



# Policies and Procedures

Revised: January 1, 2024

Colorado Association of Libraries

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## Policy/ Procedure #1: Operations

|                        |                  |                       |  |
|------------------------|------------------|-----------------------|--|
| <b>Effective Date:</b> | October 17, 2002 | <b>Revision Date:</b> | September 9, 2010<br>December 23, 2019<br>September 21, 2020 |
|                        |                  |                       |  |

### Membership

- Any Colorado Association of Libraries member may choose membership in any types of Interest Groups or Committees.
- Any other library organization may join as an Affiliate Member, following approval by the CAL Executive Board. The organization should submit a request in writing to the President. An Affiliate Member is required to appoint a liaison to the CAL Executive Board.

### Bylaws

- The Colorado Association of Libraries shall have and follow bylaws approved by the Colorado Association of Libraries Executive Board and voted on by the association membership.
- Bylaw revisions should be reviewed by the Parliamentarian and then submitted to the Executive Board for acceptance.

### Officers

- Vacancies shall be filled in accordance with the bylaws.

### Dissolution

- Interest Groups and Committees may be dissolved by the Colorado Association of Libraries Executive Board in accordance with the bylaws.

### Reports and Records

- Minutes shall be kept, and all other records of the Library Association shall be sent to the Colorado Association of Libraries office.
- The Business Manager shall maintain a Master Calendar of Events, which is posted to the web site.
- Web pages of Interest Groups and Committees shall be hosted by CAL and shall be included as part of the CAL website.
- The CAL newsletter shall include space for reports.
- CAL Interest Groups and Committees shall submit a brief annual report to the Executive Board utilizing the template offered.
- Retiring officers of CAL, Interest Groups, and Committees shall give their files to their successors after sorting all records and sending materials over three years old to the CAL Executive Office.

## Policy/ Procedure #2: CAL Board

|                        |                  |                       |  |
|------------------------|------------------|-----------------------|--|
| <b>Effective Date:</b> | October 17, 2002 | <b>Revision Date:</b> | September 8, 2008<br>September 10, 2010<br>August 8, 2014<br>February 13, 2017<br>December 23, 2019<br>September 21, 2020<br>January 1, 2023 |
|------------------------|------------------|-----------------------|--|

### Duties

- Establishes and implements the immediate and long range objectives of The Association.
- Controls the funds and property and supervises the financial administration of The Association.
- Approves publications and public statements prior to their use and distribution as representative of the CAL membership.
- Selects the time and place of the Annual Business Meeting, notifying the membership directly.
- Responsible for selection of the management company, as well as determining the terms of service, compensation, and methods of evaluation.
- Reviews contract for lobbying services every three years.

### Meetings

- All meetings are open to members except for closed Executive Sessions, which deal with personnel or similar matters.
- Board members shall be notified of all meetings at least two weeks prior to the meeting.
- Written reports or agenda items to be included on the CAL Executive Board meeting agenda must be submitted to the CAL Secretary at the time of the call for agenda items. The CAL President will approve the agenda within the Board Packet in time for it to be posted on the website one week prior to the scheduled meeting. It is the responsibility of each board member or interested person to review the agenda and supporting handouts prior to the Board meeting.

### Guiding Ethical Principles

- **Accountability:** Board members abide by CAL by-laws and CAL Code of Conduct.
- **Common Good:** Board members are appointed to make decisions in the interest of CAL membership, the region that they represent, and the Colorado library community at large—not for personal gain or to advance individual beliefs.
- **Objectivity:** Board members should strive to remain objective in discussion on CAL business.
- **Professional Standards:** Board members will use best practices regarding credibility when citing research sources during debate

## Duties of the Executive Committee Members: President

### *Term of Office*

- The President-Elect shall commit to four (4) years; year 1 serving as President-Elect, years 2 and 3 as President, and year 4 as Past President (a voting member)

### *Duties*

- Calls all Executive Board meetings and prepares agendas.
- Arranges for Board orientation prior to the first Board meeting of the new year.
- Represents The Association in all official capacities and speaks on behalf of The Association on all policies.
- Coordinates the activities of all Committees and Interest Groups.
- Prepares and distributes an annual report for the membership within 30 days of year's end.
- Serves as liaison officer to other professional and official agencies unless otherwise provided.

