

## **II. BOARD OF DIRECTORS**

### **II. A. GENERAL INFORMATION**

(Sections of the Constitution and By-Laws applicable to this section: IIB; IIIC, D3; IVA, B1, C3, D6, D7, E, E4, E5; V; VIB, E, H, K; VIIA, C; IXB, C, D; XA; XI.)

#### **II. A. 1. CHARGE**

The Board of Directors administers and manages the affairs of the Music Library Association, formulates and executes its policies, and realizes its stated purposes. It acts in the name of the Association between its annual meetings, and it may exercise all powers except those which are vested exclusively in the members.

#### **II. A. 2. BOARD MEMBERSHIP**

The Board of Directors comprises the ten officers of the Association. Nine of these officers are elected and are voting members of the Board: President, Vice-President/Past President, Recording Secretary, and six members-at-large; the Treasurer/Executive Secretary is appointed by the Board and may not vote.

#### **II. A. 3. TERMS OF OFFICE**

Officers serve until the adjournment of the final session of the national meeting at which the names of their successors are made public. Elected officers of the Board of Directors serve for up to six consecutive years. Appointed officers serve up to four consecutive years.

#### **II. A. 4. CONDUCT OF BUSINESS**

##### **II. A. 4. a. PARLIAMENTARY AUTHORITY**

The rules in the current edition of *Robert's Rules Of Order Newly Revised* govern the conduct of the Association in all cases to which they are applicable and in which they are not inconsistent with the constitution and by-laws, any special rules of order the Association may adopt, or this Handbook.

##### **II. A. 4. b. VOTING**

The Board of Directors comprises the ten officers of the Association. Nine of these officers are elected and are voting members of the Board: President, Vice-President/Past President, Recording Secretary, and six member-at-large; the remaining one, the Treasurer/Executive Secretary, is appointed by the Board and may not vote. Decisions are made by a majority of the Board's voting members.

##### **II. A. 4. c. FREQUENCY OF AND PROCEDURES FOR CALLING BOARD MEETINGS**

The Board meets in conjunction with the annual meeting of the Association and may meet at other times. It is customary for the Board to meet three times a year. Its special meetings convene either when called by the President or when requested in writing by three of its members.

#### **II. A. 4. d. ATTENDANCE AT BOARD MEETINGS**

Board meetings are open to members of the Association, who may attend as auditors, except that the Board may meet in closed session at its discretion.

#### **II. A. 4. e. DEFINITION OF A QUORUM**

A majority of the voting Board members constitutes a quorum provided the President or Vice-President/President-Elect or Past President is present.

#### **II. A. 4. f. AGENDAS**

The President sends the agenda for Board meetings to Board members in advance of the meetings.

#### **II. A. 4. g. EMERGENCY ACTIONS AND THEIR SUBSEQUENT BOARD RATIFICATION**

Emergency action is taken by unanimous vote of the President, Recording Secretary and Vice-President/Past President and is subject to Board ratification. Action taken between meetings is ratified at the following Board meeting. Personal approval obtained separately from Board members does not constitute an official act of the Board until ratified at the following Board meeting and recorded in the minutes.

#### **II. A. 4. h. BUDGET REQUESTS BY BOARD MEMBERS**

Board members, including those whose terms will expire during the next fiscal year, submit annual budget requests for expenditures necessary to the performance of their official duties to the Finance Committee four weeks in advance of the June Board meeting.

#### **II. A. 4. i. HONORARIA/REIMBURSEMENT/PER DIEM**

No elected officer, member, or delegate of a member receives compensation as such. The Treasurer/Executive Secretary, Convention Manager, Placement Officer, Publicity Officer, and editors of *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, the *MLA Index and Bibliography Series*, and *MLA Technical Reports* receive an honorarium, the amount determined by the Board. The Board will review all honoraria at the spring meeting of the Association. All Board members are reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and up to per diem at the amount set by the Board for meals. With Board approval, the Vice-President/Past President or other designated Board member may receive reimbursement for travel to and from one regional chapter meeting. In all cases such

reimbursement is only for that part of the specified expenses not covered by Board members' institutions, is requested from the Treasurer in writing and is accompanied by written receipts. When appropriate, the tax exempt number (962-1615201) is used in making MLA purchases. (rev. 6/2005)

#### **II. A. 4. j. MAINTENANCE OF RECORDS**

In a timely fashion all Board members maintain and convey their MLA correspondence and papers to their successors on the Board or to the MLA Archives at the University of Maryland, College Park, Md.

#### **II. A. 4. k. MLA POLICIES**

An MLA policy is a decision that is made upon formal vote of the Board of Directors and that is intended to govern subsequent action of the Association.

#### **II. A. 4. 1. SOFTWARE STANDARDS**

When creating and/or transmitting MLA documents it is important to utilize software (whether for word processing, spreadsheets, or database management) that is convertible to other currently used software packages or to more recent versions of a given software package.

#### **II. A. 5. RESPONSIBILITIES**

##### **II. A. 5. a. FREQUENCY, LOCATION AND PROGRAM OF ANNUAL MEETINGS**

An annual meeting is the only required regular meeting of the Association. The Board decides where and when meetings of the Association will be held. The President calls special national meetings at the written request of either the Board or of twenty percent of the membership. At such a meeting no business may be transacted other than that stated in the notice of the meeting. A special meeting may be called for the purpose of jointly meeting with an organization in a related field. The Board approves the program for the annual meeting at the fall Board meeting.

##### **II. A. 5. b. APPOINTMENTS AND EVALUATIONS**

**1) Annual Appointment of Treasurer/Executive Secretary.** The Board appoints or reappoints the Treasurer/Executive Secretary annually. If at its fall meeting the Board decides that the incumbent should be reappointed, the incumbent is asked in writing if they wish to serve another year's term before the vote on their reappointment is taken by the Board. Appointed officers serve up to four consecutive years.

**2) Annual Evaluation of and Assignment of Annual Duties to the Treasurer/Executive Secretary.** Prior to its fall meeting, the Board makes an annual performance evaluation of the Treasurer/Executive Secretary. It may also assign duties to be performed by this officer beyond those specified in the constitution and by-laws.

**3) Appointment of the Editors of Publications, the Fiscal Officer, Parliamentarian, et al.** In consultation with the Board and from among the Board members the President appoints a Parliamentarian, an Assistant Parliamentarian, the Fiscal Officer and Assistant Fiscal Officer, and two officers to collect annual reports from the committees. The President appoints the chairs of all standing and special committees, all special officers, the Convention Manager, the Assistant Convention Manager, and the editors of the *MLA Newsletter*, the *Music Cataloging Bulletin*, the MLA Technical Reports, and the MLA Index and Bibliography Series. The Board appoints the editor of *NOTES*.

