

Policies of the American Library Association In Relation to Its Membership Divisions

I. PREAMBLE

The American Library Association (ALA) is unique among American associations in the manner in which it is structured. It is one association, with indivisible assets and a single set of uniform administrative, financial, and personnel policies and procedures. It is governed by one Council, from which its Executive Board is elected, and is managed by an Executive Director who serves at the pleasure of that Board.

It is also the home for eleven Divisions, each of which has:

- * a statement of responsibility developed by its members and approved by ALA Council;
- * a set of goals and objectives established by its members, which drive its activities;
- * an Executive Director and other personnel as necessary to carry out its programs;
- * responsibility for generating revenue to support staff and carry out its programs; and,
- * a separate Board of Directors, elected by its members, and responsible to ALA Council.

Divisions and all other units of ALA are inextricably interrelated in structure, personnel, resources, overall mission, and operations. All members of Divisions are first members of ALA. Their voluntary selection of Division membership is an indication of their special interests, in addition to their general concern for libraries and librarianship, and it demands the commitment of the Divisions to serve those special interests.

By this commitment, expressed in publications, conference programming, advisory services, and other educational activities germane to their mission statements, the Divisions serve the American Library Association as a whole. By supporting Division operations through the provision of space and services, ALA gives tangible evidence of its recognition of the importance of Divisions in meeting the needs of its members.

The nature of the relationships among the various ALA units is a dynamic one. Divisions and ALA are

This policy document implies the need for a mutual understanding of the differences between Divisions and other ALA units, differences which are balanced by a similarity of interest and activity. It underscores the Divisions' willingness to support and contribute to ALA as a whole and their recognition of the interdependence of all ALA units.

These policies must be based on an appreciation by the total membership and by other ALA units of the Divisions' contributions to ALA as a whole. An activity carried out by a Division is an ALA activity. Division staff members are ALA staff members and represent ALA as well as their own Divisions in work with members and the general public. Division officers and members must recognize the value to the Division of the services provided by ALA, and ALA members and units must recognize the value to ALA as a whole of the services provided by Divisions.

Divisions are integrally involved in the decision-making process of the Association. They exercise their decision-making prerogatives through the following means:

Full authority within those areas of responsibility designated by ALA Council (*ALA Bylaws, Article VI, Section 2b*)

Representation on ALA Council to raise issues and to set policy (*ALA Bylaws, Article IV, Section 2c; ALA Policy 5.4*)

Representation on the Planning and Budget Assembly (*ALA Bylaws Article VIII, Section 2*)

Negotiation of performance objectives of Division Executive Directors with the ALA Deputy Executive Director

Day-to-day involvement of Division staff in the operations and deliberations of the Association

Representation on Association-wide bodies including the Legislative Assembly, the Library Education Assembly, and the Membership Promotion Task Force

Participation in the planning process.

In sum, this document is designed to continue a cooperative framework in which the inevitable questions of organizational relationships can be addressed and resolved.

II. CURRENT ORGANIZATIONAL VALUES

B. Diversity

ALA has a stake in the work of each of its Divisions. Division activities and services are of value and importance to the Association. They provide for a rich and diverse program that gives opportunities to all segments of the profession for involvement, leadership and participation in activities that carry out the mission, goals and priorities of the Association.

C. Authority

Recognizing the significant contribution, resources, and expertise of its Divisions, ALA delegates to each division the authority and responsibility to represent the Association in designated areas. Each Division provides unique programs and services to its members, to all members of the Association, to the profession of librarianship, to the broader educational community, and to the public at large.

D. Autonomy

ALA provides leadership for the development, promotion and improvement of library service. ALA values the strength and effectiveness of its Divisions. Divisions are best able to carry out their missions

C. Review Process

To make this agreement responsive to the needs of the Association, it shall be reviewed on an annual basis by those responsible for the governance of ALA and its membership Divisions. Changes may be recommended by Division leadership, ALA staff and management, or other interested parties at any time; however, COPES shall initiate the review process annually according to the following schedule:

Fall COPES Meeting - At this meeting, COPES develops agenda of major emerging issues and requests input from Divisions. The annual indirect cost study shall be available.

Midwinter - Divisions discuss any operating agreement issues identified by COPES and raise other operating agreement issues to be discussed by COPES at its Spring meeting. The Planning and Budget Assembly (PBA) may be used as a forum for PBA participants to identify operating agreement issues of concern.

Spring COPES Meeting - Mandated discussion of operating agreement issues raised by Divisions, ALA staff and management, and/or other interested parties. COPES recommends mechanism and time table for cooperative actions with Divisions to address proposed changes.

Policies:

Guiding principles that provide the framework for the relationship between ALA and its membership Divisions. Policies reflect the views and thinking of membership, and provide a guide to action to achieve the goals of the American Library Association. Policies are adopted by the Council of the American Library Association.

Operational Practices:

Definitions of the manner or method of implementing policies. Operational Practices (1) deal with terms under which services will be provided free of charge or at a cost; (2) define roles and responsibilities in policy implementation; and (3) reflect other issues contained in the "Policies" document that may require negotiation between departments and membership Divisions.

