

Affiliated Associations



7666 E. 61st, Suite 315, Tulsa, OK 74133
918-587-6828 ♦ FAX 918-582-6772 ♦ www.nala.org ♦ nananet@nala.org

IMPORTANT DATES AND GUIDELINES FOR NALA LIAISONS

Please remember that the NALA Liaison must be an active NALA member in accordance with the requirements in the NALA Affiliated Association Bylaws.

Also be sure to check the Affiliated Associations Resource page from NALA's web site at http://www.nala.org/aff_resources.aspx for forms and helpful information for association officers!

I. *Affiliated Association Report Forms*

Affiliated Associations are only required to file a mid-year and an annual report, in lieu of quarterly reports. The annual report is due June 1 each year. The mid-year report is due December 1.

Because of the information required by the mid-year report, it is essential that the NALA Liaison work with the Membership and Education Chairmen in obtaining the membership and program data in order to complete the report fully and accurately.

- A. Attach copy of membership roster (or addendum since last report). Roster **must include** both the name and address of all members. (Telephone numbers and e-mail addresses are also helpful.)
- B. Attach copies of any educational programs.
- C. Mail original to NALA Headquarters at 7666 E. 61st, Suite 315, Tulsa OK 74133 or e-mail to nananet@nala.org.
- D. Mid-year report is due December 1; annual report is due June 1.

II. *Bylaw Amendments*

All bylaw amendments must be approved by NALA.

- A. Within 60 days of passage, send amendments to NALA Headquarters with a copy of the amendment and transmittal to the NALA Affiliated Associations Director.
- B. The information submitted should clearly indicate wording for the current bylaw and wording for the amendment and/or proposed changes.

III. *Renewal of Affiliation*

Payment of the annual renewal fee is your local Treasurer's responsibility. However, the NALA Liaison should check to be sure that payment has been made.

- A. Annual renewal fees are due October 1
 - 1. Billing statements are sent by August 1 by e-mail from NALA Headquarters to Presidents and NALA Liaisons, where e-mail addresses are available; if no e-mail address is available the billing statement is sent by regular mail.

- B. Fee must be accompanied by a current membership roster.
- C. Fees are delinquent November 1.

IV. ***Affiliated Associations Annual Meeting***

Preparation for the Annual Meeting of Representatives of NALA Affiliated Associations requires careful attention to deadlines and details affecting the election of the Affiliated Associations Director and Secretary and materials requested for the Annual Meeting. All mailings pertaining to the Annual Meeting are mailed to Presidents and NALA Liaisons, and the NALA Liaison should be aware of the deadlines to make sure materials are submitted in a timely matter.

- A. Nominations for Affiliated Associations Director and Secretary must be received at NALA Headquarters by May 1.
 - 1. The link for the nomination forms on the NALA website are sent by e-mail to Presidents and NALA Liaisons from NALA Headquarters on or before April 1, where e-mail addresses are available; if no e-mail address is available the nomination forms are sent by regular mail.
 - 2. The link on NALA's web site of the candidates and their qualifications is sent by e-mail to all association Presidents and NALA Liaisons on or before June 1, where e-mail addresses are available. Be sure to pass the information on to your membership so that the association may make an informed decision on the election of these officers.
 - 3. Election of the Affiliated Associations Director and Secretary takes place during the Annual Meeting.
- B. Designation of Voting Representative form must be filed with NALA Headquarters and the current Affiliated Associations Director and Secretary no later than fifteen (15) days prior to the Affiliated Associations Annual Meeting.
 - 1. The link on NALA's web site for the designation form is sent by e-mail to Presidents and NALA Liaisons from NALA Headquarters on April 1, where e-mail addresses are available. The form will list the actual filing deadline and the addresses where the completed form should be sent.
 - 2. In order for your association to vote for Affiliate Director and Secretary at the Affiliated Associations Annual Meeting, the association President must designate the name of a voting representative (and may also designate an alternate voting representative) to vote on behalf of the association. This form must be filed in order for the association to be eligible to vote.
 - 3. To safeguard the association's vote, one or more alternate voting representatives should be designated to carry the association's vote in the event the voting representative is unable to attend the meeting for any reason.
 - 4. The designated voting and alternate voting representatives must be NALA active members in order to be eligible to cast your association's vote.
- C. Annual Reports are due at NALA Headquarters, generally between May 15 and June 1 depending on the date of the Annual Meeting.
 - 1. The Annual Reports are compiled and available for all affiliated association representatives from the Affiliate Resource web site.
 - 2. The report is a summary of the year's activities for your association, and may include information on special projects or accomplishments you wish to share with other association representatives.

