

INTEREST GROUP GUIDELINES

For inclusion in the *Standing Rules*, Article XIV (after reference to “Bylaws”)
Adopted by CARL Executive Board 2/1/07, **rev. 12/8/08**

To keep CARL moving forward as a responsive and relevant organization for its members, it is important to assure regular communication between the Executive Board and the various CARL constituencies. One important mechanism is two-way communication with the interest groups to keep current on their activities, interests, and concerns.

The following guidelines are designed to assist both the Executive Board and the interest groups by providing a framework for 1) effective communication, 2) accountability, and 3) consistency among the groups. By working together we can maintain and strengthen the professional reputation of the CARL organization as a whole.

These guidelines will be reviewed as needed by the Interest Group Coordinators, the leaders of the various CARL interest groups, and members of the CARL Executive Board for updates and refinements.

MEMBERSHIP

CARL members may join any interest group (IG). There is no limit to how many interest groups a CARL member may join. The expectation is that joining indicates the willingness of the CARL member to actively participate in the life of the interest group(s).

To join an interest group, members check the interest group name on the CARL membership application or renewal form.

INTEREST GROUP OFFICERS & ELECTIONS (*CARL Bylaws*: Article X, section 3; Article XVI, section 3)

All officers must be current CARL members. However, ... “[a]ppointed Interest Group Coordinators cannot serve as an Interest Group officer for the duration of their appointments” (*CARL Bylaws*: Article VII, section 2) and “[t]o avoid possible conflicts of interest, the Interest Group Coordinator cannot simultaneously serve as an officer in an Interest Group.” (*CARL Bylaws*: Article VIII, section 3.)

Elections are held annually or every two years at minimum. It is preferable, but not required, that IG elections be held in conjunction with the CARL elections. If the IG leadership finds it is unable to hold an election, consult with the IG Coordinator for direction. Mail, electronic, or in person votes of the IG

membership are acceptable provided all members are notified of the election in a timely manner. Election results are submitted to the IG Coordinator.

Following the established practice of each IG, only current interest group members may vote in that IG's elections. CARL members may update their IG affiliations by editing their profiles at <https://www.regonline.com/checkin.asp?eventid=85311> . For assistance on the process, contact the CARL Membership Director.

Current IG officers and contact information are posted on the CARL website (<http://www.carl-acrl.org/Leadership/IGroups/index.html>)

ORGANIZATIONAL PROCEDURES

Self-determination of the IG membership is an essential part of the interest group concept.

Interest groups may shape and change their internal structures, but should carefully check the *CARL Bylaws* to remain in compliance with that parent organization. See <http://www.carl-acrl.org/Documents/Bylaws/CARLBylaws.html>

Creating and following "Interest Group Bylaws" or "Operational Procedures" are strongly recommended.

Contact the IG Coordinators for guidance.

COMMUNICATION

Interest group officers are required to communicate regularly with their IG Coordinator, who keeps the CARL Board informed of activities, issues, and information. (*CARL Bylaws*: Article XIII, section 1)

In addition to offering assistance and advice to the interest groups, IG Coordinators are required to communicate regularly with their respective regional IG leaders and are required to bring interest group information, questions, and concerns to the CARL Executive Board.

The chain of communication is:

Designated interest group officer or representative
Interest Group Coordinator (North/South)
Vice President (North/South)
President and Executive Board

The IG Coordinator and Board reserve the right to change information on the CARL website related to the interest group and/or send communications to CARLALL on behalf of interest groups in the event that an interest group does not follow these guidelines and/or does not communicate with the regional IG Coordinator or the Board.

The Interest Group Coordinators (North and South) receive the following:

- Current **officer names and contact information** for the CARL website.
- **Any business meeting minutes** in a timely fashion, preferably within 4 weeks of the meeting (final copy or draft, with final copy to follow).
- **Interest Group Reports**

To provide for a continuous annual record of interest group activities, two reports are due to the appropriate regional Interest Group Coordinator for compilation and presentation to Board meetings for June and December of each year, regardless of the amount of activity. Convenient forms are included in the “Appendix” of these guidelines.

The IG reports help the Board appreciate the contributions of the individual interest groups. They also help to publicize IG events to the wider ACRL academic community through the CARL ACRL Chapters Council Delegate Reports. The CARL Treasurer will utilize this information in preparing the annual CARL tax returns for the Internal Revenue Service. These reports offer an opportunity for the interest group leaders to share comments, concerns, and innovative ideas.

Mid-Year Report

- Covers interest group activities from January 1 to June 30
- Consist of brief bulleted points covering:
 - business meetings
 - programs
 - changes (leadership, operations, online communication, etc.)
 - plans in process

- questions/suggestions/concerns for the IG Coordinator or Executive Board
- an explanation of any lack of activity

A convenient form is included in the Appendix of these Guidelines.

- Will be due by May 15 to the IG Coordinator for compilation and presentation to the June Executive Board meeting.

End of Year report

- Covers the activities of the interest group from July 1 to December 31, including:
 - business meetings
 - programs
 - changes (leadership, operations, online communication, etc.)
 - current ideas and plans, including plans for the year ahead
 - questions/suggestions/concerns for the IG Coordinator or Executive Board
 - an explanation of any lack of activity

A convenient form is included in the Appendix of these Guidelines.

- Will be due by November 15 to the IG Coordinator for presentation at the December Executive Board meeting.

Communicating to the CARL Membership

Groups may choose any of a number of ways to communicate with its members. These might include print and/or on-line newsletters, business meetings, listservs, blogs, wikis, podcasts, etc.