**4) Filling of Vacancies on the Board.** The Board fills by appointment any vacancy among its officers for the duration of the unexpired term, except that of Vice-President/President-Elect. Should the Vice-President/President-Elect be unable to serve, the Board calls a special election to fill the unexpired term.

#### **II. A. 5. c. FISCAL DUTIES**

**1) Dues.** Membership dues (regular, life, sustaining, student, associate, retired, corporate, and institutional membership classes) are set by the Board.

**2) Authorizes Financial Depositories.** In consultation with the Treasurer/Executive Secretary, the Board approves the depository for monies and negotiable instruments in the name, and to the credit, of the Music Library Association. Investments in long-term instruments are designated as a General Endowment, the principal to remain intact except for acute fiscal emergency.

**3) Budget And Expenditures.** The Board approves the budget prepared by the Finance Committee for each fiscal year, authorizes expenditures as specified therein and approves amendments to the budget as they occur throughout the fiscal year. The fiscal year begins July 1 and ends the following June 30. The Board also approves requests for extraordinary disbursements. Financial matters brought to the Board's attention are usually referred to the Finance Committee before official action is taken. No money beyond that which is budgeted is spent in the name of the Music Library Association without prior, formal approval by the Board. Emergency budget action may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President and the Fiscal Officer. Such action is ratified at the following Board meeting. If during the course of a fiscal year the Board approves unbudgeted expenditures, it amends the budget and identifies the source of income that is to cover the expenditures. Depletion of the Association's reserves is to be avoided.

#### **II. A. 5. d. APPROVAL OF PUBLICATIONS**

Materials approved by the editors of the MLA Technical Reports and the MLA Index and Bibliography Series are recommended to the Board for publication.

#### **II. A. 5. e. APPROVAL OF CONVENTION PROGRAMS, WORKSHOPS AND OTHER CONTINUING EDUCATION PROGRAMS**

The Board approves programs of MLA conventions and other continuing education events sponsored by the Association. The Board assures that such programs fulfill the objectives of the Association with distinction and that any fees charged are sufficient both to offset the expenses of such events and to ensure the programs are of high quality. Students who are MLA members shall be charged a reduced fee at annual meetings.

#### **II. A. 5. f. ANNUAL REPORTS; ACTIVITIES, FINANCIAL, COMMITTEE, SPECIAL OFFICERS, AND CHAPTER**

The Board maintains free and open communications with the membership. To this end, at or prior to the annual meeting of the Association, the Board receives and distributes the following reports to the members: through the Recording Secretary, an annual report of the Board's activities and the minutes of the Association's last meeting; an annual, audited financial report which the Treasurer/Executive Secretary submits to the membership at the annual meeting and which is published annually in *NOTES*; annual reports of the committees, the representatives to other organizations and special officers collected by a member-at-large; annual reports of the chapters collected by the Vice-President/Past President.

A summary of Board actions prepared by the Recording Secretary appears in the *MLA Newsletter* prior to each annual meeting. Board policies are indexed by the Recording Secretary.

#### **II. A. 5. g. NOMINATIONS FOR ELECTED OFFICES; PROCEDURES FOR BREAKING A TIE VOTE**

The slate of candidates for election and nominees for citations is presented to the Board for its approval by the Nominating Committee. Members of the Board and Nominating Committee keep these names confidential until they are approved by the Board. A tie in an election for national officers is broken by a majority of voting members of the Board.

#### **II. A. 5. h. SERVICE OF BOARD MEMBERS ON COMMITTEES; ESTABLISHMENT OF DIFFERENT COMMITTEES**

Board members may serve on committees. The Board may direct the President to establish standing committees additional to those specified in the constitution and by-laws.

#### **II. A. 5. i. DESIGNATION OF PRIVILEGES OF MEMBERSHIP; MEMBERSHIP HANDBOOK**

The Board may designate privileges of membership in the Association beyond those specified in the constitution and by-laws. A new membership handbook is issued every year, and is made available only to members of the Association. Copies may also be sold to non-members upon request.

#### **II. A. 5. j. AMENDMENT OF THE CONSTITUTION AND BY-LAWS**

The Board reviews proposed amendments to the constitution and by-laws. Amendments may be proposed in writing to the Board by individual voting members of the MLA, by the Parliamentarian or by a committee appointed by the Board to revise the constitution and by-laws. Amendments approved by the Board are distributed by the Treasurer/Executive Secretary to be voted on by the membership two months before the annual meeting of the Association. As budgeted, revised copies of the constitution and by-laws are sent to the membership. The Treasurer/Executive Secretary keeps the official machine-readable version of the Constitution.

#### **II. A. 5. k. QUESTIONNAIRES**

No questionnaires, surveys or similar instruments intended for distribution to some or all of the membership, or in the name of MLA to other organizations or individuals, shall be distributed by a member, officer, or constituent part of the Association until approved by the Board.

#### **II. A. 6. PROCEDURES FOR RELATIONS/AFFILIATION WITH OTHER ORGANIZATIONS**

The Association may establish relationships with other organizations and may provide representation at meetings of organizations in fields related to music librarianship. For formal affiliation, the Board submits the terms of affiliation in writing to the members present at a regular meeting. Approval is by a majority of the ballots cast on the proposal at the meeting. For institutional membership, the Board approves the President's enrollment of the Association, or its withdrawal, as an institutional member. For the Association to be represented in another organization, representatives are appointed by the President in consultation with the Board.

#### **II. A. 7. SPEAKING ON BEHALF OF MLA**

No MLA officer is authorized to speak on behalf of the MLA or as an officer of the Association in making recommendations for a specific employment or honorary position. Similarly, no officer may use the name of the Association in conjunction with an endorsement of any kind. It is recognized that members of the Association retain the right to respond to inquiries as private individuals or in their own professional capacities.

#### **II. A. 8. IN THE EVENT THAT MLA SHALL CEASE TO EXIST**

Should future exigencies make the dissolution of the MLA necessary, the properties of the Association shall be disposed of by gift to the University of Maryland at College Park for the exclusive purpose of preserving, developing, and maintaining the Music Library Association Archives. The Board of Directors of the MLA will oversee this transfer.