### *Financial Responsibilities*

- Approves disbursements of monies.
- Authorized to sign checks for the Association.
- Arranges for an annual review of the Association's financial records at the end of the each year of a Treasurer's term, and a full audit at the completion of the Treasurer's term (the third year).

### *Appointments*

- Appoints Committee members and establishes special Committees as needed.
- Appoints representatives to organizations not otherwise covered in the Bylaws.

## Duties of the Executive Committee Members: President – Elect/Past President

### *Term of Office*

- The President-Elect shall serve for one calendar year, beginning on the start of the calendar year after their election.
- The Past President shall serve for one calendar year, beginning on the start of the calendar year after the completion of their term as President.

### *Duties*

- Attends all meetings of the Executive Board.
- Presides when the President is in attendance, but wishes to step down from the chair.
- No later than one month prior to assuming the office of President, appoints the committee chairs to serve during his/her term as President. When recruiting such committee chairs he/she informs them of the duties and responsibilities as outlined on appropriate pages of the Policies and Procedures Manual. Assumes the office of President in the event of a vacancy.
- Serves as coordinator for planning all programs.
- Facilitates annual election
- Oversees the scholarship and auction for the Colorado Library Education Foundation.

### *Financial Responsibilities*

- Authorized to sign checks for the Association.

## Duties of the Executive Committee Members: Secretary

### *Term of Office*

- The Secretary serves a two-year term, elected in the annual elections, assuming office at the start of the calendar year.

### *Duties*

- Attends all meetings of the Executive Board.
- Keeps minutes of all Executive Board and membership meetings of the Association.
- Sends and receives correspondence as requested by the President and/or the Executive Board.
- Distributes minutes and pertinent documents to Executive Board and committee chairpersons.
- Compiles a history of the official minutes, attendance, and significant documents pertaining to the business of the Association. This compilation should be submitted to the Executive Office at the end of each fiscal year.

## Duties of the Executive Committee Members: Treasurer

### *Term of Office*

- The Treasurer serves a three-year term, elected in the annual elections, assuming office at the start of the calendar year.

### *Duties*

- Attends all meetings of the Executive Board.
- Serves as Chair of the Budget and Finance Committee.
- Authorized to sign checks for the Association.
- Reviews all financial records.
- Reviews and presents financial reports to the membership and the Executive Board. Reports include a monthly balance sheet and an annual budget for the approval of the Board, and will follow generally accepted accounting procedures.
- Prepares a written report to membership after the close of the fiscal year.
- Participates in the annual review of financial records.
- Participates in a three-year audit of financial records.
- Advise Board members on their fiscal responsibilities.
- Cosigns for transfers of money from savings to checking accounts.
- Advises on insurance coverage needed.
- Ensures that all tax forms are submitted by their deadlines.
- Ensures current signature cards are on file at the official bank of CAL.

## CAL Board Voting Members

- Executive Board
- Regional Representatives (East, West, Front-Range)
- Members-at-large
- ALA Counselor
- The Chair of the Conference Planning Committee

## Parliamentarian

- A Parliamentarian shall be appointed by the President to assist the President in adhering to parliamentary procedures as specified by the current edition of the American Institute of
- Parliamentarians Standard Code of Parliamentary Procedure in the conduct of business meetings.

## Policy/ Procedure #3: Committees

**Effective Date:** October 17, 2002

**Revision Date:** August 4, 2006  
September 10, 2010  
March 2, 2012  
August 8, 2014  
December 23, 2019  
September 21, 2020  
January 1, 2023

### Committee Charges: General

- Committee chairs are approved annually by the Executive Board.
- Committees function according to their charges. They do not operate independently, but make recommendations to the Executive Board as well as implement Board policy. Committee chairs are responsible for a written annual report for presentation at the final meeting of the calendar year. The report should include recommendations for revisions to the committee charge and a proposed budget for the next year.
- Committees are encouraged to plan meetings to accommodate all schedules of its members. Use of virtual meetings and conference calls are encouraged to bring together members from various geographic areas of the state.

### Committee Charges: Executive Committee

- Members of the Executive Committee are the President, President-Elect, Secretary and Treasurer. The Executive Committee has the power to act for the Board, within limitations, when the Board is not meeting. The Executive Committee may resolve emergency matters that need to be acted on promptly and shall inform the full Board of their action promptly and include that action in the next Board meeting minutes.

