



**Chinese American Librarians Association
(CALA)**

Handbook of Officers

June 2008

Revised June 2010

Revised 2014

Revised May 2015

Minor editing August 2015

Revised June 2016

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Executive Board

Executive Committee of the Board

Charge

The Executive Committee of the Board (EC) shall possess all authority of the Board to act between board meetings, except with respect to the following matters:

1. Actions requiring general membership approval;
2. Amendment or repeal of any portion of the Bylaws;
3. Amendment of any resolution of the Board unless so authorized by the Board.

(See CALA Constitution, Article V, Section 4)

Make-up of the Executive Committee of the Board

The Executive Committee of the Board consists of the president, vice president/president elect, incoming vice president/president elect, treasurer, immediate past president, and executive director. The incoming vice president/president elect is a non-voting member of the Committee.

(See CALA Constitution, Article V, Section 4)

Term(s) of Office

The president, vice president/president elect, incoming vice president/president elect, treasurer, immediate past president, executive director shall serve on the Executive Committee of the Board during their respective terms of office.

(See CALA Constitution, Article V, Section 1)

Major Responsibilities

- Attends regular Executive Committee of the Board meetings, Midwinter and Annual Board Meetings. (EC members are expected to actively participate in the regular EC meetings.)
- Becomes familiar with CALA vision, mission, goals, and operational procedure.
- Assists the CALA Board in formulating agenda, strategies, and implementation processes.
- Contributes to the discussion and decision-making processes of the CALA EC.
- Serves as mentor to the incoming EC members.
- Serves as Board liaison to the CALA committees and task forces.
- Serves as decision-making body, empowered by the general membership to adopt policies, approve the budget, and review the Association's activities and transactions.
- Determines the participation of the Association in Joint programs with other organization or international activities.

Procedure

- a. At any regular or special EC meeting, the presence of a simple majority of the members of the EC shall constitute a quorum. The simple majority of members of the EC means that the total number of 5 members divided by two plus one equals 3. The President of the Association (i.e., Chair of the EC) shall determine the presence of a quorum before calling the meeting to order. If a quorum is not present, business transacted by the body shall be unofficial and non-binding on the Association. The quorum requirement also applies to any vote conducted at EC meetings (in person and electronically).
- b. Vote must be cast in person and online.
- c. EC reports to the Board that is the decision-making body on policy-making, budget, etc.

Timeline

There shall be regular and on-going meetings of the EC to keep CALA daily operations going as an organization.

Communication

- President
- Vice President/President-Elect
- Immediate Past President
- Executive Director
- Treasurer
- Board of Directors

Useful Resources & Hints/Reminders

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

2016 edition:

Final editing: 06/10/2016

Board of Directors (AT-LARGE)

Type

Officer

Charge

The CALA Board of Directors shall be the decision-making body, empowered by the general membership to adopt policies, appoint officers as specified by the Constitution and Bylaws, approve the budget, review the Association's activities and transactions, and determine the participation of the Association in joint programs with other organizations.

(See CALA Constitution Article 5 Section 2.)

Composition & Term(s) of Office

The Board of Directors shall consist of 28 members, including the president, vice president/president-elect, incoming vice president/president-elect for the following year, treasurer, executive director, immediate past president, fifteen at-large directors, and all seven chapter presidents.

To serve a three-year term the term shall be staggered so that one-third of the directors be elected each year.

(See CALA Constitution, Article V, Section 1)

Major Responsibilities

- Attends Midwinter and Annual Board Meetings. (Board members are expected to attend at least one board meeting each year either in person or online. See CALA bylaws Article III. Board Meetings).
- Becomes familiar with CALA vision, mission, goals, and operational procedure.
- Assists the CALA Executive Committee in formulating agenda, strategies, and implementation processes.
- Contributes to the discussion and decision-making processes of the CALA Board.
- Serves as mentor to the incoming Board of Directors.
- Serves as Board liaison to the CALA committees and task forces.
- Serves as decision-making body, empowered by the general membership to adopt policies, approve the budget, and review the Association's activities and transactions.
- Determines the participation of the Association in Joint programs with other organization or international activities.

Procedures

- a. At any regular or special board meeting, the presence of a simple majority of the members of the Board shall constitute a quorum. The simple majority of members of the Board means that the total number of 28 members divided by two plus one equals 15. The President of the Association shall determine the presence of a quorum before calling the meeting to order. If a quorum is not present, business transacted by the body shall be unofficial and non-binding on the Association. The quorum requirement also applies to any vote conducted at Board meetings (in person and electronically).
- b. Any member who concurrently holds more than one board position shall only cast one vote.
- c. The presiding officer may break the tie if he/she hasn't already voted.
- d. If everyone has voted, and it is still a tie, then the motion is lost.
- e. Voting must be cast in person and online. Vote by proxy is not allowed.

Timeline

- There shall be at least two regular meetings of the Board each year. The first Board meeting shall be held soon after the annual membership meeting. The second Board meeting may be held either in conjunction with the American Library Association Midwinter Meeting or prior to the next annual CALA membership meeting.
- Special meetings of the Board may be called by the President, Executive Director, or upon written request of any seven members of the Board.

Communication

- President
- Vice President/President-Elect
- Immediate Past President
- Executive Director
- Treasurer
- Board of Directors

Useful Resources & Hints/Reminders

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

2015 edition:

Received revision from Executive Committee: 03/23/2015

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

President

Charge

The role of the CALA President is to oversee and coordinate all CALA activities while delegating responsibilities to CALA's elected officers, committee chairs, and members.

Term(s) of Office

Elected to serve a one-year term as Vice President/President-Elect before taking office of presidency. Serves a one-year term as President, and a consecutive one-year term as Immediate Past President. (VP/President-Elect chairs the Annual Program Committee; Immediate Past President chairs the Nominating Committee.)

Major Responsibilities

- Has an overall responsibility for the programs and activities of the Association.
- Serves as presiding officer for all CALA meetings, prepares meeting agendas with the Executive Committee.
- Appoints committee chairs and members as needed or by request of the Executive Committee except for the chairperson of the Conference Program Committee who shall be the Vice President/President Elect and the chair of the Nominating Committee who shall be the Immediate Past President.
- Be an ex-officio, non-voting member of all committees.
- Recommends to the Board such measures as he/she considers desirable to further the objectives and increases the effectiveness of the Association.
- Signs all contracts and other legal documents as co-signatory with the Executive Director
- Submits semi-annual and annual reports to the CALA Board and members through the Executive Director prior to the Midwinter and Annual meetings respectively.

(See CALA Bylaws Article IV, Section 1)

Procedure

- a. Examines goals and objectives as reflected in reports from officers, liaisons, and chairs.
- b. Presides over CALA meetings during the ALA Midwinter meeting and the ALA Annual Conference.
- c. Coordinates all CALA activities and ensures that they are in line with ALA's and CALA's stated missions and goals.
- d. Maintains close contact with CALA officers and the ALA Staff Liaison.
- e. Reads all correspondence concerning CALA and delegates responsibilities to appropriate officer(s) or committee chair(s).
- f. Represents CALA at as many meetings sponsored by ALA Diversity Office and Spectrum Scholar Program as possible.

- g. Acknowledges CALA's corporate sponsors throughout the year in writing and through personal visits to exhibits. (This duty can be shared with the Executive Director.)

Communication & Consultation

- Vice President/President-Elect
- Immediate Past President
- Executive Committee and officers, committee chairs and members
- CALA Board
- Executive Director

Record Keeping

Maintains individual files on all officers, liaisons, and committees, including reports and correspondence summaries.

Timeline

- | | |
|-----------|---|
| June | Forms all committees, task forces and representatives to other organizations and get all officers ready. |
| July | <ul style="list-style-type: none">a) Beginning in July, stays in touch with officers and committee chairs regularly. Distributes information concerning appointments made since the annual conference.b) Makes necessary changes to the CALA Directory and sends updates in the committee roster to the Publicity Committee Co-Chair for the web roster.c) Reminds officers and committee chairs of the upcoming deadlines for the submission of planning reports (copies to be sent to the President, Executive Director, Executive Committee, and committee members) and Conference Arrangements Office midwinter meeting requests.d) Writes the President's Column for <i>CALA Newsletter</i> immediately after the annual meeting and forward it to the newsletter's editor. |
| August | Sets schedules for the Midwinter and Annual and to inform officers and committee chairs of the schedules for future meetings. |
| September | <ul style="list-style-type: none">a) Reviews planning reports and examines goals and objectives for the year.b) Reminds the Public Relations/Fundraising Committee Chair(s) to request vendor support through the Exhibitor Contact & Relations Committee.c) Proposes annual budget for Online Board Meeting's approval. |
| October | <ul style="list-style-type: none">a) Distributes updated rosters and schedules for CALA Midwinter. Reminds committee chairs to submit planning reports if they have not done yet. |

- b) Calls an electronic Board meeting and holds the meeting on CALABD listserv if necessary.
 - c) Asks officers and chairs to submit Board agenda items and sets and publicizes the agenda on CALA Listserv.
- November
- a) Monitors work of committees.
 - b) Contacts all committee chairs to check on progress and prepares mid-year report to the Board.
 - c) Along with the Executive Director, calls for agenda items for the midwinter Board meetings.
- December
- a) Distributes agendas for the midwinter Board meetings along with the Executive Director and instructs all officers and committee chairs to submit a report for the Midwinter.
 - b) Invites ALA presidential candidates to the midwinter Board meetings.
- Midwinter
- a) Represents CALA at ALA meetings, including all the president caucus's luncheon/dinner and Spectrum Scholar forums and brings CALA flyers and membership application forms to all of these meetings. (Dinner and Spectrum event usually take place on Thursday; Luncheon usually takes place either on Saturday or Sunday.)
 - b) Represent CALA at ALA's Martin Luther King Sunrise Breakfast Celebration. (Usually on Monday.)
 - c) Presides at Board meetings and presents proposed annual budget for the Board's approval.
- Post-Midwinter
- a) Reviews midwinter reports and follows up on committee meeting reports. Discusses areas of concern with the Executive Committee, officers, and committee chairs.
 - b) Writes congratulatory letters to nominees for CALA offices and recipients of CALA grants and scholarships (in coordination with the Immediate Past President and Executive Director).
 - c) Follows up on tasks accomplished and/or decisions made at midwinter meetings.
 - d) Writes President's Column for the *CALA Newsletter*.
- February
- a) Contacts the Nominating Committee and Executive Director to ensure ballot preparation and mailing to CALA members.

- b) Reminds everyone of such upcoming deadlines as awards, scholarships, elections, and so on.
 - c) Works closely with the President-Elect to ensure a smooth transition and reminds the VP to call for volunteers to serve on committees, task forces, and other projects.
- March
- a) Reminds the VP to send the roster of new appointments to the Membership Committee Chair for inclusion in the new membership directory.
 - b) Contacts the Nominating Committee and newly elected officers for inclusion in the new membership directory as early as possible.
- April
- a) Continues to monitor committees and liaisons and watches for areas needing special support: the annual program, volunteers to staff the CALA booth at the ALA exhibition, Public Relations/Fundraising for financial pledges/support from vendors.
 - b) Calls a Board meeting electronically or via email if needed.
 - c) Prepares for the annual meeting in June.
- May
- Stays in contact with officers and chairs to make sure that all committees have finalized their conference plans and annual reports and have submitted them to the President, the Executive Director, and the Executive Committee.
- June
- a) Prepares remarks and agendas for the orientation, as well as membership and Board meetings.
 - b) Distributes a preliminary Board meeting agenda and reminds everyone of reports needed.
 - c) Writes the annual report.
 - d) Prepares files for transfer to the President-Elect.
 - e) Prepares CALA's entry in the ALA Handbook and sends it to the Handbook Chair or appropriate person in charge.
- Annual
- a) Speaks at ALA's Spectrum Scholar Orientation/Career Fair or appoints a CALA speaker for this event.
 - b) Represents CALA at such ALA functions as the president caucus's luncheon/dinner with the VP/President Elect.
 - c) Presides at Board meetings, including the business portion of the Membership Committee meeting.
 - d) Attends all CALA functions.
 - e) Reminds the Treasurer to remind everyone to submit receipts for

reimbursements by July (our fiscal ending month).

f) Presides at the new officer's orientation. (This usually happens on Friday evening.)

Post-
Conference

a) Writes the *CALA Newsletter* President's Column.

b) Writes thank-you notes to exhibitors, officers, committee chairs and those who have helped throughout the year.

c) Transfers files to the President-Elect.

d) Becomes Immediate Past President and chair of the Nominating Committee.

Report Due Dates

Interim: Prepares overall reports at the Midwinter meeting and the Annual conference. These will be submitted to *CALA Newsletter* editor for inclusion in the semi-annual publication.

Annual: Writes the President's Column for each issue of the newsletter.

Useful Resources & Hints/Reminders

- Procedures for meeting deadlines aforementioned: Refresh your memory of the *CALA Handbook* and *CALA Constitution and By-Laws*. Establish contact with the ALA Staff Liaison and call him/her when questions arise. Maintaining a close working relationship with the Executive Committee will be mutually beneficial. Be careful to conform to all ALA deadlines for conference planning. Start working on the *CALA Newsletter* President's columns several weeks before they are due.
- One suggestion: Jot down ideas as they come to you and collect them in a special folder. Drafting your column will then become a process of arranging these ideas in a logical sequence. Keep up with correspondence as it comes in. To insure accuracy and completeness, prepare a written record of each phone conversation as soon as possible.
- Budget: The President should present a proposed annual budget for approval at the midwinter Board meeting.
- Helpful Hints: Saving email addresses and building group distribution lists (of officers, chairs, committee, and liaisons) in your electronic address book can be a time saver.

2015 edition:

Received from the Handbook of Officers Committee 2013-2014: Version 11/23/2011

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

Vice President/President-Elect

Charge

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

Term(s) of Office

To serve a one-year term as Vice President/President-Elect (Incoming President).

Major Responsibilities

- Assists the CALA President in carrying out his/her duties.
- Serves as the Conference Program Chairperson of the next annual program.
- Assumes presidency if the President resigns or becomes unable to complete his or her term.
- Performs other duties as may be prescribed by the Board, the Executive Committee, or the President. (See CALA Bylaw Article IV Section 2)
- Represents CALA at relevant meetings sponsored by ALA Diversity Office and Spectrum Scholar Program.
- Attends president caucus's luncheon/dinner at the ALA annual conference when required.
- Attends relevant meetings and events during ALA Annual Conference and the Midwinter Meeting when needed.
- Submits a complete CALA annual program proposal to ALA prior to the ALA Midwinter (six months in advance of the program).

Communication & Consultation

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

Timeline

- July
- a) Sends preliminary conference schedule to the ALA Staff Liaison.
 - b) Asks the Liaison to check that all those who should receive conference mailings are on the Conference Arrangements Office (CAO) list.
 - c) Follows ALA's announcements and takes necessary actions.
- September
- a) Reviews planning reports and examines goals and objectives for the year.
 - b) Reminds Public Relations/Fundraising Committee Chair(s) to request vendor support through Exhibitor Contact & Relations Committee.
- November
- Prepares preliminary flyers of the CALA annual program at ALA Midwinter Meetings.
- December
- a) Submits VP interim report for ALA midwinter meetings.
 - b) Submits a complete CALA annual program proposal to ALA prior to the ALA Midwinter.
- Midwinter
- a) Represents CALA at ALA's president caucus's luncheon/dinner and Spectrum Scholar Program while bringing CALA flyers and membership application forms to these meetings. (This usually happens on Thursday.)
 - b) Participates in ALA's new officer orientation. (This usually happens on Friday evening).
 - c) Presents the CALA annual program budget to the Board for approval.
- February
- Contacts committee chairs for possible recommendation of committee members to serve as chair for the coming year.
- March
- a) Calls for volunteers to serve on various committees.
 - b) Requests that the Nominating Committee and Executive Director include newly elected officers in the new membership directory as early as possible.
- April
- Contacts the Second VP to see if a proposal for the Diversity Fair is being submitted.
- May
- a) Sends committee appointments roster to the Membership Committee Chair for inclusion in the membership directory.
 - b) Stays in contact with CALA annual program speakers.
 - c) Sends a reminder to CALA Listserv to invite all members to the CALA annual program.

