closest Monday, inform the candidates for their eligibility to run in the incoming

election

- **January**
 - One week after the New Year holiday, submit the mid-year report with the slate of qualified candidates along with their biographical information and candidate statements to the Executive Director and President. This will be an agenda item for Board's approval.
- **Midwinter**
 - Report at the Board meetings and ask for their approval of the slate.
- **Post Midwinter**
 - Forward the approved slate to the Election Committee

Standing Committees

Awards Committee

Type	Standing
Charge	To select and recommend a recipient for the Distinguished Service Award of the Chinese American Librarians Association (CALA) in accordance to the criteria and guidelines established by the Board. In case of special circumstances, including but not limited to no award, disputes, and cases involving conflicts of interest, the Board of Directors shall make the final decision on the award(s).
Composition & Term(s) of Office	<p>Makeup: Shall consist of odd number of members, including the chairperson.</p> <p>Chair: Appointed by the President with the Board for an one year term and cannot serve a consecutive term</p> <p>Member:</p> <ul style="list-style-type: none">• Members shall be personal members in good standing.• Appointed for an one year term and cannot serve a consecutive term.• All members have voting privilege.
Major Responsibilities	<ul style="list-style-type: none">• Shall select and recommend a recipient for the CALA Distinguished Service Award in accordance with the criteria and guidelines established by the Board.• Shall announce the name of the award recipient in the CALA Newsletter and on CALA listserv and website.• Most committee business are conducted online
Procedures	<ul style="list-style-type: none">• Call for nominations.• Solicit supporting letters.• Review/evaluate nomination documentations• Rank the nominees, discuss, and select the winner.• Present recommendation of the recipient to the President and the Executive Director for forwarding to the Board for approval.• Ask the Executive Director to prepare plaque and certificate for the award recipient.
Publicity	<ul style="list-style-type: none">• Post the “Call for Nominations” on CALA listserv and website.• Announce the name of the award recipient in the CALA Newsletter and on CALA listserv and website.

Timeline

- **January**
 - Post the “Call for Nominations”
- **March**
 - Solicit supporting letters
- **April**
 - Review/evaluate nomination documentations
- **May**
 - Present recommendation of the recipient to the President and the Executive Director (allow the Board to act on the recommendation at least 30 days prior to the annual membership meeting).

Report Due Dates ***Interim:*** Interim report is due in December
 Annual: Annual report is due in May

Best Book Award Committee

Type	Standing
Charge	The CALA Annual Best Book Award is to heighten awareness of the best books of Chinese topics or literature written by authors of Chinese descent. The Award is to honor English or Chinese language books originally published in North America. Winners of the Award will be announced by CALA and published in the ALA Cognotes during the ALA annual conference.
Composition & Term(s) of Office	<p>Chair: Appointed for a one-year term and cannot serve a consecutive term. Committee chair can be re-appointed for consecutive terms.</p> <p>Member: Appointed by the President with the advice of the Board. One-year term.</p>
History/Purpose	<p>The Best Book Award ad hoc Committee was formed in June, 2005.</p> <p>Each category of the Award consists of an award certificate that will be presented at the CALA Annual Award Banquet. A press release will be sent to various national publications.</p> <p>Honor books may be named in addition to the winning titles. If no books are found to meet the selection criteria, no awards will be given.</p>
Major Responsibilities	<ul style="list-style-type: none">• Members of the Committee must agree to read, and contribute opinions for as many nominated books assigned as possible.• (2) The requirement to vote does require to have read all e-mails in regards to reviews, debates, critics, correspondence, etc.• Find books about general and modern life in China and Chinese-American life in the United States . English translations of books originally in Chinese may be considered.• Publishers should be contacted to send books to all committee members so there is less of a burden on members to search for and obtain books.<ul style="list-style-type: none">○ To responding to newly nominated book for its

qualification,

- To acquired books approved by the Committee as candidate through sellers, or borrowing from a member or a local library,
- To offer reviews, to critic members reviews via,
- To settle Issues that arise among members.

Procedures

- The qualification of a work should strictly follow the CALA guidelines of the year.

Eligible Work

- Works eligible must have had premier publication during the previous calendar year from January 1 to December 31, and must have been published for general commercial release in the United States. Nominations may be accepted from the field and Committee up to April 18, 2008.
- Works must be related to Chinese culture heritage and deal with Chinese subject matters, or written by authors of Chinese descent.
- Works must have been published by a publishing house, trade or small press/publisher located in the North America or one of its territories. Self-published works and exclusive Internet publications are not eligible.
- Anthologies or books containing the work of more than one author are not eligible.
- Works must be in Chinese or English. This requirement does not limit the use of words or phrases in another language where appropriate in context. Translations of original works may be considered by the committee.
- Works that have previously won other prizes or recognition are eligible.

Entry of Works

- Entries may be submitted by an author, publisher, agent, publicist or individual.
- A self-addressed, stamped postcard should be submitted with each entry. Upon receipt of entry, the Award Committee members will return the postcard to the sender for notification of receipt of entry.
- The Award Committee is not responsible for lost submissions.
- An author, publisher, publicist, agent or individual may submit more than one entry per author, but not more than one entry per work.