### Committee Charges: Conference Committee

- Chair serves as a voting member on the CAL Board.
- Plan the annual conference.
- Develop and conduct evaluation of the conference as part of its annual report.
- Review and revise the conference handbook as necessary. A copy of the handbook shall be kept with the Business Manager.

#### *Conference Planning Subcommittee Structure:*

- CAL President
- CAL President-Elect
- Conference Chair
- Conference Co-Chair
- Conference Past-Chair
- CAL Business Manager

## Committee Charges: Site Selection Committee

- Surveys potential sites for annual conferences for Executive Board approval.
- Negotiates contracts with the approved sites for Executive Board approval. May work with a site selection vendor as an agent of record if approved by the Executive Board.
- Secures sites for future annual conferences maintaining a venue at least 2 years in advance but not more than 5 years in advance. No more than a two year contract at any single site.
- If an agent of record is used, the site selection committee provides the executive board with an evaluation of the work done.

## Committee Charges: Awards Committee

- Review and revise award criteria as necessary.
- Solicit nominations and select award recipients in accordance with established criteria.
- Arrange for the trophies/ plaques, develop awards publications, and, in conjunction with the Conference Planning Committee, arrange the awards presentation at the annual conference.

## Committee Charge: Membership Committee

- Plan and implement all recruiting and membership activities.
- Conduct new member orientation at each annual conference.
- Conduct surveys to determine member satisfaction.
- Conduct surveys of non-members to determine reasons for their not joining.

## Committee Charge: New Professionals

- Plan and implement events and activities for new professionals in the library community of Colorado.
- Advocate for the needs of new professionals to the CAL Executive Board.

## Committee Charge: Communications Committee

- Serve in an advisory capacity, when requested, to the CAL Executive Board on marketing and public relations issues concerning the Association.
- Sponsor or support statewide library-related public relations and marketing initiatives for CAL.
- Serve in an advisory capacity to the CAL Executive Board on matters of organizational publications.
- Upon request by CAL's Executive Board, review and recommend to the CAL Executive Board any personnel actions including staff stipends for the CAL publications staff.
- Creates and distributes member newsletter.

## Committee Charge: Legislative Committee

- Annually recommend, oversee, and implement a Legislative Agenda that defines key focus areas for legislative work with state legislators during the annual General assembly.
  - Work with the Colorado State Library, CAL Lobbyists, and the Legislative Committee members to develop and recommend a Legislative Agenda to the CAL Board.
  - Upon CAL Board approval, the committee shall oversee the implementation of the Legislative Agenda and educate CAL membership needed to:
    - Move the Legislative Agenda forward.
    - Ensure that the Legislative Agenda is shared with the CAL Membership.
- Support First Amendment Rights
  - Work with CAL Lobbyists and the Intellectual Freedom Committee to support First Amendment rights as they relate to legislative issues.
  - Maintain ongoing communications with the CAL Intellectual Freedom Committee to ensure that the two committees are working in complimentary directions.
- Monitor Legislation affecting Colorado libraries. Act as needed to insure the best interests of the CAL membership. As such, the Committee shall:
  - Use the CAL Lobbyists as a resource to monitor state and local legislation affecting CAL membership.
  - Work with the Legislative Committee members and the CAL Board to respond to legislation as needed to support the Legislative Agenda and the interests of the CAL membership.
  - Use the ALA-Washington Office as a resource to monitor national legislation affecting CAL membership.
- Oversee CAL Lobbyists
  - Annually assess working relationship with lobbyists for CAL Board consideration.
  - Upon CAL Board request:
    - Create an RFP request for contracting with lobbyists to be submitted to the CAL Board approval.
    - Upon approval, manage the RFP process in order to provide a recommendation to the CAL Board for next steps.
- Encourage Advocacy and Education on legislative issues for all CAL members. As such, the Committee shall:
  - Maintain and Manage tools to support advocacy and information sharing on Legislative Issues for Library supporters.
  - Keep the CAL membership informed of the Legislative Committee activities by posting the agenda, minutes and updates on the CA

## Committee Charge: Intellectual Freedom

- Support First Amendment rights in appropriate venues, in conjunction with the Legislative Committee.
- Provide education on intellectual freedom issues through programs, publications, and events.
- Recommend to the Executive Board expenditures of the Julie Boucher Memorial Funds.L website.