It is CARL's goal that IGs use the services offered by the CARL organization (e.g., website hosting, listserv, etc.). Any request for fee-based, commercial web-related services other than the one utilized by CARL must be submitted to the CARL Finances Council with written justification.

Posting messages

CARL Events information can now be posted by CARL members at the Events page <http://www.carl-acrl.org/events/month.php> . Questions can be referred to the CARL Web Site Coordinator.

The CARLALL listserv is used to reach CARL members. Send information to the Membership Director for posting on CARLALL. (Note: only current CARL members can post on the reflector.)

Newsletter

Groups are encouraged to submit articles on programs and issues to the Newsletter Editor. If interest groups have information to submit about individuals or places for the “Faces and Places” column, submit them to the appropriate campus liaison coordinator. See <http://www.carl-acrl.org/Newsletter/Submissions.html> .

See <http://www.carl-acrl.org/Calendars/NewsletterCalendar.html> for newsletter deadlines.

Web sites (Web pages, blogs, wikis, etc.)

Groups are strongly encouraged to maintain a web site and a listserv or blog.

The CARL Communications Committee reserves the right to request design and content elements consistent with a CARL identity or template.

Minimum requirements:

Information about the bylaws or operational procedures, including officers and elections.

Links to and from the CARL homepage.

Disclaimer statement: e.g., *Diversity in Academic Libraries (DIAL) is an interest group of the California Academic and Research Libraries Association (CARL), an independent chapter of the Association of College and Research Libraries (ACRL). The information on this web site is wholly the responsibility of CARL and implies no endorsement by ACRL National.*

The *Guidelines for Interest Group Web Sites Hosted by CARL* is included in the Appendix of this document.

PROGRAMS

CARL IG programs are the heart of our educational and professional mission and help assure that the organization is in compliance with our educational nonprofit designation.

The regional IG Coordinator and regional Vice President shall be consulted on interest group program planning (*CARL Bylaws*: Article XIII, section 1).

The purpose of programs:

To provide professional development for IG members;

To provide professional development for all CARL members;

To provide professional development for the academic and research library community at large; and

To promote CARL membership to nonmembers.

See the ***CARL Interest Group Program Planning Manual*** <http://www.carl-acrl.org/Documents/ProgramPM.pdf> . This resource outlines the necessary communications and provides assistance for program planning, including procedures, a cost estimate calculator (budget worksheet), CARL forms, and the like.

Interest groups are encouraged to:

Hold at least one program per year;

Partner with other interest groups;

Plan and/or participate in any CARL Mini-Conference;

Send representatives from their groups to participate in the annual CARL regional meetings.

Prepared by Kris Johnson, Judy Lee, and Vicki Rosen, with additional input from Melissa Browne and Sheila Cunningham, Suellen Cox, and Tracey Mayfield.

APPENDIX (see following pages)

Guidelines for Interest Group Web Sites Hosted by CARL

- Each interest group (IG) will appoint its own web site coordinator (web person, webmaster). This individual will be responsible for:
 - IG web site content, additions, and maintenance;
 - regular updates to the IG web site;
 - deletion of content and files that are no longer current or needed; and
 - upgrading the IG web site to any adopted CARL web site templates.

- The CARL contact for the IGs is the current CARL Web Site Coordinator. Questions and information regarding the web sites can be directed to this individual. Although the CARL Web Site Coordinator can provide guidance and assistance to IG web site coordinators, s/he is not responsible for individual interest group web sites.

- The regional IG Coordinator should be apprised of significant issues, questions, problems, or general information that may arise regarding an IG's web site.

- Each IG web site will contain:
 - current IG contact information;
 - current IG officer information;
 - information about IG bylaws or IG operational procedures, including that of IG elections;
 - links to and from the CARL homepage or CARL web site; and
 - a disclaimer statement, e.g., *Diversity in Academic Libraries (DIAL)* is an interest group of the *California Academic and Research Libraries Association (CARL)*, an independent chapter of the *Association of College and Research Libraries (ACRL)*. The information on this web site is wholly the responsibility of CARL and implies no endorsement by *ACRL National*.

- The CARL Communications Committee and/or the CARL Executive Board reserve the right to request design and content elements consistent with a CARL identity or template.

- Acceptance of these guidelines and adherence to them are mandatory for CARL hosting of any CARL interest group web site.

Adopted by the CARL Executive Board 12/8/08.

Interest Group Name (e.g., DIAL Diversity in Academic Libraries)

**CARL INTEREST GROUP
Mid-Year Report
January 1 – June 30
Year (e.g., 2007)**

Summary of Activities

Business meetings

Changes:

Leadership
Operational procedures
Online communication
Other:

Programs:

Title
Where
When
Attendance
Income/Expense balance (estimated or actual)

No Activity (please explain)

Current plans/ideas

Questions/Suggestions/Concerns for IG Coordinator/Ex. Board:

Due May 15 to your IG Coordinator for the June CARL Executive Board meeting. Thank you.

Interest Group Name (e.g., DIAL Diversity in Academic Libraries)

**CARL INTEREST GROUP
End of Year Report
July 1 - December 31
Year (e.g.,2007)**

Summary of Activities

Business meetings

Changes:

Leadership
Operational procedures
Online communication
Other:

Programs:

Title
Where
When
Attendance
Income/Expense balance (estimated or actual)

No Activity (please explain)

Current plans/ideas for year ahead.

Questions/Suggestions/Concerns for IG Coordinator/Ex. Board.

**Due November 15 to your IG Coordinator for the December
CARL Executive Board meeting. Thank you.**

Forms vr 11/06, rev jl 12/06