



## **BY-LAWS**

### **ARTICLE I - NAME**

The name of this organization is the Los Angeles Chapter of the American Society For Information Science (LACASIS).

### **ARTICLE II - PURPOSE**

The purpose of the Chapter is to provide an organization through which members of ASIS located within the Chapter area, and those outside the area who wish to join the Chapter, may participate in and carry forward the programs and purposes of ASIS. The Chapter shall promote the interests of the Society and its programs including every reasonable effort to involve students of information science who are located within its boundaries.

### **ARTICLE III - MEMBERSHIP**

Section 1. All Individual and Institutional Members of ASIS whose mailing address are within the Chapter's geographic boundaries as established by the ASIS Board of Directors shall automatically be member of the Chapter. No individual or organization may become a member of the Chapter except by becoming a member of ASIS. A Member of ASIS may choose to become a member of the Chapter even though his/her mailing address is not within its boundaries.

Section 2. Student Members of the Chapter shall be Student Members of ASIS who are located within the boundaries of the Chapter.

Section 3. All classes of members shall receive Chapter publications and official notices of Chapter meetings.

Section 4. Individual Members and one Representative of each Institutional Member may vote on any questions submitted to the members of the Chapter at a meeting, or by mail, and may serve as officers of the Chapter.

Section 5. Student Members shall have the same privileges as Individual Members, [~~except that they may not vote nor hold office in the Chapter~~]. Student Members shall be encouraged to participate in the technical programs of the Chapter and may serve as members of all Chapter committees except the Nominating Committee.

Section 6. A Chapter member whose membership in ASIS has been terminated shall no longer be a Chapter member. Upon reinstatement to ASIS membership, however, such terminated member shall immediately regain full privileges of membership in the Chapter. The Executive Director of ASIS shall inform the Chapter Treasurer of other appropriate officer when any member is not in good standing in ASIS, or when said member has been reinstated.

### **ARTICLE IV - OFFICERS**

Section 1. The Officers of the Chapter shall include a presiding officer to be known as the Chapter Chair, a Chair-Elect, the Immediate Past Chair, a Secretary, and a Treasurer. The Chair shall serve as the Representative to the Chapter Assembly, and the Past Chair shall serve as Alternate Representative. The Chair may designate a second Alternate Representative. The Officers shall serve for one Administrative Year and shall constitute the Executive Board (hereafter referred to as the Board).

Section 2. The Chapter Chair shall see that an Annual Financial Report of the Chapter is filed with the Executive Director of ASIS within 30 days after the close of the ASIS fiscal year.

Section 3. The Chair shall preside at all meetings of the Board and the Chapter and shall exercise general supervision over the affairs and activities of the Chapter. He/she shall appoint the chairs and members of all committees, except for the Nominating Committee, subject to the provisions of these By-laws. He/she shall serve as a member ex-officio on all committees, except the Nominating Committee.



Section 4. The Chair-Elect shall actively assist the Chair. He/she shall preside at Board or Chapter meetings in the absence of the Chair. He/she shall automatically succeed to the office of Chair upon completion of his/her term as Chair-Elect, or upon the death or resignation of the Chair, but a new chair shall be elected at the next regular election.

Section 5. The Secretary shall keep the minutes of all meetings of the Board and Chapter. The minutes shall be an accurate and official records of all business transacted. The Secretary shall be the custodian of all Chapter records unless a special officer shall be appointed for that purpose and shall carry out other customary functions of this office.

Section 6. The Treasurer shall receive all funds of the Chapter, keep them in a bank, and disburse them in payment of expenses incurred and/or approved by the Board. The Treasurer shall make periodic reports to the Board, as may be required, and shall prepare the annual financial report for the Chapter Chair to be filled with the ASIS Executive Director within 30 days after the close of the ASIS Fiscal Year.

Section 7. The officers of the Chapter must be Regular Members of ASIS in good standing. They shall be elected by a majority vote of the members voting by mail ballot, unless a single-candidate slate is presented by the Nominating Committee with no additional nominations from the floor. In that case, no mail ballot will be required.

Section 8. In the event of the death or resignation of a Chapter officer other than the Chair, the Board shall appoint a member to serve until the next annual Chapter business meeting, except that an appointee filling a vacancy in the position of Chair-Elect shall not accede to the chairmanship as provided in

Section 9. Any elected officer may be removed from office by means of a petition signed by 55% of the members of the Chapter in good standing.

## **ARTICLE V - EXECUTIVE BOARD AND ADVISORY COUNCIL**

Section 1. The Executive board shall consist of the officers of the Chapter. Replacements for vacancies occurring among the elected officers shall be named by the board. Any such replacements shall serve only for the remainder of the term.

Section 2. The Advisory Council shall consist of the Committee Chairs. They shall attend the Board meetings, but shall serve without vote.

## **ARTICLE VI - CHAPTER MEETINGS**

Section 1. The fiscal and administrative year shall commence with the adjournment of the ASIS annual Business Meeting of each year and shall conclude with the adjournment of the next succeeding Annual Business Meeting.

Section 2. The Chapter shall meet at least four times a year with the last meeting being the Annual Business Meeting, to be held in the last quarter of each ASIS Administrative Year, after the election. Written notice of the annual business meeting shall be mailed to all members of the Chapter not less than 30 days before the date of the meeting.

Section 3. Twenty percent of the membership shall constitute a quorum.

Section 4. Robert's Rules of Order shall be the parliamentary authority for the conduct of meetings.



## **ARTICLE VII - STANDING COMMITTEES**

Committee Chairs shall be appointed by Chapter Chair, who shall be an ex-officio member of each Committee except the Nominating Committee. Committee chairs shall be advisory members of the Board (without vote), serving as an Advisory Council. Standing Committees shall include:

1. Executive Board
2. Membership
3. Publications
4. Education
5. Program
6. Hospitality
7. Awards
8. Nominating
9. Elections

Section 1. The Executive Board of the Chapter shall consist of the Chapter officers. The Executive Board shall conduct and manage the affairs of the Chapter, subject to these By-laws, and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend Chapter funds.

Section 2. The Nominating Committee shall consist of a Chair and two Regular Members of the Chapter, selected by the Board no later than March 1 of each year. No officer shall be a member of the committee. The penultimate or other Past Chair shall be a member of the committee. The Nominating Committee shall present to the Board by June 1 a list of candidates for the offices of Chair-Elect, Secretary, and Treasurer. The slate shall be announced to the membership at a Chapter meeting to be held by July 15.

Section 3. The Elections Committee members shall be appointed by the Chapter Chair. Ballots, which may be accompanied by a return envelope addressed to the Chair of the Elections Committee, shall be mailed to voting members of the Chapter by August 1, with the deadline for votes to be received within 30 days of the mailing. The Committee shall conduct the annual election, count the votes, and report to the Board. The candidate receiving the largest number of votes for any office shall be elected. In the event of a tie, election shall be by majority vote of the members present and voting at the annual business meeting. Election results shall be announced at the annual business meeting. If a single-candidate slate is presented, with no additional nominations from the floor, the candidates nominated shall be declared elected without a mail ballot.

Other committees may be established as the Board or the membership may determine.

## **ARTICLE VIII - DISSOLUTION**

The Chapter retains its charter at the discretion of the ASIS board. In the event of dissolution of the Chapter, the assets of the Chapter shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIS.

## **ARTICLE IX - AMENDMENTS**

Section 1. These By-laws may be amended by an affirmative vote of two-thirds of the members of the Chapter voting on the proposed amendment. The vote can be taken at any chapter meeting provided the proposed amendment has been sent to each voting member at least 15 days prior to the meeting at which it is to be considered.



Section 2. Amendments to these by-laws may be proposed by the Board, a By-laws Committee, or ten members of the Chapter. Proposals originating in the Board or By-laws Committee shall be approved by majority of the Board before submission to the membership. Proposals originating by petition shall be submitted in writing to the Board, and shall be presented with the recommendation of the Board to the voting members within 90 days of the Board meeting.

Section 3. No amendment to these By-laws shall take effect unless and until it has been certified by the ASIS board as being in harmony with the Charter, Constitution, and By-laws of ASIS. If so certified, the amendment shall be effective as of the date of the next regularly scheduled meeting of the Chapter.

*Revised March 1990*



## SECTION 1 EXECUTIVE BOARD

I.A	Chair	9
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## **I.A     CHAIR**

### **I.A.1     General Description of the Position**

The Chair manages the affairs of the chapter to ensure chapter members derive benefit from belonging to the chapter.

### **I.A.2     Responsibilities to Chapter**

#### **a.     Appointments**

Appoint members and chairs to chapter committees with the exception of the nominating committee which is appointed by the executive board. A list of committees is given in Exhibit 1.

#### **b.     Board Meetings**

Hold regular board meeting at which chapter business is conducted. These meetings are open to all chapter members.

#### **c.     Chapter Meetings**

At chapter meetings welcome guests, make announcements about upcoming events and other chapter business. Introduces the speaker when the Program Chair is not available.

#### **d.     Finances**

Oversees the financial affairs of the chapter.

#### **e.     Business Meeting**

Conducts the annual business meeting in June. At this meeting candidates for office are announced.

#### **f.     Liaison**

Act as the liaison with ASIS headquarters and national officers.

#### **g.     By-laws**

Ensures the chapter operates within the by-laws of the chapter and national organization.

#### **h.     Chapter Assembly Representative**

As the Chapter Assembly Representative be the voice of the chapter at mid-year and annual Chapter Assembly meeting.

#### **i.     Newsletter**

Publish a newsletter a minimum of four times a year.

#### **j.     Leadership**

As the chapter leader it is up to the chair to keep the chapter members informed of ASIS activities and to solicit participation by chapter members in all activities, events and committees.

The Chair should also attempt to keep the chapter visible to national officers by copying the Chapter Assembly Director, Regional Chapter Assembly Director, ASIS President, and ASIS President-Elect on all important letters sent. Additional copies are sent to the Executive Director and other national officers depending on the content of the letter, i.e., Student Chapter Liaison for items dealing with student chapters.

#### **k.     National Service Awards**

The Chair is responsible for nominating the chapter for the annual awards presented by ASIS.. These awards include Chapter Member-of-the-Year, Chapter Event-of-the-Year and Chapter Publication-of-the-Year. See Appendix D for a complete description of the nominating process.

#### **l.     Chapter Service Awards**

The Chair is also responsible for the presenting two chapter service awards: Outstanding Service and Outstanding Membership. The awards (Exhibits 2,3) are presented at the October Awards Meeting. In addition to the certificates, a gift can be purchased.



- **Outstanding Service Awards**

Presented to a member(s) who have made a significant contribution to the chapter either through service on a committee or just all around activities.

- **Outstanding Membership Awards**

Presented to a member(s) whose activities support or provide service directly to chapter members or in membership related activities such as recruitment or retention.

- **Gift to Outgoing Chair**

The outgoing Chair is presented with a plaque or some other unique gift in appreciation of service to the chapter. The past Chair is usually responsible for obtaining the gift.

- **Special Awards**

On occasion, the chapter presents awards to people who have done something special for the chapter or recognition of service at the chapter that does not fit into the above categories. In the past, awards have been given to the graphic artist who donated time to designing and layout for OASIS (he was the husband of a member) and to a longtime faculty advisor, upon his retirement.

- m. **Stationary**

Ensure all official communications are sent on Chapter stationary. The Chair should distribute stationary at the beginning of the Chapter year.

### I.A.3 Responsibilities to Headquarters

- a. **Annual Financial Report**

Work with the Treasurer to ensure the Annual Financial Report of The Chapter for the proceeding year is submitted to the Executive Director of ASIS by October 30th.

- b. **Annual Activities Report**

Submit the Annual Activities Report of The Chapter by August 15th. A copy of the requirements is shown in Appendix D. Samples of previous Annual Reports are located in the chapter archives.

- c. **Minutes**

Have the secretary submit copies of the minutes to the Manger, Program Services at ASIS headquarters.

- d. **Other**

Respond to all requests from headquarters and national officers.



## I.A.4 Important Dates and Deadlines

<i>Deadline</i>	<i>Activity</i>
Sep 1	All committee chairs for the incoming year should be appointed
Sep 30	Submit roster of Chapter Officers to Headquarters
Oct 1	Chapter award certificates printed
Oct 30	Annual Financial Report due to Headquarters
Nov 30	Jump-start Workshop Committee
Dec 15	Appointment of Nominating Committee by Executive Board
Jan 15	Begin Awards Committee actions
Jan 15	Begin McKinley Committee actions
Mar 1	Appoint Elections Committee
May 1	Receive late of candidates from Nominations Committee
Jul 1	Chapter Member of the Year nominations to headquarters
Jul 15	Chapter Event of the Year nominations to headquarters
Jul 15	Chapter Publication of the Year nominations to headquarters
Aug 1	Latest date for mailing ballots for chapter offices
Aug 15	Submit nominations for Annual Activities Report. This report can also serve as the nomination for Chapter of the Year.
15 of mon	Work with Chair-Elect to submit items for Chapter Notes

## I.A.5 Communication With Other Committees

The Chair is an ex-officio member of all committees except for the Nominating Committee.

## I.A.6 Budget Responsibilities

The Chair is responsible for all fiscal activities of the chapter. A budget should be drafted at the beginning of the year and periodically reviewed and adjusted. Decisions for all major expenditures are made by the Executive Board. Every effort should be made to ensure activities break-even, and a little profit would be nice.



