

ACRL Chapters Council Orientation Manual

ACRL Function

Within ALA, ACRL is the Division responsible for fostering the profession of academic and research librarianship in all types of academic and research libraries, including college, university, specialized and comprehensive research libraries.

Specifically, ACRL:

- Contributes to professional development and continuing education
- Improves, develops, and supports standards of service
- Promotes the interests of academic and research librarianship
- Promotes study, research, and publication
- Promotes cooperation with other groups concerned with higher education and librarianship
- Develops and distributes informational material to its members

ACRL Board of Directors

The ACRL Board has 13 voting members:

5 ex-officio: President, Vice President/ President-Elect, Past President, Chair of Budget and Finance Committee, ACRL Divisional Councilor.

8 Director-at-Large are elected for 4-year overlapping terms, based on nominations from within the following groups:

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| (Year 1) | University Library Section; Chapters Council |
| (Year 2) | College Library Section; Sections Council |
| (Year 3) | Community & Junior College Library Section; Chapters Council |
| (Year 4) | Sections Council; At-large nominees |

The ACRL Leadership Recruitment & Nominations Committee is comprised of representatives from these member groups and works to prepare the slate of ACRL Board candidates each year.

The ACRL Executive Director serves as a non-voting member.

Chapter Representation on ACRL Board of Directors:

ACRL's recognition of the importance of its Chapters is shown by the presence on the Board of two directors-at-large nominated from within the Chapters Council.

ACRL Chapters

Definitions and Requirements of ACRL Chapters

ACRL Bylaws make it clear that chapters are separate organizations interested in academic and research libraries that request affiliation with ACRL. In other words, ACRL recognizes chapters if they meet certain criteria. ACRL affiliates with the chapter; it does not, however, establish the chapter as an organization, it does not control it, and it is not responsible for its actions.

Under the revised ACRL Bylaws, a chapter will be a local, state or regional group that has requested affiliation with ACRL and has been recognized as a chapter of ACRL by the ACRL Board. An organization thus becomes a chapter by affiliating with ACRL, rather than by being established by the national association. A chapter's affiliation may be dissolved at its request by the Board and its affiliation

will be dissolved if the chapter becomes inactive or fails to comply with bylaws provisions regarding chapters.

Function

A chapter allows its members to participate in the ACRL program locally and provides a framework within which librarians can meet for social purposes and to consider professional problems of local importance. Chapters organize programs, recruit ACRL members, and provide a bridge to participation in the national organization.

Chapters Council

Composition of Chapters Council

Chapters Council consists of the President and Vice-President of each ACRL chapter (each of whom must be a member of ACRL national), or a delegate who is a member of the executive board of the chapter. Council members **must** be members of ACRL and knowledgeable about both chapter and ACRL activities.

Officers of Chapters Council

The Chair, Vice-Chair/Chair-Elect, and Secretary serve as the Chapters Council Executive Committee. The Executive Committee plans the agenda of the Midwinter and Annual Meetings of the Chapters Council and submits Chapters Council recommendations to the ACRL Board of Directors. Officers are elected by the Chapters Council from among the Chapters Council delegates.

Purpose of Chapters Council

- Provides a forum for the exchange of information
- Promotes the organization and development of chapters
- Provides orientation and support for chapter officers
- Communicates chapter concerns and needs to ACRL Board
- Fosters relationships among chapters and between Chapters Council and ACRL

Roles and Responsibilities of Chapters Council Officers

Elected Officers

Chair

This is a three-year commitment. This officer serves as vice-chair, chair, and past chair in successive one-year terms. During the chair's term of office as Chair, the responsibilities include:

- Preparing an annual report for ACRL, due May 15.
- Attend and preside over Annual and Midwinter Chapters Council Meetings.
- Submit election results from Chapters Council officer elections to ACRL staff.
- With the Chapters Council officers, prepare the meeting agendas.
- Appoint ad-hoc committee chairs including the editor for *Chapter Topics*, List Administrator, Legislative Network Representative, and Presidential Candidates Forum Committee Chair. These appointments should be made following Annual (June/July.)
- With vice-chair, attends ACRL Leader Development and Strategic Planning session at Annual and Midwinter.
- Serves as ex-officio on the ACRL Research Coordinating Committee.
- Serves as ex-officio on the ACRL Excellence in Academic Libraries Award Nominations Committee.