## Committee Charge: CLEF Committees (Auction, Scholarship)

- Plan and implement the silent auction and distribution of scholarships to recipients.

### *Auction*

- Solicit donations and hold a silent auction to raise funds for the CLEF Scholarships at each CAL Annual Conference.

### *Scholarship*

- Establish an annual budget and recommend scholarship recipients to the Executive Board.

## Committee Charge: CAL Leadership Institute

- To develop and offer continuing education opportunities in the area of leadership, including but not limited to the CAL Leadership Institute.
- To work with other CAL units in the recruitment and placement of new leaders throughout the association.
- To partner with other library organizations in the promotion and provision of leadership training and education.

## Committee Charge: Elections Committee

- Chaired by the CAL President-Elect or Past President
- Presents a list of candidates to the Executive Board no later than 45 days prior to the end of the calendar year.
- Looks for opportunities to rotate Presidency among various types of libraries.
- See that ballots are distributed to each individual member no later than 21 days prior to the election.
- Ballots are distributed and collected electronically.
- Notify elected candidates prior to announcing election results to membership.
- Election results should be reported within 7 days of candidate notification.

## Committee Charge: Finance Committee

- Solicit and review budget requests for the upcoming fiscal year from all CAL units including Associations, Divisions, Interest Groups, and Committees.
- Prepare, by a deadline established by the Executive Board, a recommended budget for the upcoming fiscal year for Board approval or amendment.
- Monitor fiscal trends, consider revenues and expenditures, and participate in a three-year audit.
- Comprised of the President, President-Elect, Secretary, Treasurer, and Conference Chair.

## Additional Committees and Task Forces

- The President, with the approval of the Executive Board, may appoint Special Committees and Task Forces as needed. These will dissolve upon completion of their charge.

## Policy/ Procedure #4: Finances

|                        |                  |                       |  |
|------------------------|------------------|-----------------------|--|
| <b>Effective Date:</b> | October 17, 2002 | <b>Revision Date:</b> | August 4, 2006<br>May 14, 2010<br>September 10, 2010<br>June 28, 2011<br>December 23, 2019<br>September 21, 2020 |
|                        |                  |                       |  |

### General

- Funds for Interest Group and Committee activities may be allocated in the annual budget of the Colorado Association of Libraries. Funds are to be in the custody of the Executive Board of the Colorado Association of Libraries to be accounted for and disbursed by the Treasurer on authorization of the officers of the Association. If additional funds are needed to support the activities for which Colorado Association of Libraries monies are not available, the Association or Division may solicit funds from the members of the Association or Division. Monies collected in this manner will be accounted for as above with the approval of the Executive Board.
- The CAL budget will be approved and in place by January 1 of each year.
- The CAL treasurer, through the CAL office, collects and disburses funds for the Association.
- Travel, lodging, mileage, or any other expense reimbursements are not financially supported by the Executive Board for CAL members (excepting staff of CAL) who attend the CAL Conference, Executive Board meetings, or any workshops, board or committee meetings, etc.
- Assess risks and benefits to CAL's fiscal health when working with other organizations.

### Conference/Workshops/Annual Meeting

- Excluding the CAL Conference, all other meetings, activities, etc., must be held in rent free and fee-free facilities whenever feasible. The CAL Office can assist in locating such facilities. Any payments for facility rent or fees, if necessary, must be approved jointly by the President or Treasurer of the CAL Board or their designate and paid through the fees collected for the event.
- CAL members who present a program at Interest Group or Committee meetings and those who present programs at CAL workshops are not expected to pay workshop registration fees; the fee is waived by the CAL office. The presenter or organizer should email the CAL office prior to registration to obtain the discount code that will remove the fees. (This does not apply to the annual association wide conference, ie CALCON.)
- CAL members and others who present at the annual conference are expected to register and pay for their attendance at the conference. If a presenter is coming only to present and not attending any other part of the conference, registration is not required. If a presenter is planning to attend any other part of the conference, he/she must register for the portion of the conference he/she is attending. The CAL Conference Committee may arrange for a speaker discount or speaker gift for

conference presenters, and will account for that in the conference budget.