Submission of

Nominations must be submitted on the official form, which is

- entry** available on the CALA web site at <http://www.cala-web.org> under online forms. Send all completed nomination forms (Please include publisher's e-mail, address, tel., agent) to the Yahoo BestChineseNewBookAward Group by April 18. Please label on the envelope "CALA Best Book Award" when mailing book(s).
- Publicity**
- The committee shall send out the "Call for Nomination" to CALA members via CALA listserv.
 - The committee shall announce the list of nominees in the CALA Newsletter or CALA Web.
- Communication and Consultation**
- Executive Director
 - President.
- Timeline**
- **January**
 - Complete awards' criteria discussion; advertise the CALA Best Book Award at ALA Mid-Winter
 - **February**
 - Collect applicant forms from 2007. Committee Chair arranges an electronic discussion list for exclusive use by the committee so that discussions and nominations can take place throughout the selection year.
 - **March-April**
 - The chairs of the committee will assist in obtaining copies of the nominated titles for committee members; all nominated titles must be discussed. Committee members or nominators who have contact with publishers will also help in obtaining copies for review.
 - **May**
 - Conduct votes and report result sent to CALA Board. A written report will be submitted by the Committee Chair. It will be announced in the CALA listserv once the result is available, then posted in CALA website. Press release will be issued to various agencies, such as ALA Office for Literacy and Outreach Services, major Chinese language newspapers in North America, et al.
- Report Due Dates**
- Interim:** Two weeks before the board meeting at mid-winter meeting.
- Annual:** Two weeks before the board meeting at annual conference.

Constitution and Bylaws Committee

Type	Standing
Composition & Term(s) of Office	<p>Makeup: Shall consist of odd number of members, including the chairperson.</p> <p>Chair: Appointed by the President with the advice of the Board for a one-year term and can be re-appointed for a consecutive term.</p> <p>Member:</p> <ul style="list-style-type: none">• Appointed by the chairperson with the advice of the President.• Appointed for a staggered two-year term and can be re-appointed for a consecutive term.• Members shall be personal members in good standing.
Major Responsibilities	<ul style="list-style-type: none">• Review CALA's Constitution and Bylaws.• Make recommendation to the Board for amendment.• Make sure that the Association's business is conducted as prescribed in the Constitution and Bylaws.
Procedures	<ul style="list-style-type: none">• Review/discuss on Constitution and Bylaws.• Submit the final product to the President before the deadline.
Communication & Consultation	<ul style="list-style-type: none">• Members communicate online in order to complete work.
Report Due Dates	<p>Interim: Two weeks before the board meeting at mid-winter meeting.</p> <p>Annual: Two weeks before the board meeting at annual conference.</p>

Finance Committee

Type	Standing
Charge	Review the financial situation of the Association and make recommendation to the President and the Board that will place the finances of the Association on a sound basis.
Composition & Term(s) of Office	Makeup: Shall consist of chair, members and the current treasurer Chair: One year term Member: <ul style="list-style-type: none">• One year term• Treasurer serves as ex-officio of the committee
Major Responsibilities	<ul style="list-style-type: none">• Review Quarterly reports submit by the Treasurer• Make recommendation of the finance and investment opportunity of the association.
Procedures	<ul style="list-style-type: none">• Review and analyze the quarter report.• Determine financial stability and spending needs• Make recommendation for investment
Communication & Consultation	<ul style="list-style-type: none">• Executive Director• President• Board of Directors• Treasurer
Timeline	<ul style="list-style-type: none">• January<ul style="list-style-type: none">○ Review treasurer's semi-annual report and file committee report• April<ul style="list-style-type: none">○ Review treasurer's quarterly report and make recommendation• June<ul style="list-style-type: none">○ Review treasurer's annual report and file committee report• October<ul style="list-style-type: none">○ Review treasurer's quarterly report and make recommendation
Report Due Dates	Interim: Two weeks before the board meeting at mid-winter meeting. Annual: Two weeks before the board meeting at annual conference.

International Relations Committee

Type	Standing
Charge	To promote, coordinate, and support non-political international library related activities and programs within CALA's objectives and guidelines.
Composition & Term(s) of Office	Makeup: Two members minimum Chair: One year term Member: One year term
Major Responsibilities	<ul style="list-style-type: none">• Promote international cooperation among librarians and libraries in Asian countries• Correspond and assist with oversea CALA members that are coming to the United States to visit.• Chairperson is required to attend ALA/International Relations Board meeting and report back to Board
Procedures	<ul style="list-style-type: none">• Attend International Librarians Reception (Fee Program) during Annual ALA Conference• Serve as a liaison to the ALA/International Relations Committee• Serve as a liaison to the International Relations Round Table. Attend ALA/IRRT Board meeting• Inform Board and members of any International conferences/events related to the library profession
Communication & Consultation	<ul style="list-style-type: none">• Executive Director• President• Local Arrangement Committee Chair
Report Due Dates	Interim: Two weeks before the board meeting at mid-winter meeting. Annual: Two weeks before the board meeting at annual conference.