## I.A.7 Performance of the Job

### a. Incoming Board

Officially the chapter year runs from July 1st through June 30th with new officers taking over after the Business meeting at the ASIS annual meeting. To make the most of the year, the incoming board needs to meet in August to plan for the upcoming year. It is advisable to invite the previous years' officers and committee chairs so that their expertise can be passed on. The new officers and committee chairs should attend the final board meeting in September.

### b. Goals

Setting goals for the year will help keep the chapter on track and provide direction for the chapter. These goals can be published in the first issue of the newsletter.

### c. Committees

Committee chairs and members are the key to a successful year. Finding committee chairs can be difficult due to the time commitment needed. One way to reduce the time problem is to have the committee large enough to spread the work around. This is especially true for the Program Committee, Publications and Workshop Committee. Meet with each committee chair to go over responsibilities and expectations. Let them know you really appreciate their volunteering. Also, let them know that it is not a problem if other things (like work/home) prevent them from completing their term of office but it would be appreciated that you be notified of this so you can appoint someone to take over for them.

### d. Calendar

At the beginning of the year work with the past Chair to prepare a calendar noting items such as annual meetings for other information organizations (SLA, ALA, SCALL, SCOUG, MLA) and major conferences such as ONLINE. Also include any known local meetings, continuing education workshops and holidays. Throughout the year, update the calendar with the newsletter copy deadline, board meetings, LACASIS meetings etc. This type of calendar makes it easier to schedule activities by keeping conflicting events to a minimum. The calendar should be reviewed at each board meeting. The past Chair has the responsibility for producing the calendar, but it is up to the Chair to provide the input. An example of a calendar is shown in Exhibit 4.

### e. Board Meetings

Have board meetings on a monthly basis. This allows you to keep the chapter on track for the year and keeps everyone informed of chapter activities. Due to the amount of business that needs to be covered, a weekend morning or afternoon is the best time. The meeting Agenda (Exhibit 5) is mailed the week before the meeting. Distribution is by e-mail and regular mail. The cover memo tells when and where the meeting will be held, points out any special requests and asks for agenda items. Refreshments are nice to have.

### f. Newsletter

The newsletter is the primary method of communicating with chapter members. Work with the editor to develop a list of articles. It is a good idea to get commitments from contributions at board meetings. The newsletter can include items such as write ups of local meetings, award nominations, candidates for office etc. Check with the editor a few days before the deadline to see if there are any problems.

### g. Meeting Report

The Chair is responsible for finding someone to write up any meetings, other than the dinner meetings, that occur during the year. The Chair Elect handles scheduling dinner meeting write-ups.

### h. Joint meetings

LACASIS holds a joint holiday meeting with SLA in December. Usually, one organization is responsible for hospitality and the other for arranging the facilities and speakers. Responsibilities alternate each year.



**i. Fall Workshop**

The Fall Workshop is the major activity and the major source of revenue for the chapter. The committee usually begins working in November.

**j. Chapter Promotion**

Develop a good working relationship with headquarters, particularly the Manager of Program Services. This helps promote the chapter. A good mechanism for this is to make sure items for Chapter Notes (Exhibit 6) are submitted each month.

**l. Participation**

Try to get as many chapter members involved in running the chapter as this leads to a more vital chapter. Committees should be made up of long time members, for their experience, and new members as a way of developing the pool in chapter activities. Distance should not be a factor since there are committees that can function from a distance. Try to find members willing to Chair or serve on committees from San Diego, Arizona, Australia, and Hawaii.

**m. Finance**

Work closely with the Treasurer to monitor the financial health of the chapter. One way to cut expenses is to obtain photocopying and mailing assistance from the corporations members work for. This would be very helpful for the newsletter.

**n. ASIS National Meetings**

Plan to attend both the mid-year and annual meeting and be prepared to represent the chapter. The governance meetings held at this time provide a forum to bring chapter concerns to the attention of national officers.

**o. Fun**

Lastly, enjoy yourself. Things will not always go the way they should so just make the best of it.

## **I.A.8 Required Reports**

The are two major reports:

- the financial report is prepared by the Treasurer but is submitted by the Chair. This report is due by October 31th.
- nominations for the Chapter Of The Year Award are due by August 15th. If the Chapter decides not to submit a nomination for this award, the Annual Activities Report must then be submitted by October 31.

Minutes of all board meeting are submitted by the Chapter Secretary to the Manger of Program Services at Headquarters.

At times, Headquarters will send out items that need to be responded to. All requests from Headquarters are to be answered.

## **I.A.9 Hints/Notes**

As chair, you set the tone for the chapter so be enthusiastic.

Running the chapter takes a good deal of time but this can be minimized by the people who chair the various committees. One way to avoid problems is to periodically chat with the committee chairs to see how they are doing. It is important to let the chair run their committees in the way they see fit, your job is just to make sure the chapter goals are being met.

Thanks and praise go along way.

Have clear goals in mind and work with the board to refine them. Having a clear idea of where the chapter is heading makes it easier for everyone to keep on target.



At the board meeting try and stick to the agenda but at the same time allow for free discussion.

Keep people posted on what is going on, e-mail really helps with this.

To make the preparation of the annual report easier, keep seven copies of all flyers, letters mailed and received, newsletters, agendas, minutes and other items that could be used in the submission. Collecting them through out the year will make it easier to put the report together. Ask committee chairs to supply copies as well.

Always have a large supply of membership applications available. For students outside the area, stamp membership applications with Alternate Chapter 18 to ensure they are affiliated with the Los Angeles Chapter.

At chapter meetings bring a supply of membership applications and flyers about upcoming events.

Promote the chapter by sending copies of letters and other chapter announcements to appropriate Headquarters and ASIS national officers. The Chapter Assembly Director and Regional Chapter Advisor should be copied on all major correspondence sent and received.

## **I.A.10 Exhibits**

- Exhibit 1 - Chapter Committees
- Exhibit 2 - Outstanding Service Award
- Exhibit 3 - Outstanding Member Award
- Exhibit 4 - Monthly Calendar
- Exhibit 5 - Agenda
- Exhibit 6 - ASIS Chapter Notes



## CHAIR

## EXHIBIT 1 - CHAPTER COMMITTEES





CHAIR

EXHIBIT 2 - OUTSTANDING SERVICE AWARD





CHAIR

EXHIBIT 3 - OUTSTANDING MEMBERSHIP AWARD





**CHAIR**

**EXHIBIT 4 - CALENDAR**





CHAIR

EXHIBIT 5 - AGENDA





CHAIR

EXHIBIT 6 - CHAPTER NOTES





## **I.B CHAIR ELECT**

The Chair Elect shall actively assist the Chair. He/she shall preside at Board or Chapter meetings in the absence of the Chair. He/she shall automatically succeed to the office of Chair upon completion of his/her term as Chair Elect, or upon the death or resignation of the Chair.

### **1.B.1 General Description of the Position**

The Chair Elect has two major responsibilities: Program Chair and Chapter Liaison. As the Program Chair, the Chair Elect is responsible for overseeing the Program Committee in planning for evening dinner meetings during the year.

As the Chapter Liaison, the Chair Elect regularly communicates with members in Arizona, Australia, Hawaii, and San Diego. It is recommended that the Chair Elect organize at least one regional meeting during the year. The Chair Elect should also work closely with the Student Chapter Coordinator to build support and recruit new members from the student chapters.

### **1.B.2 Responsibilities to Chapter**

**a. Appointments**

Appoint members to the Program Committee.

**b. Board Meetings**

Regularly attend board meeting at which chapter business is conducted.

**c. Chapter Meetings**

At chapter meetings, welcome guests and introduce the speakers.

**d. Liaison**

Act as the liaison with the regional members and student chapters.

**e. By-laws**

Learn the by-laws of the chapter and the national organization.

**f. Leadership**

The Chair Elect should support the Chair in making the year a successful one. This support can include (but is not limited to) recruiting member participation in all activities, events and committees.

**g. Dinner Meetings**

Work with the Program Committee and the Board to select topics of interest to chapter members. The emphasis should be on technology.

### **1.B.3 Responsibilities to Headquarters**

Work with the Chair to submit program write-ups and regional membership activity reports to Headquarters for inclusion in ASIS Chapter Notes. (See Exhibit 6 in section 1.A.10.)

### **1.B.4 Dates and Deadlines**

*Deadline*

*Activity*

Nov 15 Submit an outline of outreach/recruiting activities to the Board

Feb 1 Coordinate with SLA to reserve the Athenaeum for December holiday meeting

15 of mon Submit items for ASIS Chapter Notes to Headquarters



## 1.B.5 Communication With Other Committees

### a. Hospitality

The Chair Elect assists the Hospitality Chair at each meeting greeting guests and speakers.

### b. Membership Records

Working with the Membership Record Chairs, Chair Elect keeps LACASIS members informed of upcoming events with mailings and appropriate announcements.

### c. Publications

Write-ups of events and meetings need to be supplied to the Publications Chair for inclusion in the newsletter.

### d. Publicity

The Chair Elect informs the Publicity Chair of planned meetings and subjects in advance so that publicity for the events can be planned accordingly.

### e. Student Chapter Coordinator

The Chair Elect should work closely with the Student Chapter Coordinator to encourage student participation in all meetings and in the McKinley Scholarship contest.

### f. Program Committee

The Chair Elect chairs this committee.

## 1.B.6 Budget Responsibilities

The Chair Elect works closely with the Treasurer to determine the price for each dinner meeting. The goal is to make a small profit. All meeting expenses should be submitted to the Treasurer for payment. Attempt to price meetings for a break-even cost at a minimum. Consider the cost of meals, bar/bartender fees, room fees, tax, gratuity, and mailings (i.e. flyer reproduction and postage). ASIS member rates are lower than non-member costs. Students, unemployed and retired members receive a discount, usually 50%.

## 1.B.7 Performance of the Job

### a. Program Chair

The Chair Elect is a member of the LACASIS board of directors and attends monthly board meetings. As the Program Chair, the Chair Elect presents meeting topics to the Board. Generally, the board will discuss the topic and offer the names of possible speakers. The Program Chair reports on the status of upcoming dinner meetings to the rest of the board.

(For a complete description of the performance of the Program Committee, see Section 2.H)

### b. Regional Liaison

As the liaison for the off-site members, the Chair Elect should establish contact with members at Arizona, Australia, Hawaii and San Diego. The Membership Records Chair can supply potential names. The goal is to develop a personal chain of communication with the members and to make them feel part of LACASIS.

### c. National Meetings

Plan to attend the Chapter Assembly meeting at Mid-Year and National. This provides insight into ASIS chapter governance.

## 1.B.8 Required Reports

Submit a list of Program Committee members and a plan for recruitment/liason activities to the Board.



## 1.B.9 Hints/Notes

### a. Coordinating Groups

The most difficult part of the job is coordinating with the various groups of people. Stay organized and make sure everyone understands their responsibilities and there shouldn't be too many problems.

### b. Joint meeting with SLA

Traditionally, the December meeting is held jointly with the SLA at the Athenaeum at CalTech. It is important to try and coordinate the meeting to allow enough time for SLA to advertise in their newsletter. This means that the Program Chair must be aware of the contact person at SLA and all SLA newsletter deadlines.

## 1.B.10 Exhibits

None





## **I.C    TREASURER**

### **I.C.1    General Description of the Position**

The Treasurer has the responsibility for maintaining all records pertaining to the finances of the chapter and reporting the status of the chapter’s finances regularly to the local board and quarterly to ASIS Headquarters.

### **I.C.2    Responsibilities to the Chapter**

The Treasurer prepares a financial statement regularly to report to the chapter board. The statement includes:

- a.    Income**  
A breakdown of sources of income using the categories established by Headquarters. (See Exhibit 1.)
- b.    Expenses**  
A breakdown of expenses, using the categories established by Headquarters. (See Exhibit 1.)
- c.    Total Income**  
Amount of total income for the period, amount of total expenses, net expenses, and total remaining funds.
- d.    Reconciliation**  
A reconciliation with the amounts in all bank accounts. A sample statement is included in Exhibit 1.
- e.    Scholarship Funds**  
Amount of new funds, expenditure, interest and remaining funds (See Exhibit 8.).

### **I.C.3    Responsibilities to Headquarters**

The Treasurer submits quarterly reports and reconciliation’s, plus an annual financial statement to Headquarters covering the year October 1 through September 30. All reports use the ASIS form. Copies of the bank statements and the ledger for the quarter accompany the statements to Headquarters to help them in their audit. (See Exhibits 2-6.)

### **I.C.4    Dates and Deadlines**

<i>Deadline</i>	<i>Activity</i>
Jan    31	1st Quarterly Report due to Headquarters
Apr    30	2nd Quarterly Report due to Headquarters
Jul    31	3rd Quarterly Report due to Headquarters
Oct    31	4th Quarterly Report and Annual Income Statement due to Headquarter

### **I.C.5    Communication With Other Committees**

The Treasurer communicates with the following committees and chairs:

- a.    Hospitality Chair**  
The Hospitality Chair collects all checks for all chapter sponsored events. These checks are turned over to the Treasurer for deposits in the bank. Accurate records must be kept of all deposits.
- b.    Publicity Chair**  
The Publicity Chair submits bills for expenses related to publicity for chapter sponsored events, and the Treasurer pays them. Accurate records must be kept of all bills paid.



**c. Newsletter Chair**

The Newsletter Chair submits bills for expenses related to printing and distributing OASIS, the chapter newsletter, and is reimbursed by the Treasurer.

**e. Student Chapter Coordinator**

The Treasurer works with the Student Chapter Coordinator and sends student chapter advisors checks as agreed by the Board.

