

# **REFORMA**

## **Manual**

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The REFORMA Manual is a working document and can be reviewed and updated as needed. Changes do not require Executive Committee or Board of Representative approval, but the Secretary must make all members of the Executive Committee and Board of Representatives, Operational Coordinators, and Office Staff aware of changes via the listservs.

The most recent version of the manual is available on the REFORMA Web site.

## **BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

### **General responsibilities of the REFORMA Board of Directors and Executive Committee**

It is the responsibility of the REFORMA Board of Directors (The Board) to conduct all the business of the organization and to carry out the goals of REFORMA. The Board shall delegate responsibilities to the elected representatives that form the Executive Committee.

The Board of Directors consists of:

- Executive Committee (President, Vice-President/President-Elect, Secretary, Treasurer, Member-At-Large, Chapter Representatives, and Immediate Past President)
- Chairs of the Standing Committees
- Presidents of REFORMA chapters

Each Board member has one vote.

For questions regarding quorum, please refer to the REFORMA Bylaws (Attachment A).

# **EXECUTIVE COMMITTEE**

## PRESIDENT

The President of REFORMA is responsible for leading the national organization in the following areas:

1. Serves a one (1) year elected term as president. The previous year serves as Vice-President/President-Elect for one year and the following year serves as Immediate Past President for one year.
2. Calls and conducts the Executive Committee and Board of Directors meetings at ALA Midwinter Conference, and calls and conducts the Executive Committee, Board of Directors, and Membership meetings at ALA Annual Conference. Creates and electronically distributes agendas for the REFORMA meetings held at ALA Midwinter and Annual Conference two (2) weeks prior to the meetings.
3. Assures that the goals and objectives of REFORMA are met.
4. Officially represents REFORMA at appropriate meetings, conferences, and other activities (or appoints a designee).
5. Maintains official contact/correspondence with the local REFORMA Chapters.
6. Approves Expenditure Forms and forwards them to the Treasurer for payment.
7. Acknowledges donations by businesses or individuals for gifts or services.
8. Acts as liaison between national REFORMA and other ALA affiliate organizations.
9. Works with the Executive Committee on timely business that may be necessary between the two conferences.
10. Identifies and monitors issues affecting library services to the Spanish speaking communities and the goals of REFORMA.
11. Keeps current and accurate listing of committees and their membership. Works with President-Elect for next appointments.
12. Is responsible for the hiring and supervision of the office manager.
13. The President and/or the Executive Committee may form Ad Hoc Committees to deal with a specific issue or task. The President shall appoint the Chair of the committee. The Ad Hoc Committees will have a

specific charge and timeline to follow. When the task is completed, the Ad Hoc Committee is disbanded.

14. Works with the Mora Award Committee, the Office Manager, and the Treasurer to deposit the check from Pat Mora for the Mora Award and its administrative costs, currently \$1,075.00.
15. Works with the Public Relations Chair and current Mora Award Coordinator to publicize the Mora award and subsequent winner.
16. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

#### **A. Taking over the office**

1. Takes over his/her office as the last item of business at ALA Annual Conference membership meeting.
2. Immediately contacts the ALA Conference Office in writing, adding the name, address, phone number and email address of the officers to the “official” organization mailing list for ALA Conference Planning packets. This is crucial and must be acted upon in a timely manner.
3. Corresponds with the Vice President/President-Elect in July to set timelines for conference planning for Midwinter and preliminary program planning for the ALA Annual Conference.

#### **B. Conference Planning**

(\*Note: Because the ALA Conference Office begins preparing its Conference Planning Packets soon after the Annual Conference for both Midwinter and Annual Conference, the REFORMA President and Vice President/President-Elect also need to be prepared to meet ALA’s early fall deadline schedule for both conferences’ preliminary meeting/program schedules.)

The President should work with the Vice President/President-Elect to identify all the committee meetings that need to be scheduled (and meeting size) for Midwinter and Annual Conference. It is the responsibility of the President to work directly with ALA Conference Office. By August, the President/President-Elect should have received information.

1. ALA Midwinter Meeting Responsibilities
  - a. Plans the ALA Midwinter agenda in consultation with the Executive Committee.

- b. Conducts the Executive Committee and Board of Director Meetings at Midwinter.
2. ALA Annual Conference Responsibilities
- a. Works with the Vice President/President-Elect on any changes of the meeting schedules after ALA Midwinter.
  - b. Collaborates with the Vice President/President-Elect on providing “preliminary” meeting information for the Winter (March) issue of the REFORMA Newsletter. (June issue is too late to allow people to make travel plans). This is crucial and needs to be completed in a timely fashion.
  - c. Plans the agendas for the ALA Annual Conference in consultation with the Executive Committee
  - d. Conducts the REFORMA Executive Committee, Board of Directors, and Membership meetings.
  - e. Turns over the Presidency as the last action of the last REFORMA meeting scheduled.
3. Assumes the major responsibility of serving as the REFORMA National Program Chair. To help establish a timeline, the following may be used:

July-August	Determines the REFORMA National Program theme for the ALA Annual Conference. Determines the number of programs in conjunction with the Executive Committee. Ascertain the number of committee/membership meeting spaces that are needed for Midwinter and Annual Conference meetings. Identify program and scholarship fundraiser chair for activities at ALA Annual Conference.
Late August	Confirms with ALA Conference office the Vice President/President-Elect name and address is correct on the Conference Office mailing list.
September	Notifies REFORMA membership of the “tentative” meetings scheduled for ALA Midwinter electronically and through the REFORMA Newsletter (Fall issue)
Mid-September	Receives first Annual Conference mailing from ALA. Begin gathering date/time and information for meetings and programs from all appropriate parties.
Late September	Submits space request for Midwinter meetings.

Early October	Submits space request forms for ALA Annual Conference meetings, programs, and fundraising activities.
Late October	Reviews preliminary schedule of meetings for Midwinter. Submit revisions to ALA Conference Office. Notifies Chair of meeting date, time and location and ask for changes.
January	The President announces the winners of the Pura Belpre Award together with ALSC President at the ALSC Literary Awards Press Conference
Early November	Reviews finale schedule for Midwinter activities. Submits last change for Midwinter to ALA Conference Office.
January-February	Develops text for preliminary program for Annual Conference with program chair.
February	Submits preliminary program forms to ALA Conference Office.
February	Submits “tentative” meeting, program and special event schedule electronically to REFORMA Board and the REFORMA Newsletter Editor for inclusion in Winter edition of REFORMA newsletter.
Late February	Reviews preliminary schedule for Annual Conference. Ascertain need for meal tickets. Notify President, committee chairs and program chairs of meetings and program schedules. Obtain changes from chairs.
Mid-March	Submits final copy of ALA Annual Conference Program
Late March	Submits ALA Annual Conference changes. Arranges for printing of any required meal/special event tickets
May	Notifies Executive Committee members, committee chairs, program chairs, and speakers of final time/date and room assignment for meetings and programs for ALA Annual Conference.
Mid-May	Submits any tickets to ALA Conference Office for sale in the ALA ticket booth at ALA Annual Conference.
June	The President opens the Pura Belpre Award Celebración and, together with ALSC president, presents the plaques to the winning authors and illustrators.

4. Communication
  - a. Communicates appropriately to the national membership through the REFORMA Newsletters.

- b. Keeps in contact with Standing Committee Chairs throughout the year, especially in determining the agenda for the two conferences, and/or checking on the status of particular committee assignments.
- 5. Appointments
  - a. Considers whom he/she will recommend for appointments to ALA Committees prior to appointment. (The ALA President-Elect usually will send a letter asking the REFORMA President for nominees by September.) (The ALA Handbook will list all committees.)
  - b. Appoints Standing and Ad Hoc Committee chairs as necessary throughout the term of office.
- 6. Fiscal Matters
  - a. Works with the Treasurer to determine the budget and other fiscal matters for the incoming year.
  - b. Reviews the budget reports submitted by the Treasurer.
  - c. Works with the Fundraising Chair on activities for the current year.
- 7. ALA Candidate Endorsements
  - a. In the early Fall, mails a set of questions to the candidates with a return date of November 15<sup>th</sup>. This action is crucial and requires timely action. (See “*Candidate Endorsement for non-REFORMA Elections*”)
  - b. Extends an invitation to all candidates who responded to be a guest at a REFORMA Executive Board meeting at ALA Annual Conference.
  - c. Presents the candidate(s) and their response(s) at the ALA Midwinter Board meeting. At that time, the Board will vote on whom, if anyone, to endorse.