Membership Committee

Type	Standing
Charge	Keep an up-to-date membership roster; maintain complete membership records; recruit new members; print and distribute a membership directory annually; take charge of all membership activities.
Composition & Term(s) of Office	<p>Makeup: Shall consist of five members including the Committee chair.</p> <p>Chair: Appointed by the President for an one year term and can be reappointed for an consecutive term</p> <p>Member:</p> <ul style="list-style-type: none">• All Committee members appointed for a one-year term and can be reappointed to serve a consecutive term.• All members should be CALA members in good standing.• All members have voting privilege• Chapter membership chairs shall be ex-officio members
Major Responsibilities	<ul style="list-style-type: none">• Keep an up-to-date membership roster• Maintain complete membership records in a database• Recruit new members• Print and distribute a membership directory annually• Take charge of all membership activities.• Members will need to staff the booth at Diversity Fair during ALA annual meetings.• Assist the President during Annual Membership Meeting and make current membership list available to Executive Director and President during meeting.
Procedures	<ul style="list-style-type: none">• Update the membership application and renewal forms on the CALA website (send changes to webmaster)• Maintain an up-to-date membership database• Conduct annual fundraising for membership directory printing• Print membership directory• Distribute membership directory• Inform President, Vice President/President of new members

***Special
Instruction***

- In the past, Membership Committee sells membership name & address labels to vendor for one time use only at \$100 per set. The 2006/2007 Executive Board approved that membership committee will no longer sell name labels to protect the privacy and right of our members.

Publicity

- Actively recruit potential members through CALA Listserv and website

Timeline

- **July**
 - Revise both membership application form and renewal form to reflect the correct information
- **October**
 - Call for membership renewal
- **December**
 - Send out a follow-up reminder for membership renewal
- **February**
 - Begin fundraising and locate suitable printer for the directory
- **March**
 - Process membership data for directory printing
- **April/May**
 - Print the directory
- **June**
 - Distribute the directory

***Report Due
Dates***

- Interim:*** Two weeks before the board meeting at mid-winter meeting.
- Annual:*** Two weeks before the board meeting at annual conference.

Mentoring Program Committee

Type	Standing
Charge	Administer and Develop CALA's Mentorship Program
Composition & Term(s) of Office	<p>Makeup: The Committee shall consist of five members, including the Program chair.</p> <p>Chair: The chairperson shall be appointed for a one-year term by the President and can be re-appointed for a second consecutive term.</p> <p>Member: The members shall serve a one-year term and can be re-appointed for a second consecutive term.</p>
History/Purpose	The first mentorship program was established in the Midwest Chapter in 2003. It was upgraded to be CALA's national program in 2004. The first CALA Mentorship Program Committee chair was Vickie Doll.
Major Responsibilities	<ul style="list-style-type: none">• To encourage and guide Chinese or Chinese American students of library and information science with career planning• To help new Chinese American librarians to develop their professional careers• To recruit and provide a pool of experienced Chinese American librarians as potential mentors• To plan, maintain, and develop the Mentorship Program
Procedures	<ul style="list-style-type: none">• Review and determine strategies and methods to successfully conduct the Mentorship program• Keep the Mentorship Program web pages (http://www.cala-web.org/) updated to reflect current practices• Announce the mentorship program news and applications on CALA listserv and SLIS listserv in North America• Review all applications -- mentors and mentees will be matched based on the information provided• Review program evaluations from mentors and mentees
Publicity	<ul style="list-style-type: none">• Announce the mentorship program news and applications via the CALA listserv, and post the announcement on the CALA website• Forward the announcement to all ALA-accredited library schools in the United States and Canada
Communication & Consultation	<ul style="list-style-type: none">• President• Executive Director

Chapter Presidents
Membership Chair

Timeline

- **August**
 - Send out “Call for Participation” to CALA members via Listserv; send out the program announcement to library schools in North America
- **September**
 - Match and inform mentees and mentors
- **October**
 - Announce the program news and applications on CALA listserv and SLIS listserv in North America
- **November**
 - Start to match the mentors and mentees based on information provided in the applications in early November. This will be a continuing process throughout the year.
- **December**
 - Check the progress of the participants
- **May**
 - Collect Program evaluation from participants

Report Due Dates ***Interim:*** Two weeks before the board meeting at mid-winter meeting.
Annual: Two weeks before the board meeting at annual conference.