- | | |
|-----------------|--|
| June | <ul style="list-style-type: none"> a) Contacts CALA annual program speakers to ensure there is no last-minute emergency. b) Prepares the annual report. c) Prepares, revises, and updates the Vice President entry in the CALA Handbook and sends revised copy to the Handbook Chair or appropriate person in charge. |
| Annual | <ul style="list-style-type: none"> a) Speaks at ALA Spectrum Scholar Orientation/Career Fair or appoints a CALA speaker for this event. b) Represents CALA at such ALA functions as president caucus's luncheon/dinner with VP/President Elect. c) Assumes the role of President at the 2nd Board meeting and presides at the meetings. d) Attends the president caucus's luncheon/dinner and association president's luncheon at ALA (on Thursday evening). e) Attends all CALA functions. |
| Post-Conference | <ul style="list-style-type: none"> a) Transfers files to the new Vice President/President-Elect. b) Assumes the duties and obligations of presidency. |

Report Due Dates

Interim: Prepares reports at the ALA Midwinter and Annual Conference.

Annual: Prepares annual budget to be presented at the Midwinter after assuming presidency.

Useful Resources & Hints/Reminders

- ALA Handbook of Organization
- Robert's Rules of Order (for CALA official meeting procedures)
- CALA Constitution and Bylaws
- CALA documents (meeting minutes, committee reports, newsletters, etc.) on CALA website
- Forms on the CALA website
- Other relevant information sources
- Consultation with the ALA Staff Liaison
- Close working relationship with the Executive Committee
- ALA deadlines for conference program planning

2015 edition:

From 2011 edition; No changes made in final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

Incoming Vice President/President-Elect

Charge

- Assists the Executive Board in carrying out their duties as prescribed by the Board.
- Assumes the duties and obligations of the Vice-President/President Elect in the event of his/her absence or resignation; and
- Performs other duties as may be prescribed by the Board, the Executive Committee, or the President.

(See CALA Bylaws, Section IV, Section 2)

Term(s) of Office

To serve a one-year term as Incoming Vice President/President-Elect. (See CALA Constitution Article VI, Section 1. Elected Officers)

Major Responsibilities

- Becomes familiar with CALA vision, mission, goals, and operational procedures.
- Assists the CALA Executive Committee and the Board of Directors in formulating agenda, strategies, and implementation processes.
- Shares duties and responsibilities of the CALA Executive Committee.
- Contributes to the discussion and decision-making processes of the CALA Executive Committee and the Board of Directors.
- Serves as a lead person to update the CALA strategic plan, objectives, and implementation plans.
- Assumes the vice presidency if the Vice President/President-Elect resigns or becomes unable to complete his or her term.
- Plans and prepares a Diversity Fair program (Poster Session) to be held at the ALA Annual Conference and calls for volunteers to staff the CALA Diversity Fair Booth.
- Represents CALA in the Spectrum Scholar events at the ALA Annual Conference and the Midwinter when CALA officers are invited.
- Represents CALA at meetings sponsored by ALA Diversity Office and Spectrum Scholar Program when needed.
- Attends luncheons of the ALA affiliates with CALA President, Vice President/President-Elect, and the Executive Director, when needed, during ALA annual conference and the Midwinter and attends president caucuses luncheon/dinner at ALA when needed.
- Keeps CALA President, Vice President/President-Elect, Executive Director, and Treasurer advised and informed on issues relevant to CALA's operations and well-being.
- Submits interim and annual reports on assigned duties and responsibilities.
- Starts working on the CALA annual program theme as soon as the term begins and submits a program request to the relevant ALA office 12 months in advance of the program.

- Serves as mentor to the incoming Second Vice President/ President-Elect when becoming Vice President/President-Elect.

Communication & Consultation

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

Useful Resources & Hints/Reminders

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

Timeline (Two Years in Advance of Presidency)

June/July	Collaborates with the CALA President in selecting 4-6 Program Committee members.
August/ September	<ul style="list-style-type: none"> a) Convenes with Committee members and shares Committee ideas, charges, and timeline. b) Checks the deadline for submitting the Proposal for the Poster Session at the Diversity Fair, and sends the application to ALA before the due date (usually around the Midwinter Meeting).
September/ October	Brainstorms on program planning, and discusses on possible speakers (3-6), themes, and topics.
December	Submits an Interim Report to the CALA President and the Executive Director, and includes the tentative Program theme and a list of speakers.
Midwinter	Attends ALA Midwinter Meeting.

February/ March	Continues to prepare the Poster Session and solicits speakers for the Annual Program during Vice-presidency year.
April/May	<ul style="list-style-type: none"> a) Sends out invitation letters to potential speakers for the Annual Program. b) Calls for volunteers to staff the Diversity Booth at Annual Conference.
May/June	<ul style="list-style-type: none"> a) Submits Annual Report to the CALA President and Executive Director. b) Submits a Program Proposal to ALA for inclusion in its program book.
Annual	<ul style="list-style-type: none"> a) Sends out information regarding the Poster Session on the CALA Listserv. b) Presents a Poster Session at Diversity Fair and makes a report. c) Attends Annual Meeting. d) Represents CALA at Official ALA functions.

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received from the Handbook of Officers Committee 2013-2014

Final editing: 05/25/2015

2016 edition:

Received reviewed notice from the Incoming Vice President 01/13/2016

Final editing: 06/10/2016

Executive Director

Charge

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

(See CALA Bylaws Article IV, Section 4)

Term of Office

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

(See CALA Constitution, Article VI, Section 1. Elected Officers)

History/Purpose

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

Major Responsibilities

- Serves as the chief administrative officer of the Chinese American Librarians Association.
- Assists the President, Board, other officers, Committee chairs and members of the Association in carrying out their responsibilities consistent with the policies established by the Board.
- Ensures full legal compliance of CALA as a non-profit organization by filing annually with:
 - a. Illinois Secretary of State Office (for maintaining a non-profit organization status)
 - b. The Illinois State Attorney General's Office (for accepting donations legally)
 - c. IRS (for keeping 501(c)3 tax exempt status)
- Provides professional expertise, background information, guidance, and assistance to all CALA officers and members.
- Provides general oversight of all CALA and its chapters' activities, advisory issues, etc.
- Keeps a record of the Board meetings and membership meetings.
- Communicates to members and others such information as may be requested by the Board, the President, or the members.
- Serves as the liaison officer with the American Library Association, chapters and affiliates of the Association, and other outside agencies, especially library associations in China.

- Informs members about professional opportunities, conferences, job related events, members' significant news, etc..
- Signs all contracts and legal documents as co-signatory with the President.
- Oversees bank accounts and investments with the Treasurer as co-signatory.
- Informs members of the time, place, and agenda of each of the annual Membership and Program Committee meetings via the Association's listserv or any other media at least fifteen days prior to such a meeting.
- Informs the Board of Directors, Chapter presidents, and committee chairs of the time, place, and agenda of Board Meetings.
- Calls for semi-annual and annual reports to the Board prior to the Midwinter and Annual meetings.
- Receives a current copy of the chapters' own bylaws unless they are available on Chapter's Website or are same as the Headquarters.
- Receives a current roster of each chapter's elected officers including the president, vice president/president elect, treasurer, and membership chairperson of each chapter unless the information is available on Chapter's Website.
- In the event of a chapter being dissolved or reorganized, all chapter records and funds shall be fully discharged and forwarded to the Association through the Executive Director.
- At least thirty days prior to the Midwinter Meeting, the Executive Director shall receive a list of nominees to fill the positions of the five outgoing Board members, Vice President, and if appropriate, Executive Director and Treasurer, from the Nominating Committee.
- Prepares the ballots, including instructions for use, whenever any action requires a vote of the general membership or the Board. The Executive Director shall notify the membership or the Board of Directors that they may vote, and return the marked ballots to the Executive Director on or before a specified date. The date so specified shall be neither more than thirty days nor less than twenty days from the distribution of the ballot.
- The Executive Director shall oversee the tellers in the counting of all ballots including electronic and mail votes.
- Reminds Program Chair to submit program proposal to ALA Conference Services Office.
- Sends preliminary conference schedule to the ALA Staff Liaison, including times of Executive Committee or Board meetings, the Midwinter, and Annual Conference orientations. (Note that these are no-conflict times.) To ask the Liaison to check that all those who should receive conference mailings are on the Conference Arrangements Office (CAO) list. To watch for ALA's announcements.

Goal

- Promotes and publicizes the visibilities of CALA and its members.
- Oversees CALA officers, Committee chairs, and members in carrying out their responsibilities.
- Communicates to members and others information about professional organizations related to CALA.

- Finds ways to increase financial growth.

Record Keeping

- Maintains individual files on all officers, liaisons, and committees, including reports and correspondence summaries.
- Maintains copies of all correspondence and time tables from the Conference Arrangements Office. (Arrangement with ALA regarding conferences/programs are made by the Executive Director)
- Assists members in all possible ways such as answers to questions, professional development, and guidance, mentorship.
- Performs other duties as may be prescribed by the Board or the Executive Committee.

Publicity

- Sends “Call for Agenda Items” for Board and Membership meetings to CALA members via CALA listserv.
- Announces CALA election results; winners of awards, grants, and scholarships; events and activities, in coordination with the President or associated Committees.
- Works with the President and Committees to participate in local, national, and international conferences.
- Publicizes CALA activities and events.
- Invites/recommends library leaders to participate in ALA, CALA and other professional events.

Timeline

December	Sends out “Call for agenda, proposals and reports” for Board meeting.
January	Prepares January Board Meeting agenda, reports, proposals, recommendations, documentations, etc.
February/ March	Prepares minutes, election materials, ballots (electronic and print), and mail ballots.
April	<ul style="list-style-type: none"> a) Counts ballots and submit election results to the Board and Members. b) Works with Treasurer and Professional Bookkeeping Company to file annual tax report with IRS (Deadline May 15).
May/June	<ul style="list-style-type: none"> a) Sends out “Call for agenda, proposals and reports” for Board and Membership Meetings. b) Works with Treasurer and President to file annual report for the Illinois

Attorney General's Office by June 30 (Deadline June 30).

c) Works with the President and President-Elect to file annual report for the Illinois Secretary of State around June 24 before the deadline. (Whenever the CALA's new president assumes the position of presidency in that month)

June a) Prepares agendas, reports, proposals, recommendations, documentations, etc. for the Board and Membership Meetings convening in June.

b) Follows up with the Illinois Secretary of State and Illinois Attorney General's Office for annual paperwork filing.

July a) Prepares Minutes every month.

b) Contacts and works with CALA officers and committees.

Report Due Dates

Interim: One month before the board meeting at mid-winter meeting.

Annual: One month before the board meeting at annual conference.

Sends Minutes of the Board meetings to be published in CALA Newsletters.

Sends other reports and information to members via listserv.

2015 edition:

Received revision from Vice President on 03/23/2015

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

Treasurer

Charge

The Treasurer is charged to manage CALA funds.

Term(s) of Office

Elected to serve a two-year term. Can be re-elected to serve a consecutive two-year term.

Major Responsibilities

- Collects and disburses all CALA funds under the instruction of the Board or the Executive Committee.
- Signs all checks drawn on CALA funds in accordance with budget provisions.
- Keeps regular accounts, which shall be open to the auditing by the Board of Directors.
- Furnishes periodical financial statements at the request of the Board, the President, or the Executive Director.
- Serves as an ex-officio member of the Finance Committee.
- Prepares semiannual report for the Executive Committee.
- Submits an annual report to the President and the Board prior to the annual membership meeting.
- Prepares donation receipts to donors and members for tax purposes.
- Collects Reports from Chapter Treasurers in preparation of the IRS Tax Return.
- Works with professional accountant to prepare monthly bookkeeping reports.
- Works with professional accountant to prepare the annual IRS Tax Form in compliance with the IRS Non-Profit status.

Procedure

- Reconciles monthly report with bank statements.
- Maintains and monitors various funds in accounts.
- In consultation with the Finance Committee, evaluates each investment fund and makes appropriate investment recommendations.

Communication & Consultation

- Executive Committee and/or Board of Directors
- Committee chairs and members
- Membership Committee Chair
- Public Relations/Fund Raising Committee Chair
- Finance Committee Chair
- Chapter Treasurers

Record Keeping

Maintains copies of all correspondence.

Timeline

July	a) New Treasurer reviews all files with the past treasurer. b) Deposits all checks and cash collected at annual banquet.
January	a) Prepares semi-annual report for the Executive Committee and the midwinter Board meeting. b) Reminds all chapter treasurers to submit their annual report in order to prepare for IRS Tax Form.
Post-Midwinter	Keeps in contact with Membership Committee Chair to safeguard the voting privilege of current members who have paid membership fees.
May	Prepares annual report for the Executive Committee and Board meeting at the Annual Conference.
Annual	a) Attends Board meeting at the Annual Conference. b) Assists Local Arrangement Subcommittee at the annual banquet.

Post Annual Conference

Provides orientation for new Chapter treasurers.

Report Due Dates

Interim: Financial report: One month before the Board meeting at the Midwinter Meeting.

Annual: Treasurer's report: One month before the Board meeting at the Annual Conference.

Financial reports: To be presented at the Annual Conference.

Useful Resources & Hints/Reminders

- Deadline for filing annual tax statement is May 15.
- To reconcile monthly report with monthly bank statement to avoid major problems.
- To keep copy of all transactions whether it is a deposit to the bank or checks issued or received.

2015 edition:

Received from the Handbook of Officers Committee 2013-2014

Final editing: 05/25/2015

2016 edition:

Received the comments from the Treasurer on 12/16/2015

Final editing: 06/10/2016

Immediate Past President

Charge

The purpose of the CALA Immediate Past President is to oversee and chair CALA Nominating Committee and to serve as a member of the Executive Committee.

Term(s) of Office

- Serve a one-year term as Immediate Past President.
- Cannot serve a second consecutive term.

Major Responsibilities

- Chairs the Nominating Committee, which consists of all chapter presidents or her/his designees.
- Issues “Call for Nomination” for the following positions: Vice President/President-Elect, 5 members for Board of Directors, and Executive Director and Treasurer when needed (See CALA Bylaws: Article VII of the Bylaws).
- Ensures all nominees are personal members in good standing and are eligible to run for the above elected positions.
- Solicits biographical information and candidate statements (up to 200 words for each candidate running for the Board; up to 300 words for each candidate running for 2nd Vice-President or Treasurer) from all qualified nominees.
- Coordinates with Nominating Committee members to select the top nominees to be included in the election ballot. The number of nominees should be between 5 to 10 for the Board of Directors, and no more than 3 for the Vice President/President-Elect, and no more than 3 for the Executive Director.
- Submits the list of nominees to the President and Executive Director at least 30 days prior to the Midwinter Board meeting and presents the slate to the Board of Directors at the Midwinter Board meeting for approval.
- Upon approval, informs qualified nominees for the incoming election forwards the slate to the Election Committee, under the supervision of the Executive Committee.
- Compiles biographies and statements of candidates and forwards them to the Election Committee in order to prepare the Spring Election Ballots.

Procedures

See above under Major Responsibilities.

Record Keeping

- The Immediate Past President maintains copies of all correspondence, time tables from the Nominating Committee, and their correspondence and the records from the nominees, including those self-nominated members.
- Maintains all correspondence and nominees' biographical information and candidate statements.
- Files away the list of slates that has been approved by the Board of Directors.