### **C. Candidate Endorsements for Non-REFORMA Elections**

REFORMA Board will endorse candidates for major ALA elections using the following procedure:

- 1. In early Fall, the REFORMA President will mail the following questions to the candidates with a return date of November 15<sup>th</sup>.
  - a. There have been many concerns about the persistent under-representation of ethnic minorities in the ranks of librarians. How

do you perceive this problem and how would you, as (name of organization) President address this deficiency?

- b. In the context of your background as an employer/ administrator, what steps had you previously taken to promote an ethnically diverse work environment?
  - c. What could ALA do to involve more underrepresented groups (ethnic minorities) in the Association?
  - d. What can library school educators do to recruit underrepresented groups?
  - e. How can these schools address the issues of diversity within the curriculum so that all graduates are better-prepared to address the needs?
2. The President will present the responses of the candidates for ALA Midwinter Board meeting. At that time, the Board will vote on whom, if anyone, to endorse.
  3. Based on that vote, the Newsletter Editor will print the Executive Board's decision of endorsement and the candidates' responses to the questions in the WINTER REFORMA Newsletter.
  4. The President will issue an invitation to all ALA presidential candidates who responded to the questions to briefly address the REFORMA Executive Board at its ALA Midwinter meeting.

## VICE PRESIDENT/PRESIDENT-ELECT

The Vice President/President-Elect of REFORMA is responsible for the national organization in the following areas:

1. Serves a one (1) year elected term; the first year as Vice President/President-Elect, the second year as President, and the third year as Immediate Past President.
2. Appoints new and/or reconfirms national REFORMA Standing Committee Chairs and Operational Coordinators prior to assuming the office of President.
3. Serves as liaison for fundraising activities at ALA Midwinter and ALA Annual Conferences.
4. Assists the President in developing the agenda for the Board meetings at ALA Midwinter and Annual Conference, as well as the Membership meeting at Annual Conference.
5. Notifies Board of room assignments for meetings and fundraising events for ALA Midwinter and Annual Conferences. To help establish a timeline, the following is to be used:

December	Notified Board of room assignments for Midwinter meetings and fundraising activities
May	Notifies Board of final time/date and room assignments for meetings, programs, and fundraising activities for ALA Annual Conference.

6. Serves on the Executive Committee of the Board.
7. Serves on the REFORMA Finance Committee.
8. Represents National REFORMA at official functions at the request of the President.
9. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## TREASURER

The Treasurer of REFORMA is responsible for leading the national organization in the following areas:

### A. General Responsibilities

1. Serves a two (2) year elected term; may be re-elected for a second term.
2. Takes charge of, and is responsible for, all the fiscal, financial, and budgetary affairs of National REFORMA.
3. Works with the Finance Committee in preparing an annual budget due for adoption no later than ALA Annual Conference Board meeting.
4. Responsible for financial accountability of the organization, its membership, and its books in their entirety.
5. Serves on Finance Committee. Responsibilities include:
  - a. Issues a year-end report on prior year revenues and expenditures and certifies, by program the amount of money available to the organization in each new fiscal year.
  - b. Issues a report on revenue and expenditures, by program at the ALA Midwinter Meeting of the Board
  - c. Distributes reports to each Standing Committee, Chapter, Officer, special committee and task force which summarizes its revenues (for chapters, this report would include only membership revenues submitted to the national REFORMA treasury) and expenditures from the prior fiscal year and a form(s) that enables it to develop budget requests (changes, enhancements, reductions) for REFORMA Board to consider at ALA Annual Conference in June.
  - d. Budget requests are submitted by the chairs of each Standing Committee, Chapter President, Task Force/Special Project for review by the Finance Committee. The Treasurer is responsible for the collection of these budget requests and budget dissemination to the Finance Committee
  - e. Issues an updated state of revenues and expenditures for the Finance Committee and Board.
6. Serves on Organization Development Committee.

7. Works with appropriate officers or members in developing a “Financial Impact Statement” for any proposed chapter, committee, task force/special committee, programs and/or projects. The Impact Statement must be submitted to the Finance Committee.
8. Submits an annual fiscal report for publication electronically and in the Fall newsletter.
9. Submits a written mid-year Treasurer’s report to a REFORMA Board meeting at ALA Midwinter.
10. Submits a written final annual report to the REFORMA Board and Membership meetings at ALA Annual Conference.
11. Works with Chapter Presidents to insure proper reporting and collection of membership fees each January.
12. Works with the Newsletter Advertising and Office Manager to insure that the process of purchasing advertisements for the Newsletter is efficient and payment is collected.
13. Works with the Mora Award Committee, the Office Manager, and the REFORMA President to deposit the check from Pat Mora for the Mora Award and its administrative costs, currently \$1,075.00.
14. Submits every year to the Internal Revenue Service a list of REFORMA Chapters and their presidents.
15. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **B. Requesting Funds from National REFORMA Treasury**

In order for the REFORMA Treasurer to maintain accurate accounts, all funds, whether income or expenditure, the item must be documented properly. REFORMA’s legal incorporation and tax-exempt status requires filing of an annual report with the Department of Consumer and Regulatory Affairs each April 15<sup>th</sup>.

Since REFORMA generally works without an established annual budget, expenditures should be well thought out and sufficient validation presented for approval. Expenditures are made from the Operating Fund Account that is carried forward from year to year. Carry forward money is added to by sales of membership lists, labels, directory, interest from bank accounts, and membership and chapter dues.

The Scholarship Account is not used to pay for any expenditure, and by law is to be used exclusively for its said purpose.

In order for all Board members to be informed of the proper procedures for expenditures from the REFORMA accounts, the following are steps of process:

1. The Expenditure Form is to be used to request funds or reimbursement of funds for any amount over \$50. It is preferred to have the vendor submit an invoice to the Treasurer for a service or merchandise; however, the expenditure must be approved prior to being made.
2. Submit the Expenditure Form and all documentation such as justification, estimate of cost, invoice, etc., to the President for approval. After approval, the President shall forward the form to the Treasurer for payment and/or further review.
3. Members are encouraged to obtain donations-in-kind to help reduce expenses. When a business or individual gives donations, establish a dollar amount for the donation and submit a completed Expenditure Form with the notation at the top of the form "DONATION – DO NOT PAY." The REFORMA President will make an acknowledgement to the business or individual on behalf of REFORMA.

## REFORMA EXPENDITURE REQUEST FORM

*This form must be used when requesting expenditure of \$50 and over.  
Submit this form in triplicate to the REFORMA President for approval.*

Name:			Date
Committee:			
Quantity	Description	Vendor	Amount
<b>Total</b>			\$
Total Expenditure Approved by:			
<i>President</i>			Date
Original forwarded to Treasurer		Date	
Copy returned to Requestor		Date	
Copy for President files			

Requestor name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## SECRETARY

The Secretary of REFORMA is responsible to the national organization in the following areas:

1. Serves a two (2) year elected term; may be re-elected for a second term.
2. Takes and creates minutes at ALA Midwinter Executive Committee and Board meetings and ALA Annual Conference Executive Committee, Board, and Membership meetings.
3. Distributes minutes electronically to Board or membership prior to subsequent meetings for approval.
4. Submits bullet points from the meetings for the REFORMA newsletter until the approved minutes can be submitted.
5. Creates and continually updates a detailed listing of the REFORMA Board and sends this information to the Webmaster for the Web page.
6. Collects, organizes and electronically distributes information pertaining to the Executive Committee, Board, and Membership meetings prior to Midwinter or Annual Conference. This includes annual reports from chapters, committees and officers.
7. Creates, distributes and updates a "To Do" list of action items created at Midwinter or Annual Conference meetings that officers/members are responsible for.
8. Updates REFORMA Manual as needed and/or requested.
9. Notifies and/or sends Webmaster updates for Manual, minutes, agendas, lists, etc. for posting on REFORMA website.
10. Distributes changes to the manual to all members of the Executive Committee and the Board of Representatives, Operational Coordinators, and Office Staff via the listservs.
11. Forwards records to REFORMA Archivist at the end of term.
12. Submits completed, approved minutes, Board membership listings, and other reports to REFORMA Newsletter Editor for inclusion in appropriate issue.
13. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **MEMBER-AT-LARGE**

Members of REFORMA who reside/work in areas not represented by a local chapter are represented by the Member-At-Large who is responsible to the national organization in the following areas:

1. Serves a two (2) year elected term; may be re-elected for a second term.
2. Represents all Member-At-Large members at the ALA-+
3. Midwinter and ALA Annual Conference Executive Committee, Board, Membership meetings.
4. Solicits from At-Large members on REFORMA issues being discussed and in need of resolution at the national level.
5. Maintains open lines of communication with At-Large members through the REFORMA Newsletter, REFORMANET list and/or the REFORMA web page.
6. Refers At-Large members who are interested in forming a chapter to the Organizational Development and New Chapters Committee Chair.
7. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## CHAPTER REPRESENTATIVES

Each Chapter Representative is responsible to the national organization in the following areas:

1. Each Chapter Representative serves a two (2) year elected term. Currently, there are three chapter representatives whose terms are staggered, with one Representative elected in one year and two in the next year.
2. Shortly after ALA Annual, the current Chapter Representatives designate, through mutual agreement, which chapters they will represent. This division should be as equitable as possible.
3. Updates and personalizes a *New Chapter President Tool Kit* for any of their designated chapters that have new presidents.
4. Provides a written mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
5. Represents their designated chapters' concerns at the ALA Midwinter and ALA Annual Conference Executive Committee, Board of Directors, and Membership meetings. This representation does not extend to voting on behalf of the chapter presidents who are not able to attend the Board of Directors meeting.
6. Solicits input from their designated chapters by contacting each Chapter President on REFORMA issues being discussed and in need of resolution at the national level.
7. Maintains open lines of communication with their designated Chapter Presidents.
8. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President of REFORMA is responsible to the national organization in the following areas:

1. Serves as a member of the Board for one (1) year, having already served one year as Vice-President/President Elect and one year as President.
2. Appoints Finance Committee members and determines membership size of committee.
3. Submits name of Finance Committee members to the REFORMA President once committee has been established
4. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
5. Serves as the Finance Committee Chair
6. Attends Board and Membership Meetings.
7. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

# **BOARD OF DIRECTORS**

## CHAPTER PRESIDENTS

Each Chapter President of an official REFORMA Chapter is responsible for the national organization in the following areas:

1. Serves on the same July-June calendar as the National REFORMA Officers.
2. Supports the objectives of National REFORMA.
3. As a member of the REFORMA Board of Directors with one vote each, represents his/her Chapter at national REFORMA business meetings and activities at National Conferences.
4. Communicates directly via REFORMA-BOD or through their designated Chapter Representative about REFORMA national issues or votes. Uses the same channels to communicate chapter issues and concerns with National REFORMA.
5. Calls and presides over all general membership meetings of the Chapter, serves as the Chapter's official representative, and provides leadership for all its activities.
6. Prepares a budget reflecting revenue and expenditures to be submitted to the Finance Committee, via the Treasurer, in March of each year.
7. Prepares an annual report of Chapter accomplishments and activities and to be submitted to the REFORMA National Secretary via REFORMA-BOD two (2) weeks prior to ALA Annual Conference.
8. Insures that one-third of Chapter dues collected for the year is paid to the REFORMA National Treasurer each January of the subsequent year.
9. Submits Chapter information, events, and/or updates to the REFORMA Newsletter and Webmaster.
10. Sends the official chapter contact information, including the name and contact information of the Chapter Presidents and Chapter Web sites to the National REFORMA Secretary and Webmaster.
11. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **General Responsibilities**

Functions that are needed for the efficient annual management of REFORMA are referred to as “Standing Committees.” As of 2005/2006, there are sixteen (16) Standing Committees approved by the Board of Directors:

1. Children’s and Young Adult Services Committee
2. Education Committee
3. Finance Committee
4. Fundraising Committee
5. Information Technology Committee
6. International Relations Committee
7. Legislative Committee
8. Librarian of the Year (Arnulfo Trejo) Award Committee
9. Membership Committee
10. Nominations Committee
11. Organizational Development and New Chapters Committee
12. Program Committee
13. Public Relations Committee
14. Recruitment and Mentoring Committee
15. Scholarship Committee
16. Translation Committee

Each Committee is chaired by a REFORMA member in good standing who is usually appointed by the Vice President/President Elect for a one or two-year term.

Most Standing Committee chairs appoint committee members (for clarification for each Standing Committee, see entry in the “Manual”). Committee members may be selected from members who volunteer either verbally or through the membership process, from nominations, or may be solicited by the chair.

Standing Committee Chairs are expected to attend meetings of the Board of Directors at both ALA Midwinter and ALA Conference.

## **STANDING COMMITTEES**

### **Children's and Young Adult Services Committee**

The REFORMA Children's and Young Adult Services Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President and Secretary once committee has been established.
4. Provides a forum for the exchange of ideas and information relevant to the effective delivery of library services to Spanish speaking children in the U.S.
5. Addresses specific issues relevant to the effective delivery of library services such as the use of traditional measures which may result in inequitable and discriminatory allocation of resources, collection development policies which incorporate relevant criteria to the needs of Spanish speaking families, and the lack of Spanish speaking children's librarians and managers.
6. Serves as the liaison to the Association of Library Services to Children (ALSC), specifically in issues that are related to the Pura Belpre award.
7. From January to June of each year, plans, organizes, and coordinates the Celebration for the Pura Belpre Award Ceremony.
  - a. Prepares and sends invitations and creates the printed program in consultation with the Pura Belpre Selection Committee Chair and the ALSC Executive Director and/or Deputy Executive Director (refer to the Pura Belpre Manual for full description of duties and timeline).
  - b. Submits a request to REFORMA treasurer to transfer \$2,000 to the ALSC for celebration expenses.
8. Explores and encourages cooperative programming and sponsorship with ALSC and other organization within ALA charged with providing services to Latino/a youth.
9. Establishes and publishes "Guidelines for Spanish Language Collection Development for Children."

10. Explore alliances and partnerships with other youth-serving organizations, such as the National Association for Bilingual Education (NABE), the California Association for Bilingual Education (CABE), National Council of La Raza (NCLR), and the Children's Defense Fund.
11. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
12. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Education Committee**

The REFORMA Education Committee Chair is appointed by the Vice President/ President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one(1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President and Secretary once committee has been established.
4. Promotes library and information science as a viable profession to the Spanish speaking community.
5. Promotes library use in the Spanish-speaking community at large.
6. Investigates and recommends ways that library schools and their curricula can better reflect the Spanish speaking communities and meet the informational needs of those communities.
7. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
8. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## STANDING COMMITTEES

### Finance Committee

The REFORMA Finance Committee Chair will be the REFORMA Immediate Past President and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Committee members shall include the REFORMA Treasurer and one member from the Board who will be appointed for a two (2) year term.
3. Works with the REFORMA Treasurer to develop an annual operating budget that will be presented to the REFORMA Board no later than its ALA Annual Conference Board meeting.
4. Monitors program revenues and expenditures and makes recommendations to the Board financial policies for each program that will insure fiscal stability for each program and the organization as a whole.
5. Reviews the budget requests presented by Chairs of Standing Committees, Chapters, Officers and special committees and task forces as specified by the following adopted REFORMA *Financial Planning Calendar*.

<b>Financial Planning Calendar</b>	
October	Treasurer issues a year-end report on prior year revenues and expenditures and certifies, by program the amount of money available to the organization in each new fiscal year.
January	Treasurer issues a report on revenue and expenditures, by program at the ALA Midwinter Meeting of the Board.
January	Treasurer distributes reports to each Standing Committee, Chapter, Officer, special committee and task force which summaries its revenues (for chapters, this report would include only membership revenues submitted to the national REFORMA treasury) and expenditures from the prior fiscal year and a form(s) that enables it to develop budget requests (changes, enhancements, reductions) for REFORMA Board to consider at ALA Annual Conference in June.
March	Budget requests are submitted by the chairs of each Standing Committee, Chapter President, Task Force/Special Project for review by the Finance Committee.
March	The Treasurer is responsible for the collection of these budget requests and budget dissemination to the Finance Committee.

April	Treasurer issues an updated state of revenues and expenditures for the Finance Committee and Board.
May	The Finance Committee, via the Treasurer, issues its recommended budget to the Board for review and consideration at ALA Annual Conference in June.
June	Board adopts the annual operating budget for the new incoming fiscal year at ALA Annual Conference in June.