Nominating Committee

Type	Standing
Composition & Term(s) of Office	<p>Makeup: Shall consist of three or more members appointed by the President with the advice of the Board.</p> <p>Chair: Chairperson shall normally be the immediate Past President or a board director appointed by the President in the event that the immediate Past President cannot accept the appointment.</p> <p>Member: Members shall be drawn from past presidents and chapter presidents. Appointed for a one-year term and cannot serve a consecutive term.</p>
Major Responsibilities	<ul style="list-style-type: none">• Shall present to the President a list of nominees, between five and ten, for the five outgoing Board members.• Shall also submit a slate of one or two nominees for the position of Vice-President/President Elect.• Shall submit a slate of one or two nominees for each of the positions in the event that the terms of the Treasurer and/or the Executive Director expire or become vacant.
Procedures	<ul style="list-style-type: none">• Call for nominations.• Make sure all nominees are personal members in good standing.• Seek the consent of each nominee and request for statement for the position.
Publicity	<ul style="list-style-type: none">• Post the “Call for Nominations” to CALA members via CALA listserv.• Shall announce the list of nominees in the CALA Newsletter or CALA Web, whenever possible.
Timeline	<ul style="list-style-type: none">• January<ul style="list-style-type: none">○ Send out the “Call for Nominations” in January• February<ul style="list-style-type: none">○ Contact the nominees for consent and statements for the positions in February• March<ul style="list-style-type: none">○ Finalize the list of nominees and compile biographies and statements for annual election in March.• April<ul style="list-style-type: none">○ Present to the President the list of nominees in April

(at least two months prior to the annual membership meeting).

Report Due Dates

Interim:	Two weeks before the board meeting at mid-winter meeting.
Annual:	Two weeks before the board meeting at annual conference.

Program Planning Committee

Type	Standing
Charge	Plans, coordinates and delivers a program for the CALA Annual Meeting.
Composition & Term(s) of Office	Makeup: Shall consist of chair and members Chair: Vice President/President Elect, one year term Member: One year term, cannot serve a second consecutive term
Major Responsibilities	<ul style="list-style-type: none">• Development a theme of the annual program• Invite speakers for the program• Publicize Program
Procedures	<ul style="list-style-type: none">• In consultation with chair, decide on a program topic that will appear to CALA members• Secure speakers for the program.• Handle all publicity for the event.• Oversee the event.• Provide list of Speakers to Local Arrangement Committee, to assist speaker and invite speakers to annual banquet.
Publicity	<ul style="list-style-type: none">• Send annual program publicity to Webmaster to mount on CALA's website.• Make Flyers available for CALA Booth• Send program announcement and flyers to CALA Listserv
Timeline	Two years ahead <ul style="list-style-type: none">• July<ul style="list-style-type: none">○ Contact committee members• August<ul style="list-style-type: none">○ Develop a theme for the program• September<ul style="list-style-type: none">○ Solicit speakers• November<ul style="list-style-type: none">○ Finalize speakers• December<ul style="list-style-type: none">○ Submit Progress Report○ Send invitation letters to speaker and specify deadline for reply.○ Inform and communicate with committee members about progress of speakers accepting the invitation

One year ahead

- **January**
 - Prepare program information and finalize speakers
Inform Board about theme and speakers of program
- **June**
 - Submit Program Request to ALA

Six months before program

- **January**
 - Prepare publicity and flyers for program to be distributed at ALA Midwinter Meeting Conference
- **April**
 - Make announcement on CALA listserv to promote program
- **May**
 - Remind speakers of location and time and date of program

Report Due Dates **Interim:** Two weeks before the board meeting at mid-winter meeting.

Annual: Two weeks before the board meeting at annual conference.

Public Relations & Fundraising Committee

Type	Standing
Charge	Prepare all news related materials to promote association Solicit funds for association
Composition & Term(s) of Office	Makeup: Odd number including the chair of the committee Chair: Appointed for a one-year term and can be re-appointed for a consecutive term Member: Appointed by the President with the advice of the Board for a staggered two year term and may be re-appointed for a consecutive term
Major Responsibilities	<ul style="list-style-type: none">• Prepare and distribute news releases• Organize fund raising activities and programs to support the association• Solicit advertisements for Annual Membership Directory
Communication & Consultation	<ul style="list-style-type: none">• Executive Director• President• Chairperson of Membership Committee
Report Due Dates	Interim: Two weeks before the board meeting at mid-winter meeting. Annual: Two weeks before the board meeting at annual conference.

Publications Committee

Type	Standing
Charge	Oversees the operations of all CALA publications and coordinates with <i>Journal of Library and Information Science</i> (JLIS), <i>CALA Newsletter</i> , and CALA Web publishing.
Composition & Term(s) of Office	<p>Makeup: The committee members include previous committee chair, current committee chair, three or more committee members.</p> <p>Chair: Appointed by the CALA President for a one-year term and may be re-appointed for a second term.</p> <p>Member: Three or more members appointed by the CALA President with the advice of the CALA Board for a one-year term and may be re-appointed for a second term. English Editor of <i>Journal of Library and Information Science</i> (JLIS), and <i>CALA Newsletter</i> Editor as ex officio members</p>
Major Responsibilities	<ul style="list-style-type: none"> • Recommends a <u><i>CALA Occasional Papers Series</i></u> (OPS) Editor to the CALA Board for an appointment. • Recommends a <u><i>CALA Occasional Papers Series</i></u> (OPS) Associate Editor to the CALA Board for an appointment. • Appoints CALA OPS Editorial Board members (assistant editors) recommended by the CALA OPS Editor. • Initiates and implements projects and programs related to CALA's publications. • Advises the CALA Board on issues related to CALA's publications. • Provides interim and annual reports to the CALA Board. • The committee chair serves on the English editorial board of JLIS as an ex officio member.
Communication & Consultation	<ul style="list-style-type: none"> • President • Executive Director • Chapter Presidents and standing committee chairs • <i>Newsletter</i> Editor • <i>Occasional Papers Series</i> Editor • Editor for <i>Journal of Library and Information Science</i> • Web Master • Appropriate CALA members