**f. Workshop Chair/Workshop Treasurer**

The Workshop Chair needs to know about expenses for the workshop from the previous year so that expense for the current workshop can be anticipated. Usually, the Workshop Treasurer is the Chapter Treasurer.

**g. Advertising Chair**

The Advertising Chair solicits advertising from vendors and others for OASIS, the chapter newsletter and sends the bills. The advertisers pay these bills by check made out to LACASIS. Checks are deposited in the bank by the Treasurer.

**h. Membership Records**

The Chair of Membership Records submits bills for:

- mailing welcome letters to new members
- keeping the chapter's bulk mailing permit active
- making deposits to postal account used for mailings

**i. McKinley Scholarship**

The Treasurer maintains accurate records of the scholarship funds and reports to the Board regularly on the balance. When the scholarship winner(s) submit bills for reimbursement, the Treasurer pays them.

**j. Other**

Any member of the board who incurs expenses in the process of doing the business of the chapter submits bills to the Treasurer. These bills are paid, and appropriate records are kept.

## **I.C.6 Budget Responsibilities**

The Treasurer gathers together the budget estimates from all committee chairs for the coming year and calculates a projected amount necessary for the year.

## **I.C.7 Performance of the Job**

Primarily the Treasurer pays the bills of the chapter as they come in, and deposits checks in the bank as they are collected. The checks are those collected from people attending dinner meetings and the September Workshop as well as any other moneys such as those from advertisers, royalties, rebates, etc.

The Treasurer pays all restaurants as requested. Sometimes a cashier's check is requested, sometimes cash, and sometimes a check. Frequently, the restaurant wants to be paid in advance, and at other times it prefers to be paid on the day of the event.

In any event, careful records must be kept of all transactions so that accurate financial statements can be made.

The Treasurer makes brief accountings of the attendance at the meetings and workshops of the chapter.



## **I.C.8 Required Reports**

### **a. Statements**

Financial statements to the chapter board; and quarterly reports and the annual report to Headquarters. The annual report is submitted soon after September 30 and no later than October 30. See the ASIS National Procedures Manual for a description.

### **b. Forecast**

Budget projections for all committees.

### **c. Attendance**

Reports of attendance at meetings (to be done in conjunction with the Hospitality Chair), the amount of money taken in, the amount spent, and the profit or loss realized. (See Exhibit 7.)

### **d. Scholarship Fund**

Reports to the Chapter Board at least twice per year on the status of funds. (See Exhibit 8.)

## **I.C.9 Hints/Notes**

None

## **I.C.10 Exhibits**

Exhibit 1 - Treasurer's Monthly Report to Chapter

Exhibit 2 - Cover Letter to Headquarters

Exhibit 3 - Annual Income Statement

Exhibit 4 - Quarterly Report to Headquarters

Exhibit 5 - Bank Statements Sent to Headquarters

Exhibit 6 - Ledger Sent to Headquarters with Quarterly Report

Exhibit 7 - Event Report

Exhibit 8 - Margaret McKinley Scholarship Fund





**TREASURER**

**EXHIBIT 1 - TREASURER'S MONTHLY REPORT TO CHAPTER**





**TREASURER**

**EXHIBIT 2 - COVER LETTER TO HEADQUARTERS**





TREASURER

EXHIBIT 3 - ANNUAL INCOME STATEMENT





TREASURER

EXHIBIT 4 - QUARTERLY REPORT TO HEADQUARTERS





TREASURER

EXHIBIT 5 - BANK STATEMENTS SENT TO HEADQUARTERS





TREASURER

EXHIBIT 6 - LEDGER SENT TO HEADQUARTERS WITH QUARTERLY REPORT





TREASURER

EXHIBIT 7 - EVENT REPORT





TREASURER

EXHIBIT 8 - MARGARET MCKINLEY SCHOLARSHIP FUND





## **I.D PAST CHAIR**

### **I.D.1 General Description of the Position**

The Immediate Past Chair assists the Chair with management of the affairs of the chapter, providing continuity, and support as needed. After serving as Immediate Past Chair for one administrative year, the Immediate Past Chair becomes the Penultimate Past Chair; after serving in that capacity for one administrative year, he/she joins the ranks of Other Past Chairs.

### **I.D.2 Responsibilities to the Chapter**

**a. Board Member**

As a Chapter Officer, serve as voting member of the Executive Board.

**b. By-Laws**

Participate Penultimate or Other Past Chairs, in their role as part of the Nominations Committee, will submit a list of in Chapter Meetings and other Chapter activities, welcoming guests, and helping with events as needed.

**c. Alternate Chapter Assembly Representative**

Serve as the Alternate Assembly Representative and spokesperson of the chapter at mid-year and annual Chapter Assembly meetings if the Chair cannot attend.

**d. Newsletter**

Contribute articles about Chapter events and programs to the Chapter newsletter.

**e. Membership**

Encourage participation by chapter members and identify members to recruit for chapter activities.

**f. Nominating Committee**

After serving as Immediate Past Chair for one Administrative Year, serve on the Nominating Committee and participate in other Chapter activities as the Penultimate (or later, Other) Past Chair.

**g. Gift**

Purchase a gift for the outgoing chair. This usually is an acknowledgment plaque or a “useful” gift.

### **I.D.3 Responsibilities to Headquarters**

The Past Chair assists the Chair as needed in preparation of the Annual Activities Report of the Chapter by August 15th.

### **I.D.4 Important Dates and Deadlines**

<i>Deadline</i>	<i>Activity</i>
Dec 15	Appointment of Nominating Committee by Executive Board (includes Penultimate or other Past Chair)
Aug 15	Nominations to ASIS Headquarters for Chapter of the Year Award. This form also serves as the Chapter’s activities report.
Oct 1	Purchase gift to present to outgoing chair.



## **I.D.5 Communication With Other Committees**

The Penultimate or Other Past Chair is an ex-officio member of the Nominating Committee.

## **I.D.6 Budget Responsibilities**

None

## **I.D.7 Performance of the Job**

The official chapter year runs from July 1st through June 30th, with new officers, including the new Immediate Past Chair, taking over after the Business Meeting at the ASIS annual meeting. The Past Chair assists the Chair as requested in discussing Chapter programs and setting goals for the year to come. The Past Chair also assists the Chair and other officers in recommending and recruiting committee chairs and members. Other activities include:

- work with the Chair in preparing and maintaining a calendar for the year including annual meetings of other information organizations (see Exhibit 4 in Section 1.A.10.) such as the Special Libraries Association (SLA), the American Library Association, the Southern California Association of Law Librarians, the Southern California Online Users Group and the Medical Librarians Association.
- attend monthly board meetings regularly.
- volunteer to prepare articles for the chapter newsletter and provide copy to the Newsletter Editor in a timely manner.
- help plan and smoothly produce joint meetings with local chapters of other information organizations such as SLA.
- assist as needed with the Fall Workshop.
- try to get as many chapter members as possible to participate in chapter functions by inviting new members to become active and by encouraging established members to remain active.
- plan to help represent the chapter at Chapter Assembly during the mid-year and annual meetings. If you are unable to attend, advise the Chair in a timely manner.

## **I.D.8 Required Reports**

Penultimate or Other Past Chairs, in their role as part of the Nominations Committee, will submit a list of candidates for the offices of Chair-Elect, Secretary and Treasurer to the Board by June 1.

## **I.D.9 Hints/Notes**

As Past Chair, you provide continuity, perspective and support of the Chair and other new officers. Be ready to help the Chair and other Officers and remain sensitive to their needs to serve in their offices as they see fit.

Thanks and praise go a long way.

Support the goals established by the Chair and work to achieve them.

## **I.D.10 Exhibits**

None



## **I.E     SECRETARY**

### **I.E.1     General Description of the Position**

The Secretary records the minutes of the board meetings and distributes copies to all officers and members of the Board. The Secretary also prepares correspondence as directed by the Chapter Chair.

### **I.E.2     Responsibilities to the Chapter**

The Secretary keeps the Board members informed on decisions of the Board via the minutes. The minutes are a primary source of information for members who could not attend the Board meetings. The Secretary should expect to attend every Board meeting.

### **I.E.3     Responsibilities to Headquarters**

A copy of the Board minutes is sent by the Secretary to the Manager of Program Services at Headquarters.

### **I.E.4     Important Dates and Deadlines**

<i>Deadline</i>	<i>Activity</i>
Jul 1	Submit copies of minutes to the Chair for the Annual Report
Monthly	Submit copies of minutes to the Board before each meeting
Monthly	Submit copies of minutes to the Director of Member Services at ASIS Headquarters

### **I.E.5     Communication With Other Committees**

As needed.

### **I.E.6     Budget Responsibilities**

The Secretary does not have major budget responsibilities, but asks for reimbursement from the Treasurer for postage and photocopying costs for mailing minutes to Headquarters and to members.

### **I.E.7     Performance of the Job**

Keep a current list of Board members addresses and e-mail addresses. The Chair of Membership Records can keep you informed of any address changes for Board members. Minutes can be distributed by e-mail for those who have e-mail accounts. For the others, photocopy and mail first class as soon as ready.

### **I.E.8     Required Reports**

Monthly minutes.

### **I.E.9     Hints/Notes**

It's impossible to record every detail of conversation at Board meetings. Try to follow the outline of the agenda, and group topics under agenda items even if the actual discussion wanders sometimes. Bear in mind when finalizing minutes that a copy will go to Headquarters. Thus, the discussion should be clear and details may need spelling out even though our local members will know the details. Also, its a good idea to use full names for Board members so anyone reading the minutes can know who is mentioned.



The value of the minutes is directly related to its timeliness. It is important to prepare the minutes as soon after a meeting as possible and distribute as soon as approved by the Chapter Chair.

Once a draft of the minutes is prepared it should be rushed to the Chair. The Chapter Chair has the final say on the details and tone of the minutes, and might choose to strike certain items to avoid offending or distressing someone. After the Chapter Chair has edited the minutes then they are ready to correct and distribute.

## **I.E.10 Exhibits**

Exhibit 1 - Minutes



SECRETARY

EXHIBIT 1 - MINUTES





## **I.F ASSEMBLY REPRESENTATIVE**

### **I.F.1 General Description of the Position**

The Assembly Representative is the Chapter’s official voice in the Chapter Assembly and, therefore, should be intimately familiar with the goals and desires of the specific Chapter, as well as the overall Chapter and ASIS goals. According to Article IV of the ASIS Chapter Officer’s Manual, “The Chair shall serve as the Chapter Representative to the Assembly and shall serve for one Administrative Year.”

### **I.F.2 Responsibilities to the Chapter**

Assembly Representatives must be willing communicators, since they must report to the Chapters on all matters addressed by Chapter Assembly.

### **I.F.3 Responsibilities to Headquarters**

Attend both the annual and mid-term meetings if possible.

### **I.F.4 Important Dates and Deadlines**

<i>Deadline</i>	<i>Activity</i>
Sep 30	If unable to attend ASIS Annual, find an alternate and notify Chapter Assembly Director
May 1	If unable to attend ASIS Midyear, find an alternate and notify Chapter Assembly Director

### **I.F.5 Communication With Other Committees**

The Assembly Representative communicates with other committees as needed.

### **I.F.6 Budget Responsibilities**

None

### **I.F.7 Performance of the Job**

As the Assembly Representative, the Chair represents the Chapter at the national level. The Assembly Representative shall attend sessions at both National and Mid-Year and report back to the Chapter on important and relevant sessions.

### **I.F.8 Required Reports**

None

### **I.F.9 Hints/Notes**

At both National and Mid-Year, the Assembly Representative should organize at least one Chapter Social Function. This provides members from the Los Angeles Chapter with an opportunity to meet and network.

If the designated Assembly Representative (i.e., the Chair) is unable to attend a national meeting, the Chapter Assembly Director should be notified as to who will represent the chapter. In most cases this will be the Alternate Chapter Assembly Representative. If that person is unavailable, a member who is familiar with chapter business will be designated as Assembly Representative.

### **I.F.10 Exhibits**

None





## **I.G ALTERNATE ASSEMBLY REPRESENTATIVE**

### **I.G.1 General Description of the Position**

The Alternate Assembly Representative serves as representative to the Assembly in the event of the Assembly Representative's absence, resignation, or removal from office. The Alternate Assembly Representative may serve in another Chapter office concurrently, but the Assembly Representative and the Alternate Assembly Representative must be different individuals.

See the section on Assembly Representative for Responsibilities and Performance of this office.





## SECTION 2 STANDING COMMITTEES

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## **2.A AWARD COMMITTEE**

### **2.A.1 General Description of the Position**

Each year the Los Angeles Chapter of ASIS presents its Contributions to Information Science Award to one or more people who have made significant contributions to the field. Recipients are those individuals who are recognized by their colleagues as exceptional leaders whose dedication, commitment and vision inspire others, or whose singular contribution to the field of information science has been particularly significant.

The Contributions to Information Science Award Committee oversees the annual selection and award of this honor.

### **2.A.2 Responsibilities to the Chapter**

The Committee announces to the membership the opportunity to nominate individuals to receive the award. (See Exhibit 1.) The Committee then reviews the nominations received and researches the professional contributions of the individuals nominated.

Once the awardee has been selected, the Committee notifies the Chapter’s Executive Board of the selection of the Awardee. The Awardee is then notified of the honor of selection and invited to present an acceptance speech at the October meeting. This communication should be both by phone and, if possible, then in person at the meeting. Committee members work to facilitate the Awardee’s attendance at the Awards presentation and to write letters of notification as indicated by the Awardee. A follow-up letter of congratulations should be mailed after the meeting and copies of the research on winners should be submitted to the Archivist.