6. Insures that the following “line items” (including revenues and expenditures) are listed on the proposed annual budget:
  - a. Office Manager salary and office expenses
  - b. Mora Award stipend
  - c. Fundraising seed money
  - d. ALA affiliate dues
  - e. Website domain fee
  - f. Elections
  - g. Newsletter
  - h. Scholarship
  - i. Conference Program(s)
  - j. National Conference
  - k. President
  - l. Children’s Book Award
  
7. Where practical, each program should be designated as “enterprise and/or self-sustaining” (e.g., Newsletter) and should basically pay for itself. Other programs should be established as operating funds. General membership fees should be allocated in this ranked/priority order:
  - a. Support “operations”
  - b. Support a three-month reserve fund
  - c. Support conference programs
  
8. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Fundraising Committee**

The REFORMA Fundraising Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President and Secretary once committee has been established.
4. Coordinates and leads all fundraising projects of REFORMA, including the two annual fundraisers, REFORMA National Conference and special projects for the organization.
5. Works with the Vice-President/President Elect who serves as a liaison for the Fundraising Committee.
6. Sends at least one scholarship donation solicitation to all REFORMA membership each year.
7. Provides technical assistance to REFORMA committees on fundraising and public relations.
8. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Information Technology Committee**

The REFORMA Information Technology (ITC) Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee or creates workgroups as necessary.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Oversees the development of the REFORMA Website.
5. Promotes electronic communication among REFORMA members.
6. Conducts workshops on technology and increase information technology literacy as appropriate.
7. Keeps abreast of information policies and legislation that will affect libraries and current technologies or innovative uses of technology to further the mission of REFORMA.
8. Develops and promotes appropriate use of technology that will benefit the Spanish speaking community.
9. Serves as a resource to Chapters and National Committees on issues relating to technology.
10. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
11. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **International Relations Committee**

The REFORMA International Relations Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
5. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Legislative Committee**

The REFORMA Legislative Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Maintains a working relationship with the ALA Washington office via telephone and/or email.
5. Studies proposed or passed legislation that is related to the mission of REFORMA and informs the membership via telephone, email, and the REFORMA Legislative Blog.
6. Organizes letter-writing drives supporting or opposing legislation, and contacts legislative offices with concerns relating to the mission of REFORMA.
7. Plans and organizes meetings between REFORMA members and staff of the Congressional Hispanic Caucus and Congressional Hispanic Conference members during National Library Legislative Day in Washington, DC.
8. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
9. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Librarian of the Year (Arnulfo Trejo) Award Committee**

The REFORMA Arnulfo Trejo Librarian of the Year Award Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Calls for nominations of REFORMA individuals for this award in the winter issue of REFORMA Newsletter.
5. Determines a list of candidates for consideration.
6. Makes selection and announce the recipient no later than May 15<sup>th</sup> of each year.
7. Submits name of award winner to the Trejo Foundation for plaque and monetary award in time for ALA Annual Conference presentation.
8. Notifies award winner with date and time of award at ALA Annual Conference.
9. Coordinates presentation of award with Trejo Foundation.
10. Issues news release announcing award recipient.
11. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
12. Orders the plaque for the award and submits for reimbursement.
13. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Membership Committee**

The REFORMA Membership Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Promotes membership in REFORMA.
5. Develops promotional literature explaining purpose and goals of REFORMA to be distributed to the membership.
6. Handles any problems/inconsistencies relating to membership for individuals.
7. Serves on the Organizational Development and New Chapters committee.
8. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
9. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## STANDING COMMITTEES

### Nominations Committee

The REFORMA Nomination Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Committee members consist of the Chair, Immediate Past President, current President and Vice President/President-Elect.
3. Any member of REFORMA in good standing is to be considered a “qualified” candidate
4. Committee follows the time table as described below.
5. Chooses a slate of qualified candidates for Vice President/President-Elect, Secretary, Treasurer, one to three Chapter Representatives, and Member-at-large and presents a slate of candidates of no less than two (2) nominees and no more than four (4) per office to the Board of Directors at ALA Midwinter.
6. Informs each candidate that they will need to make a presentation to the Board at ALA Midwinter and submit a “Statement of Purpose” by the required Newsletter deadline.
10. Collects, counts ballots, and reports the results to the membership.
11. Notifies the candidate of the results of the election prior to the ALA Annual Conference.

October	Committee identifies potential candidates
November	Committee finalizes candidates and confirms the acceptance of nomination
December	Slate of officers is completed and certified for qualifications
January	Slate of officers is presented to the Board at ALA Midwinter
February	Candidates submit “Statement of Purpose” to the Newsletter Editor by the deadline for the March issue
April	Chair prepares and mails out the ballots
June/July	Chair presents results to the Board at ALA Annual Conference

12. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
13. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Organizational Development and New Chapters Committee**

The REFORMA Organizational Development and New Chapters Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Committee includes the Treasurer, Membership Committee Chair, and one other Board member.
3. Assists new chapters to become established or to disband (see following pages) by providing material to individuals expressing interest in organizing a new chapter. Information includes, but is not limited to:
  - a. Tax information
  - b. How to establish bank/treasury account
  - c. Discounts and incentives for joining REFORMA
  - d. Brochures
  - e. Membership forms
  - f. REFORMA Manual
4. Submits the names of committee members to the REFORMA President once committee has been established.
5. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
6. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

#### **A. CHAPTER FORMATION**

When a group of individuals (formation committee) initiates procedures to develop a new REFORMA chapter, the National REFORMA Organizational Development and New Chapters Committee Chair must be contacted. The Committee Chair provides organizational material (documents) to assist the formation committee in getting started.

It is recommended that the formation committee consist of no fewer than eight people before undertaking official chapter status. This core group of individuals can assume office and conduct programs and other recruitment efforts to build membership.

The formation committee elects officers and writes by-laws.

The formation committee formally petitions the National REFORMA Board with a letter,

addressed to the Board and submitted through the Organizational Development and New Chapters Committee Chair, and a copy of its by-laws, to be granted chapter status. The Board must approve chapter status by a majority vote.

Upon being granted official chapter status, the chapter establishes a bank account and dues are collected and forwarded to the National REFORMA Membership Committee Chair.

## B. CHAPTER DISSOLUTION

When a chapter decides to disband, it must present a petition, in the form of a letter, to the National REFORMA Board. The petition must state the reasons for dissolution and must be signed by the chapter's executive board members. The National REFORMA Board must then approve the dissolution by a majority vote; a chapter may not disband until such approval is granted. Before petitioning for dissolution, a chapter's finances must be in good order with no existing debts. Any remaining funds should be disseminated as directed by the chapter's by-laws.

As an alternative to dissolution, a chapter may choose to go on inactive status for a period of no longer than two years. To do so, the chapter's finances must be in good order with no existing debts. (If any debts exist, the National REFORMA Board will discuss and resolve this issue.) A letter, signed by the chapter's executive board members and stating the reasons for the inactive status, must be presented to the National REFORMA Board. The Board does not have to vote on this action but sets an official date for the beginning of the inactive status period. During the period of inactivity, the chapter should maintain a mailing address and may keep its bank account, in name only, until the chapter is once again active. After a period of two years the chapter must announce to the Board its intent to resume activity or it will be considered dissolved. Any funds remaining in the chapter's account should be disseminated as directed by the chapter's by-laws.

If a chapter has been inactive for a period of two years (there has been no activity, such as fundraising, formal collection of dues, or meetings) and has failed to go through the formal procedures for dissolution or to apply for inactive status, the chapter will then be considered dissolved. The National REFORMA President and the Organizational Development and New Chapters Committee Chair shall notify the chapter president and chapter members, respectively.

## **STANDING COMMITTEES**

### **Program Committee**

The REFORMA Program Committee Chair will be the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determines the size of the committee.
3. Submits the names of committee members to the REFORMA President once committee has been established.
4. Obtains a location for meetings and provides for the program, i.e., guest speakers, panel discussions, conference reports, and other presentations relevant to library services to the Spanish-speaking.
5. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
6. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Public Relations Committee**

The REFORMA Public Relations Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Publicizes events of REFORMA members involved in library service or in the mission of REFORMA, including all type of media and with ALA offices.
5. Works with REFORMA National Conference Chair to publicize the conference.
6. Works with the current REFORMA President and Mora Award Coordinator to publicize the Mora award and subsequent winner.
7. Writes articles for REFORMA newsletter and major library journals as appropriate.
8. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
9. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Recruitment and Mentoring Committee**

The Recruitment and Mentoring Committee is overseen by two Co-Chairs who serve a minimum of one year following the ALA Annual Conference each year. One co-chair is responsible for recruitment projects; the other is responsible for mentoring projects. The co-chairs work cooperatively to carry out the charges of this committee. The REFORMA Vice-President appoints the co-chairs every year before ALA Annual.

