

Chapters Council

Orientation Toolkit

for New Chapter Leaders and
Representatives to Chapters Council

Updated July 2021

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Welcome!

Thank you for playing a leadership role in your organization and for participating in [Chapters Council](#). This Orientation Toolkit is designed to assist you by answering questions about the work of [Chapters Council](#), your chapter's relationship to ACRL, and by directing you to helpful resources and services.

Chapters Council is comprised of the leaders of the 44 regional and/or state chapters of ACRL. Each chapter may send its Chair (President), Vice-Chair (Vice-President), or an appointed delegate to attend Chapters Council meetings, held on Sundays during ALA Midwinter and Annual. Chapters Council serves as a conduit for information and communication between ACRL national and its chapters, and serves to promote membership of ACRL national. The goals of Chapters Council are:

- 1) to support the goals and initiatives of ACRL national;
- 2) to facilitate communication between ACRL members and ACRL leadership;
- 3) to encourage and support ACRL chapters goals and initiatives; and
- 4) to build membership of ACRL at the national and chapter levels.

Chapters Council also gives us an opportunity to share information about the work and governance of our chapters. One way that Chapters Council does this is by holding a "Best Practices" session at our meetings. Meeting times and agendas, calls for presenters, and invitations to participate in our "dine around" events will be sent prior to ALA Midwinter and Annual meetings. Representatives from every chapter are encouraged to participate!

Information for New Chapter Leaders and Key Documents

Here are a few words of advice to get you started. If you are a new chapter officer, we encourage you to:

- 1) Participate in the ACRL Chapter Leader Online Orientation.
- 2) Take a few moments to read the following key documents:
 - The ACRL [Chapters Council](#) page, which provides officer rosters and links to minutes and other resources.
 - The ACRL [Chapters Roster](#) page. Make sure your Chapter's information on this page is correct. If not, please notify the ACRL Staff Liaison (see below).
 - ACRL Bylaws, [Article XIV: Chapters](#): This brief section of the bylaws pertains to Chapters.
 - [Chapter 5: ACRL Chapters](#) of ACRL's [Guide to Policies and Procedures](#): The relationship between Chapters and ACRL is covered here, as is funding and the responsibilities of Chapters, Officers, and ACRL in relation to Chapters.
 - [ACRL](#) pages, including the ACRL [Board of Directors](#) page.
- 3) Become familiar with ACRL [funding and reimbursement arrangements](#) and the [reimbursement form](#); please note the guidelines regarding allowable expenses at [ACRL's Guide to Policies and Procedures, Chapter 5, section 5.5](#).
- 4) Know that you will need to submit an annual report each year, based on ACRL strategic planning and the [Plan for Excellence](#). Submitting the annual report is a requirement for receiving the ACRL chapter reimbursement. Instructions for submitting the report will be sent to the Chapters Council email list, ALA-ACRL-Chapters@connectedcommunity.org (which is hosted through [ALA Connect](#)) in the spring. A sample report is included in the Appendix.
- 5) Be aware of support by ACRL for chapter membership, including mailing lists (one free per fiscal year) and additional funds for Chapters pursuing membership drives. Please see ACRL's [Guide to Policies and Procedures, Chapter 5, section 5.4](#).
- 6) Share all of the above with your own chapter leaders, especially those who are new to their leadership roles.
- 7) Take some time to understand the governance process for your chapter, as well as the non-profit status (501 c 3; 501 c 6) if applicable.

Chapters Council

- 1) Please contact the [List Administrator](#) to make sure you have been added to the Chapters Council listserv, ALA-ACRL-Chapters@connectedcommunity.org. You should receive a welcome message after you have been added.
- 2) Decide who from your chapter will attend the [Chapters Council](#) meetings at the ALA Midwinter Meeting and Annual Conference; these meetings are usually on Sunday.

Representatives on Chapters Council include your president and vice president, or a delegate who serves on the executive board. If your chapter uses a different organizational structure, select a delegate involved in the governance of the chapter.

- 3) Please review, and contribute to [Chapter Topics](#). Published twice a year, *Chapter Topics* provides a wealth of ideas to consider for your chapter. All chapters are asked to submit an update on their activity to *Chapter Topics*.
- 4) Each chapter is a little different, so please take some time to confer with other chapter leaders to learn how they are structured and inquire about their programs and offerings to [chapter members](#).