Finally, the Newsletter editor should be notified and appropriate write-ups should be submitted for the newsletter.

### **2.A.3 Responsibilities to Headquarters**

Submit a write-up for Chapter Notes.

### **2.A.4 Important Dates and Deadlines**

<i>Deadline</i>	<i>Activity</i>
Jan 15	Mail nominations form to members
Jun 1	Deadline for nominations to be received
Jul 15	Selection of awardee
Aug 1	Notify winner and extend invitation to speak at the October meeting
Oct 1	Certificate printed and framed

### **2.A.5 Communication With Other Committees**

This Chair works closely with the Executive Board and the Newsletter Committee to publicize the call for nominations to all chapter members.

### **2.A.6 Budget Responsibilities**

If expenses are required for the Awardee to travel to the Awards presentation, these expenses must be approved by the Board in advance of authorization of the expense. Any expenses for preparing the award will be reimbursed by the Treasurer.



## 2.A.7 Performance of the Job

The invitation to submit nominations should be carried in the first two issues of OASIS following the start of the calendar year.

The invitation to submit nominations can also be posted to appropriate listservs including:

LIBEVENT internet address: LIBEVENT@vm.usc.edu

ASIS-L internet address: ASIS-L@uvmvm.uvm.edu

The Chair will photocopy all nominations and distribute them to the Committee members so the Committee members can assist with researching the professional contributions of the nominees. This research will include checking citation databases to obtain a listing of publications (such as Information Science Abstracts, Library Literature, Books in Print, LISA, ERIC) and directory databases (such as Who's Who.)

Notify the Awardee with decorum. Write a letter of congratulations as follow-up to telephone notification. (See Exhibit 2.) As a courtesy to the winner, ask if there are any supervisors, friends, newsletters, etc. that he would like to have notified of the award. (See Exhibit 3.)

Have only one person serve as the contact for the Awardee. That person should notify the Awardee, write to the Awardee, confirm reservations for the Awardee, and act as host to the Awardee at the Awards meeting. This is especially important if the Awardee does not frequently attend the Chapter meetings or is not well acquainted with Chapter members.

Determine if arrangement should be made for the Awardee's spouse or immediate staff to attend the Awards meeting.

Prepare and frame the certificate of award for presentation at the meeting. (See Exhibit 4.)

If the awardee cannot attend the meeting, arrange for someone to deliver his/her speech.

Following the Awards meeting, send another letter thanking the Awardee for attending. (See Exhibit 5.)

Remember these letters will be kept by the Awardee. Make them look special.

## 2.A.8 Required Reports

None

## 2.A.9 Hints/Notes

List of Former Recipients of the Award

1989 Dr. Harold Borko and Dr. Robert Hayes of University of California Los Angeles

1990 Dr. Robert Maron, University of California Berkeley

1991 Dr. Carlos Cuadra, Cuadra Associates

1992 Dr. William Paisley, Founder, Knowledge Access

1993 Dr. Donald Lamberton, Australian National University

## 2.A.10 Exhibits

Exhibit 1 - Announcement

Exhibit 2 - Letter to Winner

Exhibit 3 - Letters of Notification to Supervisors

Exhibit 4 - Certificate

Exhibit 5 - Follow-up Letter







## AWARDS

### EXHIBIT 1 - ANNOUNCEMENT





## AWARDS

### EXHIBIT 2 - LETTER TO WINNER





## AWARDS

### EXHIBIT 3 - LETTER OF NOTIFICATION TO SUPERVISORS





**AWARDS**

**EXHIBIT 4 - CERTIFICATE**





## AWARDS

### EXHIBIT 5 - FOLLOW-UP LETTER





## **2.B ELECTIONS COMMITTEE**

### **2.B.1 General Description of the Position**

The Chair of the Elections Committee shall insure that the election of officers complies with the By-laws of the Chapter and of National.

### **2.B.2 Responsibilities to the Chapter**

The Chair of the committee shall be designated the teller, who is responsible for counting votes and reporting the election results. New officers should be informed of their election immediately. Election ballots may be destroyed AFTER the newly-elected officers take office.

### **2.B.3 Responsibilities to Headquarters**

Results of the election shall be reported to Headquarters by the Chair before September 30.

### **2.B.4 Important Dates and Deadlines**

The Chapter shall hold elections at least six weeks prior to the Annual ASIS Business Meeting. Early elections provide new offices the opportunity to begin generating ideas for the following year before they take their offices.

<i>Deadline</i>	<i>Activity</i>
Mar 1	Deadline for appointing committee members and selecting Chair
Aug 1	Ballots mailed to voting members
Aug 30	Ballots returned within 30 days of mailing
Sep 10	Report list of officers to Chapter Chair and notify candidates of results
Oct 15	Introduce new officers at the Annual Chapter Awards Meeting

### **2.B.5 Communication With Other Committees**

The Elections Committee works closely with the Nominating Committee. The Nominating Committee submits the names of candidates and their biographies to the chair of the Elections Committee by late May. The Elections Committee is then responsible for preparing and mailing out ballots.

### **2.B.6 Budget Responsibilities**

Submit all expenses for elections such as the cost of preparing and mailing the ballots to the Treasurer so the information can be used in the forecast.

### **2.B.7 Performance of the Job**

#### **a. Committee Members**

The Elections Committee, consisting of at least two members, is appointed by the Chapter Chair.

#### **b. Slate of Officers**

The Nominating Committee shall present to the Elections Committee a list of candidates for the offices of Chair-Elect, Secretary, and Treasurer.

#### **c. Ballots**

Ballots and biographies, which may be accompanied by a return envelope (or self-mailer) addressed to the Chair of the Elections Committee, shall be mailed to voting members of the Chapter by no later than August 1.



(See Exhibit 1.) Votes must be received within 30 days of that mailing.

**d. Election**

The Committee shall conduct the annual election, count the votes, and report to the Board. The candidate receiving the largest number of votes for any office shall be elected. In the event of a tie, election shall be by majority vote of the members present and voting at the annual business meeting. (See Exhibit 2.)

**e. Results**

Election results shall be announced at the annual Chapter Awards Meeting held in the fall.

**f. Single Candidate Slate**

If a single-candidate slate is presented, with no additional nominations from the floor at the annual business meeting, the candidates nominated shall be declared elected without a mail ballot.

## **2.B.8 Required Reports**

A written report with the results of the election shall be submitted to the Chair for inclusion in the annual report.

## **2.B.9 Hints/Notes**

Remember, each candidate should receive a personal phone call from a member of the Elections Committee informing them of the results. This should be followed up with a thank you letter.

## **2.B.10 Exhibits**

Exhibit 1 - Sample ballot

Exhibit 2 - Summary of Results



## ELECTIONS

### EXHIBIT 1 - SAMPLE BALLOT





## ELECTIONS

### EXHIBIT 2 - SUMMARY OF RESULTS





## **2.C HOSPITALITY**

### **2.C.1 General Description of the Position**

Collects reservation forms and checks for LACASIS functions (dinner meetings, annual workshop, joint meetings, etc.) Keeps a registration list. At the functions, greets attendees, hands out name tags, checks names off registration list. Gives money and list to Treasurer.

### **2.C.2 Responsibilities to the Chapter**

Reports at Board meetings of any ongoing problems which might require a change of policy or procedure.

### **2.C.3 Responsibilities to Headquarters**

Completes section of the Annual Report regarding meeting attendance.

### **2.C.4 Important Dates and Deadlines**

Each function should have a deadline registration date, after which either no more reservations are taken or additional money is charged.

*Deadline*

*Activity*

Jul 1	Submit meeting attendance numbers to Chair for the Annual Report
-------	--

### **2.C.5 Communication with Other Committees**

**a. Treasurer**

Submit money and registration list to Treasurer at each function. (See Exhibit 1.)

**b. Program Chair**

Report attendance count periodically before each function and then a final count a few days before the event. Send a copy of registration list.

**c. Membership Records**

Hospitality Chair obtains a list of current chapter members from Membership Records to use for name tags and for determining rates to be paid at chapter meetings.

### **2.C.6 Budget Responsibilities**

Has no major budget responsibilities, but may call for reimbursement from Treasurer for such reasonable costs as name badges, stamps, etc.

### **2.C.7 Performance of the Job**

Work closely with the individual preparing the meeting flyer to determine special rates or circumstances, correct addresses and other details critical to Hospitality.

Prepare name tags for the event. Use type face large enough to be seen at a distance. (See Exhibit 2.)

### **2.C.8 Required Reports**

Submit member and non-member attendance numbers to Chair for the Annual Report.



## 2.C.9 Hints/Notes

### a. Lists

Keep copy of final annotated registration lists for Annual Report information.

### b. Registration Form

Make sure deadline date is on reservation form.

Make sure that any special requirements regarding a particular event (e.g. no phone reservations after deadline, payment required for phone reservation (“no-shows,” etc.) are stated on the reservation form.

### c. Flyers

Try to preview all copies of flyers before mailing for accuracy and consistency of requirements when multiple flyers are mailed for a given event.

### d. Phone Numbers

Keep the phone numbers of those people who telephone their reservations, because if they cancel you might have to call and ask them to send their money in anyway. Try not to accept phone reservations for the large functions - e.g. the annual workshop and the Christmas dinner. It is too confusing to have people paying at the door at these activities.

### e. Receipts

Have either a receipt-book or blank slips of paper for handmade receipts with you at the meetings, in case people want a receipt for their payment. (See Exhibit 3.)

### f. Membership Forms

Also keep a supply of ASIS memberships out on the Hospitality desk at the chapter meetings.

### g. Name Badges

Keep a supply of blank name badges at the Hospitality desk at chapter meetings for people who walk in.

### h. Recruitment

Supply names and addresses of non-member attendees to Chair of Membership Recruitment for follow-up.

## 2.C.10 Exhibits

Exhibit 1 - Sample Registration List.

Exhibit 2 - Sample Name Tag

Exhibit 3 - Sample Receipt



HOSPITALITY

EXHIBIT 1 - SAMPLE REGISTRATION LIST





**HOSPITALITY**

**EXHIBIT 2 - SAMPLE NAME TAG**





HOSPITALITY

EXHIBIT 3 - SAMPLE RECEIPT





## **2.D MEMBERSHIP RECORDS**

### **2.D.1 General Description the Position:**

The Membership Records Chair maintains the chapters' membership database, produces mailing labels, generates variety of membership listings and sends a welcome letter to all new chapter members.

### **2.D.2 Responsibility To The Chapter:**

**a. Database**

Maintain an accurate and up-to-date database of chapter members, national officers, and others who have requested copies of the newsletter.

**b. Labels**

Produce mailing labels for the newsletter, meeting announcements, elections, chapter officers (i.e. secretary for mailing out minutes) and occasionally for organizations and commercial companies.

**c. Renewals**

Notify the membership retention committee of those members who have not renewed their membership as well as those that have renewed.

**d. Recruitment**

Send the list of prospective new members received from ASIS Headquarters to Membership Recruitment Chair.

**e. Newsletter**

Provide a listing of new members, any address changes or SIGS to the newsletter editor so that directories can be updated.

**f. Membership List**

Generate a variety of membership listings as requested. These listings would include a roster of chapter members for distribution to the board/ advisor council; roster of board/advisor council members; or rosters for various committees.

**g. New Members**

Send each new member/transferred member a welcome letter with the appropriate attachments.

**h. Address Changes**

Notify the Chair of address changes for board/advisory council members.

**i. Student Members**

Ensure student members in Arizona, Australia and Hawaii are recruited into the chapter through the alternate chapter mechanism.

**k. Regional**

Recruit ASIS members in Arizona, Australia, Hawaii inviting them to be chapter members

### **2.D.3 Responsibilities To Headquarters**

Notify Headquarters of all address changes you receive and rectify all discrepancies between the chapters' records and headquarters' records (monthly updates and the periodical listings of all chapter members).



## 2.D.4 Important Dates and Deadlines

<i>Deadline</i>	<i>Activity</i>
Oct and Mar	Update database with new Chapter Roster from Headquarters
Nov	Obtain list of unaffiliated ASIS members in Arizona, Australia and Hawaii from ASIS Headquarters.
Monthly	Contact Headquarters if you do not receive the monthly membership update within two weeks of its usual arrival time.
Monthly	Welcome letters should be sent within two weeks of receipt of a membership update
Quarterly	Send mailing labels to the newsletter editor a week before the scheduled mailing date.
As needed	Let the Chair know when you plan to be out of town for an extended period of time. This allows the Chair to check with the various committees to see if labels are required.

## 2.D.5 Communicate With Other Committees

The Membership Records Chair works with Membership Retention, Membership Recruitment, Hospitality, Publications, Program, Advertising, Secretary and the Chair.

## 2.D.6 Budget Responsibilities:

Expenses for the committee average \$100.00 a year. This covers the cost of mailing labels, postage (mailing of label sets, new member letters, communication with board/advisor council members), envelopes ( 9 x 12" for mailing labels set and printouts, #10 envelopes for new member letters and 4 x 6" for mailing newsletter/new member letter combinations); and stationary (you can either create your own stationary or obtain it from the chair). All expenses are paid by the chapter. If you work for an organization check to see if they will pick up the postage and envelope costs.

## 2.D.7 Specifics on How To Perform The Job

### a. Member Database

The chapter database can be built using any database management software you want. The only restriction is that it can produce an export file so the information can be passed on to the next committee chair. The selected software needs to be able to produce mailing labels and a variety of member listing.