The two Co-Chairs are responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
5. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

The Co-Chair responsibilities for recruitment and mentoring are as follows:

#### A. Recruitment

1. Develop partnerships with educational institutions to cooperate with recruitment programs/efforts.
2. Work with the Education Committee to promote library and information science as a viable profession to Latinos and the Spanish speaking.
3. Develop materials and programs to serve as recruitment tools (for example, brochures, videos, a speaker's bureau, workshops, etc.).
4. Seek out grants to develop recruitment programs.
5. Oversee or conduct research into recruitment issues as necessary.

#### B. Mentoring:

1. Recruit Latino MLS students, ALA Spectrum Scholars, REFORMA Scholars and Librarians working with the Latino communities for the mentoring program. Work closely with the ALA Spectrum office, the REFORMA Scholarship Committee and the Children's and Young Adult Services Committee to accomplish this task.
2. Recruit and provide a pool of experienced REFORMA librarians as potential mentors.
3. Develop mentoring teams by October 31 of every year.
4. Produce and disseminate PR/Media materials to REFORMA membership, Latino Spectrum Scholars, REFORMA Scholars through REFORMA's newsletter, website, REFORMAnet, and ALA Public Relations office.
5. Disseminate Mentor Application forms to REFORMA librarians by August 31 of every year.
6. Disseminate Protege Application forms to Latino Spectrum Scholars, REFORMA Scholarship recipients and librarians by August 31 of every year.
7. Match and notify all mentoring teams and distribute PR announcements.
8. Send out Orientation Packets to all mentoring teams.
9. Communicate with mentoring teams throughout the process to assess the mentoring teams' needs.
10. Evaluate the program and get feedback from participants on a yearly basis-

## **STANDING COMMITTEES**

### **Scholarship Committee**

The REFORMA Scholarship Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determine membership size of committee.
3. Submits name of committee members to the REFORMA President once committee has been established.
4. Develops and distributes promotional literature to potential scholarship candidates, REFORMA Board members, library schools, etc.
5. Selects scholarship recipients following established guidelines.
6. Provides and presents the scholarship award winners at ALA Annual Conference and in the REFOPRMA Newsletter.
7. Assists and advises the Chair of the Fundraising Committee in scholarship campaign activities.
8. Sends new chair of Scholarship Committee Scholarship Committee Procedures Manual upon end of term.
9. Provide a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
10. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **STANDING COMMITTEES**

### **Translation Committee**

The REFORMA Translations Committee Chair is appointed by the Vice-President/President-Elect and is responsible for the national Organization in the following areas:

1. Serves as a member of the Board for one (1) year.
2. Appoints committee members and determines membership size of committee.
3. Submits names of committee members to the REFORMA President and Secretary once committee has been established.
4. Advocates for the correct use of Spanish in printed and on-line materials, produced by libraries and library associations, intended for customer or staff use.
5. Concentrates on translations, English to Spanish only, that will serve the profession at large.
6. Encourages libraries to translate promotional and other customer service materials into Spanish.
7. Creates and maintains a standard Spanish-language library terminology and phrase book/list.
8. Serves as an advisory for libraries and library associations needing assistance with very brief translations (25 words or less). Provides this service free of charge but encourages users of the service to make a donation to the REFORMA Scholarship Fund.
9. Serves as a point of contact for REFORMA officers needing assistance with translations to carry forward official business of the organization.
10. Creates and maintains translation resources available on the REFORMA website and a bibliography of other available resources.
11. Aggregates currently existing Spanish-language library translation tools and discusses their strengths and weaknesses, or develops original tools (e.g. a Spanish-language library customer phrase book) that support the committee's goals and that also could be sold to benefit the REFORMA Scholarship Fund.
12. Facilitates the presentation of Survival Spanish Workshops at library conferences.

13. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

# **Operational Coordinators**

## **OPERATIONAL COORDINATORS**

### **General Information**

Operational Coordinators are not members of the Board of Directors and are not expected to attend biannual meetings but are expected to report to the Board of Directors on their activities. As of 2006/2007, there are eight (8) Operational Coordinators:

1. Affiliation, Partnership, and Agreement Coordinator
2. Archivist
3. Dia de Los Ninos, Dia de Los Libros Literacy Initiative Coordinator
4. Joint Ethic Caucus Coordinator
5. Mora Award Coordinator
6. Newsletter Co-Editors and Book Review Editor
7. Pura Belpre Award Coordinator
8. Webmaster

## **OPERATIONAL COORDINATORS**

### **Affiliation, Partnership, and Agreements Coordinator**

The Affiliation, Partnership, and Agreements Coordinator of REFORMA is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serve a two (2) year term.
2. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
3. Oversees all formal agreements with REFORMA.
4. Keeps accurate listing and copy of each affiliation, partnership, and agreement.
5. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **OPERATIONAL COORDINATORS**

### **Archivist**

The Archivist of REFORMA is appointed by the Vice President/President-Elect and responsible for the national organization in the following areas:

1. Serves a two (2) year term.
2. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
3. Receives material from REFORMA Secretary and Past Presidents.
4. Collects and preserves historical records and materials of REFORMA.
5. Promotes greater awareness of the REFORMA Archives.
6. Coordinates submissions to the archival repository.

#### **Guidelines for Submissions to the REFORMA Archives**

REFORMA officers are encouraged to submit their inactive REFORMA files to the official repository of the organizational records of REFORMA in the California Ethnic and Multicultural Archives, Davidson Library, University of California, Santa Barbara, 93106.

Much of the contemporary history of REFORMA is inadequately, if at all, represented in its official archives. Only through the voluntary initiative of REFORMA's officers will its history be preserved for future generations.

The activities and deliberations related to REFORMA are typically represented in the officer files that should be eventually submitted to the REFORMA Archives. These should include but not be limited to the presidents, boards of directors, and chairs of committees. Records should include meeting minutes and agendas, correspondence files (letters and memos), special reports, photographs, sound and video recordings, and two copies of any materials printed by REFORMA. The preceding types are called *substantive records* and are desirable for inclusion in the collection.

The following types of *facilitative records* are not to be submitted for inclusion: cancelled checks and check registers, invoices and receipts, commercial catalogs, blank forms, multiples of any printed materials.

Electronic files may also be submitted, such as downloaded e-mail correspondence or office files, correspondence and reports. These may be submitted in floppy disks or on

CD, but the submitter must identify the operating system and software used, i.e., MS Word 7.0 for Windows.

The cost of mailing cartons of files destined for the REFORMA Archives at UC Santa Barbara is reimbursable by the UC Santa Barbara Library. The sender must ~~Just~~ provide an original receipt. As an alternative, the UCSB Library's Federal Express account number may be used by prior arrangement with the CEMA repository.

## **OPERATIONAL COORDINATORS**

### ***Día de los Niños, Día de los Libros Literacy Initiative***

*El Día de los Niños/El Día de los Libros* is currently housed at the American Library Association's Association for Library Services to Children office (ALSC is a division of ALA). REFORMA is listed as a partner on the *Día* Web site as a way of acknowledging that REFORMA is a partial founder.

The *Día* National Advisory Committee (NAC) is the official committee that guides *Día* activity. ALSC's stewardship of *Día* has been funded by a series of grants from the Kellogg Foundation through June 2008. REFORMA holds a position on the NAC for as long as it is in existence. The REFORMA President chooses the representative.