- Works with the Chair of Leadership Recruitment and Nominations Committee in planning the ACRL Presidential Candidates Forum. Activities may include creating and editing the list of questions each candidate will answer and time keeping during the question and answer session.
- Contact a vendor to provide funding for the ACRL Presidential Candidates Forum luncheon. Works with ACRL to coordinate the donation.
- Invite candidates running for ACRL President-Elect and ACRL Director-At-Large to speak at the Midwinter Meeting of Chapters Council.

Vice-Chair

The vice-chair is elected at the Annual conference. During the vice-chair's term of office duties (official and unofficial) include:

- Attending Annual and Midwinter Chapters Council Meeting.
- Attend ACRL Leader Development and Strategic Planning session at Annual and Midwinter.
- Organizing elections for Vice-Chair and Secretary at Annual.
 - At Midwinter announce a call for nominations
 - After Midwinter (Jan./Feb) send out announcement to the Chapters Council listserv requesting nominations, including self-nominations. Deadline date of mid-March.
 - Collect bios, photos, and position statements to send to *Chapter Topics* Editor. Deadline is usually in early May.
 - Run the election at Annual; tally the paper votes; and announce results.
- Contact a vendor to sponsor refreshments for the Chapters Council Meeting. In 2008 and 2009, EBSCO funded the breakfast at each Annual Conference. Work with ACRL to coordinate the donation.
- Writing a follow-up thank you to the vendor after Annual and Midwinter for sponsorship.
- Organize a Dine-Around for the Chapters Council delegates at Annual and Midwinter. This is an informal dinner. Announcement of details sent to Chapters Council listserv and *Chapter Topics*.
- Organizes, on an as-needed basis, workshops at Midwinter to help council members address areas of leadership concern that ACRL requires from each chapter. For example, a workshop was held that assisted council members to complete the ACRL annual report, which is required of each chapter .

Past Chair

- Attends Annual Conference and Midwinter Meeting.
- Serves as ex-officio on the ACRL Membership Committee.
- Serves as a member of the ACRL Leadership Recruitment and Nominations Committee. Because this a two-year appointment, every other past chair serves on this committee.

Secretary

- This office is a one-year commitment.
- Secretary is responsible for taking roll and recording the minutes at Midwinter and Annual.
- Minutes are submitted for approval to the Council at the subsequent meeting for approval and then to the editor of *Chapter Topics* for publication.
- Draft and final minutes from conferences are submitted to the ACRL Program Coordinator for posting on the Chapters Council web page.

Appointed Officers

***Chapter Topics* Editor**

- Editor is responsible for producing *Chapter Topics*, the official newsletter of Chapters Council.
- *Chapter Topics* is distributed two times a year via the Web to chapter officers by the ACRL office to facilitate communication between chapters.
- The Spring edition of *Chapter Topics* includes information regarding the slate of candidates for Chapters Council elections at annual.

Legislative Network Representative

- Representative will work with the ACRL Board, the ACRL Scholarly Communications and Government Relations Specialist, and the ACRL Government Relations Committee to coordinate the ACRL legislative network and advance the ACRL legislative agenda.
- Representative attends Annual and Midwinter and reports results to the Chapters Council at the Chapters Council Meeting.

