



Administrative Policies

LOCAL AFFILIATION POLICY

- I. Goals and Objectives of Affiliation

A network of PSLA affiliates will strengthen advocacy for strong library programs within the Commonwealth and advance information literacy as well as provide professional development. Specifically, affiliation will:

 - A. Provide a network for continuous communication.
 - B. Serve as a conduit for the flow of information.
 - C. Broaden the base of the profession through the increase of personal and professional memberships.
- II. Principles of Affiliation with PSLA
 - A. Any regional or local organization may affiliate with PSLA if it meets the criteria for affiliation. (Section III)
- III. Criteria for Affiliation
 - A. The purposes of the organization must be compatible with those of PSLA as verified by the organization's constitution and/or bylaws.
 - B. The organization must have regular meetings. A minimum of two per year.
 - C. The organization must have a means of communicating with its membership.
 - D. Fifty (50) percent of the organization's membership must be personal members of PSLA including the representative to PSLA's Advisory Council.
- IV. Representation on the PSLA Advisory Council
 - A. The PSLA Advisory Council shall be comprised of the Association's officers, the Directors, committee chairs, regional coordinators, appropriate representative(s) of the library media arm of the state government, and representatives of affiliated organizations. The Advisory Council shall meet at Annual Conference and Leadership Conference for the following purpose: to assist and to advise the Board in conducting the business of the Association and to act as liaison between their constituents and the Board.
 - B. Each affiliate shall designate one representative to the PSLA Advisory Council.
- V. Responsibilities
 - A. Responsibilities of Affiliate Organization
 1. Provide a copy of the organization's constitution and/or bylaws if amended or revised to the PSLA secretary.
 2. File an annual report by the first of January on a form provided by PSLA. The annual report shall include:
 - i. the list of officers with their addresses, emails, phone numbers and terms of office stated
 - ii. the name, address, email and phone number of the editor of the organization's communication tool;
 - iii. the name, address, email and phone number of the representative to

- the Advisory Council
 - iv. affirmation of 50% personal membership in PSLA
 - v. calendar of events
 - vi. other information to document the organization's continuing eligibility as an affiliate
 - 3. Appoint or elect the organization's representative to the Advisory Council. (It is recommended that for purposes of continuity, the representative serve more than one year or be the president of the affiliate organization).
 - 4. Provide the PSLA Secretary with the name and address of the organization's representative to the Advisory Council.
 - 5. Send the representative to the Advisory Council Meeting.
 - 6. Allow time during membership meetings and/or programs for disseminating PSLA and other relevant information.
 - 7. Provide PSLA with additional information as needed to facilitate two-way communication.
 - B. Responsibilities of PSLA.
 - 1. Provide, through PSLA Secretary, information about affiliation with PSLA and forms for application for affiliation.
 - 2. Provide annual report form for current information files.
 - 3. Provide invitation to affiliate representatives to attend meetings of the Advisory Council.
 - 4. Maintain a file of constitutions and bylaws of each affiliate for the purpose of checking compatibility with PSLA Bylaws and for advising other groups in organizing or reconstituting.
 - 5. Maintain official listing of all affiliate organizations in the PSLA Handbook and PSLA Website.
 - 6. Provide for regular communication with affiliates.
- VI. Affiliate Application Process
- A. PSLA
 - 1. PSLA identifies and sends application forms to potential affiliates.
 - 2. The Association reviews each application in terms of the stated criteria and confirms the applying organization's eligibility as an affiliate on a yearly basis.
 - 3. The PSLA Board of Directors will award affiliation through a Board vote.
 - 4. Following Board action, the PSLA President will send a letter of notification to the applying organization of its affiliate status.
 - B. Potential Affiliate Organization.
 - 1. The organization seeking affiliation with PSLA completes an application form and submits it to the PSLA Secretary with the required documentation by first of January.
 - 2. The organization must submit the application on a yearly basis - for the winter board meeting.
 - 3. Upon receiving the letter of approval of affiliate application, the organization elects or appoints its representative to the PSLA Advisory Council and assumes the other responsibilities identified above.

(Adopted, Board of Directors Meeting, January 12, 2013)

(Amended, Board of Directors, January 14, 2017; October 6, 2018)