Communication

- The President
- Executive Committee and members of the Nominating Committee

Useful Resources, Hints / Reminders

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

Timeline

July	Confirms with the Executive Committee and Board of Directors for the vacant positions.
August	a) Sets schedules for the nomination. b) Sends emails to all Nominating Committee members informing them of their responsibilities and deadlines.
September	a) In consultation with the Nominating Committee, prepares "Call for Nomination" statement the first week right after the Labor Day weekend. Asks Nominating Committee members for consensus to issue "Call for Nomination" in the third week. b) Sends "Call for Nomination" to CALA listserv no later than September 20.
October	Sends the first "reminder" to CALA listserv in the middle of the month.
November	a) Sends the second "reminder" to CALA listserv no later than November 10.

Closes "Call for Nomination" before November 20 or two months after issuing the "Call for Nomination," whichever comes first.

- b) Secures nominees' consent to run for those elected positions. At the same time, solicits biographical information and candidate statements from those who have agreed to run one week after the closing of "Call for Nomination."

- December
- a) December 10 is the deadline to collect biographical information and candidate statements.
 - b) On December 15 or the closest Monday, reviews qualifications of all nominees with the Nominating Committee to select the top candidates.
 - c) Check with Membership Committee Chair to ensure all potential candidates are in good standing of their membership status.
 - d) Informs the candidates for their eligibility to run in the incoming election.
 - e) Thirty days before Midwinter Meeting, sends the slate of candidates to the Executive Director and President. This will be an agenda item for Board's approval.

Midwinter Reports at the Board meetings and asks for their approval of the slate.

Post- Forwards the approved slate to the Election Committee
Midwinter

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received from the Handbook of Officers Committee 2013-2014

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

Standing Committees

Awards Committee

Type

Standing

Charge

The CALA Awards Committee shall oversee and advise all awards subcommittees.

Composition & Term(s) of Office

- *Chair:* Appointed for a one-year term. Committee chair can be re-appointed for consecutive terms.

History/Purpose

- The CALA Awards Committee was established in 2017. The purpose of the committee is to oversee and ensure all awards subcommittees according to awards guidelines and in a timely manner.

Major Responsibilities

- The CALA Awards Committee shall collect the finalists submitted by subcommittees and confirm and verify the final selection to make sure that no one is selected for more than one award/grant/scholarship.
- Awards Committee should recommend the final awardee roster of all awards/grants/scholarships to the Executive Committee that will forward recommendations to the board.
- After the Board approves, the awards subcommittees will make announcements of the board approved awardees.

Procedures

- Call for action plans for subcommittees.
- Confirm funding with CALA president and treasurer.
- Inform subcommittees upon the availability of funding to send out call for applications.
- Follow up with subcommittees to awards decisions.
- Submit finalists to the Executive Committee that will forward the recommendations to the board.
- After the Board approves, the awards subcommittees will make announcement of the board approved awardees.

Publicity

The communication will be between Awards Committee chairs and subcommittees.

Communication & Consultation

- Executive Director
- President

Timeline

- December: Call for action plans for subcommittees and confirm funding with CALA president and treasurer.
- January: Inform subcommittees upon the availability of funding to send out call for applications.
- March: Follow up with subcommittees to awards decisions.
- April: Submit finalists to the Executive Committee that will forward the recommendations to the board.
- May: After the Board approves, the awards subcommittees will make announcement of the board approved awardees.

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2018 edition:

New standing committee, content needs to be added.

2019 edition:

Final editing: 02/19/2019

Best Research Awards Subcommittee

Type

Subcommittee

Charge

- Promote research in areas of mutual interest and value to CALA members.
- Encourage CALA members to engage in research activities that contribute towards library and information science, and that are related to Chinese American Librarianship particularly.
- Solicit, review, and select winners annually in accordance to the established criteria and guidelines for both Jing Liao Award for the Best Research and Sheila Suen Lai Research Grant Award.

Composition & Term(s) of Office

- Composition: shall consist of odd number of members, including the chairperson(s).
- Chair(s): appointed by the President for a one- or two-year term.
- Members: appointed by the President for a one- or two-year term.

History/Purpose

The Jing Liao Award was established in 2011 to celebrate the life, legacy, and spirit of Ms. Jing Liao (1954-2011), the late CALA member and a devoted and accomplished librarian at the University of Illinois at Urbana-Champaign. Since the pursuit of excellence in research and service was what defined the career of Ms. Liao, the establishment of this memorial fund is to honor her by encouraging CALA members to strive for excellence in research. The Committee for the Jing Liao Award was established in 2011 following the inauguration of the Award. In 2015, the official name of the award changed from the "CALA Annual Jing Liao Award for the Best Research in All Media" to "Jing Liao Award for the Best Research." The same year, a Jing Liao Supplemental Fund was initiated for supporting awardee(s) participating ALA/CALA Annual Conference. The grant will be awarded annually along with Jing Liao Award when funds available.

Sheila Suen Lai, former CALA Executive Director, donated \$10,000 to establish the Sheila Suen Lai Research Grant in 1999. The Board approved the donation and guidelines (created by Lai's lawyer) in 2000. With donor's permission, the fund was invested in a mutual fund account. An award in the amount of \$1,000 will be granted to the winner(s). Lai's Grant may be used for conducting research projects, attending research related conferences and workshops, conducting research workshops and programs, assisting in research writing, or other activities not inconsistent with the general purpose of the award. Lai's Grant shall not be used for personal use or for attending professional association conferences, such as ALA or CALA.

Major Responsibilities

For Jing Liao Research Award

- Solicits submissions.
- Reviews all applications based on the established criteria and guidelines.
- Makes recommendation of the finalist to the CALA Executive Committee.
- Announces the winner to the CALA community.

For Sheila Suen Lai Research Grant

- The Award Jury shall be responsible for
 - evaluating applicants for Lai's Grant.
 - the sole responsibility for evaluating applications.
 - selecting the award recipient(s).
 - submitting the name(s) of the recipient(s) and the name(s) of alternative recipient(s) to the Awards Committee.
- In the event that an Award Jury-selected recipient is unable or unwilling to accept Lai's Grant, Lai's Grant shall be awarded to a named alternate recipient.
- The Award Jury shall consist of an odd number of members, and shall consist of no less than three (3) members.
- Selection of the Award Jury members shall take into account the balance between members' various subject and geographic areas of expertise.
- A member of the Award Jury who has a personal conflict of interest with an application should excuse himself or herself from evaluating the particular submission.
- The Board (with the recommendation of the subcommittee and the Awards Committee) shall have the final authority over Lai's Grant and the recipient(s) of the Grant.

Procedures

- Creates and distributes calls for applications/submissions.
- Reviews and evaluates application packages.
- Ranks the applicants, discusses and selects the winners.
- Communicates with the Award Committee, the President, the donors, and the winners along with other applicants.
- Announces the winners.

Publicity

- Shall send out the "Call for Applications" to CALA members via CALA listserv, CALA web, and other venues, such as CALA social media channels(s) and Eastlib-l.
- Shall announce the winners in the CALA listserv, *CALA Newsletter*, CALA social media channel(s), and CALA Web.

Relationships with Other CALA Committees and Taskforces

- Web Committee: to post call for applications and announcement of the award winner, and to update the Committee's web page as needed.
- Membership Committee: to verify membership status of the applicants (Applicants must be a CALA member in good standing for at least three consecutive years).
- Chinese-American Librarians Repository (CALSYS) Taskforce: to provide instruction on how to deposit winning publications in CALSYS.
- Handbook Committee: to review updated committee handbook.
- Publications Committee: to post the announcement of the winner(s) on the *CALA Newsletter* and Social Media Channels. Also, for CALA Academic Resources & Repository System (CALASYS) Taskforce, to provide instructions on how to deposit winning publications in CALASYS.
- Executive Committee: to keep the President informed of the subcommittee's activities; to keep track on the details and balance of the account of the Jing Liao Memorial Fund and Jing Liao Supplemental Fund.

Relationships with Donors

- Keeps donors posted regarding the award selection progress.
- Acknowledges donors' contribution on CALA web, *CALA Newsletter*, and promotes related events and activities with donors' consent.
- Sends out greeting cards in special occasion when it is needed.
- Addresses donors' concerns or comments in a timely manner.

Communication & Consultation

Initial "Call for Applications"

- Circulates draft "Call for Applications" for committee review.
- Informs the Award Committee and the donors of the upcoming "Call for Application."
- Finalizes and distributes the "Call for Applications" to the CALA community.

Announcement of the Winners

- Reviews the submitted application packages, decides on a winner for each award and drafts the Winner Announcements.
- Informs the Award Committee, and through it, gets approval from Executive Committee.

- Informs the donors of the names of the winners with citations.
- Sends congratulation letters to the winners with citations for verification.
- Sends notifications to other applicants.
- Announces the winners to the CALA community.

The following text should always be included in the communication with the CALA community as per the agreement between CALA and the donor:

“The pursuit of excellence in research and service was what defined the career of Jing Liao (1954-2011), a long-time CALA member and a devoted and accomplished librarian at the University of Illinois at Urbana-Champaign. The establishment of this memorial fund honors the memory of Jing Liao by encouraging CALA members to strive for excellence of research in all media.”

Requirements and Procedures

- The Award recipient(s) shall submit a final report to CALA’s Executive Director detailing the outcome and performance of the specific project within one month of the project completion.
- The Award recipient(s) shall participate in CALA activities, programs, and events actively.
- The Award recipient(s) shall be a CALA member for at least five (5) consecutive years from the date of the award.
- The Award Recipient(s) shall volunteer for CALA committees and taskforces.
- The Award recipient(s) shall receive an electronic certificate upon request after the award is announced.
- Monetary award shall be awarded after the awardee(s) has fulfilled the required obligations.
- The Award recipient(s) shall contribute their time and talents to CALA.

Timeline

July to December

- Forms the subcommittees.
- Reviews and/or modifies the guidelines, procedures, rubrics, and calls for application.

January to March: Calls for applications, answers questions and sends out reminders

- January – announces Calls for Applications (application deadline: March 31).
- Mid-February - reminders
- Early March – second reminders
- Mid-March – final reminders (or extensions of deadline to Mid-April if needed).

April: Evaluates application packages

- Verifies membership status of all applicants with the Membership Committee.
- April 15 – potential extension deadline (if needed)

May

- May 5 – committee members complete and submit evaluations.
- Before May 9 – committee members second vote if there are two applicants with equal scores.
- Before May 12 – informs the winners to the Awards Committee, and through it, gets approval from the Executive Committee.
- Informs the donors, the winners, and other applicants of the Subcommittee’s decisions.
- Announces the winners on CALA listserv and CALA social media channels.
- May 25 – Follows up with the President on sending an official letter with CALA letterhead to each winner.

Report Due Dates

Interim: One month before the Board meeting at the ALA Midwinter Meeting.

Annual: One month before the Board meeting at the ALA Annual Conference.

2015 edition:

Received revision from chair: 04/15/2015

Final editing: 05/25/2015

2016 edition:

Latest revision from chair: 01/14/2016

Final editing: 06/10/2016

2019 edition:

Modified and combined both descriptions of Jing Liao Award for the Best Research and Sheila Suen Lai Research Grant Award into one.

Final editing: 03/26/2019

Best Service Awards Subcommittee

Type

Subcommittee

CALA Distinguished Service Award

The Nature of the Award and the Criteria and Guidelines

The CALA Distinguished Service Award is given annually to individuals who consistently demonstrate outstanding leadership and achievement in library and information services at the national and/or international level. Distinguished contributions and services to CALA and the advancement of Chinese-American librarianship will receive special consideration from the CALA Awards Committee. This Award is a permanent and highest recognition given by the Association. No individual can receive the award more than once. There shall be no consideration for or against a candidate's age, gender, nationality, religion, sexual orientation, or length of service to the profession. The recipient needs to be a member of CALA. The Award recipient will be honored at the CALA Awards Banquet during the ALA Annual Conference with a plaque.

Charge

Select and recommend **one** recipient for the Distinguished Service Award of the Chinese American Librarians Association (CALA) in accordance to the criteria and guidelines established by the Board. In case of special circumstances, including but not limited to no award, disputes, and cases involving conflicts of interest, the Board of Directors shall make the final decision on the award(s).

Composition & Term(s) of Office

- Makeup: consists of odd number of members, including the chairperson.
- Chair: appointed by the President with the approval of the Board for a one-year term and cannot serve a consecutive term.
- Member:
 - Members shall be personal members.
 - Appointed for a one-year term and cannot serve a consecutive term.
 - All members have voting privilege.
 - The CALA President is an ex officio of this committee, as he or she is with all the other CALA committees.

Major Responsibilities

- Selects and recommends a recipient for the CALA Distinguished Service Award in accordance with the criteria and guidelines established by the Board.
- Announces the name of the award recipient in the *CALA Newsletter* and on CALA listserv and website.

- Most committee businesses can be conducted online.

Procedures

- Calls for nominations.
- Solicits supporting letters.
- Reviews/evaluates nomination documentation.
- Reviews all submitted materials of the nominees, discusses, and selects the winner.
- Notifies the Awards Committee of the recipient selected.
- Presents recommendation of the recipient to the President and the Executive Director for forwarding to the Board for approval.
- Asks the Executive Director to prepare plaque and certificate for the award recipient.

Publicity

- Posts the "Call for Nominations" on CALA listserv and the website.
- Announces the name of the award recipient in the *CALA Newsletter* and on CALA listserv and website.

Timeline

January	Posts the "Call for Nominations".
February	Solicits supporting letters.
March	Reviews and evaluates nomination documentation.
April	Presents recommendation of the recipient to Executive Committee (allow the Board to act on the recommendation at least 30 days prior to the annual membership meeting).

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received revision from Chair on 03/22/2015 and Executive Director on 5/14/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 2/7/2019

Outstanding Leadership and Achievement Award in Memory of Dr. Margaret Chang Fung

Overview

In order to honor Dr. Margaret Chang Fung for her distinguished library career as a dedicated library director, educator, innovator, advocator, scholar, government official, and, above all, exemplary leader, the Fung family and the Chinese American Librarians Association have agreed to create the Dr. Margaret Chang Fung Memorial Endowment Fund (Fung's Endowment Fund, for short) and to establish the Outstanding Library Leadership Award in Memory of Dr. Margaret Chang Fung in support of CALA's mission and goals.

Charge

The Outstanding Library Leadership Award in Memory of Dr. Margaret Chang Fung is given annually to a Chinese or Chinese American library and information professional who has consistently demonstrated outstanding leadership and achievement in library and information services at the national and/or international level. Distinguished contributions and services to the advancement of Chinese-American librarianship will receive special consideration from the Awards Committee. This Award is permanent and one of the highest recognitions given by the Association. No individual can receive the award more than once. Candidates will all be evaluated equally, regardless of age, gender, religion, sexual orientation, or length of service to the profession. Candidates must be CALA members.

The award consists of a \$1,000 check and a plaque. The Award recipient will be honored at the CALA Awards Banquet during the ALA Annual Conference. The recipient of the "Outstanding Library Leadership Award in Memory of Dr. Margaret Chang Fung" is encouraged to submit an original paper in English or Chinese for publication in the joint NTNU/CALA *Journal of Library and Information Science*. The paper shall be submitted to the Editor of the journal and may address any important aspect of library leadership issues.

Composition & Term(s) of Office

- Makeup: Shall consist of five members including the Committee chair, plus Freda Fung as the Ex Officio.
- Chair: Appointed by the President for a two-year term and can be reappointed for a consecutive term.
 - Member:
 - All Committee members are appointed for a two-year term and can be reappointed to serve a consecutive term.
 - All members shall be CALA members in good standing.
 - All members have voting privilege.

Major Responsibilities

- Selects and recommends recipients in accordance with the donor's agreement, the criteria and guidelines.
- Announces the name of the recipient in the *CALA Newsletter* and on CALA listserv and website.

Nomination Packages (must be submitted in English and must include)

- A formal nomination letter from the nominator.
- 3-5 supporting letters.
- Candidate's curriculum vitae.
- Sample of publications (no more than 5).
- List of relevant awards and honors received.
- Other supporting documentations.