Presidential Candidates Forum Committee Chair

- The Presidential Candidates Forum is held at Midwinter. It is traditionally held on Sunday from 11:30 a.m. - 1:30 p.m.
- Presidential Candidates Forum Chair will select committee members (generally 2-3 people). In recent years, the chair of this committee has been the Chair of the ACRL Leadership Recruitment and Nomination Committee. The Presidential Candidates Forum Committee is comprised of members from the LNRC and the Chair of Chapters Council.
- Candidates are usually invited to attend Forum in October.
- Committee prepares the forum agenda and a list of questions for candidates. Send 5-6 questions to ACRL before sending to candidates. Usually completed Oct./Nov., so candidates have the questions to review before Thanksgiving.
- Committee responsible for publicizing this event including:
 - Publicize the Forum on section lists, ACRLLeads, *Chapter Topics*, and Chapters Council listserv in November, December, and January.
- The chair is the moderator of the Forum and is responsible for:
 - Introducing candidates
 - Acknowledging luncheon's sponsor
 - Introducing and acknowledging ACRL officials, participants, and forum volunteers.
 - Asking the candidates the prepared questions (alternate which candidate answers the question first)

List Administrator

- The Chapters Council e-mail list serves to quickly disseminate information to Chapters Council members, officers, and ACRL liaisons.
- The List Administrator is responsible for maintaining, moderating, and updating this list.
- The List Administrator attends Midwinter and Annual Chapters Council Meeting. At this meeting the Administrator will distribute a written list and ask delegates to update their listings.
- List Administrator will follow up after Annual and Midwinter with an announcement on the list to all subscribers to please update listings and advise Administrator of any changes.

Roles and Responsibilities of ACRL

ACRL recognizes the importance of its affiliate chapters by supporting their work in a variety of ways.

Communication

-*Chapters Topics*. ACRL supports and distributes *Chapter Topics*, a Web-based newsletter, on its Web site. *Chapter Topics* is published each May and December, and includes updates from ACRL, Chapters Council Officers, and individual Chapters. The *Chapter Topics* Editor is appointed each year by the Chapters Council Chair.

-Membership Lists. Each year, at no cost to the chapter, ACRL provides one list of ACRL members living in the chapter's geographic region. These lists include only those ACRL members who have opted to be included in the mailing list. Chapters must request this list.

-Officer Lists. ACRL maintains and makes available a list of officers from each chapter. The most current version is always available on the ACRL Web site.

-Speakers. ACRL provides funds for ACRL officers (ACRL president, president-elect, executive director, and past-president) to travel to and speak at ACRL chapter meetings. Speakers are requested by the individual chapter. Funds are generally available for chapters to be visited approximately once every four years.

-Web sites. ACRL maintains the wording on the ACRL Web site, making sure that chapters are separate organizations, affiliated with ACRL; the Web site also makes it evident to the user that chapter Web sites are separate from the ACRL site, listing chapters and providing links to their homepages.

Funding

-ACRL Funding. ACRL provides funding for chapters in the amount of \$1.00 for each national ACRL personal member living in the geographic region served by the chapter, based on membership totals at the end of the fiscal year. Beginning in the 1999–2000 fiscal year, ACRL grants to each chapter \$10 for each new national ACRL member living in the chapter's geographic region who joined ACRL during the previous fiscal year, if the chapter conducted an ACRL membership recruitment program during the previous year. The nature and results of this recruitment program must be documented in the Chapter's annual report.

ACRL Chapters may spend budgeted resources on any items or activities that support the charitable and educational purposes of ACRL's strategic goals as identified in the strategic plan with two exceptions:

- 1) The allotted funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences
- 2) The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy.

To request funding, chapters must submit the 'Chapter Reimbursement Request' form, which is available from the ACRL Web site in the 'Form's' section. The Chapter official who submits the request must sign under the statement 'I confirm that this expense qualifies as an educational or charitable expense under Section 501(c)3 of the Internal Revenue Code.'

Governance

-ACRL Strategic Plan and Activities. The ACRL Office provides an annual summary and update of the ACRL Strategic Plan to each ACRL affiliate chapter and the Chapters Council officers.

-Meeting with Chapters Council. Representatives of the ACRL Board attend Chapters Council meetings at both the ALA Midwinter Meeting and the ALA Annual Conference to discuss issues of mutual concern.