#### **II. B. PRESIDENT**

(Sections of the constitution and by-laws applicable to this section: IVA, B1, D1, E1; VC1, 2, 3, 5; VIB, C, D, E, F, K, L; VIIC; IXC, D.)

#### **II. B. 1. CHARGE**

The President serves as the executive officer and official representative of the Music Library Association. In order to realize the purposes of the MLA, the President coordinates all functions of the Association and keeps in close touch with the Vice-President/Past President, Treasurer/Executive Secretary, the Board of Directors and committee activities. The President maintains especially close contact with the Publications Committee, as the President countersigns all contracts negotiated by the Association with publishers. The President may serve *ex officio* on all committees except the Nominating Committee.

## **II. B. 2. TERM OF OFFICE**

The President's term is two years; it follows the one-year term of Vice-President/President-Elect and succeeds to the one-year term of Past President. The officer so elected does not succeed herself/himself.

## **II. B. 3. PRESIDENT'S BUDGET**

### **II. B. 3. a. BUDGET REQUESTS**

Four weeks in advance of the May/June Board meeting, the President submits an annual budget request to the Finance Committee for the President's discretionary fund and for other expenses such as transportation, per diem, telephone and postage.

### **II. B. 3. b. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM**

The President is reimbursed for expenses incurred in connection with Association business. Reimbursement is limited to whatever portion of transportation, lodging and meals (excluding alcoholic beverages) is not borne by the President's institution. Requests for reimbursement accompanied by receipts are submitted to the Treasurer/Executive Secretary. In the absence of receipts for meals, a per diem food allowance at the amount set by the Board is paid. Mileage will be reimbursed at the current IRS rate.

## **II. B. 4. RESPONSIBILITIES CONCERNING MEETINGS**

### **II. B. 4. a. CONDUCTING MEETINGS**

The President calls and presides at the meetings of the Board of Directors, prepares the agenda, sends it to Board members well in advance of meetings, and directs the business to be covered in each meeting according to the established agenda. During the meetings the President encourages the Board to transact its business expeditiously, to submit motions in writing to the Recording Secretary, and to state clearly who is expected to do what by when so that this information will be accurately recorded in the minutes. The President presides at the annual business meeting of the Association, preserves order and decorum and decides points of order. The President maintains appropriate communication with the Board of Directors, including the expeditious polling of its members.

#### **II. B. 4. b. REVIEW OF THE MINUTES**

After each Board meeting the President reviews the minutes, ensures that the executive summary is complete and accurate, and returns the minutes to the Recording Secretary for distribution.

#### **II. B. 4. c. NEWSLETTER COLUMN**

The President writes a regular column for the *MLA Newsletter* to keep members informed of the current business of the Association.

#### **II. B. 4. d. ACTION TAKEN BETWEEN BOARD MEETINGS**

Action taken between meetings must be ratified at the following Board meeting. Personal approval obtained from Board members separately does not constitute an official act of the Board until ratified at the following Board meeting and recorded in the minutes. Emergency action is taken only by unanimous vote of the President, Recording Secretary and Vice-President or Past President and is subject to Board ratification.

#### **II. B. 4. e. ORIENTATION OF NEW BOARD MEMBERS AND OFFICERS**

The President conducts an orientation meeting with new Board members and officers prior to their first Board meeting. In particular, the history of issues scheduled to be discussed at the Board meeting is covered.

#### **II. B. 4. f. SPECIAL MEETINGS**

The President calls a special national meeting of the Association at the written request of either the Board or of twenty percent of the membership. At such a meeting no business may be transacted other than that stated in the notice of the meeting. A special meeting may be called for the purposes of jointly meeting with an organization in a related field. The President may call special meetings of the Board of Directors and does so upon the written request of three of its members.

#### **II. B. 4. g. CITATIONS**

The President is responsible for having the texts of citations written and commissions a calligrapher to prepare the presentation version of the citation. The President announces the recipients of citations at the annual business meeting of the Association.

### **II. B. 5. APPOINTMENT RESPONSIBILITIES**

#### **II. B. 5. a. GENERAL INFORMATION**

In consultation with the Board of Directors, the President appoints:

a member-at-large to be Fiscal Officer,

a member-at-large to be Assistant Fiscal Officer,  
a member-at-large to be the Parliamentarian and to maintain and update the Handbook,  
and the Handbook index,  
a member-at-large to be Assistant Parliamentarian, to assist with the maintenance of the  
Handbook,  
a newly-elected member-at-large to receive reports of special representatives, special  
officers and committees of the Association,  
a continuing member-at-large to assist in compiling the reports, and serve as liaison to the  
Roundtable Coordinators  
the chairs of all other standing and special committees and interest groups,  
in consultation with the chairs, the other members of the committees,  
representatives to other organizations, chairs of joint committees (e.g. *RISM*, *RILM*),  
all other special officers (e.g. Convention Manager, placement, publicity), and  
the editors of the *MLA Newsletter*, the *Music Cataloging Bulletin*, the *MLA Technical  
Reports*, and the *MLA Index and Bibliography* series.

The Board appoints or reappoints the Treasurer/Executive Secretary. No appointee serves more than four consecutive years. The Board also appoints the editor of *NOTES*, usually for a period of five years. Editors should be reviewed annually at the fall Board meeting.

The President appoints members of the Nominating Committee. The President may, with the approval of the Board, appoint a member as representative to another organization for the term required by the organization. In the absence of a specified duration, the President of the MLA sets the term of appointment.

In consultation with the Vice-President/Past President, the President annually and no less than one year in advance of the next national meeting, appoints two new members to the Program Committee; of these two, one will chair the committee during the second year of his or her term and remain on the committee for a third year; the other will serve a two-year term. In addition, the President appoints the chair of the Local Arrangements Committee, preferably two years but no less than one year in advance of the meeting.

The President provides a written charge for every committee and individual appointee which makes clear to whom each appointee must report, how, how often and under what circumstances. Annual or more frequent reports, budget requests and attendance at meetings are specified. The President will forward written committee charges to the Parliamentarians for inclusion in the Administrative Handbook, and to the Treasurer/Executive Secretary for inclusion in the Administrative Structure.

After consultation with the Board the President removes from such office or other appointed position those not able to fulfill their charge. The President also reports to the Board about the formation or cessation of any appointed position or group.