Selection Criteria

The recipient should have consistently demonstrated outstanding leadership and achievement in library and information services at the national and/or international level. Distinguished contributions and services to the advancement of Chinese and Chinese-American librarianship in particular will receive special consideration from the Awards Committee.

Timeline

December	Announces invitation for nomination and the general guidelines for the Award.
February	Deadline for the submission of complete nomination packages.
By March 31	Reviews the nomination packages and select two to three finalists in ranked order.
April	Submits finalist's name and supporting documents to the President and the Executive Director for approval by the Board and by the Fung family representative (to allow the Board to act on the recommendation at least 30 days prior to the annual membership meeting).
May	Announce the final recipient of the Awards.
June	Presents the Award during the CALA Annual Awards Banquet.
By June next year	The Award Recipient is encouraged to submit an original paper (in English or in Chinese) for publication in the <i>NTNU/CALA's Journal of Library and Information Science</i> .

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received revision from chair: 06/10/2015 Final editing: 06/17/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 2/7/2019

CALA Best Book Award Subcommittee

Type

Subcommittee

Charge

The CALA Annual Best Book Award is to heighten awareness of the best books of Chinese topics or literature written by authors of Chinese descent. The Award is to honor English or Chinese language books originally published in North America. Winners of the Award will be announced by CALA and published in the ALA Cognotes during the ALA Annual Conference. In order to review and evaluate works, all committee members should understand both Chinese and English language.

Composition & Term(s) of Office

- Chair: Appointed for a one-year term. Committee chair can be re-appointed for consecutive terms.
- Member: Appointed by the President with the advice of the Board. One-year term. Committee members can be re-appointed for consecutive terms.

History/Purpose

- The Best Book Award Ad Hoc Committee was formed in June, 2005.
- The award certificates are presented to the winning authors at the CALA Annual Award Banquet. If the authors cannot attend the Award Banquet, the certificates will be emailed or mailed to the author or the publisher.
- A press release will be sent to various national and organizational publications.
- Honor books may be named in addition to the winning titles. If no books are found to meet the selection criteria, no awards will be given.

Major Responsibilities

- Members of the Committee shall read and critically evaluate recommended titles, consult review sources and contribute opinions for as many nominated books as possible.
- Committee members are also expected to read all e-mails in regards to reviews, debates, critics, correspondence before voting and find books about general and modern life in China and Chinese-American life in the United States. English translations of books originally in Chinese may be considered.
- Publishers should be contacted to send books to all committee members so that there is less of a burden on members to search for and obtain books.
- The responsibilities of the Co-Chairs include:
 - responding to newly nominated book for its qualification
 - acquiring books approved by the Committee as candidates through sellers and

- publishers, and encourage members to borrow from their local libraries
- offering reviews, and critique members' reviews; and settling issues that arise among members

Procedures

- Follows strictly the CALA guidelines of the year regarding the qualification of a work.
- Notifies the Awards Committee of the award recipient selected.

Eligible Work

- Works eligible must have had premier publication during the previous calendar year from January 1 to December 31, and must have been published for general commercial release in the United States.
- Nominations may be accepted from the field and the Committee up to April 19.
- Works must be related to Chinese culture heritage and deal with Chinese subject matters, or written by authors of Chinese descent.
- Works must have been published by a publishing house, a trade or a small press located in the North America or one of its territories. Self-published works and exclusive internet publications are not eligible.
- Anthologies or books containing the work of more than one author are not eligible.
- Works must be in Chinese or English. This requirement does not limit the use of words or phrases in another language where appropriate in context. Translations of original works may be considered by the committee.
- Works that have previously won other prizes or recognitions are eligible.

Entry of Works

- Entries may be submitted by authors, publishers, agents, publicists, or individuals.
- Entries must be submitted to the Committee using the online Best Book Award Nomination Form.
- Upon receipt of the entry, the online submission system will send a confirmation message to the submitter.
- The Award Committee is not responsible for lost submissions.
- Each author, publisher, publicist, agent, or individual may submit more than one entry per author, but not more than one entry per work.

Submission of Entry

Nominations must be submitted through the online form. All completed nomination forms including publishers' e-mails, addresses, and other contact information should be sent by the CALA webmaster to the committee. Submitters are required to label on the envelope "CALA Best Book Award" when mailing book(s).

Publicity

- The committee shall send out the "Call for Nomination" to CALA members via CALA listserv.
- The committee shall announce the list of nominees in the *CALA Newsletter*, CALA Web and/or CALA Facebook.

Communication & Consultation

- The Award Committee
- Executive Director
- President

Timeline

January	<ul style="list-style-type: none">a) Completes awards' criteria discussion and advertises the CALA Best Book Award at ALA Mid-Winter.b) Sends "Call for Nomination" to CALA members' listserv and other related lists such as the Society for Chinese Studies Librarians list (SCSL), the Council on East Asian Libraries (CEAL), and the Chinese Writers in North America (北美华文作家协会).c) The subcommittee compiles a book publishers' list with contact information and sends the call for nomination to all publishers on the list.
February	<ul style="list-style-type: none">a) Collects applicant forms for the award year. Committee Chair arranges an electronic discussion list for exclusive use by the committee so that discussions and nominations can take place throughout the selection year.b) The subcommittee searches Books in Print and other databases, also commercial book retailers' websites such as Amazon to compile a book list which meets the basic criteria.
March	<ul style="list-style-type: none">a) The subcommittee contacts publishers to obtain copies of nominated titles, if not already sent by authors, nominators, or publishers.b) The subcommittee members submit reviews to the group, and the Co-Chairs lead the discussion of critiques; all nominated titles shall be discussed.
April	Conducts votes and reports the results to the CALA Board. A written report will be submitted by the Committee Chair. The winners will be announced in the CALA listserv once the results are available, then posted to CALA website and/or CALA Facebook. Press release will be issued to various agencies, such as ALA Office for Literacy and Outreach Services, major Chinese language newspapers in North America, et al.

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received revision from chair: 04/30/2015 Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 5/25/2019

CALA Conference Travel Grants Subcommittee

Type

Subcommittee

Charge

To support CALA members in their efforts to play an active role at professional conferences for their professional or career development. The grants including CALA Conference Travel Grant, Chapter President Conference Travel Grant, and IFLA Registration Grant are issued annually and coincides with the fiscal period (from July to June next year) of CALA's operation. For each funding period, awards of equal amounts of \$500 will be given to qualified candidates to defray their expenses for traveling to conferences. IFLA Registration Grant will give \$600 to qualified candidates to pay for registration at IFLA conference. The number of awards will be determined by the [resident and approved by the Executive Board.

Composition & Term(s) of Office

- Composition: shall consist of odd number of members, including the chairperson(s).
- Chair(s): appointed by the President for a one- or two-year term.
- Members: appointed by the President for a one- or two-year term.

Supported Conferences

All professional conferences associated with library and information science are supported by the CALA Travel Grants. However, priority will be given to those conferences that CALA sponsors or co-sponsors or plays an active role of endorsing. Examples of the conferences include but are not limited to:

- CALA sponsored/co-sponsored international, national, or regional conferences, meetings, and forums.
- ALA conferences and meetings (including all those of its divisions, roundtables, and standing committees).
- IFLA conferences and meetings.
- Other conferences that advance and promote the profession of library and information science.

Procedures

- Calls for applications/submissions.
- Reviews and evaluates application packages.
- Ranks the applicants, discusses, and selects the winner.
- Communicates with the CALA Executive Committee, the winner, and other applicants.
- Notifies the Awards Committee of the recipients selected.

- Announces the winner.

Publicity

- The Committee shall send out the "Call for Applications" to CALA members via CALA listserv, CALA web, and other venues [i.e. eastlib-l];
- The Subcommittee shall announce the winner in the *CALA Newsletter* listserv and website.

Communication & Consultation

- Initial "Call for Applications"
 - Circulates a draft of the "Call for Applications" for committee review.
 - Finalizes and announces the "Call for Applications" to the CALA community.
- Announcement of the winner
 - Drafts announcement of the winner for committee review.
 - Informs the President and through whom get approval from the Executive Committee.
 - Sends a congratulation letter to the winner with citation for verification.
 - Sends notifications to other applicants.
 - Announces the winner to the CALA community.

Grant Criteria

- Applicant must be a current CALA member in good standing.
- Applicant's professional experience and accomplishments.
- Applicant's service and contribution to CALA, including the number of years being a CALA member.
- CALA's organization priorities and project development.
- The association/relationship of the selected conference (or its sponsors) with CALA or the role of CALA in the conference.
- The benefits and/or impact of the conference to the applicant individually and to CALA as an organization.
- Other merits of consideration.

A complete application must consist of the following:

- A completed CALA Conference Travel Grant Application Form or IFLA Registration Grant Application Form
- A statement outlining the needs and benefits of the grant (no more than 500 words).
- Supporting documentation that denotes the applicant's assigned professional or administrative responsibility at the conference such as a copy of conference invitation letter, abstract of presentation or paper, and recommendation letter from supervisor or peers.
- Updated Curriculum Vitae.

Awardee Commitment

- The award recipient shall submit a final report to CALA's Executive Director EC detailing the outcome and performance of the specific project within one month of the project completion.
- The award recipient shall participate in at least 80% of the CALA events and activities especially during the ALA Midwinter and Annual meetings.
- The award recipient shall be a CALA member for at least 5 consecutive years from the date of the award. Chapter president grant recipients shall be the president or vice-president of the chapter. In case the president and vice-president do not apply, chapter officers could apply the funding, but priority will be given to chapter president and vice-president.
- The award recipient shall volunteer for CALA committees and taskforces.
- The award recipient shall receive an electronic certificate upon request.
- Monetary award shall be awarded after the awardee has fulfilled the required obligations.
- The award recipient shall contribute their time and talents to CALA.
- The award recipient shall contact CALA treasurer to provide the address for mailing the check.

Timeline

January	Posts the "Call for Nominations".
February	Solicits supporting letters.
March	Reviews and evaluates nomination documentation.
April	Presents recommendation of the recipient to EC (allow the Board to act on the recommendation at least 30 days prior to the annual membership meeting).

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Created from the 2014 Call for Application; Email from Executive Director on 5/14/2015;

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 2/19/2019

Sally C. Tseng Professional Development Grant Subcommittee

Type

Subcommittee

Overview

Sally C. Tseng is a long time leader in the Chinese American Librarians Association (CALA). Sally C. Tseng is 1984-85 CALA President, 1999-2007 CALA Executive Director, and 2007-present CALA Honorary Executive Director. In order to honor Sally C. Tseng's distinguished library career and her significant contributions to the profession, to ALA and CALA, and above all, to setting an exemplary leader, the Tseng's family created the Tseng's Endowment Fund in CALA in 2002, which has received strong support from Sally's friends in CALA. The Tseng's Endowment Fund establishes the Sally C. Tseng's Professional Development Grant in CALA with the goals of encouraging CALA members for career development and professional activities so as to promote their professional advancement. A maximum of one award is given each year.

The Tseng's Grant consists of a \$1,000 check and a certificate of recognition. The recipient is honored at the annual ALA conference/CALA Awards Banquet. The recipient of the "Sally C. Tseng's Professional Development Grant" is required to submit a report in English or Chinese to Sally C. Tseng and the editor(s) of the *CALA Newsletter* for publication before the next annual ALA conference.

Charge

The Sally C. Tseng's Professional Development Grant is given annually to a CALA member in good standing who does research and/or presentation at library conference. The committee should call for application, evaluate, review and select a winner. Candidates will all be evaluated equally, regardless of age, gender, religion, sexual orientation, or length of service to the profession. The subcommittee chair shall notify the Awards Committee and submit the committee's recommendation to the CALA President and the CALA Board.

Composition & Term(s) of Office

- Makeup: Consist of odd number of members (no more than five), including the committee chair. All members shall be CALA members in good standing and have voting privilege.
- Chair: Appointed by the CALA President for a one-year term and can be reappointed for a consecutive term.
- Member: Appointed by the President, in consultation with the subcommittee Chair for a one-year term, and can be reappointed to serve a consecutive term.

Major Responsibilities

- Calls for application of the Sally C. Tseng's Professional Development Grant.
- Receives application packages. The Chair will follow up with applicants for missing items to ensure the Committee members receive complete application package before the deadline.
- Selects and recommend a recipient/proposal for the Sally C. Tseng Professional Development Grant in accordance with donor's Agreement.
- Announces/publishes the name of the annual grant recipient in the *CALA Newsletter* and on CALA listserv and website.

Procedures

- Calls for applications annually.
- Reviews/evaluates applications.
- Ranks applicants, discusses, and selects the winner.
- Notifies the Awards Committee of the selection.
- Presents recommendation of most qualified applicant to the CALA President and the Board for approval.
- Asks the CALA Treasurer to prepare \$1,000 check for the grant recipient after receiving approval.

Publicity

- Post the "Call for Applications" on CALA listserv and ask the Webmaster to post it on CALA website.
- Announce the name of the grant recipient in the *CALA Newsletter* and on CALA listserv and website.

Timeline

January	Announces and posts the "Call for Applications" on CALA listserv and website.
February-March	Sends out reminders and receives application packages.
March 15	Deadline for applying and submission - the complete application packages of the Sally C. Tseng's Professional Development Grant.
March-April 20	Committee members review/evaluate application packages and recommend the most qualified applicant.
April 30	Notifies Awards Committee and submits Committee's recommendation of the finalist's name and all application packages to the CALAL President and the Board (allow the Board to act on the recommendation at least 30 days prior to the annual membership meeting).

May	Announces the recipient of the Sally C. Tseng's Professional Development Grant on CALA listserv, <i>CALA Newsletter</i> , and CALA website.
June	Presents the Award at the CALA Annual Awards Banquet during ALA Annual Conference.
June next year	The Grant recipient is required to submit a report to Sally C. Tseng Professional Development Grant Subcommittee and <i>CALA Newsletter</i> .

Report Due Date

Interim: One month before the board meeting at ALA mid-winter meeting.

Annual: One month before the board meeting at ALA annual conference.

2015 edition:

Copied from CALA online Handbook of Officers Final editing: 05/25/2015

2016 edition:

Received revision from chair: 02/23/2016

Final editing: 06/10/2016

2019 edition:

Revised 02/14/2020

Final editing: 12/10/2020

Sally C. Tseng's Professional Development Grant – Guidelines

A. Overview

The purpose of Sally C. Tseng's Professional Development Grant is to support research and program related activities by CALA members. A grant in the amount of US\$1,000 will be awarded annually to the most qualified applicant. Proposals must focus on program and research in library and information science for which the applicant is highly qualified and which would result in the advancement of the INDIVIDUAL'S professional status, knowledge, and contributions to the community. Proposals will be evaluated by the criteria identified in these guidelines.

B. Eligibility

- Any CALA members in good standing can apply.
- The applicants must demonstrate interests in research and professional development by publishing a paper or delivering a presentation at conferences, institutes or workshops sponsored by professional library organizations such as the American Library Association, the Chinese American Librarians Association, the International Federation of Library Associations and Institutions, the Library Society of China, Library Association of China.
- A CALA member who has received the Sally C. Tseng's Professional Development Grant must wait for five years before applying for it again.
- Preference will be given to applicants who have never received the Tseng's Grant.

C. How to Apply

The applicant(s) should submit one (1) complete set of his/her application electronically on Word and/or PDF files via email attachments to the Chair of the Sally C. Tseng Professional Development Grant Subcommittee.

- Complete set of application package including the following items:
 - Cover Letter.
 - Description of proposal of the program or research.
 - Budget.
 - Timetable for Completion.
 - Three letters of references with name, title, institution, email address and signature.
 - A resume or curriculum vitae.

Proposals will not be returned to applicants.

