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ALA Policy Manual Section A

A.1 Mission, Priority Areas, Goals

ALA Policy Manual Section A

ALA is the leading advocate for:

- The value of libraries and librarians in connecting people to recorded knowledge in all forms.
 - The public's right to a free and open information society.
- [\(See Policy Reference #ile\\$: ALA Ahead to %&' &: %&&\(\) %&&* ALA +, -. ' .% / ! , #0% pgs1](#)

The Association is committed to:

- Extending and expanding library services in America and around the world
- All types of libraries) academic, public, school and special
- All librarians, library staff, trustees and other individuals and groups working to improve library services
- Member service
- An open, inclusive and collaborative environment
- Ethical professionalism and integrity
- Excellence and innovation
- Intellectual freedom (d) -1. 07138 (d) -113777 79. 2 4 61. a(523. 07/984 (n) 6. 94686 (m) 0. 43051 (i) 9. 5592

Education and Lifelong Learning

The association provides opportunities for the professional development and education of all library staff members and trustees; it promotes continuous, lifelong learning for all people through library and information services of every type.

Equitable Access to Information and Library Services

The Association advocates funding and policies that support libraries as great democratic institutions, serving people of every age, income level, location, ethnicity, or physical ability, and providing the full range of information resources needed to live, learn, govern, and work.

Intellectual Freedom

Intellectual freedom is a basic right in a democratic society and a core value of the library profession. The American Library Association actively defends the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.

Literacy

The ALA assists and promotes libraries in helping children and adults develop the skills they need/the ability to read and use computers/understanding that the ability to seek and effectively utilize information resources is essential in a global information society.

Organizational Excellence

The association is inclusive, effective and respons

A.2.2 Honorary ALA Membership

Any ALA personal member ~~except~~ current members of the ALA Executive Board may nominate an individual for honorary membership. The nominee need not be a member of ALA. Nominations are submitted to the ALA Executive Board for consideration. The ALA Executive Board has sole authority to submit nominations for honorary memberships to Council. ALA Council elects honorary members. Divisions may confer honorary membership only upon those chosen as honorary members of ALA.

A.2.3 Membership Dues

Membership dues for all categories of membership are recommended by the ALA Executive Board for consideration by ALA Council. If ALA Council approves the proposed dues structure, it is placed on the next ALA ballot for approval by the membership.

A.2.4 Membership: Suspension of

The Executive Board shall suspend from membership in the American Library Association any member who or which shall have been found by competent government authority to have violated any federal, state, or local civil rights law, such suspension to continue until such time as the Executive Board has been satisfied that the member is in full compliance with the law.

A.3 Trustees

A.3.1 Trustees and the American Library Association

The American Library Association reaffirms its interest in building a strong lay membership component of the Association in order to provide more effective leadership and guidance for American libraries.

A.3.2 Fair Representation on Library Boards

The American Library Association supports fair demographic, age group, socio-economic, ethnic, and racial minority representation on the governing boards of public libraries.

A.3.3 Reimbursement of Conference Expenses of Trustees

The American Library Association supports reimbursement of conference and meeting expenses incurred by trustees in the course of participation in ALA as legitimate and desirable budget expenditures by the local public library.

A.4 Governance Structure

A.4.1 Executive Board (Internal)

The Executive Board shall review administrative decisions made in the internal management of Headquarters by the Executive Director.

[\(See "Policy Reference File": Policy Monitoring Committee Report, 2016-2017 ! C" #17, \\$tem #2% men&e& ' \(ne 26, 2017\)](#)

A.4.1.1 Executive Director

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[\(See "Policy Reference File": Policy Monitoring Committee Report, 2016-2017 ! C" #17, \\$tem #2\)](#)

[\(See "Policy Reference File": Policy Monitoring Committee Report, 2017-2018 ! C" #17%, \\$tem#9\)](#)

6. The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible and not to exceed one month without explanation of the Executive Director to Council.

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ALA Policy Manual Section A

A.4.2.5.6 Reporting of Council Votes

Results of recorded votes of Council shall be published in a widely available official outlet of the Association. Results of roll call votes shall be published promptly and in detail.

A.4.2.5.7 Revisions to Council Minutes

Minutes of Council meetings shall be approved for distribution by the Executive Director and distributed to Council promptly. Council members shall be requested to submit additions or corrections promptly after receipt. Cosmetic and editorial corrections will be made as they are received. Substantive corrections received are placed on the agenda of Council's next official meeting at which formal approval of the minutes shall take place.