#### **II. B. 5. b. ANNUAL REAPPOINTMENT AND EVALUATION OF TREASURER/EXECUTIVE SECRETARY**

The Board appoints or reappoints the Treasurer/Executive Secretary on an annual basis. Annual performance evaluations of this officer are conducted at the fall Board meeting. If the incumbent does not wish to serve another year's term, the incumbent must notify the Board in writing thirty days prior to the fall Board meeting. If such notification is not received, the vote on reappointment shall be taken following the performance evaluation. The incumbent shall be notified of the reappointment decision in writing. If the incumbent does not wish to seek reappointment for another term, the President shall make interim arrangements for the handling of the duties of the Treasurer/Executive Secretary until a new one is appointed.

#### **II. B. 5. c. CREATION/DISSOLUTION OF COMMITTEES OR ROUNDTABLES**

The Board or the Association may direct the President to appoint standing committees in addition to those specified by the constitution and by-laws. Special committees may be appointed by the President as deemed necessary to carry on the work of the Association. The President dissolves special committees when they have fulfilled their charge.

The President authorizes the existence of a roundtable after the specified letters of support have been received. The President may disband inactive roundtables.

#### **II. B. 6. MAINTENANCE OF THE OFFICIAL CALENDAR**

The President and Treasurer/Executive Secretary prepare and maintain the official calendar of the Association and a calendar of appointees so that the four-year service limitation may be observed. Copies of the calendar are distributed by the Treasurer/Executive Secretary to all whose responsibilities are specified in it or are related to the scheduled items.

#### **II. B. 7. FINANCE: BUDGET, CHECKS, CONTRACTS**

The President participates in the deliberations of the Finance Committee and works closely with the Committee in the preparation of the budget. Each budget contains a President's discretionary fund that is disbursed by the President in a manner consistent with the best interests of the Association. The President may sign checks issued by the Association and countersigns contracts negotiated by the Association in conjunction with its publications, convention hotels, business office, and including those negotiated by the *NOTES* editor for printing.

#### **II. B. 8. MEMBERSHIP IN OTHER ORGANIZATIONS**

With Board approval, the President enrolls or withdraws the Association as an institutional member of another organization.

#### **II. B. 9. MAINTENANCE OF RECORDS**

The President maintains the records of the Presidency so that they can be passed on to the next elected President in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives.

## **II. B. 10. ACKNOWLEDGEMENT OF GIFTS**

The President acknowledges all gifts to the Association over \$100, and notifies the Treasurer/Executive Secretary of these gifts. The Treasurer/Executive Secretary acknowledges all gifts under \$100 with a receipt and sends a quarterly report of gifts received to the President and to the chair of the Development Committee.

## **II. B. 11. SPECIAL ACHIEVEMENT AWARD**

With Board approval, the President may issue a Special Achievement Award to a member of the Music Library Association. The award is presented for extraordinary service to the profession of music librarianship over a relatively short period of time (e.g., three to five years). Service to the profession does not exclude service to the Association. The award may be presented for a particular accomplishment as distinct from lifetime achievement. Similarly, the focus is on quality of service rather than length of service. A nominee must have been a member of the Association for at least five years. Past recipients of the award must wait five years before they are again eligible for it.

## **II. C. VICE-PRESIDENT/PRESIDENT-ELECT; PAST PRESIDENT**

(Sections of the constitution and by-laws applicable to this section are: IVA, D1, E2; VC3, 5.)

### **II. C. 1. CHARGE**

The duties of the Vice-President and Past President are the same. This officer acts as chief executive officer in the event of the President's inability to serve and, in general, works closely with the President.

### **II. C. 2. TERM OF OFFICE**

The Vice-President serves for one year, succeeds to the Presidency for two years, and then to the office of Past President for one year. No elected officer of the Association may serve more than six consecutive years.

### **II. C. 3. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM**

The Vice-President/Past President is reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and up to the amount set by the Board per diem for meals (excluding alcoholic beverages). Reimbursement is limited to those expenses not covered by the person's own institution. Requests for reimbursement, accompanied by receipts, are submitted to the Treasurer/Executive Secretary. In the absence of receipts for meals, a per diem food allowance at the amount set by the Board is paid. Expenses for travel to and from one chapter meeting per year (outside the Vice-President/Past President's own chapter) may be approved by the Board. Mileage will be reimbursed at the current IRS rate.

### **II. C. 4. LIAISON WITH CHAPTERS**

The Vice-President/Past President serves as a liaison with the chapters to insure effective communications between the chapters and the Board. The Vice-President/Past President receives a copy of every chapter's newsletter and meets with the chapter chairs at the annual meeting of the Association. The Vice-President/Past President solicits and collects chapter reports, which are subsequently published in the *MLA Newsletter*. The Vice-President/Past President attends at least one chapter meeting per year in addition to his/her own and provides the Treasurer/Executive Secretary and Recording Secretary with a current list of chapter officers. The Vice-President/Past President collects and presents chapter grant applications to the Board of Directors for consideration and serves *ex officio* on the Development Committee to facilitate development efforts within the chapters.

#### **II. C. 5. BUDGET REQUEST**

The Vice-President/Past President submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting to cover such expenditures as travel, telephone and postage.

#### **II. C. 6. MAINTENANCE OF RECORDS**

The Past President maintains the records of the Vice-Presidency so that they can be passed on to the next elected Vice-President in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives.

#### **II. C. 7. ACTION TAKEN BETWEEN BOARD MEETINGS**

Action taken between meetings must be ratified at the following Board meeting. Personal approval obtained from Board members separately does not constitute an official act of the Board until ratified at the following Board meeting and recorded in the minutes. Emergency action is taken only by unanimous vote of the President, Recording Secretary and Vice-President or Past President and is subject to Board ratification.

#### **II. D. RECORDING SECRETARY**

(Sections of the constitution and by-laws applicable to this section: IVA, D2, E3; VC5.)

##### **II. D. 1. CHARGE**

The Recording Secretary records and distributes the minutes of the business meetings of the Association and the meetings of the Board of Directors and may be asked to prepare an annual report of Board activities.

##### **II. D. 2 TERM OF OFFICE**

The Recording Secretary is elected by the membership for a term of two years, and incumbents may succeed themselves. However, no elected officer may serve more than six consecutive years.

### **II. D. 3. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM**

The Recording Secretary is reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and up to the amount set by the Board per diem for meals (excluding alcoholic beverages). Reimbursement is limited to those expenses not covered by the person's own institution. Requests for reimbursement, accompanied by receipts, are submitted to the Treasurer/Executive Secretary. In the absence of receipts for meals, a per diem food allowance at the amount set by the Board is paid. Mileage will be reimbursed at the current IRS rate.