Sally C. Tseng Professional Development Grant Committee

Type	Standing
Charge	Should determine the winner(s) of the grant recipient(s) and inform the Executive Board of its decision. In case of special circumstances, including but not limited to no award, disputes, and cases involving conflicts of interest, please consult with Sally C. Tseng.
Composition & Term(s) of Office	<p>Makeup: Shall consist of odd number of members, including the chairperson, appointed by the chairperson with the advice of the President.</p> <p>Chair: Appointed by the President and serve one year term.</p> <p>Member: Appointed for a one-year term and cannot serve a consecutive term.</p>
Major Responsibilities	<ul style="list-style-type: none">• Shall select and recommend a recipient/proposal for the Sally C. Tseng Professional Development Grant accordance with the criteria and guidelines (see attached Professional Development Grant guidelines).• Shall announce the name of the recipient(s) in the CALA Newsletter and on CALA listserv and website.
Procedures	<ul style="list-style-type: none">• Call for proposals.• Solicit supporting letters.• Review/evaluate nomination documentations• Rank the nominees, discuss, and select the winner.• Present recommendation of the recipient to the President and the Executive Director for forwarding to the Board for approval.• Ask the Treasurer to prepare check(s) for the grant recipient(s).
Publicity	<ul style="list-style-type: none">• Post the “Call for Proposals” on CALA listserv and website.• Announce the name(s) of the grant recipient in the CALA Newsletter and on CALA listserv and website.
Timeline	<ul style="list-style-type: none">• January<ul style="list-style-type: none">○ Post the “Call for Nominations”• March<ul style="list-style-type: none">○ Solicit supporting letters• April

- Review/evaluate nomination documentations
- **May**
 - Present recommendation of the recipient to the President and the Executive Director (allow the Board to act on the recommendation at least 30 days prior to the annual membership meeting).

Report Due Dates **Interim:** Two weeks before the board meeting at mid-winter meeting.

Annual: Two weeks before the board meeting at annual conference.

Scholarship Committee

Type	Standing
Charge	The Committee shall determine the winner(s) of the Scholarship award(s) and inform the CALA President, Executive Director, and the Board of Directors of its decision.
Composition & Term(s) of Office	<p>Makeup: Shall consist of five members including the Committee chair.</p> <p>Chair: Appointed by the President for an one year term and cannot serve a second consecutive term</p> <p>Member: All Committee members appointed for a one-year term only and cannot serve a consecutive term.</p>
Major Responsibilities	<ul style="list-style-type: none">• Post CALA scholarship news releases to the CALA website, listserv, and accredited library schools in both United States and Canada.• Recommend scholarship recipients to CALA Executive President, Executive Director, and the CALA Board for their final approval• Inform each recipient of their award status and post announcement of the scholarship recipients to the CALA membership by email and on the CALA website• Forward the award announcement of each recipient with their contact information to the CALA Executive President for an official press release• Assess and make future recommendations to improve the present application form and evaluation guidelines
Procedures	<ul style="list-style-type: none">• Update the application and reference forms on the CALA website to reflect current information• Call for applications.• Make sure all applicants are current enrolled full-time students at ALA accredited library schools• Review/evaluate all applications• Select winners• Report the scholarship recipients to the President, Executive Director, and the Board
Publicity	<ul style="list-style-type: none">• Post the scholarship news release to the CALA website• Forward the news release to all ALA accredited library schools in the U.S. and Canada.• Forward the news release to the ALA Liaison to Ethnic

Caucuses for distribution

***Communication
& Consultation***

- Members communicate via email or telephone if necessary.

Timeline

- **October**
 - Revise application and reference forms on the CALA website
 - Post the scholarship news release to the CALA website
 - Forward the news release to all ALA accredited library schools in the U.S. and Canada
 - Forward the news release to the ALA Liaison to Ethnic Caucuses for distribution.
- **January**
 - Send out a follow-up reminder for application
- **March**
 - Deadline for all application and reference material submissions
- **April**
 - Review all applications
- **May**
 - Recommend scholarship recipients to CALA President, Executive Director, and the CALA Board members for their final approval
 - Inform each recipient of their award status and post announcement of the scholarship recipients to the CALA membership by email and on the CALA website.

Report Due Dates ***Interim:*** Two weeks before the board meeting at mid-winter meeting.
Annual: Two weeks before the board meeting at annual conference.