D. Application Package (must be submitted in English with following items in full before the deadline)

- Cover letter
- Description of proposal of the program or research
- Budget

- Timetable for the completion of the project (within July – June)
- Curriculum vitae
- Three letters of references with signatures, title and addresses

Application package must be received by the Chair via email with attachments.

E. Deadlines of Application

The complete application package must be received no later than **March 15, 5:00 p.m. Pacific time** each year. Late and/or incomplete application will NOT be accepted or be considered

F. Funding Sources

- Funding is derived from the dividends of the Sally C. Tseng Endowment Fund which has been donated to CALA by the Tseng's family and Sally's friends that will be awarded to the best applicant in the amount of US\$1,000 annually.
- The Sally C. Tseng's Professional Development Grant is coordinated by CALA Sally C. Tseng's Professional Development Grant Subcommittee.
- The grant may be suspended in the case of no qualified applicant or in the case of economic recession that impacts on the Tseng's Endowment Fund which has been invested in a mutual fund account.
- Please contact the Chair for questions about the Grant.

G. Funding Period

One year, July – June.

H. Notification

- The Chair or Co-Chairs of the Sally C. Tseng Professional Development Grant Subcommittee will notify the successful applicant in May prior to the ALA Annual Conference.
- The recipient will be announced on the CALA listserv, *CALA Newsletter* and CALA Web.
- Successful applicant/recipient will be asked to submit a photograph to be used in Grant publicity.
- The Sally C. Tseng Professional Development Grant will be awarded at the CALA Awards Banquet during the ALA Annual Conference.

I. CALA Award Banquet and Report

- Successful applicant/recipient will be invited to the CALA Annual Awards Banquet by the CALA President when the Grant will be presented to the recipient during the ALA annual conference.
- The Tseng's Grant recipient is required to submit a written report to the Sally C. Tseng Professional Development Grant Subcommittee and *CALA Newsletter* before June following year, which is usually before the next ALA Annual Conference.

J. Refund

In case the terms of the grant are violated, the grant will be rescinded and the recipient will be required to return the fund in full amount to the Tseng's Endowment Fund Account in CALA.

Recipients of the Sally C. Tseng's Professional Development Grant (2004 –Present)

URL: <http://cala-web.org/node/573>

2016 edition: Latest revision: 02/25/2016

Final editing: 06/10/2016

2019 edition: revised on 02/14/2020

Final editing: 12/10/2020

Scholarship Subcommittee

Type

Subcommittee

Charge

- Determine the winner(s) of the scholarship award(s) for Sheila Suen Lai Scholarship of Library & Information Science; CALA Scholarship of Library & Information Science; Huang Tso-ping and Wu Yao-Yu Scholarship Memorial Fund; Lisa Zhao Scholarship Fund Current Students & New Librarians.
- Inform CALA President, Executive Director, and the Board of Directors of the Committee's decision.

Term(s) of Office

- The Committee consists of five (or more) members, including the Chair or co-chairs and three members.
- The Chair is appointed by CALA President for a one-year term and cannot serve a second consecutive term.
- All Subcommittee members are appointed for a one-year term only and cannot serve a consecutive term.

Major Responsibilities

- Posts CALA scholarship news releases to the CALA website, listserv, and ALA Accredited Programs in the United States and Canada. [<https://www.ala.org/CFApps/lisdir/index.cfm>].
- Selects scholarship recipients and recommends them to CALA President, Executive Director, and the Board of Directors for their final approval.
- Informs recipients of their award status. Ensures that each recipient understands the criteria and requirements of the award. Posts announcement of the scholarship recipients on CALA listserv, CALA website, and CALA social media.
- Forwards the award announcement of each recipient and their contact information to the CALA Executive President for an official press release.
- Assesses the current application form(s) and guidelines, and makes recommendations to improve the documents if necessary.
- Forwards the contact information of all scholarship recipients to CALA Mentoring Program Chair for matching the recipients with experienced CALA mentors.

Procedures

- Updates the application and reference forms on the CALA website to reflect current information.
- Calls for applications.

- Makes sure all applicants are currently enrolled full-time students at ALA Accredited Programs.
- Reviews and evaluates all applications by using a "1-5 point" scale to rate applicants in each category, and adds up the total points.
- Selects the winner and 1st runner-up in case the winner rejects the award.
- Ensures that the winner understands all requirements of the awards (Subcommittee may ask the recipient's mentor to explain the requirements).
- Notifies the Award Committee of the recipient(s) selected.
- Reports the scholarship recipients to the President, Executive Director, and the Board of Directors.

Awardee Commitment:

- The award recipient shall submit a final report to CALA's Executive Director EC detailing the outcome and performance of the specific project within one month of the project completion.
- The award recipient shall participate in at least 80% of the CALA events and activities especially during the ALA Midwinter and Annual meetings.
- The award recipient shall be a CALA member for at least 5 consecutive years from the date of the award.
- The award recipient shall volunteer for CALA committees and taskforces.
- The award recipient shall receive an electronic certificate upon request.
- Monetary award shall be awarded after the awardee has fulfilled the required obligations.
- The award recipient(s) shall contribute their time and talents to CALA.

Publicity

- Posts the scholarship news release to the CALA website.
- Forwards the news release to all ALA Accredited Programs in the U.S. and Canada.
- Forwards the news release to the ALA Liaison to Ethnic Caucuses for distribution.

Communication & Consultation

Subcommittee members communicate via email or telephone if necessary.

Timeline

- | | |
|---------|---|
| October | <ul style="list-style-type: none"> a) Revises application and reference forms on the CALA website, sends the final version to CALA President for review/changes/approval. Posts the scholarship news release to the CALA website. b) Forwards the news release to all ALA Accredited Programs in the U.S. and Canada. |
|---------|---|

January/February	Sends out a follow-up reminder for application.
March	Deadline for all application and reference material submissions.
April	Reviews applications.
May	<ul style="list-style-type: none"> a) Recommends scholarship recipients to CALA President, Executive Director, and the Board for their final approval. Keeps a back-up recipient in case the winner declines the award. b) Informs recipients of their award status. Confirms recipients' acceptance of the award. Sends all recipients' names and contact information to the Mentoring Committee Chair for matching them with experienced CALA members to ensure that the recipients/winners understand all requirements. c) Posts announcement of the scholarship recipients to the CALA listserv and the CALA website.

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Revised from the 2012 edition; Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Revision made: 2/7/2019

Conference Program Committee

Type

Standing

Charge

To plan, coordinate and deliver a program for the CALA Annual Conference Program.

Composition & Term(s) of Office

- Makeup: Shall consist of chair and members
- Chair: Vice President/President Elect, one year term
- Member: One year term only

Major Responsibilities

- Develops a theme for the annual program intended by the Vice President/President Elect.
- Invites speakers for the program.
- Publicizes the program.
- Delivers the program.
- Organizes and call for CALA Poster Session
- Prepares CALA poster to join the ALA Diversity Poster Program

Procedures

- Decides on a program topic.
- Secures speakers for the program.
- Reserves place and ensures audio system for the program
- Handles publicity for the event.
- Provides a list of speakers to Local Arrangement Subcommittee.
- Provides assistance to speakers and invites speakers to the annual banquet.
- Collects CALA Poster Session applications and notifies authors for poster presentation
- Selects or develops CALA poster for the ALA Diversity Poster Program.

Publicity

- Makes flyers.
- Sends annual program publicity, including flyers, to the Webmaster to be published on CALA's website.
- Sends program announcement and flyers to CALA Listserv and ALA ethnic affiliates' listserv.
- Sends the program information such as flyers to the CALA social media.

Timeline

One year before the program

July - August Contacts and forms an annual program committee.

September Develops a theme for the annual program.

October Solicits speakers and sends invitation letters to speakers with specific deadlines for reply.

November Informs and communicates with the Committee members on the status of speakers acceptance of the invitation and finalizes speakers.

December Submits Progress Report to the CALA Executive Committee and Executive Director.

Six months before the program

January Reports the progress at the CALA Board Meeting about the theme and the speakers for the program.

February Makes reservation of room with audio system for the annual program.

March Prepares the program publicity materials including flyers.

April Reminds speakers of location and time of the program.

May Makes announcement on CALA listserv, CALA website, and ALA ethnic affiliates' listserv to promote the program.

June Submits the program request to the ALA Office for Diversity

Report Due Dates

Interim: Two weeks before the Board meeting at the Midwinter Meeting.

Annual: Two weeks before the Board meeting at the Annual Conference.

2015 edition: Received revision from chair on 03/22/2015 Final editing: 05/25/2015

2016 edition: Final editing: 06/10/2016

2019 edition: Final editing: 4/12/2019

Local Arrangement Subcommittee

Type

Subcommittee

Charge

The subcommittee shall make recommendations to the CALA President and Executive Director of its decisions on the location and price of the CALA Banquet.

Composition & Term(s) of Office

- Makeup: Shall consist of 3-5 members including the Committee chair. Term of appointment will be one year.
- Chair: Chair and members are appointed by the President.
- Member: All members should be CALA members in good standing.

Major Responsibilities

- Works with the CALA President, the Program Committee and other pertinent committees to successfully plan on the annual program and award banquet.
- Finds a CALA Banquet location.
- Concludes a price scheme for the Banquet and refers it to the CALA President.
- Responsible for the Banquet registration by working with Web Committee to set up an online registration form
- Responsible for recruiting members for onsite registration.
- Reports and communicates with the CALA President, Vice President and Executive Director closely.
- Final decisions on announcement, location, price, invited guests is from the CALA President.

Procedures

- Keeps up a record of business conducted.
- Designs and negotiates a menu and price for the Banquet with the selected restaurant.
- Makes a tentative timeline which indicates the various steps of tasks need to be accomplished, e.g. timeline date for finding a location [2-3 months before Banquet], deadline date for Banquet. Registration [1 month before the Banquet], time to contact media, time to make announcement, etc.
- Sets up a registration procedure, including designating a chief responsible person.

Publicity

Assist as needed the Public Relations & Fundraising Committee, the Web Committee, and CALA President in the following:

- Includes in the Banquet program with entertainment, door prize drawing, and a Master of Ceremony.
- Releases the Banquet news to CALA members or other library associations, communities via CALA listserv or CALA website, by consultation with CALA President and CALA website master.
- Contacts various news/media nationally and locally for the announcement of the Program and Banquet.

Communication & Consultation

- President
- Vice President (Program Chair)
- Executive Director
- Webmaster

Timeline

March	Begin soliciting door prizes for Annual Program, Selects Restaurant for Annual Banquet, and requests check from Treasurer for Deposit.
April	Announce Annual Banquet and Ticket Information and deadline for early bird on listserv, CALA website, and CALA social media.
May	a) Early bird deadline for Annual Banquet. Cut-off date for receiving payment. b) Local Arrangement Subcommittee solicits volunteers to staff booth at annual meeting.

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Copied from CALA online Handbook of Officers Final editing: 05/25/2015

2016 edition: Final editing: 06/10/2016

2019 edition: Final editing: 04/15/2019

Procedure for the Local Arrangement Subcommittee for the CALA Annual Awards Banquet during the ALA Annual Conference

Local Chapter's Pre-conference Preparation

CALA needs to form a Local Arrangement Subcommittee and to assign duties to prepare for the annual banquet at least half a year before the ALA Annual Conference.

The Local Arrangement Subcommittee chair must communicate with everyone and be responsible for the overall planning as the wheel-person. The chair's duties include:

- Works with CALA President and EC on the estimated budget and logistics issues, such as
 - a) estimates number of attendees (mostly based on registration information collected by CALA Webmaster and Treasure) and cost;
 - b) decides pre-registration and onsite registration fee for CALA Members, CALA Student Members, Non-CALA Members;
 - c) works with the President to design program and timeline;
 - d) prepares the program flyers, menu sheets, raffles tickets, calculators, and pens.
 - e) keeps a record of open seats and table assignment for every registered attendee and prepares name tags;
 - f) CALA will cover the cost of special guests (including local guests) that are invited by CALA with approval of EC of CALA;
 - g) designation of MC for the banquet (ideally there is a well-designed program prepared for the MC before the conference)
 - h) estimates the cost of professional performers (case-by-case or one-time budget);
 - i) arranges transportation such as shuttle bus if the restaurant is not within walking distance.
- If possible, communicates with CALA special guests/award winners if they will bring their friends/family members to the banquet and if their special requests for seats arrangement can be accommodated.
- Assist if needed with CALA President and Public Relations & Fundraising Committee to sends out Call for donation of prizes to the local chapter officers and members, CALA Board, and the Executive Committee.
- Assist if needed with Public Relations & Fundraising Committee to contacts local media; if applicable, drafts news article for Press release.
- Recruits volunteers from local chapter members to identify the right restaurant (location, space capacity, food quality, audio-video equipment and performance stage, restroom, emergency exit, etc.) and to negotiate menu and cost.
- Prepares separate table/menu for vegetarians and vegans.
- Makes arrangement for Banquet day check in, on-site registration, seating assistance, photographers, etc.
- Finalizes the banquet tables and decorations with the restaurant. (Note: restaurant owner will be a good source if the Local Arrangement subcommittee needs recommendation on decoration and table settings)

Supports from CALA Officers

- CALA Webmaster
 - a) sends emails to CALA list for pre-registration with application deadline;
 - b) works with the Local Arrangement Committee Chair to design the banquet site;
 - c) works with the Chair to assign tables to group registrations for ease of sitting assistants on the banquet day;
 - d) sends the completed online registration list to Local Arrangement Subcommittee Chair before the Conference (closing online registration before the Conference to ensure the Chair has the complete registration list).
- CALA Treasurer
 - a) prepares prize for awardees (approved the CALA President);
 - b) works with the Local Arrangement Subcommittee Chair to reimburse what the Local Arrangement Subcommittee has spent for the banquet that is approved by the CALA President and EC;
 - c) prepares receipts for on-site registration;
 - d) prepares a check to pay for banquet restaurant.

Banquet Day

- Local Arrangement Subcommittee Chair volunteers for sign-up and seating assistance need to arrive half hour early to set up the registration table(s), distributes name tags and programs on each table, sets up sign(s) for direction to the door if any.
- Sign-up volunteers (3-4 people)
 - a) one or two volunteers take care of registered guests, and they must have:
 - a complete online registered guest list arranged by last names (suggestion: multiple copies of the list by the alphabetical order of their last names if there are more than one volunteer for sign-up);
 - a completed list of CALA special guests whom the CALA President and the Executive Committee have approved to cover their cost;
 - a separate award winners' name list;
 - a list of performers;
 - b) one volunteer is in charge of on-site registration with the CALA Treasurer, who will help with providing receipts (cash has to be given to the CALA Treasurer before the end of the banquet);
 - c) one volunteer takes care of raffle tickets and helps with the banquet prizes.
- Seating Assistant(s) (maximum 3 people)
 - a) two seating assistants direct guests to their assigned tables;
 - b) one seating assistant directs on-site registered guests to open tables.
- Photographer
- Clean-up volunteers (2-3 people)

Suggestion for Future CALA Awards Banquet

To sell raffle tickets instead of just give away free prizes by drawing. (APALA raised \$500 by selling raffle tickets at its banquet on June 27, 2015.)

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 04/15/2019

Constitution and Bylaws Committee

Type

Standing

Composition Term(s) of Office

- Makeup: Shall consist of odd number of members, including the chairperson.
- Chair: Appointed by the President with the advice of the Board for a one-year term and can be re-appointed for a consecutive term.
- Member:
 - Appointed by the chairperson with the advice of the President.
 - Appointed for a staggered two-year term and can be re-appointed for a consecutive term.
 - Members shall be personal members in good standing.

Major Responsibilities

- Reviews CALA's Constitution and Bylaws.
- Makes recommendation to the Board for amendment.
- Ensures that the Association's business is conducted as prescribed in the Constitution and Bylaws.

Procedures

- Reviews/discusses on Constitution and Bylaws.
- Submits the final product to the President before the deadline.

Communication & Consultation

Members communicate online in order to complete work.