Professional Development

-Professional Development Opportunities. ACRL provides professional development opportunities both face-to-face and virtual. ACRL strives to provide professional development opportunities for individuals to attend either regionally or virtually. ACRL purposefully rotates its biennial National Conference around the country to reach out to librarians in different regions. During the last two ACRL National Conferences, a virtual conference component was available to allow global participation at a greatly reduced cost from full registration.

ACRL Staff Contact

ACRL Program Coordinator Megan Griffin is the primary staff liaison to Chapters Council and ACRL Chapters. Any questions about Chapters should be directed to Megan at mgriffin@ala.org or 312.280.2514.

Roles and Responsibilities of Chapters

Affiliated chapters are important partners for ACRL. Although they are largely independent, they provide a local presence for ACRL and assist in attaining the goals of the ACRL Strategic Plan. They foster professional development, particularly for those who cannot participate at the national level; they participate in legislative advocacy; and they promote ACRL membership.

Advocacy

-Legislative Network. Chapters participate in the ACRL legislative network in order to advance legislative issues of importance to academic and research libraries as identified in ACRL's annual legislative agenda. The network consists of Legislative Coordinators from each chapter, who are appointed by chapter officers. This Legislative Coordinator could be the chair of the government relations, legislative or advocacy committee or, in the absence of such a position, a member who is particularly interested in legislation affecting academic libraries who can communicate effectively about these issues to your members.

- Chapter Legislative Coordinators

Appointed by chapter officers, ACRL Chapter Legislative Coordinators work as liaisons for legislative advocacy between ACRL and its chapters. They

- Disseminate legislative information from ACRL and/or other sources to their constituencies
 - directly
 - through compilations that are distributed periodically, and/or
 - by customizing the information for their individual situations
- Assist ACRL in identifying advocates in specific districts to advocate for high priority ACRL legislative initiatives (as articulated in the [ACRL Legislative Agenda](#))
- Work with the [ACRL Legislative Advocates](#) in their states, as requested
- Participate in LEGNET, the closed e-mail list for ACRL Chapter Legislative Coordinators, ACRL Legislative Advocates, and appropriate ACRL staff
- Optionally, engage in advocacy activities
- Optionally, work directly with their members of Congress

The Legislative Network Representative to Chapters Council is available to assist the Coordinators in their work.

The Legislative Coordinators from each chapter have their own e-mail list, LEGNET, which is a closed list. The ACRL Scholarly Communications and Government Relations Specialist and the Legislative Network Representative to Chapters Council use the list to send action alerts that ask for rapid response on specific issues as legislation arises. Each chapter's Legislative Coordinator would then communicate the information to their chapter's membership. If the chapter is in a key state or district, ACRL may follow up with a call to the Legislative Coordinator asking him/her to enlist support and mobilize advocates in the chapter area. Members can use the LEGNET list to discuss how they conduct legislative activities at the chapter level, toss ideas around about effective ways to engage advocates or communicate with legislators, and let others know about state-level issues that are bubbling up in their chapters.

Communication

-Annual reports. Each chapter is required to submit an annual report of its activities to the ACRL office by May 15 of each year, using the online Strategic Plan Implementation Form and including in the report a statement of how the chapter's activities supported the ACRL Strategic Plan in regard to the goals of professional development and legislative issues, and what activities the chapter may have undertaken to promote membership recruitment. Chapters that do not submit an annual report for two consecutive years are ineligible for ACRL funds.

-Officer lists. Each ACRL chapter submits a list of its officers to the ACRL office within one month of the election.

Governance

-Bylaws. Each chapter adopts its own bylaws, provided they are not in conflict with ACRL's Bylaws and provides a copy to the ACRL office.

-Chapters Council. Each chapter participates in Chapters Council through two representatives who have one vote on behalf of the chapter. Representatives are the president (chair) and vice-president (vice-chair) or a delegate who is a member of the executive board of the chapter and also a member of ACRL.