Web Committee

Type	Standing
Charge	Assist the Webmaster to develop and refine the Association's websites.
Composition & Term(s) of Office	<p>Makeup: The Web Committee should be made up with the Webmaster and chapter webmasters. The number of members, including the chairperson, shall be an odd number. The exact number of members is to be decided by the president.</p> <p>Chair: The chairperson is Webmaster, who serves a three-year term and can be reappointed for a second term.</p> <p>Member: Members of the Web Committee shall be appointed for a staggered two-year term and can be re-appointed for a consecutive term. Members of the committee shall be personal member in good standing.</p>
History/Purpose	The first web advisory committee was established as an ad hoc committee by the President in 2004. After 3 years, it became a standing committee in 2007.
Major Responsibilities	<ul style="list-style-type: none">• Maintenance and development of the CALA Web site.
Communication & Consultation	<ul style="list-style-type: none">• President• Executive Director• Committee Chairs
Report Due Dates	<p>Interim: Interim report is due in December 31.</p> <p>Annual: Annual report is due by May 31.</p>

Ad Hoc Committees

Handbook Committee

Type	Ad hoc
Charge	Compile and update the officer's handbook to pertinent information on goals, history, and major functions of CALA.
Composition & Term(s) of Office	Makeup: Two members. Chair: One year term. Member: One year term.
History/Purpose	The Committee was created in 2005 as an ad hoc committee.
Major Responsibilities	Compile and update handbook entries to keep the Officer's Handbook up-to-date.
Procedures	<ul style="list-style-type: none">• Review existing files and documents of each committee.• Devise a method for the revision of handbook entries, paying particular attention to gaps in descriptions and timetables, and to sections need updates.• Contact officers, committee chairs to request updates to each of their corresponding entries.• Set deadline and timeline to receive updates.• Incorporate updates and changes to the handbook• Send updated section to webmaster to be mounted on the web• Circulate copies of handbook to officers and new chairs
Record Keeping	Maintain a master copy of the handbook
Communication & Consultation	<ul style="list-style-type: none">• Executive Director• President• Board of Directors• Committee Chairs• Webmaster
Timeline	<ul style="list-style-type: none">• June<ul style="list-style-type: none">○ Review existing copy of Handbook• July<ul style="list-style-type: none">○ Divide section by committee members and send out request for updates to officers and committee chairs• September<ul style="list-style-type: none">○ Obtain and compile updates

- **December**
 - Revised handbook with submitted updates
- **January**
 - Present updated handbook for board's approval
- **February**
 - Review handbook to see if handbook needs correction and changes
- **May**
 - After annual election determine if section of Constitutions & bylaws need changes.
- **June**
 - Prepare Master copy to be handed out to next chair, and have copies ready for officers and new chairs.

Report Due Dates

Interim: Two weeks before the board meeting at mid-winter meeting.

Annual: Two weeks before the board meeting at annual conference.

Local Arrangements Committee

Type	Ad hoc
Charge	The Committee shall make recommendations to the CALA President and Executive Director of its decisions on the location and price of the CALA Banquet
Composition & Term(s) of Office	<p>Makeup: Shall consist of 3-5 members including the Committee chair. Term of appointment will be one year</p> <p>Chair: Chair and members are appointed by the President</p> <p>Member: All members should be CALA members in good standing</p>
Major Responsibilities	<ul style="list-style-type: none">• Work with the Program Committee and other pertinent committees to successfully plan on the annual program and award banquet• Find a CALA Banquet location• Conclude a price scheme for the Banquet and refer it to the CALA President• Solicit gifts for door prizes and sponsors/supporters for the Program and Banquet• Responsible for local news/media coverage of the Program and Banquet• Responsible for the Banquet registration• Report and communicate with the President, Vice President and Executive Director of CALA closely• Final decisions on announcement, location, price, invited guests is from the CALA President• Responsible for the design, content and printing of the Banquet Program, including cost
Procedures	<ul style="list-style-type: none">• Upkeep a record of business conducted• Design and negotiate a menu and price for the Banquet with the selected restaurant• Make a tentative timeline which indicates the various steps of tasks need to be accomplished, e.g. timeline date for finding a location [2-3 months before Banquet], deadline date for Banquet Registration [1 month before the Banquet], time to contact media, time to make announcement, etc.• Set up a registration procedure, including designating a chief responsible person

- Included in Banquet program with entertainment, door prize drawing, and a Master of Ceremony

Publicity

- Release the Banquet news to CALA members or other library associations, communities via CALA listserv or CALA website, by consultation with CALA President and CALA website master
- Contact various news/media nationally and locally for the announcement of the Program and Banquet

Communication & Consultation

- President
- Vice President (Program Chair)
- Executive Director
- Web Administrator

Timeline

- **March**
 - Begins soliciting door prizes for Annual Program, Selects Restaurant for Annual Banquet, and requests check from Treasurer for Deposit
- **April**
 - Announces Annual Banquet and Ticket Information and deadline for early bird on listserv and website.
- **May**
 - Early bird deadline for Annual Banquet. Cut off date for receiving payment.
 - Local Arrangement Committee solicits volunteers to staff booth at annual meeting

Report Due Dates

Interim: Two weeks before the board meeting at mid-winter meetings.

