

# Local Affiliation

---

## I. Goals and Objectives of Affiliation

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

- A. Provide a network for continuous communication.
- B. Serve as a conduit for the flow of information.
- C. Broaden the base of the profession through the increase of personal and professional memberships.

## II. Principles of Affiliation with PSLA

Any regional or local organization may affiliate with PSLA if it meets the criteria for affiliation. (Section III)

## III. Criteria for Affiliation

- A. The purposes of the organization must be compatible with those of PSLA as verified by the organization's constitution and/or bylaws.
- B. The organization must have a minimum of two regular meetings per year.
- C. The organization must have a means of communicating with its membership.
- D. Fifty (50) percent of the organization's membership must be individual members of PSLA, including the representative to PSLA's Advisory Council.

## IV. Representation on the PSLA Advisory Board

- A. Each affiliate shall designate one representative to the PSLA Advisory Council to advise the Board in conducting business and to act as liaison between their constituents and the Board.
- B. It is recommended that for purposes of continuity, the representative serve more than one year or be the president of the affiliate organization.

## V. Responsibilities

### A. Responsibilities of Affiliate Organization

1. Provide a copy of the organization's constitution and/or bylaws if amended or revised to the PSLA Secretary.
2. File an annual report by the first of January on a form provided by PSLA. The annual report shall include:
  - a) the list of officers with their addresses, emails, phone numbers and terms of office stated
  - b) the name, address, email and phone number of the editor of the organization's communication tool;
  - c) the name, address, email and phone number of the representative to the Advisory Council
  - d) affirmation of 50% individual membership in PSLA
  - e) calendar of events
  - f) other information to document the organization's continuing eligibility as an affiliate
3. Appoint or elect the organization's representative to the Advisory Council.
4. Provide the PSLA Secretary with the name and address of the organization's representative to the Advisory Council.
5. Send a representative to the Advisory Council Meeting, as described above.
6. Allow time during membership meetings and/or programs for disseminating PSLA and other relevant information.
7. Provide PSLA with additional information as needed to facilitate two-way communication.

### B. Responsibilities of PSLA

1. Provide, through the PSLA Secretary, information about affiliation with PSLA and forms for application for affiliation.
2. Provide PSLA Affiliate annual report form to the Affiliate President.
3. Advise affiliate representative(s) of location and time of meetings of the Advisory Council.
4. Maintain a file of constitutions and bylaws of each affiliate for the purpose of checking compatibility with PSLA Bylaws and for advising other groups in organizing or restructuring.
5. Maintain an official listing of all affiliate organizations on the PSLA Website.
6. Communicate regularly with affiliates.

**VI. Affiliate Application Process**

**A. PSLA**

1. PSLA identifies and sends application forms to potential affiliates.
2. The Association reviews each application in terms of the stated criteria and confirms the applying organization's eligibility as an affiliate on a yearly basis.
3. The PSLA Board of Directors awards affiliation through a Board vote.
4. Following Board action, the PSLA President will send a letter of notification to the applying organization of its affiliate status.

**B. Potential Affiliate Organization.**

1. The organization seeking affiliation with PSLA completes an application form and submits it to the PSLA Secretary with the required documentation by January 1 prior to the start of the fiscal year in which the affiliation will be valid.
2. The organization must submit an application to renew its affiliation on a yearly basis, by January 1 of each year.
3. Upon receiving the letter of approval of affiliate application, the organization elects or appoints its representative to the PSLA Advisory Council and assumes the other responsibilities identified above.

Adopted, Board of Directors Meeting, January 12, 2013

Amended, January 14, 2017; October 6, 2018; June 15, 2020