### **II. D. 4. BUDGET REQUEST**

The Recording Secretary submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting to cover the expenses of travel, photo-duplication and mailing the minutes.

### **II. D. 5. RECORDS AND PREPARES MINUTES FOR DISTRIBUTION**

The Recording Secretary records and prepares for distribution the minutes of the Board meetings (which may be reviewed first by the President), and the minutes of the annual meeting of the Association.

### **II. D. 6. FORMAT OF MINUTES**

Following the order of the agenda, the Recording Secretary summarizes the discussion under each agenda item and records all Board actions and policies in the minutes. The Board so states motions that they clearly set out who is to execute what by which date. At the end of each set of minutes the Recording Secretary provides an executive summary of the meeting. This summary consists of all the Board actions passed in that meeting. The intention of this summary is to provide a convenient reminder to Board members of what they are responsible for and by when. The Recording Secretary also provides a separate list of any MLA policies passed in that meeting. A policy is defined as a decision that is made upon formal vote of the Board of Directors and that is intended to govern subsequent actions of the Association. The Board of Directors will determine the appropriate location in the handbook for approved policies, which will be added to the handbook by the Parliamentarian.

### **II. D. 7. INDEXING OF BOARD POLICIES**

The Recording Secretary updates the index of Board policies on an annual basis and distributes it to the Board after its fall meeting.

### **II. D. 8. ANNUAL REPORT OF BOARD ACTIVITIES**

The Recording Secretary prepares an annual report summarizing the Board's formal and informal activities. The report is published in the *MLA Newsletter* issue prior to the annual meeting, and is available for distribution by the Recording Secretary at the annual meeting of the Association.

#### **II. D. 9. DISTRIBUTION OF MINUTES**

Within two weeks after each Board meeting, the Recording Secretary sends a copy of the minutes to the President. Within six weeks after each Board meeting and with presidential approval, the Recording Secretary sends the minutes to:

the Board of Directors,  
the MLA Archives,  
the Web Editor for posting on the MLA website (marked that it is a draft), and  
other members of the Association by request.

A final copy of the minutes is to be posted to the MLA website after approval at the next Board meeting.

The Recording Secretary sends the minutes of annual meetings of the Association to the Local Arrangements Committee for distribution to the membership at the annual meeting.

#### **II. D. 10. MAINTENANCE OF RECORDS**

The Recording Secretary maintains the records of the office of recording secretary so that they can be passed on to the next elected Recording Secretary in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives.

#### **II. D. 11. ACTION TAKEN BETWEEN BOARD MEETINGS**

Action taken between meetings must be ratified at the following Board meeting. Personal approval obtained from Board members separately does not constitute an official act of the Board until ratified at the following Board meeting and recorded in the minutes. Emergency action is taken only by unanimous vote of the President, Recording Secretary and Vice-President/Past President and is subject to Board ratification.

#### **II. E. MEMBERS-AT LARGE**

(Sections of the constitution and by-laws applicable to this section: IVA, D5; V.)

##### **II. E. 1. CHARGE**

The six members-at-large represent the membership and, together with the other elected officers, administer and manage the affairs of the Music Library Association in order to realize its purpose. They also perform specific tasks assigned them by the President or the Board of Directors.

## **II. E. 2. TERMS OF OFFICE**

Each year three members-at-large are elected by the membership for a term of two years. Incumbents may not succeed themselves.

## **II. E. 3. REIMBURSEMENT FOR TRAVEL EXPENSES/PER DIEM**

Members-at-large are reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and up to the amount set by the Board per diem for meals (excluding alcoholic beverages). Reimbursement is limited to those expenses not covered by the person's own institution. Requests for reimbursement, accompanied by receipts, are submitted to the Treasurer/Executive Secretary. In the absence of receipts for meals, a per diem food allowance at the amount set by the Board is paid. Mileage will be reimbursed at the current IRS rate.

## **II. E. 4. RATIFICATION OF EMERGENCY ACTION**

At the following Board meeting, the members-at-large vote to ratify the emergency actions taken by the President, Recording Secretary and Vice-President/Past President.

## **II. E. 5. APPOINTMENTS**

The President consults with the Board regarding the appointments of committee chairs, representatives and special officers, the editors of publications and the members-at-large who will serve as Fiscal Officer and Assistant Fiscal Officer. The Board appoints the Treasurer/Executive Secretary and editor of *NOTES*.

## **II. E. 6. APPROVAL OF BOARD ACTIONS**

In consultation with the rest of the Board of Directors, the members-at-large approve all those actions taken in the areas outlined in section IIA of this Handbook.

## **II. E. 7. MEMBERSHIP ON COMMITTEES**

Members-at-large may serve on committees of the Association.

## **II. E. 8. CALLING OF SPECIAL BOARD MEETINGS OR A SPECIAL MEETING OF THE ASSOCIATION**

Any three voting members of the Board may ask the President in writing to call a special Board meeting. The President calls a special meeting of the Association at the written request of either the Board or of twenty percent of the membership. At such a meeting no business may be transacted other than that stated in the notice of the meeting. A special meeting may be called for the purpose of jointly meeting with an organization in a related field.

## **II. E. 9. ESTABLISHMENT OF COMMITTEES**

Members-at-large may recommend the establishment of standing or special committees to the President.

## **II. E. 10. REPORT GATHERER AND ASSISTANT REPORT GATHERER**

One newly-elected member-at-large is appointed by the President to collect the annual reports of special officers, committee chairs, and representatives to other organizations. The reports are published in the *MLA Newsletter* issue prior to the annual meeting, and are available for distribution at the annual meeting of the Association. The report gatherer will serve as a liaison between the Board and the next annual meeting's Program Committee. The assistant report gatherer remains on the Program Committee through the end of the last meeting of his or her term of office. The assistant report gatherer will act as the liaison between the Board and roundtable coordinators, and will schedule a meeting with coordinators.

## **II. E. 11. MAINTENANCE OF RECORDS**

The members-at-large maintain the records of the Fiscal Officer and Parliamentarian so that they can be passed on to their successors in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives.

## **II. E. 12. FISCAL OFFICER/ASSISTANT FISCAL OFFICER**

(Sections of the constitution and by-laws applicable to this section: IVE5; VB5; BIB.)

### **II. E. 12. a. CHARGE**

As chair of the Finance Committee, the Fiscal Officer is responsible for preparing the annual budget and monitoring the Association's income and expenditures during the fiscal year, which runs from July 1 to June 30. The President designates the members-at-large who will serve as Fiscal Officer and Assistant Fiscal Officer.