-Disaffiliation. In the event that a chapter becomes inactive, or for other reasons chooses to disaffiliate, the chapter notifies ACRL of its intention to dissolve its affiliation with the association. A chapter affiliation may be dissolved by the Board of Directors of the Association and it shall be so dissolved if the chapter becomes inactive or fails to comply with the provisions of the ACRL Bylaws (Article XV).

-Incorporation. Each ACRL chapter is responsible either for incorporating itself or belonging to a state association that is incorporated. New chapters must incorporate or belong to a state association within one year of their recognition by ACRL. Existing ACRL chapters were required to incorporate or belong to a state association that is incorporated by the end of the year 2000.

-Meetings. Each chapter holds one meeting each year, unless it is a member of a state association that has biennial meetings.

-Officers. Per the ACRL Bylaws (Article XV, Section 3), the president (chair) and vice-president (vice-chair) of each chapter must be members of ACRL (national). Chapters should ensure that candidates running for office are current members of ACRL or are willing to join immediately if elected.

Membership

-Membership Recruitment. Each chapter has a financial incentive to recruit new members to the chapter and to ACRL. Chapters are encouraged to plan membership drives in collaboration with the ACRL Membership Committee, ACRL staff, and the Chapters Council.

-Outreach to ACRL national members. Each chapter is encouraged to offer opportunities such as reduced conference registration to ACRL members living in their region who are not members of the chapter.

Professional Development

-Programming. Chapters offer a variety of programs that advance the professional development goals of ACRL.

Responsibilities of Chapters Council

Chapters Council serves as ACRL's primary forum for dealing with the interests and concerns of ACRL chapters. It serves as the central means of communication among chapters and between chapters and ACRL.

The mission of ACRL Chapters Council is to serve as a conduit for information and communication between National ACRL and its Chapters, and to promote membership of ACRL National.

The goals of Chapters Council are:

- To support the goals and initiatives of ACRL National
- To facilitate communication between ACRL members and ACRL leadership
- To encourage and support ACRL Chapters goals and initiatives
- To build membership of ACRL at the National and Chapter levels.

Its specific responsibilities are as follows:

Advocacy

-Legislative network. The Chapters Council works with the Legislative Network Representative, Legislative Coordinators from each chapter, the ACRL Board, the ACRL Scholarly Communications and Government Relations Specialist, and the ACRL Government Relations Committee to coordinate the ACRL legislative network and advance the ACRL legislative agenda.

Communication

-ACRL information. Chapters Council promotes the dissemination of information about ACRL to local chapters.

-Annual Report. By May 15 of each year, the Chapters Council submits an annual report to ACRL, using the online Strategic Plan Implementation form, and makes it available to all chapters.

-Chapter Topics. Chapters Council coordinates the publication of *Chapter Topics*, which serves as a primary means of communicating chapter activities and concerns among chapters and to the ACRL Board.

-Communication with the Board. Chapters Council regularly apprises the ACRL Board of chapter activities and concerns. Chapters Council officers meet annually with representatives of the ACRL Board to discuss issues of mutual concern.

-Information sharing. Chapters Council facilitates the exchange of information among chapters.

- Leader Development and Strategic Planning session. The Chair and Vice-chair of Chapters Council attend ACRL Leader Development and Strategic Planning sessions.

-Presidential Candidates Forum. The Chapters Council organizes the ACRL Presidential Candidates Forum at every Midwinter Meeting.

Governance

-Directors at Large. Chapters Council nominates biannually two at-large candidates for the ACRL Board.

-Elections. Chapters Council holds elections for Chapters Council officers.

-Orientation. Chapters Council orients new chapter officers to their role as chapter officers and the roles and responsibilities of ACRL and its chapters Council.

Membership

-Chapter development. Chapters Council promotes the organization and development of ACRL Chapters.

-Membership recruitment. The Chapters Council cooperates with ACRL, particularly with the ACRL Membership Committee, in promoting ACRL membership.