

Adopted: 9 June 2006

**Washington Library Association
Task Force on Relationships with Other Organizations
Guidelines on Relationships with Other Organizations**

WLA MISSION

The purpose of the WLA shall be the promotion of library service, continuing education, and library advocacy on behalf of the people of Washington state.

WLA POLICY: RELATIONSHIPS WITH OTHER ORGANIZATIONS

To support the fulfillment of its mission, the Washington Library Association may maintain relationships with a variety of other organizations. In some cases, there may be representatives or liaisons elected or appointed to the WLA or the other organization's board; in other cases, WLA may be a constituent organizational member.

RELATIONSHIPS WITH OTHER ORGANIZATIONS

Informal Relationships

Members of WLA or one of its Interest Groups 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" as described below, nor does appointment of a WLA member to another organization's governing board in a role other than an official WLA representative.

However, if as a result of such an informal relationship the organization wishes to appoint a WLA member to its governing board as an official representative, WLA expects that individual to refer the request to the Board as a potential formal relationship.

Memberships

The Association, with Board approval, may join other non-profit organizations as dues-paying members without a formal relationship as described below. All WLA memberships in other organizations, dues-paying or complimentary, are considered general Association memberships; individual Interest Groups and/or committees may not maintain memberships in their names.

Any WLA member, Interest Group, or other constituent sub-group may recommend a membership in a non-profit organization to the WLA Board. Such recommendation must include a description of the benefits derived to WLA from the membership, any requirements for participation in the organization, and any related costs to the Association. If the Board approves the membership, it will appoint a liaison with the

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organization which, in the case of Interest Group recommendations, will be the IG Chair or designee.

Formal Relationships with Reciprocity

The WLA Bylaws, Article IV: Reciprocal Association Membership Agreements states:

Reciprocal association membership agreements with library related or other organizations may be adopted by the WLA in order to encourage library planning, continuing education, library advocacy and communications.

The WLA President shall negotiate reciprocal association membership agreements. These agreements shall include delineation of dues, fees, privileges, process for amendment, duration of agreement and termination procedures.

Reciprocal agreements, and any subsequent amendments to such, shall be approved by the WLA Board and WLA membership.

Formal Relationships without Reciprocity

A formal relationship without reciprocity is an arrangement with another non-profit organization to which WLA has elected or appointed an official representative to the other organization, or the other organization to WLA. Formal relationships are approved by the WLA Board.

1. WLA's primary objective for entering into formal relationships with other organizations and business enterprises should be:
 - a. To help the Association achieve its mission.
 - b. To fulfill a specific need related to current WLA goals and objectives or to contribute in a significant way to the cooperating organization.
 - c. To benefit as much as possible from a reciprocal relationship in the form of finances, expertise, experience, public relations, or other advantages.
2. Formal relationships should be entered into with other organizations and business enterprises whose strength and reputation have been evaluated.
3. Formal relationships should be based on the following criteria
 - a. The relationship is, as much as possible, reciprocal in that there are mutual needs and a sharing of purposes.
 - b. The structure and level of the relationship represents the best method of accomplishing the purpose or meeting the need.
 - c. The appropriate personnel are available and the time and talent are being or will be used effectively.
 - d. Costs in time and money are justified by the results.
 - e. Useful reporting devices are designed and used.
 - f. The need for the relationship is evaluated periodically.
4. Formal relationships which permit the other organization to use the WLA, other than to identify the provider of information or services, must be based on a written agreement pursuant to which WLA retains control of the use of its name.
5. Formal relationships with other organizations or business enterprises do not necessarily imply WLA endorsement of their policies, products, or services.

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6. None of the Washington Library Association's published reports, findings, etc., shall be circulated under the imprint of the cooperating agency without the permission of the Association.

Representatives

The WLA Bylaws, Article VI: Association Governance state that the positions of Councilor, American Library Association Washington State Chapter and Pacific Northwest Library Association representative are elected by the membership and serve on the WLA Board.

Other official representatives to other organizations are appointed by the President. Should an organization request an official representative from the Association, the request is submitted to the WLA Executive Board and if approved, the President makes the appointment.

An official representative is expected to fully participate in the organization's meetings, joint committees and other groups that work together in activities of mutual interest. In doing so, the representative is to use the following guidelines:

1. Represent WLA and its mission, policies, positions, and viewpoints; not yourself.
2. When matters that might impact WLA are discussed, consult with the President before making statements about WLA's position.
3. When a vote is to be taken on matters impacting WLA, follow the guidance of the President: If the matter under consideration is in conflict with WLA's position, vote NO and ask that your negative vote be entered in the record; If you are unable to determine the WLA position, abstain and ask that your abstention be noted in the record.
4. When a vote is to be taken, or action requested, on a matter that does not fall within the scope of WLA's interests, take no position on WLA's behalf.
5. Make no promises to act on behalf of WLA on any matter until you have consulted with the President.
6. Make regular reports concerning the activities of the organization to the WLA board.

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