Key Contacts

- Lauren Carlton, ACRL Staff Liaison; 312-280-5285; lcarlton@ala.org
- Kara Malenfant, ACRL Interim Executive Director; 312-280-2510; kmalenfant@ala.org
- Lisa Nickel, ACRL Chapters Council Chair, lnickel@wmedu
- Julie Garrison, ACRL President and Board Liaison, julie.garrison@wmich.edu

About Chapters and ACRL

A chapter provides an opportunity for members to participate in ACRL programs locally and provides a framework within which librarians can meet for professional development, discussion of professional issues, and social purposes. Chapters organize programs and other activities, and provide a bridge to participation in the national organization. Chapter structure varies from state-to-state. Each chapter is autonomous and organizes to best meet the needs of its members.

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

ACRL's recognition of the importance of its chapters is shown by the presence on the ACRL Board of two directors-at-large nominated from within the Chapters Council. The Chapters Council director-at-large candidates run on the ACRL Board ballot every other year, and each serves a four-year term.

ACRL Support

Funding

ACRL support includes providing Chapters with \$1 for each national ACRL member within a chapter's geographic region (as described in the ACRL's Guide to Policies and Procedures, [Funding Programs for Chapters](#)). Budget memos are distributed in September each year.

ACRL Chapter Speakers Bureau Program

For several years, funds have been available to give chapters the opportunity to invite members of the ACRL Board and the Executive Director to the region as participants in chapter activities. The purpose of the visit is to speak about the activities and initiatives of ACRL and to learn of members' interests at chapter level.

The chapter may indicate a preference for a particular officer, but if that person is not available or is already over committed another officer may represent the Association. To maintain equity, each chapter is visited at a frequency of approximately every four years.

More information, including the speaker visit calendar and the online 'Request an ACRL Officer' form, is available at [here](#) and in ACRL's [Guide to Policies and Procedures, Chapter 5, section 5.4](#).

ACRL e-Learning webcasts

Chapters are offered two [ACRL e-learning webcasts](#) per chapter to offer as events. ACRL e-Learning webcasts are 1.5 hours in length. Webcasts take place in an online classroom and are designed to encourage interactivity and active learning. Technical requirements include a computer with an Internet connection and speakers. Your complimentary webcast registration can be redeemed for ACRL e-learning webcasts offered September 1 – August 31. Review the [webcast schedule](#) and e-mail Margot Conahan, ACRL Professional Development Manager, at mconahan@ala.org with the name of the webcast(s) you want to participate in at least three business days before the live event. We will register your chapter for the webcast and send the log-in details to your chapter contact one business day prior to the live webcast. With your chapter's group registration, one person must login and keyboard during the event. Your group registration allows you to project the Webcast to participants in up to six locations.

ACRL Promotion

Consider promoting ACRL at your local events. Contact the ACRL Staff Liaison to Chapters for promotional materials including handouts, brochures, and name tag ribbons, especially during years when the ACRL Conference occurs.

Planning Calendar for ACRL Chapter Officers

November	Submit article to Chapter Topics editor
January/ February	Attend Chapters Council meeting at ALA Midwinter Meeting and report back to Chapters
May	Submit article to Chapter Topics editor
June	Attend Chapters Council meeting at ALA Annual Conference.
July	Chapter Annual report due (see section 5.6.1 of Chapter 5 : of ACRL's Guide to Policies and Procedures). Please note that funding will be withheld from Chapters that fail to submit two consecutive reports.
August 15	Deadline for reimbursement requests (they may be submitted earlier); the fillable PDF form is available on the Forms page of ACRL's website , or directly at:

[www.ala.org/acrl/sites/ala.org.acrl/files/content/resources/forms/Chapter Reimbursemen.pdf](http://www.ala.org/acrl/sites/ala.org.acrl/files/content/resources/forms/Chapter_Reimbursemen.pdf)

Year-Round	Maintain membership in ALA/ACRL
Year-Round	Submit roster updates, chapter conference information, and ribbon requests to ACRL staff liaison. New officer contact information must be submitted to ACRL within one month of each chapter's election (election dates vary from chapter to chapter)
Year-Round	Request one free chapter membership report (for your chapter area) per fiscal year from ACRL staff liaison
Year-Round	Keep up-to-date with ACRL happenings through the multiple ACRL communication forums, including ACRL Insider , the website , and listserv . All provide a venue for learning about ACRL and obtaining information to share with members.

ACRL Chapters Council Orientation Manual; revised July 2021 to two documents: Chapters Orientation Toolkit and Chapters Council Officers Manual, by S. Davis, and Previous ACRL Chapter Council Executive Officers: N. Cooper, C. Fuchs, L. Kong, D. Whren, in consultation with ACRL staff.