- Honorariums and expense reimbursements are not financially supported by the CAL Executive Board for Colorado librarians (whether they are CAL members or not) who are speakers, panelists, etc., at the CAL annual conference. Honorariums and expense reimbursements may be supported financially by the CAL Executive Board for preconference, workshop, or other continuing education event leaders, speakers, panelists, etc., as long as the amounts fall within the event budgets approved by the CAL Executive Board in its annual budget. Such budgets must be at least self-supporting. This policy does not preclude support of honorariums or expense reimbursements by sponsors.

## Procedures: Cash Receipts

The business manager receives incoming mail and processes all deposits. A copy of the deposit will be attached to the incoming documentation creating a packet summarizing the deposit. Receivables related to an item in the event management system (i.e., membership, event registration, etc.) will be posted.

Checks received will be deposited into the appropriate bank account. A deposit not forwarded or mailed to the bank should be kept in a locked area of the office. It is important to make deposits as often as possible, at least one a week. If the funds are mailed to the bank, the business manager should indicate the date mailed on the packet.

No single account should contain more than \$100,000, or the amount over which the FDIC will not insure.

## Procedures: Funds Transfer

Funds may need to be transferred from one account to another. If transfer is made via the Internet, a print out of the transfer should be made. If the transfer is made via phone, a statement should be sent from the bank. The print out should indicate on it why the transfer took place.

This statement will be forward to the Business Manager (and/or Treasurer) for recording and the document will be forwarded to two signatories on the account. The signatories will initial the document stating that they have acknowledged the transfer.

## Procedures: Funds Received from the Merchant Account

The bookkeeper is responsible for processing the receipt of funds through the merchant account. The bookkeeper will print out a reconciliation of the amounts credited per the merchant account. The bookkeeper will print out a reconciliation of the event management system activity for the merchant account. These two forms will be attached to each other and forward to two signatories on the account for review.

## Procedures: Cash Disbursements

Incoming invoices will be logged in by the business manager, citing the committee or person responsible for ordering the product or service and the purpose for the expenditure, and verifying the amount and validity of the invoice.

The Business Manager (and/or Treasurer) will pick up the records for processing and return them as soon as possible.

The Business Manager (and/or Treasurer) is responsible for the preparation of disbursements. All disbursements are to be made by check, unless the disbursement is a refund for an item made by credit card. In that case, a credit will be made to the card that the item was paid for, and a copy placed in the records for the bookkeeper. If the account is closed, a refund will then be made by check.

Disbursement checks will be available to signatories on the account for their review. Signatories should not sign any check in which they do not understand the amount or the validity of the invoice/check. If there are any questions or concerns about the amounts, the Business Manager should provide necessary information upon request.

All checks should be attached to an invoice or other supporting documentation and requires one (1) signature from a designated signatory (Approved June 2011).

When the signatory signs each check, s/he should check the invoice and/or other supporting documentation. Any checks to pay invoices in excess of \$10,000 should be reflected in the board minutes or approved by the committee and the board.

Each check should be double checked before signing. The checks will be returned to the business manager who may then mail the bills, keeping the invoice along with one portion of the checks receipt attached to the invoice to give to the Business Manager.

All checks should be mailed as soon as this process is completed. The Business Manager will file in the appropriate system.

If invoices are received by the organization that will not be paid, these invoices should be signed off on by the signatories and filed in the appropriate file system and notification provided to the submitter of the invoice.

## Procedures: Bank Reconciliation

Bank statements will be accessed monthly by the Business Manager (and/or Treasurer) via the Internet. The statement will be reviewed for the contents for inconsistent check numbers, signatures, cash balances, payees, and endorsements (at a minimum). The Business Manager and an individual without check signing rights will reconcile the bank accounts using the approved reconciliation software.

When reconciling the bank accounts, the Business Manager will review the following items including these procedures:

- A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
- A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
- An investigation of items rejected by the bank, i.e., returned checks or deposits.
- A comparison of wire transfers dates received with dates sent.
- A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
- An accounting for the sequence of checks both from month to month and within a month.
- An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
- A review and proper mutilation of void check.
- Investigate and write off checks that have been outstanding for more than six months.
- A statement will be forwarded to the President and Treasurer for review. The signatories will initial their review of the documentation. The signatories should verify that the balances in the cash accounts agree with the balances shown on the bank statements. The reconciliation will be returned to the bookkeeper for filing.