Annual: Two weeks before the board meeting at annual conferences

Other Officers

CALA Representatives to ALA Diversity Committee
A sub-committee of the ALA Council Committee on Diversity,
ALA

- Charge**
- Represent CALA as an organization to the ALA on diversity issues
 - Report news and initiatives of CALA to ALA members or committees
 - Share news and activities or programs of other ethnic caucuses or ALA affiliates to CALA members and leaders
 - Address concerns or issues as a collective group to ALA members or leaders

- Term of Office**
- Makeup:** Odd number including the chair of the committee. The two members are appointed by the presiding president of CALA. This is not specified in Constitution and bylaws of CALA
- Chair:** Chair is selected and appointed by ALA president.
- Member:** Term of office according to Constitution and bylaws. Appointed by the President with the advice of the Board

- Major Responsibilities**
- List goals of the committee by bullets.
 - Report on the CALA activities as requested by the Committee. Twice a year.
 - Attend the meetings of the Diversity Council Committees; usually Friday afternoons of ALA Midwinter meeting and Saturday afternoons of ALA Annual meeting.
 - Attend the CALA's Board meetings and membership meetings and report back of the Diversity Council's goals and activities.

- Publicity**
- Send out the "Call for Nomination" to CALA members via CALA listserv.
 - Shall announce the list of nominees in the CALA Newsletter or CALA Web, whenever possible.
 - Write to the CALA newsletter as necessary or required.

- Timeline**
- **January**
 - Send out "Call for Nomination"
 - **February**
 - Contact the nominees for consent and statements for the positions
 - **March**

- Finalize the list of nominees and compile biographies and statements for annual election
- **April**
 - Present to the President the list of nominees (at least two months prior to the annual membership meeting).
- **May**
 - Count ballots with committee members, and announce results

Report Due Dates

Interim:	Two weeks before the board meeting at mid-winter meetings.
Annual:	Two weeks before the board meeting at annual conferences

English Editor of *Journal of Library and Information Science (JLIS)* & English Editorial Committee of *JLIS* Committee

Type	Standing
Charge	Edit and submit articles for publication in the journal of the Association in accordance with the editorial policies established by the Board; oversee the publication and distribution of the journal; prepare budget request and manage the authorized journal budget; serve as an ex-officio member of the Publication Committee; and submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.
Composition & Term(s) of Office	<p>English Editor of <i>JLIS</i> Appointed by the CALA president and approved by the CALA Board of Directors for a three-year term. Official term starts immediately at the end of the ALA annual conference. A second consecutive term of three years may be appointed. The English editor also serves as chair of the CALA <i>JLIS</i> Editorial Board, and on the <i>JLIS</i> Editorial Board. English Editor of <i>JLIS</i> reports to CALA Board of Directors and Editor of <i>JLIS</i></p> <p><i>JLIS</i> English Editorial Board Consists of five regular members including the chair. Membership of the board is recommended by the chair and formally appointed by CALA president. Official term starts immediately at the end of the ALA annual conference. A second consecutive term of three years may be appointed. CALA president, chair of the publications committee, and the <i>JLIS</i> editor of book reviews are ex-officio of the Board.</p>
Major Responsibilities	<ul style="list-style-type: none"> • English editor of <i>JLIS</i> is responsible for the solicitation, review, referee process, selection, and editing of all English articles for publication in the <i>JLIS</i>. • English editor is authorized to make decisions based on the referee comments and committee review about which English articles to publish and to notify the authors of the acceptance of their articles and in which issue their articles will be published. • English editor shall provide three or more quality English articles appropriate for publication for each issue of <i>JLIS</i>. • English Editor shall keep statistics and archives of the <i>JLIS</i>

relating its publication of English articles and provide an annual report to the *JLIS* editorial board and CALA Board of Directors.

- English Editor shall actively promote the journal and solicit quality articles for publication in the United States and throughout the world.
- As chair of the *JLIS* CALA Editorial Board, the English Editor will lead the Board to accomplish these expectations.

Procedures

To provide for the two issues of *JLIS* scheduled to be published in April and October each year, the English article review process follows these timeline and procedures:

- English Editor will send out a call for papers to CALA listserv and other appropriate venues in January and June every year.
- Within two weeks of receipt of a manuscript, the English Editor will forward the manuscript to a board member according to the order of the board roster for review and notify the author of receipt of the manuscript.
- The reviewing board member should send each article to two referees selected from the “list of *JLIS* referees” (“The list of *JLIS* referees” is developed and maintained by the English Editorial Board) according to their background of expertise.
- A letter and referee questionnaire will be sent to the referees (please use the form letter and questionnaire).
- The referees will be given 4 weeks to complete the review.
- The reviewing board member will communicate his/her recommendations to the English Editor based on the referee comments within two weeks after the articles are returned from the referees.
- The English Editor will notify the author of the decision about their article within two weeks after receiving the recommendations and copy the reviewing board member.
- The reviewing board member will then work with the author whose article have been accepted to revise the article according to referee comments and submit the final version of the article in camera ready form to the English Editor at least one month before the expected publication date.
- The reviewing board member will forward all review documents to the English Editor along with the camera ready article.
- The English Editor will conduct the final proof-reading of the camera ready articles and send them along with review documents to the *JLIS* Chinese editor, who serves as the

NTNU liaison of JLIS English Editorial Board, for publication and documentation.

