
APPENDIX

POLICIES

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DEFINITIONS OF SPONSORSHIP, CO-SPONSORSHIP, AND COOPERATION RELATING TO PROGRAMS AND MEETINGS

All programs/activities using the name of MLA **MUST** be approved according to established procedures.

1. SPONSORSHIP – The unit takes complete responsibility for initiating, obtaining necessary funds, planning and executing a conference program or pre-conference, institute or workshop. This includes:
 - A. Developing objectives and indicating scope.
 - B. Identifying methods of presentation.
 - C. Obtaining speakers and other resources.
 - D. Handling arrangements, collecting fees, disbursing or authorizing disbursement of funds.
 - E. Handling publicity in accordance with MLA policies.
 - F. Listing under the name of the unit all publicity about the event.

2. CO-SPONSORSHIP
 - A. Direct co-sponsorship – A joint effort initiated in order to carry out an activity in which the units involved already are working together.
 - 1) One unit may initiate the planning, but the other(s) will be involved in the development of a budget request and/or the actual development of plans. This may be carried out either by:
 - a. An existing committee consisting of representatives of the units involved.
 - b. A committee especially set up to plan and execute the program, which will also be made up of representatives of all units concerned.
 - 2) Joint responsibilities include:
 - a. Developing objectives and indicating scope.
 - b. Identifying methods of presentation.
 - c. Obtaining speakers and other resources.

- d. Handling arrangements, collecting fees, disbursing or authorizing disbursement of funds.
 - e. Handling publicity in accordance with MLA practices.
 - f. Listing under the name of the unit, all publicity about the event.
 - B. Secondary co-sponsorship – The program is initiated by one unit, but at an early point in planning, the clear and close relationship of the program to activities and concerns of other units may be recognized either by the initiating unit or by others.
 - 1) The decision to broaden the base of the responsibility for the program should be made by the originating unit, early enough for the additional units to be involved in decisions as to objectives, scope and methods of procedure and presentation.
 - 2) The sharing of responsibility for planning, executing, and informing the membership follows the pattern of Direct Co-Sponsorship.
 - 3) The same obligation to avoid conflicts with other programs of these units is not operative in this type of co-sponsorship.
- 3. COOPERATION – A much looser relationship, which may come as a result of recognition of the relationship of this program or institute to those being offered by other units, or to the concerns and responsibilities of these units.
 - A. The motion to cooperate may come from either party, but all initiative and responsibility remains in the hands of the originating unit.
 - B. The decision as to the extent to which the other units will participate should be worked out in consultation between the responsible officers of the units concerned, and may be limited to:
 - 1) An agreement to publicize the program to the cooperating unit’s membership.
 - 2) Avoidance of scheduling a conflicting program.
 - 3) Other arrangements.
- 4. SPONSORSHIP, CO-SPONSORSHIP, AND COOPERATION WITH ORGANIZATIONS OUTSIDE OF THE ASSOCIATION
 - A. The same definitions apply to arrangements with other organizations.

B. Financial arrangements need to be worked out in advance. Questions which should be considered include:

- 1) Who is responsible for mailing (non-profit status)?
- 2) How will the profit or loss be divided? What money is required up front?

SPEAKERS POLICY

Revised 12/95

Adapted for use in the PDP Manual

Definition of a Speaker – An individual who is a speaker, presenter, facilitator or a panel member of any MLA program lasting longer than 90 minutes. Speakers are not required to register for the program in which they are participating. A table talk facilitator is not considered a speaker.

DIVISION OR INTEREST GROUP PROGRAM POLICY

Speaker Fee: For any member of the Maryland library community – no fee offered; travel expenses are negotiable. **For any other speaker** – fees and travel expenses are negotiable.

Program Planner Registration Fees: There will be ONE program registration fee waived per division/interest group for a “program planner”. Each division or interest group will determine the individual whose registration fee will be waived and notify the MLA office.

Certificates – Each speaker will receive a certificate of appreciation from MLA.

ANNUAL CONFERENCE POLICY

The Maryland Library Association Conference Committee will have some restrictions as to the payment of meals, hotel rooms, etc. for conference speakers.

Registration Fees: MLA members and members of the Maryland library community are responsible for the payment of their own registration fees if they plan to attend any conference event other than their presentation. Outside speakers will have their registration fee waived.

Hotel Rooms: The Association will pay for a hotel room for three (3) nights for the MLA President, 2nd Vice President/Conference Chair, MLA Staff, and the Exhibits Chair. The Association will pay for up to two (2) nights of a single room for speakers who cannot make travel arrangements for arrival and return to home on the same day as their program. This does not apply to MLA members who would be attending the Conference.

Meals: The Association will pay for one meal for all speakers at the conference. Under most circumstances, this will be the meal immediately prior to, or after their program. This applies to MLA members as well as non-members. An MLA members hosting a guest speaker for the day will not have meals paid by the Association. MLA members and officers who are not speakers

are responsible for the payment of their own meals. This includes the President, Conference Chair and Exhibit Chair.

Drinks: **Alcoholic beverages are not covered.**

Acknowledgements: The Conference Committee is responsible for all formal acknowledgements (certificates) for speakers, division and interest group program planners, and members of the Conference Committee. Speakers' certificates will be distributed in the program packets available in the onsite MLA office. Each division and interest group will determine and provide the MLA office with a list of names **four (4) weeks prior to the conference.**

PROGRAM REGISTRATION REFUNDS POLICY

Excerpted from the Maryland Library Association Policy on Refunds, approved September 1986.

PURPOSE:

To ensure fair and consistent handling of refunds and to allow MLA program planning groups to commit for food, facilities, speakers, publicity, etc., a refund policy is being implemented.

WORDING:

MLA cannot issue refunds for any cancellations received after _____.

ISSUES:

- 1) The refund date may be established by the sponsoring group based on their fiscal commitments, but the refund date shall be at least one week prior to the event.
- 2) The refund statement shall appear on all notices for programs that charge the attendees.
- 3) The sponsoring group may choose to keep a waiting list when the registration exceeds the limit, and then give full refunds to anyone who cancels, as long as the slot is filled.
- 4) If MLA cancels an event, full refunds shall be made.
- 5) Exceptions to the refund policy can be made by the President and Treasurer in consultation with the President/Chair of the sponsoring group.

CANCELLATION POLICY FOR PROGRAMS AND MEETINGS

Educational programs and Division/Interest Group meetings will be cancelled/postponed in the event that schools are closed due to weather in the county/city where the event is scheduled to be held. A notice will be recorded on the office phone of the cancellation/postponement.

In the event that a decision is made to proceed with the program/meeting, the individual responsible for the program/meeting should notify the office of that decision and notify participants individually, if practical.

The individual responsible for the program/meeting must contact the office to have the notice recorded. For this purpose only, the home phone numbers for the Executive Director and Administrative Assistant will be made available to you.

Rescheduling information should be supplied to the office as soon as possible to be posted on the phone and the web site. It is the responsibility of the sponsoring unit to notify the MLA office.

Adopted at the February 15, 2000
Executive Board Meeting