## Purchases: Credit Card

Authorized credit card purchases should be made by authorized personnel only. Currently, cards are issued only to the Business Manager. In every case of credit card usage, the individual charging will be held personally

responsible in the event that the charge is deemed personal or unauthorized.

The card is to be used only for authorized expenditures to conduct CAL business. Receipts should be compiled and submitted with an expense report in a timely manner. Personal or non-business expenditures are unauthorized use of the credit card.

## Purchases: Reimbursements

Every purchase or expense must be documented with receipts, name of the individual(s) affected, nature of business, etc., before the expense will be considered authorized and approved for reimbursement. The individual requesting reimbursement or payment of receipts should complete and sign the "Request for Payment Form."

The Business Manager will check all reimbursement requests against receipts provided. The check will be processed and the signatories will review it with all other check disbursements.

No request for reimbursement may be submitted more than 90 days after the charge was incurred, without prior approval of the board. This approval must be reflected in the board minutes.

In the absence of documentation of a purchase, a handwritten document may be produced and signed by the originator. Every attempt should be made to include original and/or backup materials.

## Purchases: Payroll

Personnel:

The Business Manager is responsible for maintaining personnel and contractor files.

Each file should contain the following information, whenever possible.

- a) Employment application or resume
- b) Date of employment
- c) Position, pay rates and changes therein
- d) Authorization of payroll deductions
- e) Earnings records for non-active employees
- f) W-4 Form, withholding authorization
- g) I-9 Immigration Form
- h) Termination data, when applicable

All personnel records are to be securely kept at the Colorado Association of Libraries office. Access to these files other than by the bookkeeper and business manager, CAL Executive Committee, or the auditor should be requested in writing to the CAL President.

## Purchases: Payroll Preparation and Timekeeping

The pay period will be the first to the last day of each calendar month. Payroll will be processed on the 10th day of the month following the work month, for payment on the 15th.

Salary and contractor payments will be processed according to the amounts approved by the Executive Board.

Hourly, temporary, stipend, and other contractors or employees must submit a timesheet or invoice prepared and submitted to the business manager by the end of each month. Invoices should include detail, and timesheets should include specific time spent on each grant/project/task.

## Financial Reporting: Quarterly Reports

The Business Manager will prepare a set of quarterly financial reports for distribution to the board. The reports will include: a balance sheet, a statement of income and expenses, a budget-to-actual report for all accounts included in the annual operating budget, and a list of deferred and receivable funds. The quarterly reports (December, March, June, and September) will be submitted to the full board for their review and acceptance at the upcoming board meeting.

Monthly statements will be included in the check disbursement folder and will be reviewed by the President and Treasurer.

## Financial Reporting: Year-End Report

At fiscal year-end, a year-end report should be prepared summarizing the total income and expense activity for the year. A balance sheet should be prepared as of December 31 and should be attached to the income and expense report.

There will be an audit of CAL financial records once every three years, to cover the period of the previous three years. Bids for an independent auditor to conduct a three-year audit will be accepted between October 15 and December 31. The CAL Board will work with the management company to solicit bids for the audit. The CAL Board will select an auditor based upon the received bids. The auditing process will begin on or about February 1.

## Annual Checklist

At the first yearly meeting of the CAL board, the following will take place:

1. The board of directors shall approve new signers to each bank account (banking resolution for the year).
2. The board of directors shall approve any new and necessary bank accounts or close bank accounts that should be eliminated.
3. New signers shall complete the appropriate banking documents.
4. Name, home address, and phone numbers of new board of directors/officers will be obtained for the business manager.
5. A review of the current operating procedures will be made with the Executive Committee, and reaffirmed or revised.
6. All financial institutions should be notified of any changes to the authorized signers of the accounts within three (3) business days following the meeting.