Exhibit 1 shows the design of the current database. The two most important fields are expiration date and status since these are the fields most used often to produce a required set of mailing labels.

On a monthly basis you will receive membership update listings from Headquarters (Exhibit 2). The listing includes address changes, new members, renewals, transfers into and out of the chapter, and a list of non renewed members. The chapter database is updated according to this listing. Take particular note of errors such as incorrect spelling of organizations, cities, or zip codes that don't make sense, phone numbers with area codes that don't match the address (i.e. the address is Los Angeles the area code is 202). This usually occurs with



transferred members who report their address change but not their phone changes and expiration dates. The expiration date should be a minimum of one year from the day they joined. Another area to watch is for new members with addresses in Washington DC and Virginia. Check with Headquarters to make sure they belong to the LA chapter and not Potomac Valley. The problem occurs as we are chapter 18 and Potomac Valley is 08 so it is easy for a typing error to occur. (See Exhibit 3 for a sample letter sent to Headquarters regarding membership problems.) In order for the database to be useful, it needs to be correct. This means you need to update the database as soon as you receive a membership listing. Use the U.S. Post Office Zip Code Directory to verify street names, and add zip + 4 information.

In October, Headquarters sends out a complete chapter roster. Compare this list with what is in the database. If a member with a current expiration date (September or later) is not on the list, contact Headquarters and ask if the person has transferred out of the area and is now with another chapter. If the person is still an ASIS member, change their status to transferred out so that you will have an accurate picture of membership for the annual report. It is very important to make sure the Chapter database and the one at Headquarters is the same.

Members are kept in the database as active members for four months after their membership expires. After that time they will no longer receive chapter mailings. To produce the correct information for the annual report, the names of these people need to remain in the database until June 30th (but change the status code to Delete). After that time they should be moved to an archival database.

After updating the database based on the monthly update from Headquarters send a list of renewed members and those whose memberships expired two months ago to the Membership Retention Chair for follow up. The list of renewed members is used to eliminate names of those that need a second reminder.

#### **b. Membership Recruitment**

A list of new members is sent to the Membership Recruitment Chair. Like the Membership Retention Chair this person needs to know who requires a second letter and to see how effective recruiting efforts have been.

New members and those transferring into the chapter are sent a welcome letter (See Exhibit 4 a, b and c). The letter varies depending on whether or not the new member is local, out of the area (i.e., unable to attend local meetings) or has transferred in. Also, depending on what is going on in the chapter, the letter can include a flyer about an upcoming meeting, a list of events for the year, and a copy of the latest issue of the newsletter. The newsletter can be eliminated if an issue is coming out within the month.

Membership reminders are stapled to the newsletter. Exhibit 5 is used for members with an expiration date of two months or less or who are coming up for renewal with the next two months. Exhibit 6 is the one used for members who have expiration dates greater than four months ago. Send the labels for these people and the reminder notices to the newsletter editor. The reminders are printed on colored paper.

Since Arizona, Australia and Hawaii currently have no chapters, many members in these regions belong to LACASIS via the alternate chapter mechanism. Particular emphasis is on students in these areas. In November and March, a request should be made to member services at ASIS National about “unaffiliated” members in these areas. A letter is sent to each person (Exhibit 7) inviting them to join the chapter. The package should include a copy of OASIS, meeting flyers and other information that is relevant. Attach a postage paid card (Exhibit 8) to all letters except those going to Australia.

#### **c. Labels**



Mailing labels for flyers announcing local meetings can be limited to those members mostly like to attend (San Fernando Valley to Orange County) plus the national and Headquarters staff listed below in [section e. Mailings](#). If finances permit it is nice to stand the flyer to all chapter members so they can keep abreast of chapter happenings.

Mailing labels for elections are sent to chapter members whose membership is current as of the date the ballots were mailed. A one month leeway to expiration date is required as the membership updates from Headquarters are a month behind (i.e. a June update reflects activity through the end of May) so if a persons' membership expires in June and the ballots go out in early July they should receive one.

Requests for mailing labels from other organizations or commercial companies require board approval. The board will also indicate what the cost should be.

Mailing labels for board and advisor council members who are not on electronic mail are generated for the secretary to be used to mail out the minutes. The secretary should have these at least a week before the board meeting. It is usually easier to generate two or three sets and send corrections as needed.

**d. Newsletter**

Prepare a list of all new members (include all information that is the directory) and submit it to the newsletter editor by the copy deadline. Any address or SIG changes should also be submitted to the newsletter editor for the next edition of OASIS.

Inform the newsletter editor of the number of copies of the newsletter you will need. You should have a dozen copies to send to new members and a few extra for other purposes. If a membership update is expected shortly after the newsletter is published, then request a few more.

**e. Mailings**

In addition to chapter members and advertisers, copies of all chapter mailings are sent to the following people: 1) Headquarters - Executive Director and Manager, Member Services 2) National Officer Holders - President, President Elect, Secretary, Treasurer, Chapter Assembly Director, Deputy Chapter Assembly Director, Chapter Assembly Advisors Committee Members, Chair of ASIS Membership Committee, and Chair of ASIS Publications.

The newsletter also can be sent to directors and other committee chairs. Changes to these positions are announced at the annual meeting and the database will need to be updated to reflect these changes.

**f. Notifications**

Send a list of new, renewed and address changes to the chairs of Membership Recruitment, Membership Retention, Hospitality and the administrator of the marketing database.

**g. Deleting Members**

Members are deleted four months after their membership expires. However, retiring members are not deleted from the database unless they request it.

## 2.D.8 Required Reports

**a. Board Meetings**

For board meetings, prepare a report showing the number of members in the chapter broken down by regular/



institutional and students; the number of members (by regular/institutional and student) who have joined since the last board meeting and the number of non-renewed members.

**b. Annual Report**

Submit the following information for the annual report:

- Number Of Members At The Start Of The Year (July 1)
- Number of Members At The End of The Year (June 30)
- The chapter has many members move out of the area but still remain members of ASIS. When preparing the report, a paragraph is added showing the actual growth in membership by not counting transferred members as lost members.

**2.D.9 Hints/Notes:**

**a. Updates**

Process membership updates and address changes from members as soon as they are received. The job becomes difficult when you wait.

**b. Headquarters**

Follow up with Headquarters on all member problems until they are resolved. Notify Headquarters if you do not receive the monthly update within two weeks of its normal arrival date.

**c. Advertising**

Provide the Advertising Chair with 20 copies of the newsletters to distribute to current and potential advertisers.

**2.D.10 Exhibits**

- Exhibit 1 - Database Design
- Exhibit 2 - Membership Update List
- Exhibit 3 - Sample Letter to Headquarters
- Exhibit 4 - Welcome Letters
  - a. Local New Members
  - b. Remote New Members
  - c. New Members Transferring In
- Exhibit 5 - Reminder Letter
- Exhibit 6 - Reminder Notice of Last Issue
- Exhibit 7 - Recruitment Letter
- Exhibit 8 - Postcard Accompanying Recruitment Letter

**2.E MEMBERSHIP RECRUITMENT**





## MEMBERSHIP RECORDS

### EXHIBIT 1 - DATABASE DESIGN





**MEMBERSHIP RECORDS**

**EXHIBIT 2 - MEMBERSHIP UPDATE LIST**





**MEMBERSHIP RECORDS**

**EXHIBIT 3 - SAMPLE LETTER TO HEADQUARTERS**





**MEMBERSHIP RECORDS**

**EXHIBIT 4 - WELCOME LETTERS**





**MEMBERSHIP RECORDS**

**EXHIBIT 5 - REMINDER LETTER**





**MEMBERSHIP RECORDS**

**EXHIBIT 6 - REMINDER NOTICE OF LAST ISSUE**





**MEMBERSHIP RECORDS**

**EXHIBIT 7 - RECRUITMENT LETTER**





**MEMBERSHIP RECORDS**

**EXHIBIT 8 - POSTCARD ACCOMPANYING RECRUITMENT LETTER**





### 2.E.1 General Description of the Position

Membership Recruitment maintains the chapters' prospective members records, generates lists and labels, and disburses membership literature to prospective members.

### 2.E.2 Responsibilities to Chapter

#### a. Prospective Members

Maintains records of names of prospective members that are received from Headquarters and received from the Membership Records Chair. (See Exhibit 1.) Approximately 10-15 names are received a month. Letters are also sent to all non-members attending Chapter meetings and workshops.

#### b. Recruitment Packets

Produce mailing labels for recruitment packets, preferably with a mail merge function.

#### c. Recruitment Letter

Write a recruitment letter to be included in each recruitment packet. The letter should be personally addressed to each individual by name, which can be done using a mail merge function. (See Exhibit 2.)

The cover letter may be standardized, but should always be current. If dated program information is included in the letter, it will need to be updated with each mailing. Prospective members should be invited to attend upcoming programs.

#### d. Membership Information

Maintain membership information (received from headquarters and attendance at chapter functions). Recruitment information packets include:

1. Welcome letter
2. ASIS membership application
3. Recent OASIS newsletter
4. Appropriate brochures (program announcements, awards, notices, etc.)

#### e. Mailings

Mail packets at the post office, retaining a receipt to forwarded to the Treasurer for reimbursement.

Produce special mailings when appropriate. Consult with the membership records regarding bulk mailing requirements.

### 2.E.3 Responsibilities to Headquarters

None

### 2.E.4 Important Dates and Deadlines

#### a. Prospective Members

Prospective member lists received from the headquarters and Chapter events are updated monthly.

#### b. Recruitment Packet Mailings

Recruitment packets with applications are mailed within two weeks of receiving the prospective members lists.

#### c. Bulk Mailings

Recruitment packets are occasionally sent as bulk mailings. When more than 200 items are to be mailed at one time, use bulk mailing and consult with the Membership Records Chair for mailing requirements.

*Deadline*

*Activity*



Monthly	Prospective Member Mailings
Monthly	Recruitment Packet Mailings
Occasional	Bulk Mailings

## **2.E.5 Communication With Other Committees**

Membership recruitment is performed in coordination with the other membership committee members, particularly with Membership Records, Membership Retention, Program and Publicity.

## **2.E.6 Budget Responsibilities**

Purchase supplies for mailings and report expenses to the Treasurer. Include all receipts for reimbursement including the following:

- manila mailers
- laser printer paper for cover letters
- mailing labels
- post office mailing cost (\$.75 to 1.00 a mailer)

## **2.E.7 Performance of the Job**

The mailing list can be maintained in any word-processing or database software. The mail merge function of word-processing software allows for labels and personalized letters to be printed from the same list. This is a good way to document which names were sent out in case a question arises later. This can simply be a printout of the names in label format. This list can also be used to check off members who joined based on information from the Member Records Chair. (See Exhibit 3.)

The packets should be mailed in a timely manner. To encourage prospective members to attend programs, include the newest program brochure and encourage prospective members to attend. Allow two weeks for the material to be delivered through the mail (four weeks if bulk mailing).

Communicates with headquarters regarding application forms: e-mail address is [asis@cni.org](mailto:asis@cni.org).

## **2.E.8 Required Reports**

Maintain a count of member recruitment packages mailed out and report to the board at monthly meetings regarding the status of recruitment mailings, the number of recruitment packages sent out, and any new members recruited as a result of the mailing effort.

## **2.E.9 Hints/Notes**

When recruitment information is mailed based on registration from programs and the Fall workshop, consult with the Membership Records Chair to determine how many new memberships are added.

Communicate with headquarters regarding application forms: e-mail address is [asis@cni.org](mailto:asis@cni.org).

## **2.E.10 Exhibits**



Exhibit 1 - Recruitment list from headquarters

Exhibit 2 - Cover letter

Exhibit 3 - Mailing label list

## **2.F      MEMBERSHIP RETENTION**





## MEMBERSHIP RECRUITMENT

### EXHIBIT 1 - RECRUITMENT LIST FROM HEADQUARTERS





**MEMBERSHIP RECRUITMENT**

**EXHIBIT 2 - COVER LETTER**





**MEMBERSHIP RECRUITMENT**

**EXHIBIT 3 - MAILING LABEL LIST**





## 2.F.1 General Description of the Position

The chair of the Membership Retention Committee contacts non-renewing members in an attempt to determine the reason for non-renewal.

## 2.F.2 Responsibilities to the Chapter

Receive information on non-renewed members from the Membership Records Chair and contact them in writing to inquire as the reason.

## 2.F.3 Responsibilities to Headquarters

None

## 2.F.4 Important Dates and Deadlines

<i>Deadline</i>	<i>Activity</i>
As needed	Send letter to non-renewing members to determine status and/or reasons

## 2.F.5 Communication With Other Committees

Membership Records and Membership Recruitment

## 2.F.6 Budget Responsibilities

None

## 2.F.7 Performance of the Job

Each non-renewing member should receive a letter (See Exhibit 1) and a questionnaire (See Exhibit 2) from Membership Retention. The intent is to discover why the individual has decided not to renew.

Any responses that are received should be forwarded to the Membership Records Chair.

## 2.F.8 Required Reports

Attend the LACASIS Executive Board/Advisory Council meetings and report on activities related to membership retention. Report any patterns related to reasons for non-renewal.

## 2.F.9 Hints/Notes

Tally the total number of letters sent, number of renewals and number of responses received.