A.4.2.6 Policy Manual/Monitoring Committee

Policy adopted by ALA Council will be incorporated into a manual in simple, clear language indexed for easy access and made available in a format easily reproduced and updated. A Policy Monitoring Committee will have prepared additions or changes in the manual following each Annual Conference or Midwinter Meeting as may be required by motions and resolutions adopted by the Council following the guidelines, A. 4.2.6 and will review these additions and changes prior to publication. (n

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ALA Policy Manual Section A

may be taken include' but are not limited to' internal sanction' limiting communication and/or spending by the unit or committee' or disestablishment of the unit or committee.

If violations are found to be the result of an individual member presumed to act in the name of the Association without the approval of the parent body' the ALA Executive Board may' under the authority of the Constitution , Article III, Section 1, suspend that individual's membership in the American Library Association.

- a. staff liaison and related staff services:
- b. maintenance of Round &able membership and subscription records:
- c. accounting services to include preparation of monthly budget reports and bill payment:
- d. preparing, distributing and counting ballots for annual election of Round &able officers:
- e. services of the conference arrangements office to include scheduling and announcement of Midwinter and Annual Conference meetings and other special events:
- f. cartage of materials to ALA meetings:
- g. services of the Public Information Office including preparation and distribution of press releases:
- h. specialized reference services of the ALA Library:
- i. use of the ALA mailroom for routine and special mailings:
- j. storage of supplies, documents and equipment at the ALA warehouse or sanitation and storage of Round &able documents at ALA Library and archives.

+. Round &able services to ALA

The ALA Round &ables through their programs and services implement and enhance the overall ALA program, further the Association's Goals and Priorities, and provide an added dimension to the ALA structure. All Round &ables are membership units which provide an additional avenue for membership discussion, opinion, and response. (It is not currently possible for Round &ables to bear a charge which will cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round &able's total dues income. The assessment of each Round &able shall be based on the best estimate of services performed recently by Headquarters staff.

Round &ables shall deposit at least two copies of all periodicals and other Round &able publications in the ALA Library. Charges for data processing services, reproduction of materials, mailings, and similar support services will be charged to the Round &able at the same rate as to other units.

Staff liaison services are made available to Round &ables to aid the officers and members in coordinating projects and programs with other units in handling financial obligations. O1479(r) 3

7. Membership of Roundtables in A&A

provision of space and services' ALA gives tangible evidence of its recognition of the importance of Divisions in meeting the needs of its members.

The nature of the relationships among the various ALA units is a dynamic one. Divisions and ALA are committed to maintaining a collaborative style of interaction and to remaining flexible enough to address the ever-changing issues facing libraries and librarians.

This collaborative model implies mutuality in all relationships' the ability of any association of units to work together for the common good' and the coexistence of Division autonomy and ALA unity.

A.4. .4.4 Purpose" *cope" +mplementation" Revie- Pr

A.4. .4.5 ! se of A&A *ervices

a. Staff Support Services Department

- Office space and related services
- Telephone services1 switchboard' =; ; number' and internal service' as defined in an Operational Practice
- Distribution services
-

- g. Office for Intellectual Freedom
- h. Office for Literacy and Outreach Services
- i. Office for Library Personnel Resources
- j. Office for Research
- k. Library and Research Center

. ! L! charges " ivisions for the actual costs of the follo#ing services of ! L! de\$artments%

a. Staff Su\$\$ort Services

- S\$peciali&ed data \$rocessing' as defined in an O\$erational Practice
- (O)ui\$ment maintenance for e)ui\$ment \$urchased by the " ivision over #hich the " ivision e*ercises sole use and control
- Printing and du\$lication' as defined in an O\$erational Practice
- +ele\$hone services not s\$pecific in ! L! Policy ! ., .-. , .. ' Section C./.! .' as defined in an O\$erational Practice
- Postage for s\$ocial mailings' as defined in an O\$erational ! greement

b. Fiscal Services

- Overhead on non0dues revenue0generating activities. +he rate #ill be set annually according to an ! L! O\$erational Practice and #ill be assessed as e*\$lained belo# on non0dues revenue at a com\$osite rate.
- Overhead #ill be assessed at /112 of the ! L! com\$osite rate 3at the end of a four0year \$hase0in \$eriod' beginning in /44/ and

- advertising expense in those publications which are provided to Division members as a benefit of membership & other miscellaneous fees.
- Overhead will not be assessed on revenues from%
 - dues
 - donations
 - interest income
 - ILL royalties to Divisions
 - travel expense reimbursements from outside organizations
 - separately ticketed events at conferences e.g. tours and meal functions
 - advertising in those publications which are provided to Division members as a benefit of membership

c. Publishing

- Subscription and order billing services
- Central production services marketing services

-. ILL and the Divisions share the costs of the following%

- Division Leadership Enhancement Program
- ILL #ards Promotion

,. Divisions assume total responsibility for the following costs%

- Division Personnel compensation
- Projects and activities of the Divisions expense as specified in this agreement
- Membership group support & governance boards' committees' etc.
- Furnishings and equipment purchased by Divisions and over which they have sole control and use. also Section I: ILL Annual Conference and ILL Inter Meeting.