### **II. E. 12. b. TERMS OF OFFICE**

The President appoints a newly-elected member-at-large to the Finance Committee for a two-year term. In the first year the member-at-large serves as Assistant Fiscal Officer, in the second year as Fiscal Officer and chair of the Finance Committee.

### **II. E. 12. c. SOLICITATION OF BUDGET REQUESTS**

Eight weeks prior to the annual Finance Committee meeting in May or June of each fiscal year, the Fiscal Officer, as chair of the Finance Committee, solicits budget requests from the Board, special officers, committee chairs, editors of serial publications, and other members whose responsibilities to the Association might require the disbursement of funds. The Fiscal Officer accompanies the solicitation for budget requests with clear, written guidelines and with a deadline for submission four weeks before the May/June Board meeting.

#### **II. E. 12. d. FINAL BUDGET REQUEST FOR THE CONVENTION**

The Convention Manager submits a final convention budget to the Board via the Fiscal Officer four weeks in advance of the fall Board meeting. The Fiscal Officer apprises the convention budget officer four weeks in advance of the date the budget is due.

#### **II. E. 12. e. PREPARATION OF THE ASSOCIATION'S BUDGET FOR THE NEW FISCAL YEAR**

As chair of the Finance Committee, the Fiscal Officer assembles the budget requests for the new fiscal year as well as the accounts of actual income and expenditures for the current fiscal year to date. The Fiscal Officer sends this material to the Finance Committee so that it will arrive no later than two weeks before the May/June Board meeting. This meeting of the Finance Committee is scheduled the day before the Board meeting.

The Finance Committee considers the budget requests, compares them to actual income and expenditures for the fiscal year to date and prepares a projected budget for the new fiscal year. After the Finance Committee has made its decisions, the chair presents the recommendations of the Finance Committee to the Board for its approval.

The proposed budget should include five columns for each budget line: 1) actual income and expenditures to date, 2) the projected income and expenditures for the current fiscal year, 3) projected income and expenditures for the new fiscal year, 4) percentage difference between projected figures for the new and current fiscal years, 5) percentage difference between the actual (corrected for twelve months) and projected income and expenditures for the current fiscal year. The purpose of such a report is to allow the Board to understand quickly how accurate its budget and expenditures projections have been and where significant changes in income or expenditures are being recommended or anticipated by the Finance Committee.

Earnings from the General Endowment shall be reinvested until the year 2000, at which time the handling of the General Endowment will be reevaluated.

The Finance Committee should budget the convention, publications other than *NOTES*, the Placement Service, and other sources of revenue to cover costs or generate a surplus.

#### **II. E. 12. f. NOTIFICATION OF BUDGET REQUESTS GRANTED**

Following the Board meeting at which the budget for the next fiscal year is approved and before the beginning of the new fiscal year, the Fiscal Officer notifies all who requested funding whether they have received an appropriation and, if so, what it is. The Fiscal Officer alerts budget recipients to the possibility of budget freezes should the Association experience a shortfall of income.

#### **II. E. 12. g. QUARTERLY REVIEW OF INCOME AND EXPENDITURES FOR THE CURRENT FISCAL YEAR**

With the Finance Committee the Fiscal Officer reviews the actual income and expenditures of the Association supplied quarterly by the Treasurer/Executive Secretary and compares these figures to those projected. If a significant discrepancy develops on any budget line, the Finance Committee recommends revised budget figures for the Board's approval. In connection with this review process at the fall Board meeting, the Committee prepares a strategy for cutting expenditures should the Association experience a shortfall of income.

#### **II. E. 12. h. AMENDMENT OF THE BUDGET DURING THE FISCAL YEAR**

Any changes of approved expenditures or income budget must be amended to the budget by the Board. Ideally, additional expenditures should be covered by additional income. In general, an attempt should be made not to deplete the Association's reserves.

#### **II. E. 12. i. ANNUAL AUDIT**

The annual audit of the Association, under the terms of its management services contract, conducts an outside audit of its financial records through a firm designated by the Board of Directors. The audit is examined by the Finance Committee and the Board and is disseminated to members of the Association in the June issue of the Association's official publication, *NOTES*.

#### **II. E. 12. j. EXTRAORDINARY DISBURSEMENTS**

No money beyond that which is formally budgeted may be spent in the name of the Music Library Association. However, each fiscal year the Finance Committee will determine an amount of money that the Treasurer/Executive Secretary may release for budget overages without prior approval by the Board. Overages in budget sublines are permissible so long as the mainline allocation is not exceeded, and the funds are used only for projects approved for the current fiscal year. Emergency budget revision may be taken between Board meetings if it is preceded by a unanimous vote of the President, the Vice-President/Past President, and the Fiscal Officer. The Fiscal Officer then reports such actions to the Board for ratification at the following meeting.

#### **II. E. 13. PARLIAMENTARIAN/ASSISTANT PARLIAMENTARIAN**

(Sections of the constitution and by-laws applicable to this section: not specified.)

#### **II. E. 13. a. CHARGE**

The Parliamentarian advises the Board on matters pertaining to interpretation of the constitution and by-laws, and this Administrative Handbook, and serves as the authority on parliamentary procedures at Board meetings and the annual business meeting of the Association. The Parliamentarian and Assistant Parliamentarian maintain the currency of the Administrative Handbook. The Assistant Parliamentarian maintains the Association's Activities Roster.

#### **II. E. 13. b. TERMS OF OFFICE**

A newly-elected member-at-large is appointed to help with parliamentary procedures and the maintenance of the Administrative Handbook. In the first year the member-at-large serves as Assistant Parliamentarian, in the second year as Parliamentarian.

### **II. E. 13. c. REVISION OF THE ADMINISTRATIVE HANDBOOK**

The Parliamentarian incorporates new Board decisions and MLA policies into the Administrative Handbook, including charges for new committees and subcommittees, and revisions to existing charges. All revisions are submitted to the Board for approval via the Parliamentarian's written report at the next Board meeting. When appropriate, the Parliamentarian recommends other alterations, which are also presented in writing for Board approval. At least once a year, the Parliamentarian prepares a cumulative list of errata to the Administrative Handbook. The Treasurer/Executive Secretary distributes changes and errata to everyone who has received the Handbook. The Parliamentarian incorporates revisions and new changes into the Handbook within one month of the issuance of the final minutes from each Board meeting and submits the complete revised text in electronic form to the Treasurer/Executive Secretary. The Treasurer/Executive Secretary will replace the Handbook on the MLA Clearinghouse with the latest version upon receipt from the Parliamentarian, and will use it to produce paper copies as necessary. The official machine-readable version of the Handbook is kept by the Parliamentarian. The text and format of the document should remain simple and linear, avoiding special encoding such as page headers, footers, numbering, textual effects, auto-formatting, and hyperlinks. (see also II.A.4.a. Software Standards). Date of revision are added to the end of each paragraph (e.g., rev. 9/2003)) (rev. 6/2005)

### **II. E. 13. d. BUDGET REQUEST**

The Parliamentarian submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting.