## 2.F.10 Exhibits

Exhibit 1 - Sample letter

Exhibit 2 - Questionnaire

## **2.G NOMINATING**





**MEMBERSHIP RETENTION**

**EXHIBIT 1 - SAMPLE LETTER**





## MEMBERSHIP RETENTION

### EXHIBIT 2 - QUESTIONNAIRE





## 2.G.1 General Description of the Position

This committee is responsible for selecting candidates for the offices of Chair-Elect, Secretary and Treasurer for the following LACASIS year which begins after the annual conference. The committee consists of three members, one of whom must be a past (penultimate) Chair of LACASIS. Members are appointed by the current Chair, who cannot serve on this committee.

## 2.G.2 Responsibilities to the Chapter

The committee invites eligible LACASIS members to stand for office. When members have agreed to stand for the various offices, the committee asks them to submit brief biographies which will be sent out with the ballots. (See Exhibit 1.)

## 2.G.3 Responsibilities to Headquarters

None

## 2.G.4 Important Dates and Deadlines

<i>Deadline</i>	<i>Activity</i>
Dec 15	Committee appointed by Executive Board
Feb 1	Begin contracting potential nominees
Mar 15	Finalize slate
May 1	Submit a list of candidates for offices of Chair, Elect, Secretary and Treasurer to the Board
Jun 15	Submit copy with slate of candidates for the summer issue of OASIS
Jun 15	Submit names of candidates and biographies to Elections Committee
Jun 15	Submit the slate of candidates and ask for nominations from the floor at the annual business meeting

## 2.G.5 Communication With Other Committees

The Nominations Committee works closely with the Elections and Membership Records Committee and the editor of the newsletter.

## 2.G.6 Budget Responsibilities

Submit an expense report to the Treasurer.

## 2.G.7 Performance of the Job

Each member of the Nominating Committee should have a current roster of Chapter members, obtained from the Membership Committee. Each entry in the roster should indicate memberships status, that is, regular member, student member, or member selecting Los Angeles as an additional chapter. Members must be in good standing with ASIS National (i.e., current members) to stand for office. The committee chair should also have a list of previous chapter officers. Such a list has been prepared and is held in the archives.

Procedurally, it works best if the committee makes a list of potential candidates for each office. Each committee



member then takes responsibility for speaking to nominees for one specific office. If this is done, no LACASIS member will be contacted by more than one committee member. It is important for one of the committee members, at least, to be familiar with the membership and aware of areas of potential sensitivity.

Ideally, potential nominees will be contacted in February since LACASIS membership overlaps with that of the Southern California Chapter of the Special Libraries Association and we may be interested in the same individuals. Acceptances should be received and biographies should be prepared by the middle of May. The chair of the Nominating Committee should send a letter to each candidate thanking the individual for agreeing to stand for office. (See Exhibit 2.)

Names of candidates and their biographies are sent to the chair of the Elections Committee by late May. The Elections Committee is then responsible for preparing and mailing out ballots. Candidates are introduced at the annual Business meeting typically held in late May or June.

A copy of the slate of officers is printed in the summer issue of OASIS.

## **2.G.8 Required Reports**

The committee chair is responsible for preparing copy describing the slate of candidates for the summer issue of OASIS. It is also helpful to the Elections Committee if the Nominating Committee Chair, transcribes candidates biographies in a consistent format.

## **2.G.9 Hints/Notes**

Some persuasion may be needed to encourage people to run for office. This is particularly true for the position of Chair. Have your game plan ready. Address the individuals concerns and hesitations honestly. Stress the fun of the job and the professional rewards.

## **2.G.10 Exhibits**

Exhibit 1 - Sample Biography

Exhibit 2 - Thank You Letter

## **2.H PROGRAM COMMITTEE**



**NOMINATING**

**EXHIBIT 1 - SAMPLE BIOGRAPHY**





**NOMINATING**

**EXHIBIT 2 - THANK YOU LETTER**





The Program Committee is responsible for planning dinner meetings for the Chapter. The Chair Elect is also the Chair of the Program Committee.

## 2.H.1 General Description of the Position

The Program Committee plans evening dinner meetings during the Chapter year. Activities of the committee include:

- identify topics for each meeting
- find appropriate speakers
- select a location for the meeting, plans a dinner menu
- create a flyer to advertise the meeting
- send thank you notes to the speakers after the meeting.

## 2.H.2 Responsibilities to Chapter

Select topics of interest to chapter members. The emphasis should be on technology.

## 2.H.3 Responsibilities to Headquarters

The Program Chair works with the Chair to submit program write-ups and regional membership activity reports to headquarters for inclusion in ASIS Chapter Notes.

## 2.H.4 Important Dates and Deadlines

<i>Deadline</i>	<i>Activity</i>
Sep 15	Program Chair names Program Committee members
Oct 15	Schedule dates and tentative subjects for LACASIS chapter meetings for the year
Feb 15	Coordinate with SLA to reserve the Athenaeum for December holiday meeting
15 of mon	Submit items for <u>ASIS Chapter Notes</u> to headquarters

## 2.H.5 Communication With Other Committees

### a. Hospitality

The Program Chair assists the Hospitality Chair at each meeting by greeting guests and speakers.

### b. Membership Records

Working with the Membership Record Chairs, the Program Committee keeps LACASIS members informed of upcoming events with mailings and appropriate announcements.

### c. Publications

Write-ups of events and meetings need to be supplied to the Publications Chair for inclusion in the newsletter.

### d. Publicity

The Chair Elect informs the Publicity Chair of planned meetings and subjects in advance so that publicity for the events can be planned accordingly.



## 2.H.6 Budget Responsibilities

All meeting expenses should be submitted to the Treasurer for payment. Attempt to price meetings for a small profit or a break-even cost. Consider the cost of meals, bar/bartender fees, room fees, tax, gratuity, and mailings (i.e. flyer reproduction and postage). ASIS member rates are lower than non-member costs. Students, unemployed and retired members receive a discount, usually 50%.

## 2.H.7 Performance of the Job

### a. Program Chair

In the role of Program Chair, the Chair Elect presents meeting topics to the board members at these meetings. Generally, the board will discuss the topic and offer the names of possible speakers. The Program Chair reports on the status of upcoming dinner meetings to the rest of the board.

### b. Speakers

The Program Committee finds speakers to address the meeting topic. The LACASIS board provides sound advise in finding appropriate speakers. Often times, colleagues at work can be excellent speakers or can put you in contact with possible speakers. The Program Committee draws on their professional colleagues to find speakers. The Committee should also determine the equipment needs of the speakers and coordinate with the facility caterer to determine what equipment is available from the facility and what will have to be rented from a vendor.

### c. Location

The Program Committee is responsible for finding a location for the meetings. Locations can include restaurants, faculty clubs, or a vendor demonstration rooms. Always determine if the location is free, if there is a room charge, if you can pay the evening of the meeting or if a deposit is required. Try to rotate meetings to various sites including the West side, the South Bay and the Valley.

### d. Dinner Menu

The Program Committee is responsible for planning the dinner menu. The menu should include a vegetarian and a meat entree. It is important to find out all the costs of the meal so that you can charge an amount that will cover costs. It is also critical to determine the parking costs at the venue.

### e. Flyer

The Program Chair is responsible for overseeing the design of the meeting flyer and distributing it electronically and on paper. The flyer should include a brief description of the meeting topic and speakers, the date of the meeting, the time frame of the meeting, the cost, the menu, and parking information. The bottom portion of the flyer contains registration information including deadlines before which attendees must register. The registration portion of the flyer can be detached and placed in an envelop with a check by the person attending the meeting. The back portion of the flyer includes a map. A large portion of the flyer job consists of coordinating the flyer mailings. You need to consult with the LACASIS member who does the mailings to determine when you need to send out the flyer. Then, you need to get together a group of LACASIS members to fold the flyers and get them ready to be mailed out. See Appendix B for a detailed explanation of how to prepare the flyer and sample flyers.

### f. Meeting

At the meeting you must greet the speakers and make them feel welcome. Tasks that may arise throughout the evening include running the overhead projector, coordinating with the caterer, etc.

### g. Thank you notes

After the meeting, you should follow-up with a thank you note to the speakers. See Exhibit I.



## **2.H.8 Required Reports**

Submit a list of Program Committee members and a plan for recruitment/liaison activities to the Board. (See Deadlines for dates.).

## **2.H.9 Hints/Notes**

### **a. Coordinating Groups**

The most difficult part of the job is coordinating with the various groups of people. Stay organized and make sure everyone understands their responsibilities and there shouldn't be too many problems.

### **b. Joint meeting with SLA**

Traditionally, the December meeting is held jointly with the SLA at the Athenaeum at CalTech. The Athenaeum books up fast, so make sure the tentative reservation is in place no later than February 15. The reservation must be made by an employee of CalTech. It is important to try and coordinate the meeting to allow enough time for SLA to advertise in their newsletter. This means that the Program Chair must be aware of the contact person at SLA and all SLA newsletter deadlines.

## **2.H.10 Exhibits**

Exhibit 1 - Thank you letters





**PROGRAM**

**EXHIBIT 1 - THANK YOU LETTERS**





## **2.1 PUBLICATIONS**

### **2.1.1 General Description of the Position**

The Publications Chair has oversight and editorial responsibility for all official chapter publications.

### **2.1.2 Responsibilities to Chapter**

To ensure publication of OASIS (Observations of the American Society for Information Science) the chapter newsletter and other publications such as the Chapter Roster or Directory of members, which is published on an irregular basis. The OASIS newsletter, which is published quarterly, is mailed free of charge to all Chapter members. (See Exhibit 1.)

### **2.1.3 Responsibilities to Headquarters**

The Publications Chair mails six copies of any LACASIS publication to headquarters. This includes copies of the OASIS newsletter, which is published quarterly, as well any other publication distributed by the Chapter with the exception of the meeting flyers. The Publication Chair mails, free of charge, copies of OASIS to editors of other Chapters' newsletters, ASIS headquarters, Chapter Assembly Director, Deputy Assembly Chapter Director, ASIS President and ASIS President Elect.

### **2.1.4 Important Dates and Deadlines**

<i>Deadline</i>	<i>Activity</i>
Oct	First Oasis published
Jan	Second Oasis published
Apr	Third Oasis published
Jul	Fourth Oasis published

### **2.1.5 Communication With Other Committees**

Three people do most of the work for the newsletter: the Editor, the Layout Editor, and the Advertising Chair.

### **2.1.6 Budget Responsibilities**

Work with the Treasurer to keep the postal deposit account adequately funded.

### **2.1.7 Performance of the Job**

#### **a. Newsletter Content**

The Editor solicits, collects material and edits material for the newsletter. Articles are sent by e-mail to the layout editor. The editor asks other Board members for input and may request that other members write articles. Inclusion of material is at the editor's discretion. Regular items that are included:

- announcements of future meetings
- descriptions of past meetings
- new members and student members
- Members in the News
- calendar of information science events
- slate of candidates for office (once a year)



## **b. Policy on Content**

Since paid advertising is an important component of the newsletter, articles should not promote services in a way that could be construed as free advertising. The newsletter does, however, accept newsworthy articles about members whose career path or professional development would be of interest to others; these articles may contain information about a member's business. Inclusion of the information is at the discretion of the editor.

## **c. Newsletter Production**

Production, as of Spring 1994, is as follows:

LACASIS' own copy of Aldus Pagemaker for Windows is used by the Layout Editor to produce a final copy which is then forwarded to the Membership Chair for printing and mailing. The layout editor Faxes a final draft to the editor for proofreading. A fair copy is then laser-printed and taken or mailed to the Membership Chair.

The Advertising Editor solicits copy from vendors. Final copies of the advertisements are forwarded to the Layout Editor for inclusion in the newsletter after being proofed by the Advertising Chair. The Layout Editor is not responsible for invoicing and receipt of moneys for the ads.

One month before the publication of the newsletter, solicit commitments from members as to who will contribute articles for the next issue. Notify the Chair if articles or materials are not received.

Notify the printer of scheduled production date.

Once the newsletter has been printed, mail 20 copies to the Advertising Chair, two copies to the Archivist, 30 to Membership Recruitment, 7 copies to the Chair, and 30 copies to Membership Records. Consult with the Board to see if anyone else needs copies. In July, six copies of each issue are mailed to the Manager of Member Services for Chapter Publication of the Year award.

## **d. Roster**

The Membership Chair and Editor work together to produce the Roster. The Membership Chair produces computer files of data and the Editor uses a word processor to produce the Roster. The 1993 Roster included separate listings of names, e-mail addresses, institutional affiliations, student members, SIG memberships and geographical locations. These were printed on different colors and comb-bound. A copy of the Roster was sent free of charge to every member of the Chapter.

## **2.1.8 Required Reports**

The Publications Chair delivers a status reports on the newsletter to the board at the monthly meeting.

## **2.1.9 Hints/Notes**

None

## **2.1.10 Exhibits**

Exhibit 1 - Sample Issue of OASIS



## PUBLICATIONS

### EXHIBIT 1 - SAMPLE ISSUE OF OASIS





## **2.J      WORKSHOP**

### **2.J.1    GENERAL DESCRIPTION OF THE POSITION**

The annual September Workshop is the most important Chapter event. It is the primary recruiting tool for the Chapter and profit from the event is used to fund Chapter activities for the year. The Workshop Committee works to ensure the success of this event.

### **2.J.2    Responsibilities to Chapter**

The Workshop Chair is responsible for coordinating all elements, personnel, and activities of the Committee. Because of the heavy responsibilities of this position, it is recommended that the Chair-Elect not take on this position unless it is done as a Co-Chair.

The Chair(s) fill the positions on the Workshop Committee and schedule regular meetings to assess the progress of the committee. Ideally, the Workshop Chair(s) should delegate a large portion of the responsibilities to committee members.