## CAL Conference Committee/Board Discounts

*Members of the CAL conference committee (see list below) receive varying levels of discounts on the conference hotel and conference registration due to the extensive time they will need to spend at the hotel to perform their tasks. These members arrive the day before the conference to set-up for the conference and need to be on-call throughout the CAL conference.*

| <b>Position on the Committee</b>          | <b>Hotel</b>    | <b>Conference Registration</b> |
|---|-----------------|--------------------------------|
| <i>CAL President</i>                      | <i>3 nights</i> | <i>Full</i>                    |
| <i>CAL President Elect/Past President</i> | <i>3 nights</i> | <i>Full</i>                    |
| <i>Chair of Conference Committee</i>      | <i>3 nights</i> | <i>Full</i>                    |
| <i>Co-Chair of Conference Committee</i>   | <i>3 nights</i> | <i>Full</i>                    |
| <i>Programs Chair</i>                     | <i>3 nights</i> | <i>Full</i>                    |
| <i>Programs Co-Chair</i>                  | <i>NA</i>       | <i>Full</i>                    |
| <i>Exhibits Chair</i>                     | <i>3 nights</i> | <i>Full</i>                    |
| <i>Exhibits Co-Chair</i>                  | <i>NA</i>       | <i>50% off</i>                 |
| <i>Trustee Track Organizer</i>            | <i>NA</i>       | <i>Full</i>                    |
| <i>AV/Volunteer Chair</i>                 | <i>3 nights</i> | <i>Full</i>                    |
| <i>AV/Volunteer Co-Chair</i>              | <i>NA</i>       | <i>Full</i>                    |
| <i>Awards Chair</i>                       | <i>3 nights</i> | <i>Full</i>                    |
| <i>Communications Organizer</i>           | <i>NA</i>       | <i>Full</i>                    |
| <i>Photographer</i>                       | <i>3 nights</i> | <i>Full</i>                    |
| <i>Conference Committee Members</i>       | <i>NA</i>       | <i>25% off</i>                 |

## **Reimbursement/Payment Request Form**

### **Colorado Association of Libraries**

Please attach receipts.

Submitted by: \_\_\_\_\_ Purpose: \_\_\_\_\_

Budget or Billing Category: \_\_\_\_\_ Budget Line Item: \_\_\_\_\_

Is this within your current (board approved) budget? \_\_\_\_\_ Yes \_\_\_\_\_ No

|          | Sun | Mon | Tues | Weds | Thurs | Fri | Sat          | Total |
|----------|-----|-----|------|------|-------|-----|--------------|-------|
| Date     |     |     |      |      |       |     |              |       |
| Parking  |     |     |      |      |       |     |              |       |
| Lodging  |     |     |      |      |       |     |              |       |
| Travel   |     |     |      |      |       |     |              |       |
| Meals    |     |     |      |      |       |     |              |       |
| Supplies |     |     |      |      |       |     |              |       |
| Printing |     |     |      |      |       |     |              |       |
| Mileage  |     |     |      |      |       |     |              |       |
| Other    |     |     |      |      |       |     |              |       |
|          |     |     |      |      |       |     | Final Total: |       |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to (please print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Send Completed form to:

Colorado Association of  
Libraries  
PO Box 740905  
Arvada, CO 80006-0905  
303.463.6400

Or scan copy of form and receipt(s) to:  
cal@cal-webs.org

For event catering or similar payment required (include invoice):

Pay by CAL CC to: \_\_\_\_\_

Payment Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address:

Fax Number: \_\_\_\_\_

## Policy/ Procedure #5: Annual Conference and Other Workshops

|                        |                  |                       |  |
|------------------------|------------------|-----------------------|--|
| <b>Effective Date:</b> | October 17, 2002 | <b>Revision Date:</b> | September 9, 2010<br>December 23, 2019<br>September 21, 2020 |
|                        |                  |                       |  |

- Interest Groups may work with the Business Manager in planning and scheduling programs to avoid conflicts with other units in timing and the selection of topics and speakers, and to ensure both adequate publicity and meeting room availability.
- Workshops or other programs are to be coordinated through the Business Manager to negate any conflicts.
- Cancellation policy: Cancellation deadlines will need to be identified by each event planner. Full refunds will be issued if cancellations are done prior to the deadline. Cancellation policies will take into consideration the cost of space rental, food costs, and speaker fees.
  - ▲ Default cancellation policy will be within 30 days prior to the start of the event for a full refund. These will need to be submitted either through mail or email.

## Policy/ Procedure #6: Miscellaneous Policies and Procedures

|                        |                  |                       |  |
|------------------------|------------------|-----------------------|--|
| <b>Effective Date:</b> | October 17, 2002 | <b>Revision Date:</b> | September 9, 2010<br>December 23, 2019<br>September 21, 2020 |
|                        |                  |                       |  |

### Use of CAL Media for Endorsements of Candidates

CAL media, both print and online, may contain information about candidates for CAL offices but will not include endorsements of such candidates. CAL media may contain information about candidates for non-CAL offices who are CAL members, at the discretion of the editors and the Executive Board.