Publicity

- Maintains the content of about JLIS on CALA website
- Send out call for papers to CALA membership and other library organizations
- Make announcement to CALA membership when the new issue is published.

Report Due Dates

Interim: Two weeks before the board meeting at mid-winter meeting.

Annual: Two weeks before the board meeting at annual conference.

Listserv Administrator

Charge

CALA Listserv is a discussion forum as well as a communication channel for the Chinese American Librarians Association.

CALA Listserv Administrator is to ensure that this discussion forum and communication channel is operated smoothly.

Composition & Term(s) of Office

Makeup: The position of Listserv Administrator is not defined in Constitution and Bylaws. In general, there is no defined term of years for Listserv Administrator. In case when Listserv Administrator can't perform the duties, a replacement will be nominated by the President and be approved by the Board.

History/Purpose

- CALA Listserv was launched in June 1994 at University of Wisconsin — Milwaukee. Dr. Wilfred Fong was the first CALA Listserv administrator.
- On February 14, 2003, CALA Listserv moved to a new location: cala@umich.edu. The listserv administrator during this period of time was Shixing Wen.
- On August 1, 2007, CALA Listserv moved to its own domain: calalist@cala-web.org. The current listserv administrator is Bin Zhang (bzhang@csus.edu).
- In general, there is no other member beside Listserv Administrator. However, Listserv Administrator could delegate the duties to another CALA member to cover his or her temporary absence.

Major Responsibilities

- Monitor the CALA listserv to ensure that messages posted are appropriate.
- Add new members to the listserv.
- Update members' email addresses.
- Remove subscribers per their requests.
- Respond to subscribers' other questions.
- Post job vacancy notices to the listserv.

Procedures

- Check email frequently.
- Approve messages related to CALA or library profession in general and reject inappropriate or unsolicited messages.
- Respond to subscribers' requests in a timely manner.
- Consult with Executive Director or relevant officer for

anything not sure.

Report Due Dates

Interim:	Two weeks before the board meeting at mid-winter meeting.
Annual:	Two weeks before the board meeting at annual conferences

Newsletter Editor

- Charge**
- Edit, publish, and distribute the newsletter of the Association in accordance with the editorial policies established by the Board;
 - Prepare budget request and manage the authorized newsletter budget;
 - Serve as an ex-officio member of the Publication Committee;
 - Submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.
- Committee Composition**
- The Board shall appoint a newsletter editor from the membership of the Association for a three-year term. The newsletter editor can be re-appointed for a second consecutive term.
 - Newsletter Editor shall be personal member in good standing
- History/Purpose**
- The position of Newsletter Editor was created in 1973 when CALA was established. Since 2000, CALA Newsletter has been published exclusively online.
- Publicity**
- Send out “Call for Submissions” via CALA listserv.
 - Announce the publication of each issue on the CALA listserv and CALA Web.
- Communication & Consultation**
- Executive Director
 - President
 - Committee Chairs
- Timeline**
- **July**
 - Send out “Call for Submissions” for the summer issue.
 - **September**
 - Publish the summer issue.
 - **January**
 - Send out “Call for Submissions” for the Winter issue.
 - **February**
 - Publish the Winter issue.
- Report Due Dates**
- Interim:** Two weeks before the board meeting at mid-winter meeting.
- Annual:** Two weeks before the board meeting at annual conferences

Web Master

Charge	<ul style="list-style-type: none">• Design, edit, and update the information and activities of the Association on the web in accordance with the website policies established by the Board;• Serve as an ex-officio member of the Publications Committee;• Chair the Web Committee; and• Submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.
Composition & Term(s) of Office	Makeup: The Board shall appoint a web master from the membership of the Association for a three-year term. The web master can be re-appointed for a second consecutive term.
History/Purpose	CALA website was first launched in 1995 by Shixing Wen in recognition of the importance of the worldwide web for a professional organization like CALA. As there was no provision for this position in Constitution or Bylaws, Shixing served as the de facto webmaster for many years. In recent years, many presidents appointed Shixing continuously until the revision of the Constitution and Bylaws in 2007.
Major Responsibilities	<ul style="list-style-type: none">• Maintain and update the CALA website.• Create and maintain news items on the CALA front page.• Prepare for and administer CALA online election.• Create CALA annual Conference website.• Create paid advertisements on CALA Library Job Line.• Assist chapters and committees in their web needs.
Communication & Consultation	<ul style="list-style-type: none">• Executive Director• President• Vice-President/Program Committee Chair• Publication Committee Chair
Report Due Dates	Interim: Two weeks before the board meeting at mid-winter meeting. Annual: Two weeks before the board meeting at annual conferences