### **II. E. 13. e. REVISION OF THE CONSTITUTION AND BY-LAWS**

The Parliamentarian may recommend to the Board for its approval revisions of the constitution and by-laws. The Board in turn may recommend them to the membership for a vote.

### **II. E. 13. f. INDEXING THE ADMINISTRATIVE HANDBOOK**

The Parliamentarian and Assistant Parliamentarian maintain the Administrative Handbook Index.

### **II. E. 13. g. ACTIVITIES ROSTER**

The Assistant Parliamentarian shall maintain the activities roster of all organizational activities by MLA members. The Assistant Parliamentarian shall be notified of new appointments by the President and Vice-President/Past President in order to update the roster. The Assistant Parliamentarian shall make the roster available to the Nominating Committee for its deliberations.

## **II. E. 13. h. JOB DESCRIPTIONS**

The Parliamentarian and Assistant Parliamentarian are responsible for soliciting, receiving and maintaining job descriptions of all those who receive regular honoraria.

## **II. E. 13. i. OTHER HANDBOOKS**

The Parliamentarian and Assistant Parliamentarian should review special handbooks for conformity to MLA practice, but the task of maintaining such handbooks rests with their users.

## **II. F. TREASURER/EXECUTIVE SECRETARY**

(Sections of the constitution and by-laws applicable to this section: IIC2; IVA, C2, D3, 4, E4, 5; VB2, 5, 7; VIB, D, F; VIID; XB, C.)

### **II. F. 1. CHARGE**

The Treasurer/Executive Secretary handles the financial accounts of the Association, oversees the dues and subscription service, coordinates the planning of the annual meeting and maintains, copies and distributes various papers of the Association. The Board may assign to the Treasurer/Executive Secretary duties beyond those specified in the constitution and by-laws.

### **II. F. 2. VOTING PRIVILEGES**

The Treasurer/Executive Secretary is a non-voting member of the Board of Directors and a voting member of the Finance Committee, Publications Committee and Development Committee.

### **II. F. 3. TERM OF OFFICE**

The Treasurer/Executive Secretary is appointed by the Board of Directors for the term of one year with the option of three renewals.

### **II. F. 4. ANNUAL EVALUATION; REAPPOINTMENT**

The Board gives the Treasurer/Executive Secretary an annual performance evaluation before the fall Board meeting. The Board appoints or reappoints the Treasurer/Executive Secretary annually, for up to a total of four years. After the first, second, and third terms, the Board will assume that the Treasurer/Executive Secretary is interested in seeking reappointment for another term unless notified in writing by the incumbent thirty days prior to the fall Board meeting. If such notification is not received, the vote on reappointment shall be taken following the performance evaluation. The incumbent shall be notified of the reappointment decision in writing.

### **II. F. 5. HONORARIUM/REIMBURSEMENT/PER DIEM**

The Treasurer/Executive Secretary receives an honorarium. The Treasurer/Executive Secretary is reimbursed for expenses incurred in connection with Association business. Reimbursement is limited to whatever portion of transportation, lodging and meals (excluding alcoholic beverages) is not borne by the Treasurer/Executive Secretary's institution. Requests for reimbursement accompanied by receipts are submitted to the Treasurer/Executive Secretary. In the absence of receipts for meals, a per diem food allowance at the amount set by the Board will be paid. Mileage will be reimbursed at the current IRS rate.

#### **II. F. 6. BUDGET REQUEST**

The Treasurer/Executive Secretary submits an annual budget request to the Finance Committee four weeks in advance of the May/June Board meeting to cover the costs of clerical assistance, telephone, postage and other services as needed. The Treasurer/Executive Secretary also requests an appropriation for printing and distribution of the constitution and by-laws, the membership list, and the Handbook.

#### **II. F. 7. COMMITTEE MEMBERSHIP**

The Treasurer/Executive Secretary is a voting member of the Finance and Publications Committees and as such participates in the preparation of the budget and in the plans and products of the Publications Committee. The Treasurer/Executive Secretary also assists the Development Committee and the Publications Committee in the conducting of subscription campaigns. The Treasurer/Executive Secretary is an *ex officio* member of the Development Committee, the Marketing Subcommittee, the Investment Subcommittee, the Reproduction of MLA Publications Subcommittee, and the Membership Committee.

#### **II. F. 8. RECORD KEEPING; PAYMENT OF BILLS**

The Treasurer/Executive Secretary keeps accurate records of the Association's financial transactions. The Treasurer/Executive Secretary pays all bills through checks drawn on the account of the Music Library Association. No money beyond that which is formally budgeted may be spent in the name of the Music Library Association without prior, formal approval of the Fiscal Officer, the Vice-President/Past President, the President, and the Board of Directors. The Treasurer/Executive Secretary alerts the Board through the President when on any given budget line more money is being asked for than was budgeted.

#### **II. F. 9. EXTRAORDINARY DISBURSEMENTS**

Extraordinary disbursements are subject to Board approval. However, each fiscal year the Finance Committee will determine an amount of money that the Treasurer may release for budget overages without prior approval by the Board.

#### **II. F. 10. FINANCIAL REPORTS**

All Board members receive copies of the full budget at Board meetings. The Treasurer/Executive Secretary prepares quarterly and annual financial reports of income and expenditures for the Board of Directors. The reports must be clear and demonstrate any problems or significant trends in a manner that requires little explanation. Reports should include current year actual and projected income and expenditures. Any reference to fiscal years is to be described by mentioning both years, separated by a slash.

The Treasurer/Executive Secretary presents an annual financial report to the membership at the annual business meeting. The report is published in *NOTES*. The Treasurer/Executive Secretary submits required reports to the Internal Revenue Service and prepares the accounts for the annual audit with the assistance of a professional accountant.