6. Divisions may%

- Purchase services or products from other ILL units and outside agencies' consistent with ILL Policy.

H.

A.4. .4.7 Publishing Activities

The ALA Publishing Committee has the responsibility for control of the ALA imprint.

The Division may publish materials in three ways through ALA Publishing Services' on its own or

ALA Policy Manual Section A

"ivision shall contact the cha\$ters in the geogra\$hical area immediately after determining date availability #ith the host city. In the event of a conflict #ith the ! L! state or regional cha\$ters and the \$ro\$osed divisional conference' the ! L! (*ecutive ; oard shall make the decision in consultation #ith the cha\$ters.

A.4.3.4.10 Annual Conference and Midwinter Meeting

! L! \$rovides the su\$\$ort necessary for " ivisions to conduct business and \$lan and \$resent Conference \$rograms. Some Conference \$rogram costs may be borne by the " ivision e*ce\$t financial su\$\$ort for staffing and e)ui\$ment as described in ! L! Policy ! ., .-. , .. ' Section C./b. Recogni&ing that conference \$rogramming benefits all attendees' financial su\$\$ort in the form of ?eneral and S\$pecial ! llocations from ! L! to " ivisions and other units for ! nual Conference \$rogramming shall be \$rovided7 this su\$\$ort #ill be arrived at as the result of an e*\$licit and e)uitable \$rocess in #hich the " ivisions \$artici\$ate. 9eal functions and s\$pecial events must be self0 su\$\$orting.

distribution to the relevant parent body. A leader may be chosen by the group to coordinate discussion.

A.4.3.3 Assemblies

A.6 Finances

A.6.1 Management of ALA Funds

A.6.1.1 Purchasing Policy
A.6.1.2 Conflict of Interest

ALA Policy Manual Section A

A.6.7 ; nrestricted 4e6uests

3nrestricted gifts and be)uests that exceed *4, , , , , will be routinely added to the ! %uture %und. The Executive Director may recommend for Executive Board approval an alternate disposition of unrestricted gifts and be)uests in excess of *4, , , , .

A.6. (Support for . fficers and /3ecutive 4oard

A.6. (% /3penses of the ALA President

A.)1.5 , on-2mo4ing in +eetings

1mo#ing is prohibited at 5idwinter 5eetings, nnual Conferences, regional?national conferences, continuing education programs, exhibits, and other gatherings sponsored by the ! .

A.)1.6 /!acement 2ervice at ' on*erence and +id inter +eetings

The merican !ibrary ssociation shall provide a staffed placement service at nnual Conferences and 5idwinter meetings, such placement services to be in, or immediately ad(acent to, the official conference sites.

[-1ee @ olicy =eference %ile# # ' lacement 1ervice \\$uidelines. 6 ' D%. A pgs.](#)

A.)1.) Annua! ' on*erence and +id inter +eeting: Im#act on ' ha#ter ' on*erences

7hen ! proposes sites for nnual Conferences and

A.)1.17 Fire Protection in Conference Hotels

The Conference Services Office shall obtain information from conference hotels concerning their compliance with National Fire Protection Association standards. A statement concerning their compliance shall be a part of preregistration materials.

A.)1.11 Carbon Footprint for ALA Conference

The Association shall pursue a goal of carbon neutrality for all Association conferences by the year 2025 and will remain carbon neutral for these events. The Association Council Committee on Sustainability will assist and track progress toward this goal. All divisions, roundtables, chapters, affiliates, and others who work with the association are encouraged to consider adopting similar goals to reduce carbon footprints.

[See Policy Reference File # 1 CDC: Resolution to Achieve Carbon Neutrality for All Conferences, 4, 4+ Virtual Annual Conference.](#)

A.)% Finances: Workshops Institutes etc.

A.)%.1 Fees for Institutes Workshops etc.

There shall be preferential registration fees for Association members at institutes, workshops, etc., sponsored by Association and/or its units. However, an additional preferential rate may be extended to members of the sponsoring unit-s..

A.)%.% Financing of Institutes Workshops etc.

furthermore, the report of an emergency meeting must explain the nature of the emergency that made a meeting necessary.

A.1.1 ; Meetings

All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

See also Policy Reference File Interpretive 1

G. Resolved clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The suggested wording states the resolved phrase only once. Now, therefore, be it Resolved, that the American Library Association - on behalf of its members. Or Resolved, by the American Library Association - on behalf of its members that... after which each separate resolved is stated directly in numbered order without repeating. Be it Resolved....

+. If Resolved clauses within a resolution should use the objective form of the verb -e.g., Resolved, that the American Library Association - on behalf of its members supports...-4. provides... and last resolved urges.... rather than the subjective form of the verb -e.g., Resolved, that the American Library Association - on behalf of its members supports...-4. provide.. and last resolved. urge....

++. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the resolved and whereas clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

+4. Whereas clauses may not contain active links or links to cited information such as articles or web pages. However, a numerical footnote designation may be included in a whereas clause, and a

5. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the

A.5.0 2e: -2tereot\$#ing Terminolog\$

Publications and official documents of the American Library Association shall avoid terminology which perpetuates sex stereotypes. Existing publications and official documents, as they are revised, shall be changed to avoid such terminology.

The Association will establish guidelines for editing all future publications and official documents and for review of all future advertising copy to insure that discriminatory remarks and sex stereotyping terminology of any kind are eliminated.

A.5.1 "e#roduction o* Articles

The American Library Association may enter into agreements with various organizations engaged in the business of providing copies of copyrighted articles to persons requesting them. The copies are sometimes available in magnetic tape, in microform, and in hard copy.

The Association has developed criteria by which the agreements may be evaluated so as to assure uniform and nondiscriminatory treatment by the Association and the protection of the interests of the Association in its journals and publications and their contents. Any agreements made in accordance with these criteria do not imply any restriction on the use of copyrighted materials in the Association's journals and publications for the noncommercial purpose of scientific or educational advancement. The Association Publishing Services has the responsibility for administering this policy and for securing approval of appropriate Association units. [See @ policy =eference %ile& for full text and statement of criteria. 6 ' D%, : pgs.](#)

A.6. Awards

A.6.1 /resentation o* Awards

Any award in a field covered by an Association division shall be presented at a session of that division. No recognition of these awards will be made at Association general sessions.

General awards shall be presented at general sessions. The chair of the Association Awards Committee shall read a citation of no more than 100 words; the award will be presented by the Association's presiding officer; there are no speeches of acceptance.

Donors of awards are not invited to present awards in person. Potential donors shall be notified of these policies before the Association accepts the award from the donor.

A.6. Awards and Minimum Amounts

Awards are of four types: Grants, Recognition, Scholarships, and Conference Sponsorships. Effective 2011, the minimum amounts for all awards are:

- Grants: \$1,000
- Recognition: \$500
- Scholarships: \$1,000
- Conference Sponsorships: \$1,000

A.6.0 Administrative Costs of Awards

Effective 2011, the administrative fee for all awards, including new awards, is 4 percent of the award amount, not to exceed \$1,000. The administrative fee would not apply to the Endowment Scholarships. For awards from an outside source, the standard overhead should be requested. For awards by a unit, administrative costs estimated by the unit shall be included in the proposal and in budget requests as needed. The purpose of the administrative fee shall be to pay for: a. costs of preparation, printing, and distribution of award criteria and nomination forms; b. publicity and promotion of the awards; c. costs for preparing citations and/or plaques; and d. expenses for the award presentation ceremonies.

A.17. Relationship to the Organization

A.17.1 The Use of ALA's Name and Formal Relationship

The American Library Association is a nonprofit organization operated in the interest of libraries and to promote library service and membership.

All units are responsible to Council which determines policies. Council's actions, however, may be oversight by the membership. Therefore, primarily and ultimately the responsibility for the use of the American Library Association name rests with the aggregate membership.

The Association is governed by Council and administered by the Executive Board, which in its role as central management board, appoints the executive director, who is in charge of headquarters and its

another nonprofit organization if -a. the other organization is an affiliate of ! -as defined in +, .: below.9-b. ! has appointed an official representative to the other organization -as defined in +, .A.9 and?or -c. the other organization is permitted to use the name of ! or an ! unit other than as identification of the provider of information services.

- +. ! ‘s primary objective for entering into formal relationships with other organizations and business enterprises should be:
 - a. To help the association achieve its mission to promote and improve library and information services and librarianship, or to assist libraries in achieving their mission.
 - b. To fulfill a specific need related to current ! goals and objectives or to contribute in a significant way to the cooperating organization while using ! ‘s name and its resources effectively.
 - c. To benefit as much as possible from a reciprocal relationship in the form of finances, expertise, experience, public relations, or other advantages.

4.

A.17.1. Informal Relationships

Members of ALA or one of its units may be appointed to provide service, information, or to network with organizations outside the association for the purpose of accomplishing mutual goals. Such representatives have no formal role in the governing structure of the other unit or organization and the appointment of such representatives does not, in and of itself, constitute a formal relationship or an affiliation as defined in A.17.1.1, A.17.1.2, A.17.1.3.

A.17.5 Relationships with Organizations Violating Human Rights

The American Library Association shall have no affiliation with, memberships in, or formal relationships with organizations which violate ALA principles and commitments to human rights and social justice as set forth in ALA's policies, procedures, and position statements and the Universal Declaration of Human Rights.