The *Día de los Niños, Día de los Libros Literacy Initiative* Coordinator of REFORMA is appointed by the Vice President/President-Elect and responsible for the national organization in the following areas:

1. Serves a two (2) year term.
2. Is responsible, with the Web Team, for maintaining the *Día de los Niños, Día de los Libros* website with current and archival information.
9. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
10. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **OPERATIONAL COORDINATORS**

### **Mora Award**

The Mora Award Coordinator of REFORMA is appointed by the Vice President/President-Elect and responsible for the national organization in the following areas:

1. Serves a two (2) year term.
2. Selects a committee to be comprised of REFORMA members representing a wide geographical area from throughout the U.S. with insight and expertise on *EI dia de los niños/EI dia de los libros* programming.
3. Works with the Public Relations Chair and current REFORMA President to publicize the award and subsequent winner.
4. Thanks all applicants after the year's selection process is completed.
5. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
6. Is responsible for distributing and getting signed by the President of REFORMA the annual "Agreement of Understanding between Pat Mora and REFORMA for the Administration of the Estela and Raul Mora Award for Period \_\_\_\_\_." (Attachment B)
7. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

**OPERATIONAL COORDINATORS**  
**Newsletter Editorial Staff:**  
**Newsletter Co-Editors and the Review Editor**

The REFORMA Newsletter Co-Editors and the Review Editor are appointed by the Vice President/President-Elect and are responsible for the national organization in the following areas:

**Newsletter Co-Editors**

1. Serve a two (2) year term; may be re-appointed for a second term.
2. Provides a newsletter on a quarterly basis, reports on the professional activities and projects of the membership, and provide information on issues, persons, and events which may or do impact the goals and objectives of REFORMA.
3. Coordinates the collection of information from chapters, write editorials, and provide a calendar of upcoming events, legislative news, special reports, and ALA committee and trustee reports.
4. Applies for a local bulk rate postal permit for the REFORMA Newsletter.
5. Provides an advance copy of the newsletter to the President.
6. Publishes the newsletter quarterly.
7. Sets the yearly “deadline” schedule for each newsletter. Distribute deadlines to those at ALA Annual Conference Board and Membership meetings and posts on REFORMA web page.
8. Includes in the Winter issue the following:
  - a. ALA Annual Conference “tentative” schedule of REFORMA activities
  - b. The Board endorsement of candidate(s) for major ALA offices
  - c. Responses from ALA candidates to questions provided to them previously by REFORMA President
9. Reports any post office address changes received to the Membership Committee Chair on an ongoing basis to insure address labels are accurate and up-to-date.
10. Operates the Newsletter in the black, balancing ad copy revenue against publication cost.

11. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
12. Works with the Treasurer and Office Manager to insure that the process of purchasing advertisements is efficient and payment is collected.
13. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

### **Review Editor**

1. Serves a one (1) year term.
2. Serves as point of contact for publishers and distributors of materials for review and, as such, receives materials from publishers and distributors and acknowledges their receipt.
3. Maintains database of publishers and/or distributors and may solicit materials from publishers as appropriate.
4. Maintains inventory of review materials and offers them for distribution to reviewers as appropriate.
5. Maintains database of Reformista reviewers and recruits additional reviewers as appropriate.
6. Mails materials to reviewers.
7. Receives reviews from reviewers, editing as appropriate, before submitting to the Newsletter Editor for publication.
8. Upon receipt of each issue, makes photocopies of appropriate pages and mails or faxes to the appropriate publishers and/or distributors.
9. Provides a written mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
10. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **OPERATIONAL COORDINATORS**

### **Pura Belpre Award Coordinator**

The Pura Belpres Award is given every two years. The committee chair alternates between the Association of Library Services for Children (ALSC) and REFORMA. When REFORMA is responsible for chairing the committee, the Pura Belpre Award Committee Chair is appointed by the Vice President/President-Elect and is responsible for the national organization in the following areas:

1. Serves as coordinator for two (2) years
2. Chair of the ALA Pura Belpre Award Committee is alternated between American School Library Association (ALSC) and REFORMA. The chair is appointed by either REFORMA or ALSC and endorsed by the other every two years. REFORMA was Chair in 2004 and will continue to be chair every four years.
3. The Vice President/President Elect appoints two (2) members in addition to the coordinator to the Pura Belpre Committee, and ALSC appoints two (2).
4. Promotes award with fundraising and publicity efforts.
5. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
6. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

**OPERATIONAL COORDINATORS**  
**Representatives to the Steering Committee of the Joint Conference of**  
**Librarians of Color (JCLC)**

The REFORMA Representatives to the Steering Committee of the Joint Conference of Librarians of Color are appointed by the Vice President/President-Elect and responsible for the national organization in the following areas:

1. There are two (2) REFORMA representatives to the Joint Conference of Librarians of Color.
2. Serve a two (2) year term
3. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
4. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

## **OPERATIONAL COORDINATORS**

### **Webmaster**

The Webmaster of REFORMA is appointed by the Vice President/President-Elect and responsible for the national organization in the following areas:

1. Serves a two (2) year term.
2. Is responsible, with the *Día de los Niños, Día de los Libros* coordinator, for maintaining the *Día de los Niños, Día de los Libros* website with current and archival information.
3. Provides a written committee mid-year report to the REFORMA Board at the ALA Midwinter meeting and a final annual report at ALA Annual Conference.
4. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.

# Staff

## **STAFF**

### **Office Manager**

The Office Manager of REFORMA is a .25 FTE position and was initiated in July of 2003 as fulfillment of one goal of the REFORMA Strategic Action Plan 2002 to “hire permanent staff.”

The Office Manager directly reports to the REFORMA President and supports the mission and goals of REFORMA.

#### **A. Operations**

1. Supplies the office with basic office supplies, e.g. stamps, envelopes, paper, ink, electronic copies of letterhead and the brochures, newsletters etc.
2. Maintains a record of work completed and utilization of resources for reimbursement purposes, performance evaluation, archival purposes, and future orientation and training of future Office Managers and/or staff.

#### **B. Communications**

1. Coordinates all communications to and from the National Office by setting up a PO Box address, e-mail address, and phone line.
1. Assists the National President with communications as needed and other REFORMA officers as delegated by the President.
2. Disseminates communications to appropriate officers and members.
3. Communicates via the listserv, website, and newsletter as needed.
5. Replies to ongoing inquiries by members and the general public.

#### **C. Membership**

1. Maintains and updates the membership database.
1. Develops the database as needed to gather organizational data.
2. Receives and processes member applications and renewals and sends out e-letters on behalf of current President.
3. Records whether payment has been made to National or Chapters, forwards all checks to National Treasurer, provides chapters with quarterly

reports on their current members, and coordinates any 2/3 reimbursements owed to Chapters

5. Works closely with the Membership Committee Chair, National Treasurer, Chapter Treasurers, Newsletter Editors, Member Web Directory Coordinator, Webmaster, and Listserv Moderator in relation to the dissemination of benefits to current and/or outdated members.

#### **D. Conference Planning**

1. Assists with the planning of REFORMA conferences and/or the presence of REFORMA at conferences e.g. PLA, state conferences, FIL, and ALA. Responsibilities may include mailing to and from the conference site and assisting with logistics and scheduling.
2. Annually coordinates the REFORMA hotel block at ALA Midwinter and Annual meetings.
3. Serves as REFORMA's liaison with ALA's Conference Services division. Facilitates ALA communications regarding logistics and scheduling for REFORMA meetings and programs as requested by the President or President-Elect. The primary responsibility of programs and meetings lies with the President and/or President-Elect.

#### **E. Nominations**

1. Assists the nominations Chair with distribution of nominee and ballot information to members who choose not to be on the member listserv.

#### **F. Finance**

1. Assists with general accounting operations as needed, e.g. reimbursement of 2/3 dues to Chapters; facilitates payment and invoicing for newsletter ads as requested by Newsletter Editor; forwards original checks from Chapters, members, and/or donors to National Treasurer; keeps Finance Chair abreast of operation expenses and needs.
2. Works with the Mora Award Committee, the Treasurer, and the REFORMA President to deposit the check from Pat Mora for the Mora Award and its administrative costs, currently \$1,075.00.

#### **G. Newsletter**

1. Upon notification by Newsletter Editors, sends mailing addresses (SYLK labels) of current members to the printer.

2. Provides chapters with bundles of up to 10 newsletters if requested for local events, using the annual \$200.00 provided by REFORMA for such mailings and for reimbursement by Chapter for such mailings.
3. Provide courtesy newsletter distribution as requested by National President (e.g. ALA Ethnic Caucuses).
4. Maintains ongoing correspondence with EBSCO and other subscription services regarding subscriber payments, inquiries, or problems.
5. Maintains database information on EBSCO (and other newsletter subscriber) clients.
6. Works with the Treasurer and Newsletter Editor to insure that the process of purchasing advertisements for the Newsletter is efficient and payment is collected.

#### **H. Reporting to REFORMA Leadership**

1. Maintains ongoing communication with the Board of Directors, Executive Committee, Committee Chairs and Membership.
2. Provides updates and announcements of a timely nature to REFORMA leadership.
3. Provides a quarterly report of activities to the President for distribution to the Executive Committee and/or the Board of Directors.
4. Attends the REFORMA meetings at ALA conferences as need arises e.g. to make presentations or to recommend action items.

**ATTACHMENT A****BYLAWS  
OF  
REFORMA  
NATIONAL ASSOCIATION TO PROMOTE LIBRARY AND INFORMATION  
SERVICES TO LATINOS AND THE SPANISH-SPEAKING**

Adopted by the July 1986-June 1987 Board of Directors  
Revisions made ALA Midwinter 2001 Board of Directors Meeting II  
Revisions made ALA 2002 Board of Directors Meeting II  
Revisions made ALA Midwinter 2003 Board of Directors Meeting II

**Article I  
Name**

The name of the Corporation is REFORMA, National Association to Promote Library and Information Services to Latinos and the Spanish Speaking ("the Corporation").

