



Saskatchewan Library
Trustees' Association

Saskatchewan Library Trustees'
Association

Executive Handbook

2016

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Constitution

Article 1 – Name

The name of the Association shall be the Saskatchewan Library Trustees' Association.

Article 2 – Object

- 2.1 To promote and foster the development of libraries and library services in Saskatchewan.
- 2.2 To provide for the exchange of ideas and experiences among library board members through conferences and library publications.
- 2.3 To assist members by understanding their responsibilities as library trustees.
- 2.4 To co-operate with associations of library trustees outside Saskatchewan.
- 2.5 To seek improvement and foster necessary changes in the legislation affecting Saskatchewan libraries.
- 2.6 To work in close co-operation with the Saskatchewan Library Association.

Article 3 – Affiliation

- 3.1 The Association may become associated or affiliated with other organizations having similar objects for the promotion of common goals. The Association may co-operate with other organizations in advancing the interests of the Association.

Bylaws

Article 1 - Membership

Article 2 - Officers

Article 3 - Meetings

Article 4 - Quorum

Article 5 – Committees and Bylaws

Article 6 - Finance

Article 7 - Elections

Article 8 - Rules of Procedure

Article 9 - Resolutions

Article 10 - Amendments to Constitution

Article 1-Membership

- 1.1 Active membership - Any person who is a library trustee in Saskatchewan shall be eligible to be an active member of the Association upon payment of the annual fee by their system.
- 1.2 Associate Membership - Any resident of Saskatchewan interested in supporting the cause of libraries may become an Associate member upon payment of the regular membership fee.
- 1.3 Honorary Life Membership - Honorary Life Membership may be conferred by the Association upon a member or past member of the SLTA for distinguished service as a trustee in the library field at local, provincial, or national levels.

Nominations for the award will be solicited by the executive by advising Regional, Regina, Saskatoon, and PNLs boards each year and that nominations should be made prior to January 31 in the year it is awarded.

Each nomination shall outline the record of contributions of the nominee on the local library board, on the SLTA executive, and in other community activities.

Nominations made by a librarian must be supported by at least one trustee. Nominations may be submitted more than once, but must be made each year. Geographic distribution may be considered in making an award. In a year when no name has been submitted, no award will be made.

Trustees serving on the SLTA executive will not be eligible for an award during their term of office.

Selection Committee shall be composed of the Executive Committee.

The recipient will be notified and invited to the SLA Conference where the award will be presented at the brunch. The recipient's registration fee will be waived. One night's hotel accommodation, transportation costs paid at the current government rate, two brunch tickets, and \$50.00 for incidentals will be paid by SLTA.

- 1.4 Institutional Membership (including Provincial Library & Literacy Office) - Every administrative body which is responsible for public libraries shall be eligible for an Institutional Membership upon payment of the annual fee. Institutional Membership shall entitle the organization to send one non-voting representative to the annual general meeting of the SLTA.
- 1.5 Any member may withdraw from the association at any time by notice to the Association but upon withdrawal the member shall not be entitled to a refund of any portion of the fees that he or she may have paid.
- 1.6 The Membership Year shall be from January 1 to December 31.

Article 2 - Officers

- 2.1 The executive of the Association shall be composed of those trustees who are elected or appointed to serve on the executive by the seven regional Library Systems, the Paskisimon Nuyehah Library System, and the Regina and Saskatoon Municipal Libraries.
- 2.2 Each officer shall be an active member of the Association.
- 2.3 Any executive member of the SLTA who misses more than two consecutive meetings in one year may be replaced by the Executive in consultation with the representative jurisdiction.
- 2.4 Any of the ten trustees on the executive would be eligible to be elected for the offices of President and Vice President.
- 2.5 A Secretary (Executive Director) and a Treasurer, or a Secretary-Treasurer, may be chosen from among the members of the Executive and shall have voting rights. However, if the Executive votes to appoint a person to act as Secretary (Executive Director) or Secretary-Treasurer, it may do so and such person shall not have voting rights.
- 2.6 The President shall preside over all meetings of the Association, its officers, and its Executive Committee; and shall have general supervision of the affairs of the Association. The President shall be an ex-officio member of all standing and special committees of the Association.
- 2.7 The Vice President, in absence of the President shall perform the duties of the President.
- 2.8 The Secretary (Executive Director) appointed by the executive shall keep the minutes and records of the Association and its Executive Committee, and submit reports to the President, Executive Committee, and all the meetings of the Association.

- 2.9 The Treasurer appointed by the executive shall receive all monies paid to the Association, pay accounts, maintain membership records, and submit reports to the President and the Executive Committee.