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2016 edition:

Final editing: 06/05/2016

2019 edition:

No revision 02/06/2019

Handbook of Officers Subcommittee

Type

Subcommittee

Charge

Review and edit the Handbook of Officers; add the documents of new committees and delete the out-of-date committee documents. Contact the committees for their reviews and revision of their committee documents of the Handbook of Officers.

Major Responsibilities

- Reviews the Handbook of Officers. To make the charge more manageable, the committee documents will be reviewed every other year.
- Decides which committee documents need to be revised, which committee documents need to be added, and which deleted.
- Contacts the committee chairs, executive board members and other officers with respect to the documents to be revised/edited.
- After collecting all feedback, edits/revises the relevant documents accordingly.
- Reports to the CALA President for approval by the President and the Executive Board.

Communication & Consultation

- CALA President
- CALA Executive Director
- CALA Board of Directors
- CALA Standing Committees
- CALA Ad-Hoc Committees
- CALA other executive officers

Timeline

September	Reviews the Handbook of Officers to determine which committee documents need to be reviewed or added/deleted.
November	Sends invitations to the relevant chairs/officers to initiate review and comments on their committees' documents.
January	Starts to edit/revise the Handbook of the Officers.
May	Sends the revised Handbook of Officers to the President.

Report Due Dates

Interim: one month before the board meeting at mid-winter meeting

Annual: one month before the board meeting at annual meeting

2016 edition: Created on May 22, 2016

Final editing: 06/10/2016

2018 edition:

Changed to Subcommittee of Assessment and Evaluation Committee

2019 edition:

Change to Subcommittee of Constitution and Bylaws Committee, 06/15/2019

Election Committee

Type

Standing

Charge

Oversee the CALA general election; coordinate related work with Executive Committee, Membership Committee, Nominating Committee, and Web Committee.

Composition & Term(s) of Office

- Makeup: Shall consist of 5-7 members including the Committee chair and at least one from Membership Committee and one from Web Committee. Term of appointment will be one year.
- Chair: The Executive Director typically serves as the Chair. Members are appointed by the President.
- Member: All members should be CALA members in good standing and not in the slate for election.

Major Responsibilities

- Oversees CALA general election
- Coordinates election related work with the Executive Committee, Membership Committee, Nominating Committee, and Web Committee
- Reports election results to Executive Committee, Board and membership

Procedures

- Determines election dates and length (typically April 20 – May 10, with potential extension to May 20) and get approval by the Executive Committee.
- Contacts Membership Committee for a list of eligible voters with emails and up-to-date mailing addresses for those without emails.
- Obtains election ballot content from Nominating Committee (for candidates slate) and Executive Committee (for proposed bylaws and constitution changes that need general membership approval).
- Works with Web Committee to set up online voting system with e-ballots.
- Announces election dates on CALA listserv.
- Works with Membership Committee to send out test emails to membership.
- Sends out e-ballots on the election starting date.
- Responds to member inquiries regarding e-ballots and works with Web Committee to resend when necessary.
- Works with Web Committee to close election on time or announces extension when approved by Executive Committee.

- Works with Web Committee to tally e-ballots and Election Committee Chair reports back to Executive Committee, Board, and general membership.
- Announces election results on CALA listserv.

Publicity

- Announce election dates on CALA listserv.
- Announce election opening and closing on CALA listserv.
- Announce election results on CALA listserv.

Communication & Consultation

- President
- Executive Committee
- Nominating Committee
- Membership Committee
- Webmaster and Web Committee
- Board

Timeline

- | | |
|-------|--|
| March | Ask Board for approval of proposed election dates. |
| April | <ul style="list-style-type: none"> a) Sets up the online voting system. b) Sends out approved changes to Constitution and Bylaws for review before the election date when applicable (check for the actual length) c) Announces election dates on CALA listserv and CALA website. d) Sends out election test emails. |
| May | <ul style="list-style-type: none"> a) Opens election and sends out reminders to voters regularly. b) Concludes election (or extend the deadline if approved by Executive Committee). c) Tallies e-ballot votes. d) Reports election results to Executive Committee and Board. e) Announces election results to CALA listserv. |

Report Due Dates

Interim: N.A.

Annual: One month before the Board meeting at annual conference.

Created on

Final editing: 06/05/2016

2019 edition:

Revised on 05/31/2019

International Relations Committee

Type

Standing

Charge

To promote, coordinate, and support non-partisan international library related activities and programs in accordance with CALA's strategic plan.

Composition & Term(s) of Office

- Makeup: Two members minimum
- Chair: One year term
- Member: One year term

Major Responsibilities

- Promotes international cooperation with librarians and libraries around the world.
- Corresponds and assists with overseas CALA members visiting the United States.
- Chairperson is required to attend ALA/International Relations Board meetings and report back to CALA Board.

Procedures

- a. Attends International Librarians Reception (free for international librarians) during the Annual ALA Conference.
- b. Serves as a liaison to the ALA/International Relations Committee.
- c. Serves as a liaison to the International Relations Round Table.
- d. Attends ALA/IRRT Board meeting.
- e. Informs CALA Board and members of any international conferences and events which may be of interest to CALA members.

Communication & Consultation

- Executive Director
- President
- Local Arrangement Subcommittee Chair

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received revision from chair: 04/15/2015 Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 02/12/2019

Membership Committee

Type

Standing

Charge

- Keep an up-to-date membership roster.
- Maintain complete membership records.
- Recruit new members.
- Take charge of all membership activities.

Composition & Term(s) of Office

- Makeup: Shall consist of three or more members including the Committee chair.
- Chair: Appointed by the President for an one year term
- Member:
 - appointed by the President for a one- or two-year term;
 - all members should be CALA members in good standing;
 - all members have voting privilege;
 - Chapter membership chairs shall be ex-officio members.

Major Responsibilities

- Keeps an up-to-date membership roster.
- Maintains complete membership records in a database.
- Recruits new members.
- Prints and distributes a membership directory annually.
- Takes charge of all membership activities.
- Members need to staff the booth at Diversity Fair during ALA annual meetings.
- Assists the President during the Annual Membership Meeting and makes current membership list available to the Executive Director and President during the Meeting.

Procedures

- a. Updates the membership application and renewal forms on the CALA website (send changes to webmaster).
- b. Maintains an up-to-date membership database.
- c. Conducts annual fundraising for membership directory printing.
- d. Prints membership directory.
- e. Distributes membership directory.
- f. Informs the President, Vice President/President of new members.

Special Instruction

In the past, the Committee had been selling membership name & address labels to vendors for one time use only at \$100 per set. The 2006/2007 Executive Board decided to terminate this practice to protect the privacy and rights of CALA members.

Publicity

Actively recruit potential members through CALA Listserv and website.

Timeline

July	a) Revises both the membership application form and the renewal form to reflect the correct information. b) Sets up a clear goal for membership recruitment and renewal and does membership development every month. c) Helps President follow up CALA officers membership standing
October	Calls for membership renewal and membership recruitment.
December	Sends out a follow-up reminder for membership renewal and recruitment. Help Nominating Committee to verify CALA membership standing for candidates.
February	Continues membership recruitment and renewal and helps members ready for election.
March	Works with Election Committee and Web Committee to process membership data for CALA election e-ballots and follows up closely with membership recruitment and renewal.
April/May	Continues membership recruitment and renewal.
June	Continues membership recruitment and renewal and reports to President the membership development statistics.

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received revision from chair: 04/14/2015 Final editing: 05/25/2015

2016 edition: Final editing: 06/10/2016

2019 edition: Revised: 04/12/2019; Final editing: 02/14/2020

Mentorship Program Committee

Type

Standing

Charge

To administer and develop CALA's Mentorship Program

Composition Make-up

The committee should consist of three or more members, including the Committee Chair.

Term(s) of Officer

- Chair: The chairperson should be appointed for a two-year term by the President and can be re-appointed for a second consecutive term.
- Members: The members should serve a one-year term and can be re-appointed for a second consecutive term. One of the members, including the chair, should remain for another year.

Major Responsibilities

- Guides students of Chinese heritage, enrolled in a library and information science program with career planning.
- Facilitates new librarians of Chinese heritage in developing and advancing their professional careers.
- Recruits and provides a pool of experienced librarians of Chinese heritage as potential mentors.
- Promotes diversity in the profession and highlights the experiences and value of librarians of Chinese heritage.

Procedures

- a. Reviews and determines strategies and methods to successfully conduct the Mentorship Program.
- b. Collaborates with CALA webmaster to keep the Mentorship Program webpages (<http://cala-web.org/node/1680>) up-to-date to reflect current practices.
- c. Announces the mentorship program news and applications on CALA Listserv and SLIS Listserv in North America.
- d. Reviews all applications -- mentors and mentees will be matched based on the information provided. Mentors must have a minimum of five-year full time professional library working experience or education experience in the Library and Information Sciences.
- e. Follows up with mentor and mentee to confirm they have established the connection.

Re-matches mentee/mentor if matching fails.

- f. Reviews program evaluations from mentors and mentees.
- g. Matches a mentor or mentors with all recipients of the CALA Scholarship.
- h. Recommends the CALA Mentorship Program to all new CALA members who may be good candidates for mentors if they are experienced librarians or mentees if they are new to the library profession.

Publicity

- Announces the mentorship program news and applications via the CALA listserv, and post the announcement on the CALA website.
- Forwards the announcement to all divisions and roundtables of ALA.
- Forwards the announcement to all ALA-accredited library schools in the United States and Canada.

Communication & Consultation

- President
- Executive Director
- Membership Chair
- Scholarship Subcommittee Chair

Timeline

- | | |
|---------|--|
| August | a) Sends out "Call for Participation" to CALA members via CALA Listserv.
b) Sends out the program announcement to library schools in North America, and match and inform mentees and mentors. |
| January | a) Prepares and submits an Interim report;
b) Starts to recruit a mentor or mentors for all recipients of the CALA's Scholarships and then inform the mentor and recipient. |
| May | Collects the Program evaluations from participants. |

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Received revision from co-chair on 04/29/2015, co-chair on 3/22/2015 and Executive Director on 5/14/2015; Final editing: 05/25/2015

2016 edition:
Final editing: 06/10/2016

2019 edition:
Final editing: 05/24/2019

Nominating Committee

Type

Standing

Composition & Term(s) of Office

- Makeup: Shall consist of three or more members appointed by the President with the advice of the Board.
- Chair: Chairperson shall normally be the Immediate Past President or a Board Director appointed by the President in the event that the immediate Past President cannot accept the appointment.
- Member: Members shall be drawn from Immediate Past Presidents and/or Chapter Presidents of the seven chapters in the United States, including NE, SE, GMA, MW, SW, NCA, and SCA and Canada Chapter. Appointed for a one-year term and cannot serve a consecutive term.

Major Responsibilities

- Presents to the President and the Executive Director a list of nominees, between five and ten, for the positions vacated by five outgoing Board members.
- Submits a slate of more than three nominees for the position of Vice-President/President Elect.
- Submits a slate of more than three nominees for each of the positions in the event that the terms of the Treasurer and/or the Executive Director expire or become vacant.

Procedures

- a. Works with Web Committee to set up nomination form. The nomination form must contain radio button of "Consent to Nomination."
- b. Calls for nominations. Posts the "Call for Nominations" to CALA membership via CALA Listserv and CALA Website.
- c. Makes sure all nominees are CALA members in good standing.
- d. Seeks the consent of each nominee and requests for statement for the position.
- e. Submits a slate of all nominees for vacant positions at least thirty days prior to the Mid-Winter Board of Director meeting.
- f. Presents the list to the Board of Director at the Mid-Winter meeting and answers the Board members' questions. Gain Board's approval on the slate.
- g. Submits the approved slate to the Election Committee.
- h. Announces the list of nominees to the CALA Listserv and on CALA's website.

Timeline

November	Sets up nomination form and sends out “Call for Nomination.”
December	Prepares the slate and submits it to the President and Executive Director.
January	Attends the Board meeting and presents the slate to the Board. Gain Board’s approval.
February	Announces the approved slate to CALA Listserv and forwards the approved slate to the Election Committee.
April	Presents to the President the list of nominees in April (at least two months prior to the annual membership meeting)

Report Due Dates

Interim: One month before the Board meeting at the Midwinter Meeting.

Annual: One month before the Board meeting at the Annual Conference.

2015 edition:

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final edition: 02/21/2019

Public Relations & Fundraising Committee

Type

Standing

Charge

- Prepare all news related materials to promote association
- Solicit funds for the association

Composition & Term(s) of Office

- Makeup: Odd number including the chair of the committee.
- Chair: Appointed for a one-year term and can be re-appointed for a consecutive term.
- Member: Appointed by the President with the advice of the Board for a staggered two year term and may be re-appointed for a consecutive term.

Major Responsibilities

- Prepares and distributes news releases.
- Creates and organizes fund raising activities and programs to support CALA.
- Solicits advertisements for CALA Annual Membership Directory.

Communication & Consultation

- Executive Director
- President
- Chairperson of Membership Committee

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Copied from CALA online Handbook of Officers: version 10/19/2010

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

No revision: 04/11/2019

Publications Committee

Type

Standing

Charge

Coordinates all CALA publications, such as *Journal of Library and Information Science* (JLIS), *CALA Newsletter*, and *International Journal of Librarianship*.

Composition & Term(s) of Office

- Makeup: The committee members include previous committee chair, current committee chair, editors of current CALA publication, and additional three or more committee members.
- Chair: Appointed by the CALA President for a one-year term and may be re-appointed for a second term.
- Members: Three or more members appointed by the CALA President with the advice of the CALA Board for a one-year term and may be re-appointed for a second term. The English Editor of *Journal of Library and Information Science* (JLIS), and *CALA Newsletter* Editor, and Editor-in-Chief of *International Journal of Librarianship* as ex officio members.

Major Responsibilities

- Initiates and implements projects and programs related to CALA's publications.
- Advises the CALA Board on issues related to CALA's publications.
- Provides interim and annual reports to the CALA Board.
- The committee chair serves on the English editorial board of JLIS as an ex officio member.

Communication & Consultation

- President
- Executive Director
- Chapter Presidents and standing committee chairs
- Newsletter Editor
- Editor-in-Chief of *International Journal of Librarianship*
- Editor for *Journal of Library and Information Science*
- Webmaster
- Appropriate CALA members

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Received revision from chair: 04/30/2015 Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 02/12/2019

CALA-CALASYS Subcommittee

Type

Subcommittee

Charge

Through CALA Academic Resources and Repository System (CALASYS), collect, organize, and centrally store academic publications, materials, and related information resources created and contributed by CALA members, Chinese-American librarians, and other related contributors in library and information sciences/services (LIS) and Chinese-American related subject fields.

Major Responsibilities

- Centrally collects, organizes, records and preserves academic publications, achievements, contributions and scholarly communications of CALA members, Chinese-American librarians and related contributors for LIS.
- Be a central academic resources system to provide academic information services and scholarly communications in LIS for CALA members, Chinese-American librarians, information specialists and related contributors.
- Be a central academic resources system to help, assist, enhance and guide CALA members and related academic professionals on studies and research related to Chinese- American librarianship, education and professional development.

Communication & Consultation

- President
- CALA Web Committee and CALA Publication Committee

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Created from CALSYS 2015 Call for Contributions; received revision from chair: 05/21/2015

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 02/27/2019

CALA International Journal of Librarianship (IJOL) Subcommittee

Type

Subcommittee

Charge

- Oversee the operation, publication and distribution of *the International Journal of Librarianship (IJOL)*.
- Prepare budget request and manage the authorized journal budget
- Serve as an ex-officio member of the Publications Committee

Composition & Term(s) of Office

IJOL Editorial Board

- The Editorial Board shall consist of one Editor-In-Chief (EIC) and five associate editors.
- The eligibility criteria for appointment for an Editorial Board member shall include the following:
 - Demonstrates scholarly expertise and ethical leadership in an area not overrepresented on the existing Editorial Board.
 - Publishes two or more manuscripts in *the Journal* or a journal of scholarly equivalence.
 - Demonstrates excellence in the review process, based on independent evaluations of the EIC, associate editors and/or Emeritus EIC.
 - States commitment to attend Board meetings when possible, and contributes to issues affecting *IJOL* through the usual communication modalities.
 - Participates in the evaluation of the quality and effectiveness of *IJOL* so as to help sustain the highest level of excellence in librarianship.