Operational Practices are developed by the ALA Executive Director with the ALA Department Heads in consultation with the Division Executive Directors and appropriate personnel in the department responsible for the activity described. Department personnel will provide draft copies of those procedures for review and comment to appropriate ALA staff members whose work will be affected by those procedures. Copies of Operational Practices are supplied to appropriate membership units responsible for the governance of ALA and its membership Divisions.

Detailed information about implementation of the policies outlined throughout this document are found in the Operational Practices for the Implementation of Policies of the American Library Association in Relation to Its Membership Divisions.

ALA Basic Services:

Those services made available to all ALA Members at no additional charge beyond their ALA dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as approved by the Executive Board. Basic ALA services include: *American Libraries*, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services; offices: research, outreach services, government relations, intellectual freedom, accreditation; Headquarters Library.

Division Basic Services:

Those services made available to all Division members at no additional charge beyond their Division dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as determined by Division Boards. Basic Division Services include: periodical publications designated as prerequisites of membership, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services.

Overhead:

- a) Internal (definition to be supplied)
- b) External (definition to be supplied)

Fund Balance: Accumulated net revenue.

IV. USE OF ALA SERVICES

All ALA Divisions must use exclusively the following services provided by the ALA Administrative Services Department: Personnel, Membership Services, telephone, insurance, purchasing, Fiscal Services Department, Legal Counsel, and Archives. ALA Divisions must be housed in properties owned or leased by the Association.

V. FINANCIAL

Divisions are governed by prevailing ALA fiscal policies and procedures. Divisions shall participate in formulating and revising these policies and procedures.

A. Dues

Divisions have the right to establish their own personal and organizational dues structures and set membership prerequisites. (ALA Bylaws, Article 1, Section 2; Article VI, Section 6)15 TD()Tj0 -1.1502 eL..8()Pto

Personnel services
Purchasing
Data processing (as defined in an Operational Practice)
Storage and warehouse space

b. Communications Department

Conference Arrangements, including:
- Staff travel costs and per diem for Midwinter Meetings and Annual Conferences;
- Equipment (e.g., AV and computers including the cost of labor), supplies, services, and space for programs, meetings and offices at the Midwinter Meeting and Annual Conference (as defined in an Operational Practice)
- Exhibit space at Annual Conference.
Public information services, including the preparation and distribution of news releases.

c. Fiscal Services Department

Accounting
Financial systems
Planning and budgeting
Business expense (insurance, legal, audit)

C346.1 Tw{96Twp2 0 5.7(1)3.6(e)1.9(gal)1 5.44 Tm0 0 0 10(ic11T410(ic6EyOpOpe(4 1 TeTf.46 0 TDial s

2. ALA charges Divisions for the actual costs of the following services of ALA departments:

a. Administrative Services

Specialized data processing, as defined in an Operational Practice

Equipment maintenance for equipment purchased by the Division over which the Division exercises sole use and control

Printing and duplication, as defined in an Operational Practice

Telephone services not specified in V.C.1.a., as defined in an Operational Practice

Postage for special mailings, as defined in an Operational Practice

b. Fiscal Services

Overhead on non-dues revenue-generating activities. The rate will be set annually according to an ALA Operational Practice and will be assessed as explained below on non-

3. ALA and the Divisions share the costs of the following:
Division Leadership Enhancement Program

Divisions exercise editorial and managerial control over their periodicals.

The ALA Publishing Committee shall be informed of plans for any new Division periodicals prior to publication.

A Division may purchase production and distribution services from the Central Production Unit. A Division may also purchase marketing services from the Publishing Services Department.

ALA Publishing Services pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing Services on royalties and other variables of publishing. An "Intra-mural Agreement of Publishing Responsibility" is signed by the publisher and the Division. (ALA Publishing Services, 1998, p. 102)

Division Executive Directors shall have the authority to select, evaluate, and recommend termination of all Division employees consistent with ALA personnel policies and procedures.

Assignments of Division staff to ALA internal committees are arrived at in the context of Division priorities and are kept at a reasonable level.

**VIII. DIVISION NATIONAL CONFERENCES, PRECONFERENCES,
AND RELATED ACTIVITIES**

Divisions may conduct preconferences, workshops, institutes, seminars, and Division national conferences, in accordance with ALA Policy, at intervals determined by Division program priorities and supported by sound financial management. A Division is responsible for all costs incurred in planning and carrying out such activities. (ALA Policies 7.4-7)

XI. PLANNING

Each Division has autonomy in its own planning processes within its area of responsibility as designated by ALA Council, subject to present and future ALA policies. They have the responsibility to develop and implement a planning process to guide their program and allocate their resources within the areas of responsibility assigned to them by the ALA Council. Since Divisions contribute to the formulation of ALA goals, it may be expected that many of the priorities and activities reflected in the plans will also be a part of Division priorities and activities. Further, each Division has responsibility for providing ALA with a multi-year financial plan consistent with ALA's existing financial policies and resting on multi-year program plans reflecting the priorities of the Division's members.

Divisions have a responsibility to assist and inform the Planning Committee of their strategic plans on a regular basis, and to inform the Planning Committee of their work through timely and comprehensive reporting to the annual Action Inventory.