Procedure Category: Financial

Procedure Title: FLS Membership Gifts in Lieu of Honoraria at NYLA Annual Conference

Effective Date: 11/4/2016

Responsibility for Implementation and Compliance: FLS Conference Curator for the NYLA Annual Conference; FLS Second Vice President; FLS Treasurer

Reviewed: Revision approved by the FLS Board on March 18, 2019

Statement of Purpose:
Each FLS program-sponsored speaker is entitled to attend the NYLA Annual Conference for the day they are speaking at no charge. The FLS Conference Curator’s program request paperwork submitted to NYLA generates an order for a speaker’s badge for the presenter. Regardless of the speaker’s time involvement (e.g., featured speaker, panelist), FLS will offer the person or their Friends of the Library group a complimentary one-year membership in FLS.

FLS/NYLA Financial Procedure
FLS Membership Gifts in Lieu of Honoraria at NYLA Annual Conference

Before sending an inquiry to an individual about speaking at an FLS conference program, the Conference Curator checks with the Second Vice President to see if the individual or Friends group is a member of FLS or not. Although the person may be in NYLA’s Online Membership Directory, the Directory does not state which Section the person has selected as their Basic Section or any additional Sections they have joined. Any further questions about the individual’s or group’s membership status (e.g., individuals named on the Friends elected officers list) will be referred to the NYLA Director of Membership Services. Whether a potential speaker is a NYLA member or a NYLA/FLS member only alerts the Conference Curator that an honorarium could be paid or not to this individual. The gift membership for FLS is not proffered with the inquiry about speaking.

Eligibility:
Eligibility for a gift membership is determined by the person’s membership status with NYLA at the point that the Conference Curator confirms with the speakers that their conference program sessions have been accepted by NYLA for inclusion in the conference. If the individual is a NYLA/FLS member at that time, no complimentary membership is given. The Curator should thank the person for making a valuable contribution to the conference and indicate that they will receive a complimentary one-day registration for the day they are presenting. Other speakers may receive memberships as outlined below.
1. A volunteer who is not a NYLA member may receive a personal “Friend” level membership with FLS as their Basic Section (2018: $30; net cost to FLS for budget purposes, $22.50).

2. If the speaker is currently a NYLA member, but not a member of FLS, FLS will add the Friends of Libraries Section to the person’s existing membership. (2018: $10; net cost to FLS, 0)*

3. If more than one speaker is representing the same Friends group, an organizational membership for the group will be offered. (2018: $50; net cost to FLS, $37.50)

4. A library staff member who has never been a NYLA member may receive a personal NYLA membership at the “First Time Member” level with FLS as their Basic Section (2018: $25; net cost to FLS, $18.75). For a lapsed member, FLS is willing to pay $35 for a “Regular / Renewing” NYLA membership with FLS as their Basic Section (net cost $26.25).

*If the speaker is eligible to be included on the Friends group’s elected officers list as a non-voting member of FLS/NYLA, the speaker should be encouraged to receive this type of membership by registering their involvement through their Friends organization’s NYLA membership. The speaker would not receive an additional personal membership.

**Financial Procedure**

There is not a specific number of memberships to be given per year. The Conference Curator is urged to offer the memberships in the most cost-effective way. That is, if three members of a Friends group are speaking, providing a single organizational membership to their group would be less expensive than giving each speaker a personal membership in NYLA.

The cost of the memberships is covered through the NYLA Conference expenses line item in the FLS annual budget. Decisions regarding the number of memberships to be given need to be made by May each year. The bill from NYLA for these memberships will be paid in the next FLS budget year, beginning July 1. The appropriate amount of funds needs to be included in the operating budget. The Conference Curator is responsible to inform the Section Treasurer of the amount needed.

**Membership Procedure**

Once NYLA has accepted the FLS program for the conference schedule, the Conference Curator will include information in the confirmation packet to the speaker to indicate this thank you gift is being offered in recognition of the person’s involvement in the conference. The Curator is to send the speaker a current “Conference Speaker Membership Registration Form” to be completed and returned directly to the Curator by a specified date. If the speaker fails to return the membership form, the Curator does not need to pursue giving the gift.

New and lapsed memberships should be processed after November 1 to allow recipients the opportunity to register for the following year’s conference prior to the membership expiring.

The timing of added Section memberships should be processed based on the expiration date of the current NYLA membership to provide maximum benefit. It would be prudent to hold off adding FLS to a membership that is expiring within a month or two. Waiting for the individual/group to renew and then adding the Section gives greater benefit.
All gift memberships should be processed within six months of the conclusion of the NYLA Annual Conference where the individual/group presented.

Based on the above timing, the Conference Curator sends the completed forms to the NYLA Director of Membership Services and copies to the FLS Treasurer and FLS Second Vice President. The membership starts at the time the NYLA Director of Membership Services enters it into the NYLA database.

There may be exceptions to the above definitions and procedures that can be handled on an individual basis as needed.

Associated Forms:
  - FLS Gift Membership Worksheet
  - Conference Speaker Membership Registration Form

Reviewed and accepted by the FLS Board
11/4/2016; revised 2/12/18; revised 3/18/19