3. Please do not include copies of newsletters, brochures, membership rosters, photographs, etc.

D. Nominations for affiliated association award recipients are due at NALA Headquarters by May 1.

1. The award forms are available from the Affiliated Associations Resources page on the NALA web site at http://www.nala.org/aff_resources.aspx.
2. Nominees for the Affiliated Association Award are automatically nominated for selection for the Outstanding Contribution Award.
3. Associations may nominate one association member, who is also a NALA active member, for the award.
4. Current members of the NALA Board of Directors or Committee Chairs are not eligible for consideration.

V. ***Association Newsletters***

Please be sure NALA Headquarters is included on the mailing list for your association's newsletters. If your association would like the newsletter posted to NALA's website, please provide permission to NALA headquarters.

VI. ***Association Referral List***

Many of the affiliated associations offer various programs such as CLA review courses, pro bono projects, scholarship programs, etc. We keep a list of associations and the projects they offer in order to provide contacts for other associations considering these same types of programs. Please keep us updated if your association offers any of these types of programs so that we can keep the referral list up to date.

V. ***Questions***

As NALA Liaison, you are charged with the responsibility of communications between NALA and your association membership. Any questions? Please ask! Your Affiliated Associations Director, Secretary, and NALA staff are available to assist you with any questions or problems you may have. You may contact NALA Headquarters at 918-587-6828 from 8:30 a.m. - 5:00 p.m., (Central Time) Monday through Friday. NALA's FAX is available 24 hours a day at 918-582-6772, and you may also send an e-mail to nalanet@nala.org.

2016-2017 UPCOMING DATES TO REMEMBER

AUGUST	August 1	Renewal notices for annual affiliation fee e-mailed to presidents and NALA liaisons
	August 1	Deadline for applications for September CP Exam
SEPTEMBER	September 1-30	September CP Examination
OCTOBER	October 1	Annual affiliation fee due
	October 1	Deadline for 2017 Affiliate Exchange Application
NOVEMBER	November 1	Affiliation renewal fees delinquent
	November 4-5	NALA Board of Directors meeting, Tulsa OK
DECEMBER	December 1	Deadline for applications for January CP Exam
	December 1	Affiliate Mid-year report due
JANUARY	January 1-31	January CP Examination
APRIL	April 1	Deadline for applications for May CP Exam
	April 1	Call for nominations for Affiliated Associations Director and Secretary & Designation of Voting Representative web site link e-mailed to presidents and NALA liaisons
MAY	May 1-31	May CP Examination
	May 1	Nominations for Affiliated Associations Director & Secretary close – nominations must be received by May 1
	May 1	Nominations for Affiliated Association Award recipients due at NALA Headquarters – must be received by May 1
JUNE	June 1	Web site link of nominees for Affiliated Associations Director & Secretary e-mailed to presidents and NALA liaisons
	June 1	Affiliate annual reports due
JULY	July 5	Designation of voting representative for Affiliated Associations Annual Meeting due – must be received by July 5, 2017
	July 19-21-2017	<ol style="list-style-type: none"> 1. 42nd NALA Conference & Expo, Orlando, Florida 2. Annual Meeting of Affiliated Associations 3. NALA Board of Directors Meetings