In addition to the Chair, the workshop committee is made up of the following coordinators:

- Advertising and Publicity
- Facilities
- Hospitality
- Mailing
- Program
- Publications
- Sponsor and Exhibitor
- Treasurer.

Each position on the Workshop Committee has a predefined set of responsibilities. Please see the exhibit section for a listing of responsibilities for each position.

### **2.J.3    Responsibilities to Headquarters**

None



## 2.J.4 Important Dates and Deadlines

<i>Deadline</i>	<i>Activity</i>
Oct 15	Chair names Workshop Chair(s)
Jan 15	Workshop Chair(s) appoint Coordinators
Feb 1	First meeting
May 15	First mailing
May 15	Some (all if possible) speakers confirmed
Jul 1	Confirm Vendors
Jul 15	Second mailing
Aug 15	Third mailing (final)
Sep 15	Workshop event scheduled for sometime around this date

## 2.J.5 Communication With Other Committees

The Workshop Chair communicates on a regular basis with the Executive Board to keep them updated on the status of the event.

## 2.J.6 Budget Responsibilities

The Chair(s) are responsible for working with the Treasurer to establish and stay within a budget. The Treasurer typically prepares a forecast for this event based on the previous years.

## 2.J.7 Performance of the Job

See the Exhibits Section for a job checklist.

## 2.J.8 Required Reports

A status report at each monthly board meeting beginning in November or December.

## 2.J.9 Hints/Notes

### a. First Meeting

1. Have the first meeting early in the year.
2. Decide on the topic at the first meeting.
3. Brainstorm on a title and potential speakers at the first meeting.
4. Estimate the cost of the workshop at the first meeting.



5. Decide on the date of the workshop and on the mailing schedule at the first meeting.

**b. Vendors**

Encourage the vendor/exhibitor coordinator to start soliciting vendors early in the year.

**c. Other Meetings**

Set meeting dates throughout the year—these can be meetings via e-mail or in person.

**d. Location**

Decide on a location for the workshop early in the year and make a down payment to save our spot.

## **2.J.10 Exhibits**

- Exhibit 1 - Workshop Chair's Program Planning Checklist
- Exhibit 2 - Advertising Coordinator Checklist
- Exhibit 3 - Donations Coordinator Checklist
- Exhibit 4 - Facilities Coordinator Checklist
- Exhibit 5 - Hospitality Coordinator Checklist
- Exhibit 6 - Program Coordinator Checklist
- Exhibit 7 - Publications Coordinator Checklist
- Exhibit 8 - Vendor Checklist





## WORKSHOP

### EXHIBIT 1 - WORKSHOP CHAIR'S PROGRAM PLANNING CHECKLIST





## WORKSHOP

### EXHIBIT 2 - ADVERTISING COORDINATOR CHECKLIST





**WORKSHOP**

**EXHIBIT 3 - DONATIONS COORDINATOR CHECKLIST**





**WORKSHOP**

**EXHIBIT 4 - FACILITIES COORDINATOR CHECKLIST**





**WORKSHOP**

**EXHIBIT 5 - HOSPITALITY COORDINATOR CHECKLIST**





**WORKSHOP**

**EXHIBIT 6 - PROGRAM COORDINATOR CHECKLIST**





**WORKSHOP**

**EXHIBIT 7 - PUBLICATIONS COORDINATOR CHECKLIST**





WORKSHOP

EXHIBIT 8 -VENDOR CHECKLIST





## SECTION 3 ADVISORY COMMITTEES

- 3.A Advertising
- 3.B Archivist
- 3.C Publicity Committee
- 3.D Student Chapter Coordinator





## **3.A ADVERTISING**

### **3.A.1 General Description of the Position**

Obtains commitments from vendors and various commercial firms to place ads in the LACASIS newsletter OASIS. Handles the details of assuring that the ad copy is received on time and is placed. Handles the financial end of this transaction, invoicing the advertisers and following up with the Treasurer to make certain they have paid.

### **3.A.2 Responsibilities to the Chapter**

The Advertising Chair strives to get enough advertising in to cover the costs of production of OASIS. If the cost of mailing is also covered, that is a definite plus, but not always possible.

### **3.A.3 Responsibilities to Headquarters**

None.

### **3.A.4 Important Dates and Deadlines**

Working closely with the Newsletter Editor, the Advertising Chair makes certain that ad copy is received in camera-ready condition, and can be placed in the newsletter before the printing deadline. The Newsletter Editor and Advertising Chair cooperate with various last minute insertions since this effort helps to pay for printing and production of the newsletter.

<i>Deadline</i>	<i>Activity</i>
Sep 1	Commitment from advertisers for 4 issues of OASIS
Oct 15	Invoices mailed

### **3.A.5 Communication With Other Committees**

Advertising Chair meets with Chapter Chair, Publications Chair and the Treasurers at the beginning of the term to determine prices for ads of various sizes. The Publications Chair and the Advertising Chair proof all ads before OASIS goes to print.

### **3.A.6 Budget Responsibilities**

Advertising Chair does not have major budget responsibilities, but asks for reimbursement from the Treasurer for such reasonable costs as postage, phoning, artwork, etc. The Advertising Chair follows up with the Treasurer after sending out invoices to ensure they have been paid.

### **3.A.7 Performance of the Job**

#### **a. Potential Advertisers**

Identify likely commercial firms that need to reach our informational profession membership to sell them products or services. This can be done by:

- reviewing past issues of OASIS
- reviewing SLA and other newsletters
- talk with information professionals about companies they use and recommend.
- think of information products that fit the ASIS personality, i.e., databases, library software, networks, information technologies, booksellers, information consultants.



**b. Campaign**

Plan a phone and letter-writing campaign to targeted companies. Keep track of when you phone or write them. Note the dates and their response so you can make follow-up calls.

**c. Follow-Up Letter**

Prepare a standard letter to follow up any phone call. The letter should thank them for their time, remind them of the make-up of LACASIS (information professionals that they want to reach), point out that advertising in OASIS is a bargain considering the focused group it reaches, and include a sample newsletter so they can see the production quality. (See Exhibit 1.)

**d. Invoices**

When a target says “yes,” immediately follow up with a thank you letter and an invoice for the space for the entire year’s issues. Send two copies of the invoice to the advertiser and one copy to the Treasurer so he/she will know that payment is coming. (See Exhibit 2.) The Advertising Chair is responsible for collecting checks and following up on non-payment.

**e. Ad Copy**

Request that the customer sends the advertising copy to you. When you receive this, reproduce it, mark the received date and pass the original along to the newsletter editor. If the copy is not camera-ready, do anything needed to get it ready. Don’t expect the Newsletter Editor to do this. Get back to the advertiser if necessary, but it’s better to handle it yourself if you have the equipment and knowledge. It may be necessary to use a typesetter or a compute graphics program to prepare the text. You may find the editor can refer you to someone for help.

If you have assisted with ad preparation, you are responsible for getting back to the advertiser and making sure they concur with all that you done to their ad. Ask them to “sign-off” on the final camera-ready copy.

All during this process, stay in touch with the editor to make sure you meet deadlines and the ad actually gets in.

**f. Copies of Ad**

Request extra copies of the newsletter and mail copies to each advertiser with a cover letter explaining why they are receiving it. The cover letter can suggest such things as “next year we hope you will place a quarter page ad - notice how nice your competitor’s ad looks. (See Exhibit 2.)

**g. Proofing**

Since the Advertising Chair is more familiar with the ads, if at all possible, proof the ad before the newsletter goes to print.

**h. Non-Payment**

Notify the Publications Chair if payment is not made so that ads can be removed from OASIS.

### **3.A.8 Required Reports**

Status report to the board at each monthly meeting

### **3.A.9 Hints/Notes**

Occasionally submit articles to OASIS to encourage members to support advertisers. (See Exhibit 3.)

### **3.A.10 Exhibits**

Exhibit 1 - Letter to Potential Advertisers

Exhibit 2 - Thank You Letter and Invoice

Exhibit 3 - OASIS Article to Support Advertisers



## ADVERTISING

### EXHIBIT 1 - LETTER TO POTENTIAL ADVERTISERS





**ADVERTISING**

**EXHIBIT 2 - THANK YOU LETTER AND INVOICE**





**ADVERTISING**

**EXHIBIT 3 - OASIS ARTICLE TO SUPPORT ADVERTISERS**





## **3.B ARCHIVIST**

### **3.B.1 General Description of the Position**

The Archivist collects and maintains material representing the chapter's history. The Archivist also attends all chapter meetings and workshops and tapes the talks given by the speakers. The tapes are kept in chapter archives.

### **3.B.2 Responsibilities To The Chapter**

The Archivist collects the work of the chapter and keeps lists of names of officers and award winners. The archives are maintained in an organized manner allowing easy retrieval of the material by chapters members. Meeting tapes should also be accessible to chapter members.

### **3.B.3 Responsibilities To Headquarters**

Provide material from the archives upon request.

### **3.B.4 Important Dates and Deadlines**

Notify the chair at least one week in advance if you are unable to attend a meeting that requires taping.

<i>Deadline</i>	<i>Activity</i>
Sep 1	Archive a copy of the Chapter Annual Activity and other award submissions.
Sep 30	Update file of chapter officers with names of incoming officers. Make sure a copy of the annual report has been received.
Nov 15	Update files of chapter award winners, any national awards received and any chapter member who received national awards
Mar 1	Update files of chapter members serving as officers on ASIS national committees, SIGs or Chapter Assembly.

### **3.B.5 Communication With Other Committees**

The Archivist communicates with all chapter committees in an ongoing effort to collect the chapter history. By working closely with the Chair of Membership Records, the Archivist will be able to identify chapter members who are working on national committees.

### **3.B.6 Budget Responsibilities**

The cost for this committee will average about \$55.00 per year. Expenses can include items such as archival quality file folders, tapes, batteries, padded envelopes and postage. Occasionally it may be necessary to purchase items such as filing cabinets in order to accommodate archive growth. (The chapter owns a tape recorder.)

### **3.B.7 Specifics on How To Perform The Job**

Be proactive and go out and collect material. Don't wait for members to send it to you. At the beginning of the chapter year, ask people to submit copies of all announcements, newsletters, flyers, etc. for the archives.

#### **a. Meetings**

For dinner meetings, introduce yourself to the speaker during the social hour and ask their permission to tape their talk. Explain that the tape is for the archives and distribution is limited to LACASIS members. There is no commercial distribution. Feel free to offer them a copy of the tape.



After the meeting, type identifying information on the cassette as well as the case. The information should include the date of the event, the speaker and the title of their talk. (See Exhibit 1.)

**b. Workshop**

Collect copies of all workshop handouts and flyers.

For taping the fall workshop, it is best to get written permission to tape. Coordinate this with the Workshop Chair so permission is received before the event.

**c. Annual Chapter Activities Reports**

Remind the Chair that a copy of the annual report is to be submitted for the archive. This report has to be filed with ASIS National by August 15th so the archive copy should be received by September 1. Since this a VERY important summary of chapter activities over the year, make certain a copy is archived.

**d. National Awards**

Remind the Chair that a copy of all chapter award nominations (see Appendix D for full details) should be added to the Archives. These awards, which are submitted in July, should be archived no later that September 1.

**e. Copies**

Request two copies of each issue of OASIS. These copies should be in prime condition, not folded or stapled.

Collect copies of all flyers during the year. These can be tossed after you verify they have been included in the annual report. This is your backup copy of chapter history in case, for some reason, you do not receive a copy of the annual report from the Chair.

The tape(s) and a copy of the program flyer are given or sent to the archivist.

**f. Chapter Members**

Keep the data files containing information on chapter members up to date since it is nearly impossible to go back in time to collect the material. Files include:

1. Chapter Officers and Advisory Board Chairs
2. Chapter Award Winners
  - Chapter Member of the Year
  - Membership Award
3. Contribution to Information Science Award
4. Margaret McKinley Scholarship Winner
5. National Awards to Chapter Members at the annual meeting
6. Chapter Members who are officers on National Committees, SIGS, or Chapter Assembly. This information is published each year in the ASIS directory. You may need to talk with Membership Records Chair in order to recognize the names of chapter winners.

**g. Awards**

Any awards received or awarded (e.g., the McKinley Scholarship) by the Chapter should go into the Archives.

**3.B.8 Required Reports:**

None

**3.B.9 Taping**

Check the operation of the tape recorder a few days before the event so you have time to get the recorder fixed or find a replacement.

Bring an extra set of batteries to the meeting. After the meeting, remove the batteries and store them in the freezer. This keeps the batteries fresh and prevent corrosion in the tape recorder.



For dinner meetings a 60 minute tape is the minimum you will need. You can avoid having to turn the tape over by using 90 minute tapes. Bring at least two tapes to a dinner meeting.

Tam's Stationary stores have tape duplicating machines.

For the workshop keep the speakers presentation on one side of the tape. This increases the number of tapes needed but makes it easier to catalog the tapes and duplicate a particular persons' talk. Check the program to see how long each person is scheduled to talk for and buy the appropriate tape length; i.e. a 15 minute presentation use 60 minute tapes; 30 minute presentation use 90 minute tapes.

Bring a pad of post-it-notes and number the tapes— both inside the case and outside. On a copy of the program, mark the tape number next to the persons' name.

**b. Substitute**

If you are unable to attend a meeting try to find someone to do the taping for you. If you can't find a replacement, contact the Chair (try to give a week's notice).