#### **II. F. 11. DEPOSIT OF MONIES AND NEGOTIABLE INSTRUMENTS**

The Treasurer/Executive Secretary deposits monies and negotiable instruments in the name, and to the credit, of the Music Library Association in such depositories as the Board of Directors may from time to time designate.

The Treasurer/Executive Secretary is authorized to move investments among existing like instruments in order to maximize potential earnings upon the recommendation of the Investments Subcommittee and with the approval of the MLA President, Vice-President/Past President and Fiscal Officer, such activity to be subsequently ratified by the full Board.

The Treasurer/Executive Secretary transfers funds from the designated checking account to the designated short-term investment funds when appropriate, in order to obtain the highest possible interest rate on Music Library Association liquid assets. Transfer of funds should depend on the necessary checking account balance based on established cash flow patterns. The Treasurer/Executive Secretary will notify the Fiscal Officer and the Investment Subcommittee immediately upon transfer of funds, and will include information on all such transfers in financial reports to the Finance Committee and Board of Directors.

#### **II. F. 12. MAINTENANCE OF RECORDS**

The Treasurer/Executive Secretary maintains the records of the office of Treasurer/Executive Secretary so that they may be turned over to the next appointed Treasurer/Executive Secretary in a timely fashion. When appropriate, papers and correspondence are submitted to the MLA Archives.

#### **II. F. 13. DISTRIBUTION OF WORKING FILES TO NEW OFFICIALS**

The Treasurer/Executive Secretary distributes copies of the current Administrative Handbook, the current budget, minutes and indexes of the two previous Board meetings, and the administrative and committee structures to newly elected and appointed officers. The Administrative Handbook (excluding the manuals) is sent to newly elected or appointed committee chairs and representatives to other organizations.

### **II. F. 13. a. DISTRIBUTION OF UPDATED FILES**

The Treasurer/Executive Secretary distributes paper copies of updated versions of the Administrative Structure, Calendar, and Board Minutes to members of the Board, to the Archives, and on demand as requested.

### **II. F. 14. DISTRIBUTION OF CONSTITUTION AND BY-LAWS TO NEW MEMBERS**

The Treasurer/Executive Secretary distributes copies of the Constitution and By-laws via the Membership Handbook to new members of the Association and, as required, distributes revised editions to all members of the Association.

### **II. F. 15. MEMBERSHIP HANDBOOK**

The Treasurer/Executive Secretary revises the MLA Membership Handbook every year and distributes it to members of the Association. Copies may also be sold to non-members upon request.

### **II. F. 16. OFFICIAL CALENDAR**

The Treasurer/Executive Secretary and President prepare the calendar. The Treasurer/Executive Secretary distributes copies of the calendar to members of the Board, to the Archives, and on demand as requested.

### **II. F. 17. PLANNING THE ANNUAL MEETING**

The Treasurer/Executive Secretary serves as a liaison between the Convention Manager, the Dues and Subscription Service which will handle mailings, and the Board of Directors. Having received camera-ready copy of the convention program as specified in the annual calendar from the Program Committee, the business office mails the program to the membership.

### **II. F. 18. NATIONAL ELECTION BALLOTS**

The Treasurer/Executive Secretary prepares ballots for the national election. The Dues and Subscription Service mail these at least eight weeks in advance of the national meeting. The ballots are accompanied by a brief *curriculum vitae* for each candidate (prepared by the Nominating Committee).

### **II. F. 19. TELLER FOR NATIONAL ELECTIONS**

The Treasurer/Executive Secretary acts as the chief teller for national elections. The Treasurer/Executive Secretary receives the ballots and notifies the President of the results no later than three weeks before the annual meeting.

### **II. F. 20. SUPERVISION OF THE DUES AND SUBSCRIPTION SERVICE; BOOK WAREHOUSE**

The Treasurer/Executive Secretary is authorized by the President and the Board of Directors to serve as the overseer of and sole official liaison with the Dues and Subscription Service and the Book Warehouse. As such the Treasurer/Executive Secretary directs the Dues and Subscription Service to mail notices of the annual meeting of the Association together with the official national election ballots to the membership at least eight weeks in advance of the meeting.

The Treasurer/Executive Secretary monitors all invoices and reports received by the Association from the Dues and Subscription Service. The Treasurer/Executive Secretary transmits the report from the Book Warehouse to the Board regarding our inventory of publications. The Treasurer/Executive Secretary ensures that the Dues and Subscription Service: 1) annually bills the members of the Association, the non-member subscribers to *NOTES* and the subscribers to all other publications, 2) maintains records for same, 3) prepares all bulk mailings, 4) fills individual orders for all publications of the Association, 5) prepares mailing lists for sale on order and bills the same, and 6) invoices *NOTES* advertising. The Treasurer/Executive Secretary prepares the annual membership directory from information provided by the Dues and Subscription Service and sees that it is sent to members with a copy of the constitution and by-laws.

MLA publications may be returned by vendors for credit of the purchase price only, during a period no earlier than six months after purchase and no later than twelve months after purchase.

The Treasurer/Executive Secretary, in consultation with the Publications Committee, makes recommendations to the Board concerning inventory withdrawals, when necessary to keep storage costs down.

## **II. F. 21. ACKNOWLEDGEMENT OF GIFTS**

The Treasurer/Executive Secretary acknowledges all gifts to the Association under \$100 with a receipt, and sends a quarterly report of gifts received to the President and to the chair of the Development Committee. The President acknowledges all gifts over \$100, and notifies the Treasurer/Executive Secretary of these gifts. Donors of cash gifts are noted in the contributors lists.

## **II. F. 22. MAINTENANCE OF RECORDS**

The Treasurer/Executive Secretary maintains the records of the office of Treasurer/Executive Secretary so that they can be passed on to the next appointee in a timely fashion. The Treasurer/Executive Secretary also maintains an annual set of chapter, finance and committee reports, the lists of the administrative and committee structure for five years past, a calendar of appointees (with the year of their appointments), and the membership lists for five years past. The Recording Secretary maintains the past 10 years of Board minutes. When appropriate, papers and correspondence are submitted to the MLA Archives.

## **II. F. 23. ADMINISTRATIVE STRUCTURE**

The official Administrative and Committee Structure List is maintained and updated by the Treasurer/Executive Secretary. The current version is published in the annual *MLA Membership Handbook* and in the September issue of *NOTES*.

#### **II. F. 24. PUBLICATION EXCHANGE**

All newsletters and other publications acquired on exchange from other organizations should be received by the Treasurer/Executive Secretary, who forwards material as appropriate to committee chairs or other individuals within the administrative structure.