**Article II  
Purposes of the Corporation**

The Corporation is organized to operate exclusively for educational and charitable purposes (within the meaning of Section 501(c)(3) and Section 170(c)(2) of the Internal Revenue Code of 1986). In particular, the purposes of the Corporation are to: (i) unite Hispanic librarians and all other librarians interested in working with the Spanish speaking, (ii) promote and conduct research and studies concerning educational materials and library programs available to serve the Spanish speaking, (iii) promote the development of Spanish-language and Hispanic oriented library collections, (iv) collect and disseminate information about and for the benefit of the Spanish speaking, (v) help recruit prospective bilingual and bicultural librarians, including providing scholarship aid for students, the criteria for such scholarships to be determined by a Committee designated by the Board of Directors, and (vi) engage in all other educational and charitable activities permitted by law.

**Article III  
Offices and Registered Agent****Section 1. Offices.**

The Corporation shall continuously maintain, in the District of Columbia, a registered office at such place as may be designated by the Board of Directors. The principal office of the Corporation and such other offices as it may establish shall be located at such place(s), either within or without the District of Columbia, as may be designated by the Board of Directors.

**Section 2. Agent.**

The Corporation shall continuously maintain, within the District of Columbia, a registered agent, who shall be designated by the Board of Directors.

Section 3. Changes.

Any change in the registered office or registered agent of the Corporation shall be accomplished in compliance with the District of Columbia Non-profit Corporation Act.

**Article IV  
Members**

Any individual, partnership, or corporation shall be eligible to apply for membership. All members in good standing have the right to vote for officers, dues, or matters presented for approval to the membership. Only members who are individuals in good standing are eligible to be elected or appointed as Officers of the Corporation.

**Article V  
Board of Directors**

Section 1. Corporation.

The property, affairs, business, and concerns of the Corporation shall be managed by a Board of Directors.

Section 2. Directors.

The Board of Directors (BOD) shall be comprised of the Executive Committee, the Chairs of Standing Committees, the Chapter Presidents and affiliates of the Corporation, and any other person/office designated by the Board.

- (a) Executive Committee consists of elected officers as defined in Article VI.
- (b) Chairs of Standing Committees represent the standing committees of the Corporation as defined by the Board.
- (c) Chapter Presidents represent each chapter of REFORMA.

Section 3. Removal of Directors.

Any one or more of the Directors may be removed either with or without cause, at any time, by a majority of the members of the Board present at any meeting of the Directors, provided there is a majority of the entire Board present at the meeting of Directors at which such action is taken.

Section 4. Quorum.

A majority (# x 51%) of the entire Board shall be necessary to constitute a quorum for the transaction of business. Except as otherwise provided, the vote of the majority of the Directors present at a meeting at which quorum is present shall be the act of the Board. The member of the Board of Directors who is President of the Corporation's affiliate shall be counted for the purpose of establishing a quorum, but shall not be eligible to vote on any matter.

Section 5. Action by Consent.

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

Section 6. Place and Time of Meeting of the Board.

Meetings of the Board may be held at any place within or without the District of Columbia. The time and place for holding meetings of the Board shall be fixed by the Board.

Section 7. Notice of Meetings.

Notice of all meetings shall be served personally upon or mailed to the usual address (post or electronic) of each Director not less than ten (10) days prior to the meeting. Notice of a meeting need not be given to any Director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to him or her.

Section 8. Duty of Directors and Officers.

(a) Directors and Officers discharge the duties of their respective positions in good faith and with that degree of diligence, care, and skill which ordinarily prudent persons would exercise under similar circumstances in like positions.

(b) In discharging their duties, Directors and Officers, when acting in good faith, may rely upon financial statements of the Corporation represented to them to be correct by the President or the Officer of the Corporation having charge of its books of account, or stated in a written report by an independent public or certified public accountant or firm of such accountants, fairly to reflect the financial condition of such Corporation.

Section 9. Resignation.

Any member of the Board of Directors may resign by tendering a resignation in writing to the Secretary. Such resignation shall be effective upon receipt by the Secretary.

**Article VI**  
**Executive Committee**

The President, Vice-President/President-Elect, Secretary, Treasurer, Member-At-Large, Immediate Past President, and Chapter Representatives shall constitute the Executive Committee of the Board of Directors. Except as otherwise required by law or these Bylaws, the Executive Committee shall have such authority as the Board of Directors shall grant to it for the management of the Corporation, including power to authorize the seal of the Corporation to be affixed to all papers which may require it. The Executive Committee shall report its actions to the Board of Directors when required.

## **Article VII Officers**

### Section 1. Election.

The Officers of the Corporation shall be elected by the membership and shall be a President, a Vice President/President-Elect, a Secretary, a Treasurer, a Member-At-Large, and Chapter Representatives. The outgoing President shall serve as Immediate Past President.

### Section 2. Terms of Office.

All of the Officers of the Corporation shall hold their offices for the duration of their terms or until their successors are chosen and qualified:

- President – one year (then automatically serves as Immediate Past President for the following year);
- President-Elect – one year (then automatically serves as President for the following year);
- Secretary – two years;
- Treasurer – two years;
- Member-At-Large – two years;
- Chapter Representatives – two years, staggered.

Officers may succeed themselves in office for an unlimited number of terms. Any Officer of the Corporation may be removed at any time by a majority of the Directors in office. Any vacancy occurring in any office of the Corporation may be filled by the President. In the event of a vacancy in the office of the President, the Vice-President/President-Elect shall serve as President through the current term. If neither the President nor the Vice-President/President-Elect is able to serve, the Executive Committee shall appoint an Acting President and submit a recommendation to the Board of Directors for approval.

### Section 3. Authority.

The President, Vice-President/President-Elect, Secretary, Treasurer or other persons may be authorized by the Board of Directors, to individually enter into and execute on behalf of the Corporation contracts, leases, debt obligations and all other forms of agreements or instruments, whether under seal or otherwise, permitted by law, the Articles of Incorporation and these Bylaws; except where such documents are required by law to be otherwise signed and executed, or where the signing and execution thereof shall be exclusively delegated to some other Officer or agent of the Corporation.

### Section 4. Duties.

The duties and powers of the Officers of the Corporation shall be as provided in these Bylaws, or as provided pursuant to these Bylaws or (except to the extent they are inconsistent with these Bylaws or with any provision made pursuant hereto) shall be those customarily exercised by corporate officers holding such offices.

### Section 5. The President.

The President shall be the Chief Operating Officer of the Corporation and, subject to the control of the Board of Directors, shall perform all duties customary to that office, and shall supervise and control all of the affairs of the Corporation in accordance with any policies and directives approved by the Board of Directors.

Section 6. The Vice-President/President-Elect.

In the absence or disability of the President, the Vice-President/President-Elect shall perform the duties and exercise the power of the President. The Vice President/President-Elect shall also assist the President and perform such other duties and have such other powers as are prescribed in the Bylaws, and as from time to time may be prescribed by the Board of Directors.

Section 7. The Secretary.

The Secretary shall be responsible for keeping an accurate record of the proceedings of all meetings of the Executive Committee, the Board of Directors, Membership and such other actions of the Corporation, as the Board of Directors shall direct. The Secretary shall give or cause to be given all notices in accordance with these Bylaws or as required by law, and, in general, perform all duties customary to the office of Secretary. The Secretary shall have custody of the Corporate seal of the Corporation and shall have authority to affix the same to any instrument requiring it and, when so affixed, it may be attested by the Secretary's signature. The Board of Directors may give authority to any officer to affix the seal of the Corporation and to attest the affixing by his or her signature.

Section 8. The Treasurer.

(a) The Treasurer shall perform all duties customary to that office, shall have the custody of, and be responsible for, all Corporate funds and securities, and shall keep full and accurate accounts of receipts and disbursements in the books of the Corporation. The Treasurer shall deposit or cause to be deposited all monies or other valuable effects in the name of the Corporation in such depositories as shall be selected by the Board of Directors.

(b) The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, or its delegates, taking proper vouchers for such disbursements, and shall render to the President and the Board of Directors at its regular meetings or when the Board of Directors so requires, an account of all his or her transactions as Treasurer and of the financial condition of the Corporation.