Article 3- Meetings

- 3.1 The Annual General Meeting shall be held during the annual Saskatchewan Library Association Conference.
- 3.2 Only library trustees who are Active Members of the Association shall be entitled to vote at the Annual General Meeting of the Association.
- 3.3 Voting shall be by ballot in the case of election of officers and by show of hands in other cases, except where a ballot is requested by at least three members.
- 3.4 A Special General Meeting of the Association may be called by the President when considered necessary. The President shall call a Special General Meeting when requested to do so in writing by at least ten members.
- 3.5 Notice of a General Meeting shall be given to the members by means of advertisements or individual notices, as may be decided by the Association in general meeting or by the Executive Committee.
- 3.6 Executive Committee Meetings - The Executive Committee shall meet at least twice between the Annual General Meetings of the Association, at the call of the President. Meetings of the Executive Committee shall be held immediately before and after the Annual General Meeting.

Article 4- Quorum

- 4.1 The Active members personally present shall constitute a quorum of any General Meeting of the Association.
- 4.2 A quorum for the legal transaction of business at meetings of the Executive Committee shall be a simple majority of the members of that Committee.

Article 5 - Committees

- 5.1 Standing committees to assist in the regular work of the Association may be appointed by the Executive Committee.
- 5.2 There shall be such special committees as may be appointed by the President, the Executive Committee or the Association to carry out particular assignments.

- 5.3 The Executive Committee may appoint active, non-executive SLTA members to serve on committees.

Article 6- Finance

- 6.1 The Association shall have the power to determine annual membership fees at its Annual General Meeting.
- 6.2 Membership fees shall be paid to the Treasurer of the Association.
- 6.3 The expenses of the members of the Executive Committee shall be paid for attendance at executive or other meetings of, or on behalf of, the Association as authorized by the Executive Committee.
- 6.4 The activities of the Association shall be carried on without purpose of gain for its members, and any profits and other accretions to the organization shall be used solely to promote its objectives.
- 6.5 The budget as prepared and approved by the executive shall be presented to the Membership at the annual general meeting.
- 6.6 The Association will provide for financial accountability in accordance with The Non-profit Corporations Act.
As amended at 2005 AGM.
- 6.7 Any two of the President, Vice President, Secretary (Executive Director) or Treasurer are required to sign cheques on behalf of the Association.
As amended at 2005 AGM.

Article 7 - Elections

- 7.1 Nominations for President and Vice President will be made at the Annual General Meeting.
- 7.2 A nominating committee will be appointed by the president at the first executive committee meeting of the calendar year.
- 7.3 Elections will be held by ballot at the Annual General Meeting.
- 7.4 A simple majority of those members present at the Annual General Meeting shall constitute a vote necessary to elect an officer of the executive committee.

Article 8 - Rules of Procedure

- 8.1 All general and executive meetings of the Association shall be governed by the latest edition of Sturgis Standard Code of Parliamentary Procedure.

Article 9 - Resolutions

- 9.1 Resolutions shall be presented only by library trustees who are Active Members of the Association.
- 9.2 Resolutions shall be sent to the chair of the Resolutions Committee in writing at least one calendar month prior to the Annual General Meeting.
- 9.3 Resolutions may be presented at the Annual General Meeting on any matter with the approval of two-thirds of the trustees in attendance.
- 9.4 The resolutions from the floor must be in written form and ready for distribution at the Annual General Meeting.
As amended at 2005 AGM.

Article 10 - Amendments to Constitution and Bylaws

- 10.1 Amendments to the bylaws may be adopted at any Annual General Meeting of the Association by two-thirds (2/3) majority vote of the members present.
- 10.2 Notice of the proposed amendment shall be mailed to the Secretary (Executive Director) at least two (2) months before the date of the Annual General Meeting of the Association.
- 10.3 Copies of the proposed amendment shall be mailed to the membership at least one calendar month before the date of the Annual General Meeting or by email to the address provided by the member.

SLTA Executive Duties

The following are the duties, responsibilities and expectations of each of the officers and members of the SLTA Executive.