IJOL Editor-In-Chief (EIC)

- The EIC is appointed by the CALA President for a term of three years, observing that an EIC is responsible for six issues of *the Journal*, with an option for renewal for one more term with the approval of the CALA President.
- The CALA President shall appoint the EIC from the current Editorial Board, after consultation with the current Editorial Board and the Editorial Advisory Board.
- Other Editorial Board members are appointed by the EIC when a consensus of current members approve the nomination.

Major Responsibilities

- The EIC coordinates the operation of *the IJOL*, handles submitted manuscripts, makes final decisions, and communicates them to the authors. The EIC can either allocate submitted manuscripts to reviewers or assign them to associate editors to go through the review and publication process.

- Associate editors assist the EIC on all aspects of the operation of *the IJOL*. They provide input on editorial needs and follow up with peer-review process for manuscripts, as requested by the EIC.
- Associate editors are also responsible for the layout design, printing and shipping for print copies of particular issues that are ordered by authors or readers.

Communication & Consultation

- CALA President
- CALA Executive Director
- CALA Board of Directors
- CALA Publications Committee
- CALA Web Committee

Report Due Dates

Interim: one month before the Board meeting at mid-winter meeting

Annual: one month before the Board meeting at annual meeting

2019 edition:

Final editing: 04/15/2019

CALA Newsletter Subcommittee

Type

Subcommittee

Charge

- Edit, publish, and distribute the newsletter of the Association in accordance with the editorial policies established by the Board.
- Prepare budget request and manage the authorized newsletter budget.
- The chair(s) will serve as an ex-officio member of the Publication Committee.
- The chair(s) will submit semi-annual and annual reports to the Board through the President and the Executive Director prior to the midwinter and annual meetings.

Composition & Term(s) of Officer

- The Board shall appoint at least four newsletter editors from the CALA membership for a three-year term. The newsletter editors can be re-appointed for a second consecutive term.
- Newsletter editors shall be CALA members in good standing.

History/Purpose

- *CALA Newsletter* disseminates information about Chinese American Librarianship and the activities of the association
- The position of Newsletter Editor was created in 1973 when CALA was established.
- The first *CALA Newsletter* issue available online is No. 25, September 1982.
- *CALA Newsletter* has been published exclusively online since 2000.

Editor Roles

The *CALA Newsletter* Editorial team normally consists of four editors: two text editors, who are mainly responsible for its content, and two design editors, who are mainly responsible for its design and layout. An additional editor can be added to help either the text editors or the design editors.

Text editor shall:

- Compile the newsletter content by soliciting articles from CALA members and friends and can write articles themselves;
- Determine important themes and feature articles for each issue and seek advice from the CALA's leaders;
- Draft and send out calls for contributions to CALA members and friends via CALA's Listserv and Facebook page; also send out two or three reminders after the initial call;

- Respond to those who contributed news and articles, request for more information or give revision suggestions if needed;
- Communicate with the co-editor and the authors of the submitted articles on revision issues if needed;
- Edit submitted news and articles for grammar, spelling, consistency, word choice and logic, verify headings, facts and numbers, and assign columns to articles and add appropriate titles if needed;
- Put all compiled content in a shared folder with Table of Content;
- Work with the design editors to review and revise the newsletter at least twice before its publication;
- Send the final version to the CALA webmaster to be put online (<http://www.cala-web.org/newsletter>), and announce its publication in CALA Listserv and other social media channels.

Design editor shall:

- Utilize a style and format that is consistent from issue to issue, for a stable period of time;
- Design the *Newsletter* based on the compiled content in the shared folder; design can be done using an editing software such as Microsoft Publisher or the Lucidpress;
- Arrange layout of articles and sidebars, add design elements and more photos relevant to the *Newsletter* content;
- Include the CALA logo, the Newsletter name, issue number, season and year in the Newsletter file; also provide contact information for the CALA President, Vice-President, Executive Director and the Newsletter editors, and the links for CALA's website, Facebook page and YouTube channel;
- Finish layout in a timely manner, and work with the co-editor in the review process;
- Add the finalized newsletter to the shared folder for uploading to the CALA Web.

Publicity

- Sends out "Call for Submissions" via CALA listserv, WeChat and Facebook page.
- Announces the publication of each issue on the CALA listserv, WeChat, Facebook and CALA Web.

Communication & Consultation

- Executive Director
- President
- Committee Chairs

Timeline

CALA Newsletter is issued twice a year (fall and spring):

September	Sends out "Call for Contributions" for the fall issue and sets due date as November 10.
October/November	<ul style="list-style-type: none">a) Sends out reminders on "Call for Contributions";b) Plans columns and requests special articles from members and guests;c) Compiles and edits content from submissions;d) Shares the folder with articles and table of content with the Executive Committee (EC) for review 7-10 days after the due date (allow 3 days for EC to review);e) Starts layout 10 days after the due date, allow 10 days for layout;f) Reviews the laid-out newsletter.
December	Finalizes the fall issue, and publishes it online (in the first week of December).
March	Sends out "Call for Contributions" for the Spring issue. Sets due date as May 10.
April, May	<ul style="list-style-type: none">a) Sends out reminders on "Call for Contributions";b) Plans columns and requests special articles from members and guests;c) Compiles and edits content from submissions;d) Shares the folder with articles and table of content with the Executive Committee (EC) for review 7-10 days after the due date (allow 3 days for EC to review);e) Starts layout 10 days after the due date, allows 10 days for layout.f) Reviews the laid-out newsletter.
June	Finalizes the Spring issue and publishes it online (in the first week of June)

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conferences.

2015 edition:

Received revision from chair: 04/16/2015 Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 02/25/2019

CALA Social Media Subcommittee

Type

Subcommittee

Overview

CALA has established several social media channels since 2012, including the CALA's public Facebook page, "CALA Members and Friends" Facebook private group, WeChat, LinkedIn and YouTube channel. The purpose of maintaining various channels is to meet its diverse members' needs and offer up-to-date platforms for information distribution, sharing and networking.

Charge

Oversees the operations of all CALA social media channels to:

- Promote better communication among Chinese American librarians
- Support the development of Chinese and American librarianship
- Serve as a discussion forum for the Chinese American librarians and the library community
- Encourage collaboration and conversations among diverse populations (inclusion, diversity, engagement)
- Engage CALA members to actively participate in social media and other online communications

Composition & Term(s) of Office

- Makeup: The subcommittee members include previous subcommittee chair, current subcommittee chair, and additional three or more subcommittee members.
- Chair: Appointed by the CALA President for a one-year term and may be re-appointed for a second term.
- Members: Three or more members appointed by the CALA President with the advice of the CALA Board for a one-year term and may be re-appointed for a second term.

Major Responsibilities

- Promotes the CALA Social Media channels, explore creative ways for publicity and communication and provides regulations when necessary.
- Posts news to the CALA Facebook's public page, including: news of CALA and its chapters; news of libraries in Chinese speaking countries; international collaboration and outreach initiatives; news from professional library organizations such as ALA, its caucuses, IFLA and JCLC; news of CALA members and friends, and other news related to the Chinese American librarians community; also adds tags to postings in the CALA Facebook.
- Communicates with and redirects questions for members and visitors in the CALA Facebook's public page; manages and encourages communication in the "CALA

Members and Friends" Facebook private group.

- Encourages and engages members in WeChat communication with light regulation, and forwards news in WeChat to and compiles news for the CALA Facebook's public page when appropriate.
- Manages the CALA's YouTube channel, solicits and posts videos on the CALA's meetings, activities and the achievements of its chapters and members.
- Maintains other channels such as the CALA's LinkedIn space and explores ways of serving the CALA members.
- Makes recommendations and provides interim and annual reports to the CALA Board.

Communication & Consultation

- President
- Executive Director
- Chapter Presidents and standing committee and subcommittee chairs
- Newsletter Editor
- Webmaster
- Members and friends of the organizations

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2016 edition:

Initially compiled in June 2016

2019 edition:

Final editing: 03/25/2019

General Guidelines for Posting on CALA Social Media

All CALA members can contribute postings to the CALA's social media channels and join online discussions in these communities. Subcommittee members, CALA members and visitors shall follow channel guidelines to create CALA's social media presence in a collaborative, unified and consistent way.

Considerations for posting:

- Be genuine, authentic, and responsible for what you write.
- Respect your audience when posting news, events, and other messages.
- Exercise good judgement when making statements or comments to avoid bias and prejudice.
- Understand the concept of community when sharing and receiving information and connect with others.
- Understand copyright and fair use. Give credits to your news resources when sharing and forwarding information, such as those selected from the CALA Listserv. If sharing from other communities, you may need to get the proper permissions.
- Remember to protect confidential or proprietary information.

The detailed guidelines for the CALA's Social Media is available at: <http://calasys.cala-web.org/items/show/485>

Channel Information and Accesses

- **CALA's Facebook Page** (<http://bit.ly/1pOfFTI>, full link: <https://www.facebook.com/CALA-Chinese-American-Librarians-Association-281336511932864/>) CALA's Facebook Page was started in June 2012 by Sai Deng with then CALA President Min Chou. It was created as a networking space for CALA members and friends and a public platform for the organization's information dissemination and sharing. It's open to everyone and almost all postings are in English.
- **"CALA Members and Friends" Facebook Group** (<https://www.facebook.com/groups/423045741400053/>) Formed in April 2017, this group is a part of the CALA Facebook and it is supplemental to the Facebook's public page. It is designed for internal discussion. Through this space, a group member can post, start discussions, invite people and connect with each other.
- **CALA WeChat**: CALA WeChat was created in December 2014 by then CALA Vice-President Lian Ruan. It was formed as a community space for communication and rapport building and is open to everyone who's interested in the CALA community. It has many members from the US, mainland China, Taiwan and other Chinese speaking countries and areas. WeChat uses a mixture of Chinese and English in its discussions and postings. New members can be added by the CALA Social Media Subcommittee members or existing CALA WeChat group members.

- **CALA LinkedIn Group** (<https://www.linkedin.com/groups/12047408>): CALA LinkedIn was created in May 2017 by the Social Media Group. It is a space for CALA members to connect professionally. A CALA member can click the "Request to join" button at the above link to join the group. A joined member can invite his/her connections to become a member, start conversations and post news and employment opportunities.
- **CALA YouTube Channel** (<https://www.youtube.com/user/CALACHannel>) CALA YouTube Channel was created in June 2013 by Sai Deng to initially host a video featuring one of the CALA's founding leaders Dr. Hwa-Wei Lee. It offers a space for CALA and its members to share events, activities, achievements as well as library instructions and resources in video format. CALA Social Media Group members can post in the CALA YouTube channel for its members.

Instructions on how to access the CALA Social Media channels are available at the CALA Academic Resource & Repository System (CALASYS): <http://calasys.cala-web.org/items/show/309>

Web Committee

Type

Standing

Charge

Assist the Webmaster to maintain the CALA websites, member portal, and other online systems.

Composition & Term(s) of Office

- Makeup: The Web Committee should be made up with the Webmaster and selected volunteer members. The exact number of members is to be decided by the president with input from the chairperson.
- Chair: The chairperson is Webmaster, who serves a three-year term and can be reappointed for a second term.
- Member: Members of the Web Committee shall be appointed for a one-year term and can be reappointed for a consecutive term. Members of the committee shall be CALA member in good standing. Special technological skills are recommended.

History/Purpose

The first web advisory committee was established as an ad hoc committee by the President in 2004. It became a standing committee in 2007.

Major Responsibilities

- Maintains and updates, per requests from other committees and subcommittees, of the CALA websites.
- Maintains the infrastructure of the member portal and other online systems, including the member mailing list.

Communication & Consultation

- President
- Executive Director
- Committee Chairs
- Chapter webmasters

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Received revision from chair: 04/29/2015; Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2019 edition:

Final editing: 01/30/2019

Ad Hoc Committees

CALA Professional Development Task Force

Type

Ad hoc

Charge

To create learning opportunities and a support system for CALA members to improve their research skills and increase their research output with focus on scholarship of research for promotion, specifically on research design and publishing.

Major responsibilities

- Hosts online webinars for CALA members with the recordings and handouts for both trainings to be posted on the CALA web site.
- Supports 2016 CALA annual summer conference with cooperative alliance format.
- Creates a resources list on research and publishing and posts it on CALA's web site for the members to use.
- Collaborates with other committees and task force of CALA to promote each other's programs and shares resources on professional development.

Communication & Consultation

- CALA President
- CALA Executive Director
- CALA Publications Committee
- CALA Mentorship Committee

Members of Task Force

- Jianye He (Co-Chair) jhe@library.berkeley.edu University of California, Berkeley
- Jane Wu (Co-Chair) jwu@otterbein.edu Otterbein University
- Lianglei Qi lqi@cheyney.edu Cheyney University of PA
- Lijun Xue lxue@madonna.edu Madonna University
- Ling Zhang zhangling@hrbeu.edu.cn Harbin Engineering University

Report Due Dates

- Interim: one month before the board meeting at mid-winter meeting.
- Annual: one month before the board meeting at annual meeting.

2016 edition:

Final editing: 06/10/2016

CALA-Recruitment of Next Generation Task Force

Type

Ad hoc

Charge

Goal of the task force:

In line with CALA's 2020 Strategic Plan of cultivating CALA members and young generation of leaders to become future leaders in the entire spectrum of the Library and Information Science field in the 21st Century, this taskforce works to identify new members who have leadership potentials to actively engage in CALA committees.

Major responsibilities

- Identifies the targeted young generation of librarians through various mail lists or networking opportunities of associations, organizations or personal social groups.
- Recruits the young generation of librarians to join CALA
- Helps new recruits become more familiar with CALA
- Suggests and encourages new recruits to join leadership training and engages in CALA committees

Communication & consultation

- President
- Membership Committee
- Chapter presidents

Report Due Dates

Interim: One month before the board meeting at mid-winter meeting.

Annual: One month before the board meeting at annual conference.

2016 edition:

Final editing: 06/10/2016

Other Officers

CALA Liaisons to Library Society of China

Type

Representative

Charge

This committee represents CALA as an organization to the Library Society of China (LSC). It reports news and initiatives of CALA to LSC, and shares news, activities, programs, and major conferences of LSC to CALA members and leaders.

Term of Office

- Two liaisons are appointed by CALA's President.
- The term of office is 4 years.

Major Responsibilities

- Attends the annual Chinese Library Conference jointly organized by the Ministry of Culture of P. R. China and the Library Society of China, which is usually held in November.
- Attends CALA's Board meetings and membership meetings.
- Organizes the CALA Delegation to attend the Chinese Library Conference when there are delegates and presenters for the year.
- Coordinates with CALA appropriate chapter(s) and libraries in the United States to arrange tours and program presentations when appropriate for Chinese library delegations/visitors from China.

Publicity

- Sends out the annual Chinese Library Conference call for papers to CALA members via CALA's listserv.
- Shares important news from LSC in CALA's Newsletter, on CALA's Web site, and/or via CALA's listserv.
- Writes a report for CALA's newsletter, as necessary or requested.

Report Due Dates

Submit Annual and Mid-year reports to CALA President and Executive Director.

Interim: One month before the Board meeting at mid-winter meetings.

Annual: One month before the Board meeting at annual conferences.