### Endorsements of Candidates for Office in Library Organizations

The CAL board shall not publicly endorse candidates for office in either state or national library organizations. This rule shall also apply to CAL staff and to any individual holding an elected position within CAL or its member organizations. Individual CAL members are not subject to this rule.

Lists of CAL members running for office in state or national library organizations may be communicated using official CAL methods (i.e., e-mail lists, newsletter, etc.) for informational purposes only. Such lists of candidates shall not be construed as an endorsement.

### Elected Representatives

A Councilor to the American Library Association will be an official, voting member of the Executive Board.

- *American Library Association (ALA) Councilor*

The ALA Councilor shall be elected for a three-year term or in conformance with the rules and regulations of ALA, so long as CAL remains a chapter of the former. The ALA Councilor shall advise and coordinate the mutual activities and programs of CAL and ALA.

## Policy/ Procedure #7: Privacy Policy

|                        |                |                       |   |
|------------------------|----------------|-----------------------|---|
| <b>Effective Date:</b> | August 4, 2006 | <b>Revision Date:</b> | December 23, 2019<br>September 21, 2020 |
|                        |                |                       |   |

### How CAL Uses Personal Contact Information

1. Colorado Association of Libraries' members and conference/workshop attendees are asked to register and voluntarily provide some information to assist us in administering their member benefits, CE/conference registration and training. This information is not sold or distributed in any manner beyond what is stated here, and is not sold or given to anyone to be used for non-CAL purposes.
2. CAL makes a mailing service available to those who are interested in providing library-related information to our members. CAL does not provide member information to vendors. Instead, CAL provides the mailing service by administering the mailing so that member contact information does not leave CAL's control.
3. CAL sometimes prepares a list of attendees at a conference/CE workshop so the registrants have information so they can contact each other. CAL offers the option for registrants to not be included on that list; if a registrant opts out of that list, that person's information is not included.
4. CAL maintains an online membership directory. Members can opt out of inclusion in the directory.

## Policy/ Procedure #8: Conflict of Interest Policy

**Effective Date:**

May 14, 2010

**Revision Date:**

December 23, 2019

### Conflict of Interest

In their dealings with the business or property of the Association, members of the Board may not use their relation to the Association for their own personal gain.

### Principles

The following five principles will serve as guidelines for Board members:

1. Members of the Board shall maintain the highest standards of business ethics in transactions with the Association.
2. Members of the Board are expected to perform their duties faithfully and efficiently and never give rise to suspicion of improper conflict within the Association.
3. Members of the Board shall not accept any favor or gratuity from any person or firm which is engaged in or attempting to engage in business transactions with the Association, which might affect the Board member's judgment in the impartial performance of his duties.
4. Board members are not privileged to use inside information for their own personal advantage or fail to disclose relevant information or misrepresent facts to the Association's members.
5. Full disclosure by a member of any potential conflict between his or her personal interest and the interest of the Association is required by the standard of good faith.

### Procedures

1. When any such interest becomes relevant to any subject requiring action by the Board or any of its associations, divisions, or committees, a Board member having a conflict shall call it to the attention of the Board, association, division or committee, and a Board member shall not vote on the subject in which the member has a conflict of interest, shall not use personal influence, and, in those cases where a quorum of the meeting called for the purpose of voting on the subject has not yet been established, the Board member shall not be counted.
2. If excluded from voting because of a conflict of interest, a Board member will be required to state briefly the nature of the conflict, and may be requested to answer pertinent questions of other Board members when that Board member's knowledge of the subject will assist the Board or any of its committees. The Board may request that a Board member thus excluded from voting on a subject leave the meeting temporarily while the subject is being debated and voted upon.

3. The minutes of the meeting shall reflect that a disclosure was made, that the Board member who stated a conflict of interest did abstain from voting, and, in those cases where a quorum was not already established, that the Board member was not counted in determining the quorum.

4. **Violations of Conflict of Interest** – If the Board has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the Executive Board determines that the interested party has in fact failed to disclose an actual or potential conflict of interest, it shall take appropriate disciplinary and corrective action.