President

- ✚ Elected annually at the Annual General Meeting by the members from among the system representatives serving on the Executive (Bylaw 2.4)
- ✚ Represents SLTA at official events and speaks on behalf of SLTA
- ✚ Presides at the Annual General Meeting and at Executive meetings
- ✚ Provides leadership by reinforcing duties of Executive members
- ✚ Communicates with the Executive Director regarding finances and budget; is an authorized signer of cheques
- ✚ Submits a President's report to Executive meetings and to the Annual General Meeting
- ✚ Selects the Nominating Committee (Bylaw 7.2)
- ✚ Selects the Resolution Committee (Bylaw 7.2)
- ✚ Knows and follows the SLTA constitution and bylaws
- ✚ Participates in the annual SLA Conference
- ✚ Attends SUMA and SARM Annual General Meetings when requested
- ✚ Presents the Life Membership Award
- ✚ Presents the annual brief to the Minister responsible for Libraries with the Vice President and Executive Director on behalf of the SLTA

Vice President

- ✚ Elected annually at the Annual General Meeting by the members from among the system representatives serving on the Executive (Bylaw 2.4)
- ✚ Assists the President and acts in the absence of the President
- ✚ Presents the annual brief to the Minister responsible for Libraries with President and Executive Director on behalf of the SLTA

Past-President

- ✚ Assists the President and/or Vice President

Treasurer

- ✚ Is appointed by the Executive from among its number or from outside the Executive (Bylaw 2.5)
- ✚ Oversees maintenance of accurate financial records of the organization by the Executive Director
- ✚ Communicates with the Executive Director regarding finances and budget
- ✚ Arranges for signing authority on the SLTA bank account

Executive Director (Secretary)

- ✚ Is appointed by the Executive from among its number or from outside the Executive (Bylaw 2.5)
- ✚ Prepares an agenda for each Executive meeting and Annual General Meeting and circulates it in advance of the meeting
- ✚ Attends and records minutes of the Annual General Meeting
- ✚ Attends and records minutes of Executive meetings
- ✚ Submits an Executive Director's report to Executive meetings
- ✚ Collects reports from library systems and prepares them for presentation at Executive meetings
- ✚ Assists in the preparation of the brief to the Minister responsible for libraries
- ✚ Presents the annual brief to the Minister responsible for Libraries on behalf of the SLTA with the President and Vice President
- ✚ Prepares and submits government forms as required
- ✚ Updates the SLTA website
- ✚ Maintains up-to-date mailing lists of members
- ✚ Produces and distributes the SLTA newsletter (requests membership of the Executive to submit items, indicates deadline, prepares or seeks the preparation of articles on current events of importance to Trustees, prepares newsletter in camera-ready format, co-ordinates mailing) Note: The Spring issue should include pre-conference information and registration form, notice of any proposed amendments to the Constitution or Bylaws (Bylaw 10.3) and call for resolutions once month before Annual General Meeting (Bylaw 9.2), the Summer issue should include a post-conference report, the Fall issue should include nominations for SLTA Life Member Award, call for suggestions for amendments to the Constitution or Bylaws
- ✚ Communicates with the Treasurer regarding finances and budget
- ✚ Maintains accurate financial records of the organization and arranges for a Financial Review for presentation at the Annual General Meeting
- ✚ Deposits all monies collected into the SLTA bank account
- ✚ Pays all bills related to SLTA business and activities
- ✚ Prepares monthly bank reconciliation and financial statements
- ✚ Prepares financial statement for all SLTA Executive meetings
- ✚ Invoices the library systems, branch libraries, Provincial Library, and individuals yearly for levies and trustee membership
- ✚ Communicates with library systems on matters of financial interest
- ✚ Prepares a yearly budget to be approved by the Executive and presented to the Annual General Meeting (Bylaw 6.5)
- ✚ Answers correspondence or causes it to be answered
- ✚ Signs contracts/official forms on behalf of the SLTA
- ✚ Communicates with the provincial Librarian on behalf of the SLTA
- ✚ Knows and follows the SLTA constitution and bylaws
- ✚ Participates and organizes SLTA participation in annual SLA Conference including presenters for the conference

- ✚ Produces Annual Report for the Annual General Meeting
- ✚ Ensures application forms are received for Life Member Award
- ✚ Stores, protects and updates the Life Member Award book
- ✚ Prepares Life Member presentation information for the President
- ✚ Prepares certificate for recipient of Life Member Award, contacts nominee and advises of award details
- ✚ Submits Life Member material to archives as required
- ✚ Other duties as assigned

Executive Representatives

- ✚ Selected by each library system to represent them on the SLTA Executive (Bylaw 2.1)
- ✚ Represents their library system by attending and actively participating in SLTA Executive meetings
- ✚ Presents a written report from their library system at each Executive meeting
- ✚ Reports back to their library system on SLTA's activities
- ✚ Prepares and submits to the Executive Director an annual report outlining the activities of their library system for the SLTA Annual General Meeting
- ✚ Submits articles for the SLTA newsletter on activities of their library system
- ✚ Is prepared to assist at the Executive or Committee level
- ✚ Reports to SLTA members in their library system through the general meetings or by providing information for the system's publications
- ✚ Is a liaison between their library system, other systems and the Provincial Library
- ✚ Attends the SLA Conference
- ✚ Attends the SLTA Annual General Meeting
- ✚ Promotes libraries at all levels
- ✚ Is prepared to accept nominations for President, Vice President, Secretary-Treasurer, Treasurer, Resolution Committee, Nominating Committee, U of S Senate, U of R Senate, Multi-Type Library Board, and wherever SLTA participation is required