### **3.B.10 Exhibits**

Exhibit 1 - Information Tapes





ARCHIVIST

EXHIBIT 1 - INFORMATION TAPE





## **3.C PUBLICITY COMMITTEE**

### **3.C.1 General Description of the Position**

The Publicity Committee is responsible for informing and announcing LACASIS events to other related professional organizations and getting announcements into their newsletters.

### **3.C.2 Responsibilities to the Chapter**

Doing everything possible to have the Chapter meetings and events well attended.

### **3.C.3 Responsibilities to Headquarters**

There is no direct responsibility to headquarters except for letting the Manager of Program Services know of special LACASIS- sponsored events.

### **3.C.4 Important Dates and Deadlines**

Be informed about deadlines for the other professional organizations' publications. Keep in touch with their editors and get LACASIS announcements to them in time.

<i>Deadline</i>	<i>Activity</i>
Topic & Date Set	Send a brief notice to calendar, editors and bulletin boards
Speakers & Cost Set	Send full announcements and flyers to calendar editors and forward an electronic version of the flyer to bulletin boards

### **3.C.5 Communication With Other Committees**

Works closely with the Program Chair and Program Committee. The Publicity Committee cannot start until they have the location, price, speaker. It's possible for the Program Chair to forget to inform the Publicity person about these details. Stay in touch and let them know your needs. Forward other association's announcements to the newsletter editor for consideration.

### **3.C.6 Budget Responsibilities**

There are minor expenditures for postage and photocopying which should be reimbursed by the Treasurer.

### **3.C.7 Performance of the Job**

Maintain names and addresses of organizations within the regional library and information science community. (See Exhibit 1 and Exhibit 2). Send accurate meeting announcements as soon as the particulars have been determined.

Stay current as to appropriate listservs where meeting notices can be posted.

Reach out to organizations outside of the library and information science community. Many newspapers run local calendars of events. Submit an abbreviated announcement and it might be published. If an event would tie in with another discipline, contact the publicity chairs of representative organizations. For example, for a presentation of geographic information systems, one might contact a cartographic society's publicity chair. The Board is a great source of contacts outside of the library community.

Forward event items from other organizations to the LACASIS newsletter editor. This reciprocal favor will be appreciated by other organizations and will help inform LACASIS members of other goings on about town.



### 3.C.8 Required Reports

None

### 3.C.9 Hints/Notes

#### a. Newsletters

Organization newsletter deadlines tend to be one month to six weeks in advance. Get accurate details on LACASIS topic, speakers, location, and price, so you can meet the deadline.

#### b. Mailing lists

Keep an accurate mailing list of editors and their deadlines. Editors may request that information be sent by surface mail, by e-mail or by fax. Additionally, be aware of new listservs that may be good avenues of publicity.

#### c. Flyer

Let the LACASIS Program Chair know of your need for a flyer. If you don't receive it in time, be prepared to make your own flyer.

#### d. Announcements

For advance announcements its possible to write a paragraph without all the details, saying "Contact \_\_\_\_\_ for further information on this event. However, such a vague announcement runs the danger of not getting into the other publication.

Newsletter editors appreciate your providing both a full page flyer-type announcement (with all the details) and also a small paragraph with the same information. Then they can insert whichever they have room for. Do not depend on them to properly and accurately condense a long announcement.

### 3.C.10 Exhibits

Exhibit 1 - Mailing List

Exhibit 2 - E-mail List



PUBLICITY

EXHIBIT 1 - MAILING LIST





PUBLICITY

EXHIBIT 2 - E-MAIL LIST





## **3.D STUDENT CHAPTER COORDINATOR**

### **3.D.1 General Description of the Position**

The Student Chapter Coordinator (SCC) serves as liaison with Faculty Chapter Advisor at schools of Library and Information Science within the geographical area served by LACASIS.

### **3.D.2 Responsibilities to the Chapter**

The SCC works as a conduit to library school faculty and students. As the LACASIS representative, the SCC demonstrates high professional standards and a commitment to introducing and involving students in LACASIS activities.

Copies of the essays should be submitted to the Archivist.

### **3.D.3 Responsibilities to Headquarters**

Submit a write-up, including a biography, of the winner of the McKinley Scholarship to headquarters.

### **3.D.4 Important Dates and Deadlines**

<i>Deadline</i>	<i>Activity</i>
Aug 15	Distribute ASIS membership brochures and LACASIS publicity flyers to Student Chapter Advisors
Sep 15	Distribute annual stipend to chapter advisors
Dec 15	Prepare McKinley Scholarship announcements
Jan 15	Organize a committee to judge McKinley entries and send out first flyer
Apr 15	Send out second flyer and e-mails to all LACASIS faculty members
Jun 30	Send congratulatory letter to winner of scholarship along with details for attending ASIS National
Jun 30	Prepare write up of McKinley Scholarship winner for OASIS

### **3.D.5 Communication With Other Committees**

Work with the Program Committee to sponsor at least one student event for UCLA and Fullerton Library Schools.

### **3.D.6 Budget Responsibilities**

Reports accrued expenses to the Treasurer and distributes stipend to the Student Chapters.

### **3.D.7 Performance of the Job**

The SCC distributes ASIS membership brochures and LACASIS publicity to student chapters and provides information and referrals about LACASIS matters in response to questions from Chapter Advisors and student chapter members. Membership applications sent to Arizona, Australia and Hawaii must be stamped with Alternate Chapter 18. (See Exhibit 1.)



Distributes the annual stipend to student chapter advisors at UCLA, San Jose State at Fullerton, University of Hawaii, University of Arizona, and the University of Technology in Sydney Australia. (See Exhibit 2.)

This SCC also coordinates the annual McKinley Scholarship contest. Publicity for the event begins in January. The first flyer for the essay contest (see Exhibit 3) should be mailed no later than February. This is followed with a second mailing in April. Usually the essay topic is related to attending the ASIS National Convention.

The SCC may serve as a judge for the McKinley Scholarship contest.

The SCC notifies the winner(s) of the McKinley Scholarship and works with the winner(s) to prepare a short speech to be presented at the annual award dinner held in October.

### **3.D.8 Required Reports**

Reports the winner of the McKinley Scholarship to the local board and to ASIS headquarters.

### **3.D.9 Hints/Notes**

Stay in touch with the both faculty advisors and student chapter presidents at each school.

Encourage student chapters to submit columns for the newsletter.

### **3.D.10 Exhibits**

Exhibit 1 - Membership Application

Exhibit 2 - Stipend Letter

Exhibit 3 - Flyer for McKinley Scholarship



**STUDENT CHAPTER COORDINATOR**

**EXHIBIT 1 - MEMBERSHIP APPLICATION**





**STUDENT CHAPTER COORDINATOR**

**EXHIBIT 2 - STIPEND LETTER**





**STUDENT CHAPTER COORDINATOR**

**EXHIBIT 3 - MCKINLEY SCHOLARSHIP FLYER**





## SECTION 4 - AD HOC COMMITTEES

### By-laws Committee





## **SECTION 4 AD HOC COMMITTEES**

### **BY-LAWS COMMITTEE**

If there is a need to update or change the chapter by-laws, a committee is appointed to do the work.

The major point to remember is that the chapter by-laws must not conflict with the charter, constitution or by-laws of ASIS National.

### **Steps in re-writing the by-laws**

1. The committee should make the needed changes and then submit the revised copy to the LACASIS Executive Board.
2. After the Executive Board is satisfied with the changes, the draft is submitted to the ASIS Parliamentarian for approval.
3. After approval by the ASIS Parliamentarian, the changes are voted on by chapter members. A two-thirds approval of voting members is required for approval.

Complete details on amending the by-laws can be found in Article IX of the current by-laws.





**APPENDIX A**      **CHAPTER CALENDAR**





## **APPENDIX B**      **PREPARATION OF FLYERS**

### **FLYER PREPARATION**

Flyers inform chapter members about chapter events. Flyers should be creative, artistically pleasing and informative.

#### **B.1 PAPER**

Use bright but light color papers since copies of the flyer may have to be made and lighter colors photocopy better. AstroBrite Solar Yellow, Lunar Blue and Lift Off Lemon are good color choices.

Use 60lb. weight paper for flyers being mailed. Twenty-four lb. paper is acceptable if the flyer is going to be an insert in another mailing such as the newsletter.

Paper size should be 8.5 by 11 inches. The workshop flyer can be done on 8.5 by 14 inch paper since more information needs to be included on the flyer.

#### **B.2 PHOTOCOPYING**

Make sure the mailing address section of the flyer is copied behind the reservation form. This way when the reservation form is returned, people will still have the map and other meeting information.

Normally, flyers are photocopied at places such as Staples since their prices are lower.

#### **B.3 TEXT**

In addition to a catchy title and description of the event, make sure the following information is on the flyer.

- a. Date and time of event ( for dinner meetings times should include social hour, dinner and program; for workshop times would include registration, continental breakfast, program, breaks, lunch and ending time.)
- b. Location with a full address and phone number should be on the flyer. A map with directions should be included on the back.
- c. Description worthy of a restaurant review should be given of the meal. Vegetarian meals should always be an option.
- d. Reservation deadlines are usually determined by the caterer at the facility. Coordinate with the Hospitality Chair to set the registration deadline. You might want to consider making the deadline a day earlier than the caterers deadline since this allows for last minute modifications and emergencies.
- e. A cancellation statement to the effect that “refunds may not be given in order to cover costs” should be on the flyer. For the workshop, a cancellation deadline indicating NO REFUNDS after that date must be prominently displayed.
- f. Address of where to send in the reservation should be on the registration form.
- g. A line for donations for student events is usually included in all flyers.
- h. Phone number contact to obtain additional information - usually the Hospitality Chair’s number is given.



## **B.4 BACK SIDE**

The back side of the flyer has a map and directions, which should be kept to the top 2/3 of the flyer.

## **B.5 FOLDING**

The flyer should be folded in thirds with the return address and postage imprint at the top of the fold. (See Exhibit 1.) Flyers need to be sealed with an adhesive dot. Staples are not allowed on bulk mail.

An optional fold (See Exhibit 2.) uses the mailing label as the seal on the flyer. This eliminates the need for the dots

## **B.6 FRONT**

The meeting title or some other catchy phrase can be placed on a slant under the return address. Due to postal regulations, the title should not be put along the bottom of the flyer since that could interfere with postal scanning.

## **B.7 EXHIBITS**

Exhibit 1 - Flyers

Exhibit 2 - Flyer Folding



## FLYERS

### EXHIBIT 1 - FLYER





## FLYERS

### EXHIBIT 2 - METHODS FOR FOLDING FLYERS





## **APPENDIX C      BULK MAILING**

### **C.1 RETURN ADDRESS AND POSTAGE**

For bulk mail the return address is:

LACASIS  
C/O Roberta Horowitz  
PO. Box 61240  
Pasadena, CA 91116-7240

Additional information regarding forwarding can be found in Exhibit 1, the Third Class Mail preparation booklet. For first class, the return address is:

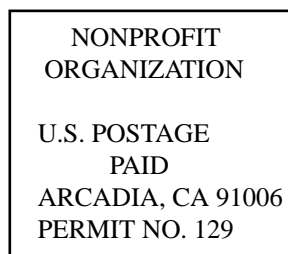
Chair, Membership Records  
Roberta Horowitz  
PO. Box 61240  
Pasadena, CA 91116-7240

### **C.2 BULK MAILING PERMIT**

The chapter currently has a bulk mailing permit that uses a postage imprint rather than stamps. The postal requirements are:

- a. the permit imprint must be large enough and be a color that contrasts with the color of the mailing piece so it can easily be read.
- b. the permit imprint must be made by printing press, hand stamp, lithograph, mimeograph, computer printer or similar device and cannot be typewritten or hand-drawn.

The imprint looks like this:



The size should be kept proportional with the return address.



## **C.3 BASIC INFORMATION**

- a. The Chapter has a special bulk mailing permit that allows mailing at nonprofit rates. See Exhibit 2.
- b. The Chapter has a permit to use postal imprint rather than postage. See Exhibit 3.
- c. The LACASIS permit number is 129.
- d. Mail must be brought to the bulk mail office at:  
Wheeler Street Post Office  
41 Wheeler Ave.  
Arcadia, CA 91006

Telephone number for the bulk mailing office is 818-821-6306

## **C.4 MAILING SCHEDULE**

Flyers should arrive about three weeks before the registration deadline. Bulk mail can take up to three weeks to be delivered. Ideally, bulk mailings should be in the mail six weeks before the reservation deadline. For flyers being mailed in a shorter than normal time frame, you can try typing TIME SENSITIVE MATERIAL on the flyer. However, this does not always work.

Avoid mailings during the December 1 through January 5 period.

## **C.5 PREPARATION FOR MAILING**

- a. All pieces must be the same size and weight.
- b. Information on bundling and packing mail can be found in Exhibit 1 -Third Class Mail Preparation.
- c. A statement of mailing with permit imprints must accompany each mailing. An example of a filled out form is in Exhibit 4.

## **C.6 EXHIBITS**

- Exhibit 1 - Third class mail preparations
- Exhibit 2 - Permit for mailing at nonprofit third class rates
- Exhibit 3 - Imprint permit
- Exhibit 4 - Statement of mailing, which accompanies each mailing



## BULK MAILING

### EXHIBIT 1 - THIRD CLASS MAIL PREPARATION





**BULK MAILING**

**EXHIBIT 2 - PERMIT FOR MAILING AT NONPROFIT THIRD CLASS RATES**





**BULK MAILING**

**EXHIBIT 3 - IMPRINT PERMIT**





**BULK MAILING**

**EXHIBIT 4 - STATEMENT OF MAILING**