Section 9. The Member-At-Large

The Member-at-Large shall represent all members of the Corporation not affiliated with a formal chapter.

Section 10. The Chapter Representatives.

The Chapter Representatives shall represent the chapters of the Corporation.

Section 11. The Immediate Past President.

The Immediate Past President shall serve as chair of the Finance Committee and serves on the Nominating Committee. Assists the President in a smooth transition of office.

### **Article VIII Miscellaneous Provisions**

#### Section 1. Seal.

The seal of the Corporation shall be circular in form and shall have inscribed thereon the words: "REFORMA, National Association to Promote Library and Information Services to Latinos and the Spanish Speaking," "District of Columbia, " and "Corporate Seal. "

#### Section 2. Checks.

All checks, drafts, or other orders for the payment of money shall be signed by such Officer or Officers or such other person or persons as the Board of Directors may from time to time designate.

#### Section 3. Fiscal Year.

The fiscal year of the Corporation shall be determined by resolution of the Board of Directors.

### **Article IX Amendments**

These Bylaws may be altered, amended, or repealed, or new Bylaws may be adopted, at any meeting of the Board of Directors by a vote of a majority of the Directors in office, if at least ten (10) days written notice is given of the intention to take such action at such meeting.

January 7, 2001 from revisions approved at ALA Midwinter Meetings

June 17, 2002 from revisions approved at ALA Annual Meetings

March 26, 2003 approved by electronic vote from revisions at ALA Midwinter Meetings

**ATTACHMENT B**

## Sample Agreement for Understanding between Pat Mora and REFORMA for the Administration of the Estela and Raul Mora Award

1. Pat Mora agrees to donate \$1,000 and a plaque to the winner of the Estela and Raul Mora Award, as determined by the REFORMA Mora Award Committee. To ensure timeliness, a check in the amount of \$1,000 and a plaque will be sent to the current REFORMA President or Treasurer or the REFORMA Office Manager at least one week prior to the American Library Association (ALA) Midwinter Conference where the award is presented. Pat Mora also agrees to pay a \$75 administrative, for a total annual contribution of \$1075.00.
2. The Mora Award Committee shall be comprised of REFORMA members representing a wide geographical area from throughout the U.S. with insight and expertise on *EI dia de los niños/EI dia de los libros* programming. These members will rotate on and off the committee for a total of two (2) years' service. The Chair is appointed from the committee every two (2) years by the REFORMA president.
3. REFORMA agrees to publicize the award and the subsequent winner. Publicity will be handled by the Public Relations Chair in cooperation with Mora Award Committee Chair and current REFORMA President.
  - a. Advance publicity for the Mora Award shall begin immediately at the ALA Midwinter Conference (Jan.) when the award is presented. (e.g. guidelines, deadlines, contact person information).
  - b. Publicity shall also be sent to both library and school trade journals and professional organizations (e.g. School Library Journal, Library Journal, American Libraries, Library Hotline, American Libraries, National Association for Bilingual Education, American Library Association Public Information Office; Association of Library Services to Children, etc.).
  - c. Publicity shall also be sent to Latino media (e.g. Hispanic Link News Service, Hispanic Magazine, etc.; major cities newspapers, newswire services, etc.)
4. REFORMA agrees to maintain an *EI dia de los niños/EI dia de los libros* website with current and archival information. A designated member of the REFORMA Web team shall be responsible for maintaining and updating the REFORMA *EI dia de los niños/EI dia de los libros* website and the ALSC Website at ALA.
  - a. A link shall be provided from the REFORMA website to the *El dia de los niños/EI dia de los libros* website.

- b. Information about the Mora Award (e.g. background information, application guidelines, and deadline, etc.) shall be provided on the REFORMA website.
5. A winner will be selected by October 15<sup>th</sup> of each year.
6. The winner, the REFORMA Board of Directors, and Pat Mora shall be promptly notified of the current year's award recipient. All applicants shall also be thanked by the Chair of the Mora Award Committee after the year's selection process is completed.
  - a. The winner shall be invited to accept the Mora Award stipend and plaque at the following ALA Midwinter Conference.
  - b. REFORMA agrees to provide Pat Mora with a list of all applicants and a summary page of each applicant's proposal along with any contact information for the applicants.
  - c. The Winning application packet shall be submitted to the REFORMA Archivist
7. A press release announcing the winner shall be disseminated by REFORMA immediately following the announcement of the winner.
  - a. Follow-up publicity announcing the Mora Award recipient shall be initiated immediately following the announcement of the current year's winner. Press release shall be sent to the entire library and school professional journals, Latino media, general media and newswires, and the local newspapers within the area of the winning library, school, or community organization.
8. The REFORMA President, together with the REFORMA *El dia de los niños/El dia de los libros* Literacy Initiative representative, shall promote the Mora Award whenever possible (e.g. conferences, publications, REFORMA Newsletter, Reformanet listserv, etc.)
9. This agreement shall be in effect through January \_\_\_\_\_. In the event of non-compliance of the agreement by either party, this agreement may be terminated by either party one week following the ALA Midwinter Conference during the years \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. This is the most appropriate time of the year to consider a termination of the agreement without disrupting the awarding process.

Signed by Pat Mora, Donor, (date)

Signed by \_\_\_\_\_, REFORMA President \_\_\_\_\_, (date)

Copy of signed agreement in National Office.

Electronic copy of agreement available in National Office hard-drive: to scan and disseminate.

This copy typed and distributed to concerned parties: (date) by Office Manager, SR Balderrama.

## ATTACHMENT C

### REFORMA Executive Committee, Board of Directors, and Operational Coordinators’ Appointments and Terms

<u>Position</u>	<u>How Appointed</u>	<u>Term</u>
<b>Executive Committee</b>		
President	Elected by REFORM A Members	1 year
Vice President/President Elect	Elected by REFORM A Members	2 years; 1 as Vice President/President Elect and 1 as President
Treasurer	Elected by REFORM A Members	2 years
Secretary	Elected by REFORM A Members	2 years
Member-at-Large	Elected by REFORM A Members	2 years
Chapter Representatives (3)	Elected by REFORM A Members	2 years, with the three members’ terms staggered
Immediate Past President	Elected by REFORM A Members	1 year
<b>Board of Directors</b>		
Chapter Presidents	Elected by Chapter	Up to the individual chapter
Children and Young Adult Services Committee Chair	Appointed by Vice President/President Elect	1 year
Education Committee Chair	Appointed by Vice President/President Elect	1 year
Finance Committee Chair	Is the Immediate Past President	1 year
Fundraising Committee Chair	Appointed by Vice President/President Elect	1 year
Information Technology Committee Chair	Appointed by Vice President/President Elect	1 year
Internal Relations Committee Chair	Appointed by Vice President/President Elect	1 year

Legislative Committee Chair	Appointed by Vice President/President Elect	1 year
Librarian of the Year (Arnulfo Trejo) Award Committee Chair	Appointed by Vice President/President Elect	1 year
Membership Committee Chair	Appointed by Vice President/President Elect	1 year
Nominations Committee Chair	Appointed by Vice President/President Elect	1 year
Organizational Development and New Chapters Chair	Appointed by Vice President/President Elect	1 year
Program Committee Chair	Appointed by Vice President/President Elect	1 year
Public Relations Committee Chair	Appointed by Vice President/President Elect	1 year
Recruitment and Mentoring Committee Co-chairs (2)		
Scholarship Committee Chair	Appointed by Vice President/President Elect	1 year
Translation Committee Chair	Appointed by Vice President/President Elect	1 year
	Appointed by Vice President/President Elect	1 year
<b>Operational Coordinators</b>		
Affiliation, Partnerships, and Agreements Coordinator	Appointed by Vice President/President Elect	2 years
Archivist	Appointed by Vice President/President Elect	2 years
<i>Día de los Niños, Día de los Libros</i> Literacy Initiative Coordinator	Appointed by Vice President/President Elect	2 years
Mora Award Coordinator	Appointed by Vice President/President Elect	2 years
Newsletter Editor	Appointed by Vice President/President Elect	2 years
Newsletter Associate Editor	Appointed by Vice President/President Elect	2 years
Newsletter Book Reviews Editor	Appointed by Vice President/President Elect	2 years
Pura Belpre Award Coordinator	Appointed by Vice President/President Elect	1 year
Representatives to the Steering Committee of the Joint Conference of Librarians of Color (JCLC) (2)	Appointed by Vice President/President Elect	2 years
Webmaster	Appointed by Vice President/President Elect	2 years

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