2015 edition:

Received from the Handbook of Officers Committee 2013-2014

Final editing: 05/25/2015

2016 edition:
Final editing: 06/10/2016

CALA Occasional Paper Series (OPS) Editor

OPS Editor-in-Chief

- Eligibility and Qualifications: A CALA member in good standing will be eligible. The appointment will be made based on the qualifications including excellent communication skills, previous editorial experience and evidence of established scholarship.
- Term: OPS Editor is recommended by the CALA Publications Committee and is approved by the CALA Board for a three-year term. The official term starts immediately at the end of the CALA annual program in conjunction with the ALA Annual Conference. A second three-year term may be re-appointed.

Reports to: CALA Publications Committee.

Responsibilities:

- Provides directions and guidance to the publication
- Solicits contents that are appropriate for the publication
- Publishes the papers series according to the [CALA OPS Editorial Guidelines](#)
- Selects assistant editors recommended by the CALA Publications Committee
- Works closely with the CALA Web Master to post publications on CALA's web site in a timely manner
- Services as a communicator between authors and reviewers and keeps the reviewers' list up to date
- Announces the publication of each issue
- Advises the CALA Publications Committee and the CALA Board on issues related to the publication
- Submits interim and annual reports to the Publications Committee
- Sends acknowledgement letters to authors
- Assumes other responsibilities as appropriate to the publication

OPS Assistant Editors

- Eligibility and Qualifications: CALA members in good standing will be eligible to serve. The appointments will be made based on the qualifications including good communication skills, previous relevant experience and evidence of scholarly productivities.
- Term: OPS Assistant editors are recommended by the CALA Publications Committee to the CALA Board and are appointed for three-year terms at the ALA Annual Conference when the terms of current assistant editors end. A list of candidates for the assistant editors should be recommended by the CALA Publications Committee to the OPS editor for consideration. The Committee should submit the final list of candidates to the CALA Board prior to or at the mid-winter meeting in January. The official term starts immediately at the end of the CALA annual program in conjunction with the ALA Annual Conference. A second three-year term may be re-appointed.

Reports to: CALA OPS Editor-in-chief

Responsibilities:

Assistant Editors for Manuscripts (on staggered term):

- Designs cover page and content pages for consistency with each issue before posting it on CALA's web site;
- Seeks advertisements or sponsors for OPS;

Assistant Editor for Production:

- Designs cover page and content pages for consistency with each issue before posting it on CALA's web site;
- Seeks advertisements or sponsors for OPS;
- Updates the OPS reviewer's list and sends appreciation letters to reviewers each year, etc.
- Keeps the advisory board name list and communicate with potential advisory board members

The editorial board members should work as a team and take on duties that are not specified here when necessary.

Committee Composition

- OPS Editor is recommended by the CALA Publications Committee and approved by the CALA Board for a three-year term. The official term starts immediately at the end of the CALA annual program in conjunction with the ALA Annual Conference. A second three-year term may be re-appointed.
- A CALA member in good standing will be eligible. The appointment will be made based on the qualifications including excellent communication skills and previous editorial experience

History/Purpose

- The publication of OPS was irregular during the past years due to insufficient submissions
- The journal will be published at least once every year

Publicity

- Sends out "Call for Submissions" via CALA listserv and other possible mailing lists
- Announces the publication of each issue on the CALA listserv
- Publishes CALA OPS in the CALA website

Communication & Consultation

- Executive Director
- President
- Publication Committee

Timeline

The OPS is normally issued twice a year in Fall and Spring. It may be published only once in a year.

Report Due Dates

Interim: One month before the board meeting at mid-winter meeting.
Annual: One month before the board meeting at annual conferences.

2016 edition:
Final editing: 06/10/2016

CALA Representative to ALA Diversity Committee

Type

Representative

Charge

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

Term of Office

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

Major Responsibilities

- Lists goals of the committee by bullets.
- Reports on the CALA activities as requested by the Committee twice a year.
- Attends meetings of the Diversity Council Committees, usually Friday afternoons of ALA Midwinter meeting and Saturday afternoons of ALA Annual meeting.
- Attends the CALA's Board meetings and membership meetings and report back of the Diversity Council's goals and activities.

Publicity

- Sends out the "Call for Nomination" to CALA members via CALA listserv.
- Announces the list of nominees in the *CALA Newsletter* or CALA Web, whenever possible.
- Writes to the *CALA Newsletter* as necessary or required.

Timeline

January Sends out "Call for Nomination".

February	Contacts the nominees for consent to and statements for the positions.
March	Finalizes the list of nominees and compile biographies and statements for annual election.
April	Presents to the President the list of nominees (at least two months prior to the annual membership meeting).
May	Counts ballots with committee members, and announce results.

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Received revision from chair: 03/23/2015 Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

English Editor of JLIS

Type

Officer

Charge

- Edit and submit articles for publication in the journal of the Association in accordance with the editorial policies established by the Board.
- Oversee the publication and distribution of the journal; prepare budget request and manage the authorized journal budget.
- Serve as an ex-officio member of the Publication Committee; and submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.

Composition & Term(s) of Office

English Editor of JLIS

Appointed by the CALA president and approved by Editor of the CALA Board of Directors for a three-year term. Official term starts immediately at the end of the ALA annual conference. A second consecutive term of three years may be appointed. The English editor also serves as chair of the CALA JLIS Editorial Board, and on the JLIS Editorial Board. English Editor of JLIS reports to CALA Board of Directors and Editor of JLIS.

JLIS English Editorial Board

Consists of five regular members including the chair. Membership of the board is recommended by the chair and formally appointed by CALA president. Official term starts immediately at the end of the ALA annual conference. A second consecutive term of three years may be appointed. CALA president, chair of the Publications Committee, and the JLIS editor of book reviews are ex-officio of the Board.

Major Responsibilities

- Responsible for the solicitation, review, referee process, selection, and editing of all English articles for publication in the JLIS.
- Makes decisions based on the referee comments and committee review about which English articles to publish and to notify the authors of the acceptance of their articles and in which issue their articles will be published.
- Provides three or more quality English articles appropriate for publication for each issue of JLIS.

- English Editor shall keep statistics and archives of the JLIS relating its publication of English articles and provide an annual report to the JLIS editorial board and CALA Board of Directors.
- Promotes the journal and solicit quality articles for publication in the United States and throughout the world.
- As chair of the JLIS CALA Editorial Board, the English Editor will lead the Board to accomplish these expectations.

Procedures

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

Publicity

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

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Copied from CALA online Handbook of Officers Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

Listserv Administrator

Type

Officer

Charge

- CALA Listserv is a discussion forum as well as a communication channel for the Chinese American Librarians Association.
- CALA Listserv Administrator is to ensure that this discussion forum and communication channel is operated smoothly.

Composition & Term(s) of Office

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

History/Purpose

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

Major Responsibilities

- Monitors the CALA listserv to ensure that messages posted are appropriate.
- Adds new members to the listserv.
- Updates members' email addresses.
- Removes subscribers per their requests.
- Responds to subscribers' other questions.
- Posts job vacancy notices to the listserv.

Procedures

- Checks email regularly.
- Approves messages related to CALA or library profession in general and reject inappropriate or unsolicited messages. Respond to subscribers' requests in a timely manner.
- Consults with Executive Director or relevant officer for anything not sure.

Report Due Dates

Interim: One month before the board meeting at mid-winter meeting.

Annual: One month before the board meeting at annual conferences

2015 edition:

Copied from CALA online Handbook of Officers Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

Newsletter Editor

Type

Officer

Charge

- Edit, publish, and distribute the newsletter of the Association in accordance with the editorial policies established by the Board.
- Prepare budget request and manage the authorized newsletter budget.
- Serve as an ex-officio member of the Publication Committee.
- Submit semi-annual and annual reports to the Board through the President and the Executive Director prior to the midwinter and annual meetings.

Committee Composition

- The Board shall appoint at least two newsletter editors from the membership of the Association for a three-year term. The newsletter editors can be re-appointed for a second consecutive term.
- Newsletter Editors shall be personal member in good standing.

History/Purpose

- The position of Newsletter Editor was created in 1973 when CALA was established.
- Since 2000, *CALA Newsletter* has been published exclusively online.

Editor Roles

The *CALA Newsletter* Editorial Team normally consists of two editors: the Editor, who is mainly responsible for its content, and the Design and Production Editor, who is mainly responsible for its design and layout. An additional editor can be added to help either the Editor or the Design and Production Editor.

Editor shall:

- Compile the newsletter content by soliciting articles from CALA members and friends and can write articles themselves;
- Determine important themes and feature articles for each issue and seek advice from the CALA's leaders;
- Draft and send out calls for contributions to CALA members and friends via CALA's Listserv and Facebook page; also send out two or three reminders after the initial call;
- Respond to those who contributed news and articles, request for more information or give revision suggestions if needed;

- Edit submitted news and articles for grammar, spelling, consistency, word choice and logic, verify headings, facts and numbers, and assign columns to articles and add appropriate titles if needed;
- Put all compiled content in a shared folder with Table of Content and layout suggestions for the Design and Production Editor;
- Work with the Design and Production Editor to review and revise the newsletter at least twice before its publication;
- Send the final version to the CALA webmaster to be put online (<https://www.cala-web.org/newsletter>), and announce its publication in CALA Listserv and other social media channels.

Design and Production Editor shall:

- Utilize a style and format that is consistent from issue to issue, for a stable period of time;
- Design the Newsletter based on the compiled content in the shared folder; design can be done using an editing software such as Microsoft Publisher or the Lucidpress;
- Arrange layout of articles and sidebars, add design elements and more photos relevant to the Newsletter content;
- Communicate with the co-editor and the authors of the submitted articles on revision issues if needed;
- Include the CALA logo, the Newsletter name, issue number, season and year in the Newsletter file; also provide contact information for the Association's President, Vice-President, Executive Director and the Newsletter editors, and the links for CALA's website, Facebook page and YouTube channel;
- Finish layout in a timely manner, and work with the co-editor in the review process;
- Add the revised newsletter to the shared folder for uploading to the CALA Web.

Publicity

- Send out "Call for Submissions" via CALA listserv, WeChat and Facebook page.
- Announce the publication of each issue on the CALA listserv, WeChat, Facebook and CALA Web.

Communication & Consultation

- Executive Director
- President
- Committee Chairs

Timeline

Issued twice a year, fall and spring:

September	Send out "Call for Contributions" for the fall issue. Set due date as November 10.
October/November	<ul style="list-style-type: none"> g) Send out reminders on "Call for Contributions"; h) Plan columns and request special articles from members and guests; i) Compile and edit content from submissions; j) Share the folder with articles and table of content with the Executive Committee (EC) for review 7-10 days after the due date (allow 3 days for EC to review); k) Start layout 10 days after the due date, allow 10 days for layout; l) Review the laid-out newsletter.
December	Finalize the fall issue, and publish it online (in the first week of December).
March	Send out "Call for Contributions" for the Spring issue. Set due date as May 10.
April, May	<ul style="list-style-type: none"> g) Send out reminders on "Call for Contributions"; h) Plan columns and request special articles from members and guests; i) Compile and edit content from submissions; j) Share the folder with articles and table of content with the Executive Committee (EC) for review 7-10 days after the due date (allow 3 days for EC to review); k) Start layout 10 days after the due date, allow 10 days for layout. l) Review the laid-out newsletter.
June	Finalize the Spring issue and publish it online (in the first week of June)

Report Due Dates

Interim: One month before the board meeting at mid-winter meeting.

Annual: One month before the board meeting at annual conferences.

2015 edition:

Received revision from chair: 04/16/2015 Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

Webmaster

Type

Officer

Charge

- Chair the Web Committee.
- Develop website and mailing listserv related policies.
- Manage the Association's server and Web-based application systems.
- Submit semi-annual and annual reports to the Board through the president and the executive director prior to the midwinter and annual meetings.

Composition & Term(s) of Office

Makeup: The Board shall appoint a web master from the membership of the Association for a three-year term. The web master can be re-appointed for a second consecutive term.

History/Purpose

CALA website was first launched in 1995 by Shixing Wen in recognition of the importance of the worldwide web for a professional organization like CALA. As there was no provision for this position in Constitution or Bylaws, Shixing served as the de facto webmaster for many years. In recent years, many presidents appointed Shixing continuously until the revision of the Constitution and Bylaws in 2007.

Major Responsibilities

- Plans, manages, and coordinates all Web Committee tasks and activities on CALA's websites and online systems, including websites, voting/survey system, online meeting, listservs and membership management system, etc.
- Oversees or manages the content management on CALA's main web presence (e.g. cala- web.org).
- Manages server usage and assist the Treasurer in paying the server subscription bill in the hosted server account.
- Assists chapters and committees in their web needs.

Communication & Consultation

- Executive Director
- President
- Vice-President/Program Committee Chair
- Publication Committee Chair

Report Due Dates

Interim: One month before the Board meeting at mid-winter meeting.

Annual: One month before the Board meeting at annual conference.

2015 edition:

Received revision from chair: 04/29/2015

Final editing: 05/25/2015

2016 edition:

Final editing: 06/10/2016

2018 edition:

Revision received 4/14/2018 from the webmaster

Revised 4/16/2018

CALA Chapter Officers

Overview

A chapter may elect its own officers in close coordination with the Association. The chapter officers' nomination and election processes should follow the CALA nomination and election bylaws¹. All chapter officers, elected or appointed, must be personal members in good standing of the Association. Chapter officers are ultimately responsible to the Association for general operations of their chapters.

I. Chapters Covering Multiple States

A. President

Charge

To oversee and coordinate all activities of the Chapter, ensuring that they are in consonance with the objectives of the Association.

Term(s) of Office

Elected to serve a one-year term as Vice President/President-Elect prior to taking office of presidency. Serve a one-year term as President, and a consecutive one-year term as Immediate Past President.

Major Responsibilities

- Coordinates with all activities of the Chapter to ensure that they are in line with CALA's missions and goals.
- Submits semi-annual and annual reports of chapter activities to the Executive Director of CALA prior to the Midwinter and the Annual meetings respectively.
- Maintains close contact with officers (and members?) in the Chapter and the CALA Board.
- Plans and coordinates the Chapter's annual programs.

B. Vice President/President

Charge

To assist the Chapter President in the overall management of the Chapter activities.

¹ Article VII. Nominations and Election. See <http://www.cala-web.org/node/583>

Term(s) of Office

Serves a one-year term as Vice President/President-Elect.

Major Responsibilities

- Assumes the presidency if the Chapter President resigns or becomes unable to complete his or her term.
- Assists the Chapter President in planning and coordinating the Chapter annual programs.

C. Treasurer

Charge

To manage the budget and funds of the Chapter.

Term(s) of Office

Serves a two-year term and can be re-elected for another consecutive two-year term.

Major Responsibilities

- Keeps track of the Chapter funds.
- Balances the Chapter budget.
- Files financial reports with the CALA Treasurer twice a year to safeguard CALA's Non-Profit status.

D. Immediate Past President

Major Responsibility

Serves as the Chapter President's adviser for the President's overall responsibility in programs, annual conference and activities of the Chapter.

E. Program Chair/Coordinator/Facilitator

Major Responsibilities

- Assists Chapter President and Vice President in planning and coordinating the Chapter annual programs.
- Facilitates Chapter programs.

Other Officers

F. Membership Officer

Charges

- Keeps an up-to-date membership records for the Chapter.
- Recruits new members in the region.
- Takes charge of the Chapter membership activities.

Term(s) of Office

Appointed by the chapter President for one-year term.

Major Responsibilities

- Keeps an up-to-date membership records.
- Actively recruits potential members in the region through the Chapter Annual Conference and other activities.
- Takes charge of the Chapter membership activities.
- Informs chapter president, vice president of new chapter members.

G. Secretary

Major Responsibilities

- Serves as an information and communication manager for the Chapter President.
- Plans and schedules Chapter meetings and activities.
- Takes meeting minutes.
- Organizes and maintains the Chapter's paper and electronic documents.

H. Webmaster

Major Responsibilities

- Designs the Chapter's website.
- Maintains and updates the information and activities of the Chapter on the web.

2016 edition:

Final editing: 06/10/2016