Provincial Librarian

- ✚ The role of the Provincial Librarian is set out in section 8 of The Public Libraries Act, 1996.
- ✚ The Provincial Librarian attends meetings of the SLTA Executive as a non-voting member but speaks at the recognition of the President
- ✚ The Provincial Library acts as a resource to the SLTA by:
 - Advising SLTA on matters relating to legislation, provincial government policy and funding
 - Preparing and distributing a report on behalf of Provincial Library and the department responsible for libraries. The report will focus on the recent activities of Provincial Library as it carries out its legislated role of co-ordinating and facilitating the development of the provincial public library system (otherwise known as the one-province library system)
 - Ensuring communication with the Executive respecting the leveraging of dollars for public libraries etc. (Every Library Connected Program, Gates Foundation, CSIP, Community Access Program)
 - Listening to the issues and concerns of public libraries and transmit those concerns to the department and the Minister, as appropriate. The attendance of the Provincial Librarian at meetings is not intended to forego or replace the normal communications between the SLTA and the Minister, for example, the presentation of the annual brief, correspondence regarding library issues.

SLTA Membership

Membership in the SLTA is governed by Article 1 of the Bylaws.

Individual Members

Active membership is available to anyone who is a library trustee in Saskatchewan. Any resident of Saskatchewan may become an associate member. The annual membership fee is \$10.00

Institutional Members

Every public library system in Saskatchewan is eligible for an institutional membership. Institutional membership fees are set annually by the Executive.

Applications

An application for membership can be made by completing the application form on the SLTA website – www.slta.ca – and mailing to the Executive Director with \$10.00 membership fee by cheque or money order payable to the Saskatchewan Library Trustees' Association. Membership helps support the Association.

Life Member Award

Honorary membership is conferred on a present or former member of the SLTA for distinguished service as a trustee. The process for nomination is set out in Article 1.3 of the Bylaws.

Nominations are to be made prior to January 31 in the year it is awarded. It is the responsibility of each member of the Executive to solicit nominations from within the library system he or she represents. Nominations should include a description of the reasons why the person nominated should be selected and a brief "library" biography and should be submitted to the Executive Director. Application forms can be found on the website – www.slta.ca.

Annual General Meeting

The SLTA Annual General Meeting is held each year in conjunction with the SLA Conference, which is usually held alternately in Regina and Saskatoon.

The purpose of the Annual General Meeting is to report to members in respect of those matters that are required to be dealt with by The Non-profit Corporations Act, under which the SLTA is incorporated, and to bring members up to date concerning issues of current interest. The President and Vice President are also elected at the Annual General Meeting from among all persons who are representatives from each of the library systems comprising the SLTA Executive.

Note: The Secretary (Executive Director) and the Treasurer or a Secretary-Treasurer are either elected or appointed by the Executive and are not elected by the membership at large.

The SLTA appoints the Executive Director to act as liaison with the SLA in planning the conference agenda. The SLTA aims to host a series of sessions at the conference dealing with issues of interest to trustees. Conference information is provided in the March issue of the SLTA newsletter.

Corporations Branch Reporting Requirements

The SLTA was originally incorporated as a society under The Societies Act effective October 18, 1976. The original incorporators and first directors were Willard Kallio (Lucky Lake), Quintas Sundstrom (Kennedy), Baden Campbell (Swift Current), George Anderson (Melfort), John Pedersen (Baldwinton), and Hartley Simon (Saskatoon). It was continued as a non-profit corporation under The Non-profit Corporations Act on January 18, 1982.

The SLTA is legally incorporated as a non-profit corporation under Saskatchewan's Non-profit Corporations Act. The Act provides a framework of detailed legal rules that govern the functioning of the SLTA as an organization. Incorporation establishes the SLTA as a legal "person" and provides it with limited liability. Directors (the Executive) are personally liable only for remitting tax that may be collected (GST and PST) and for wages of employees.

The Saskatchewan Corporations Branch must be notified of each change in directors (Executive members) and of any change in registered office (this is the mailing address to which information is sent from the Corporations Branch and to which any legal documents may be served). Any time a library system names a new representative to the Executive, a Notice of Change of Directors must be filed. This usually happens only at the time of the Annual General Meeting.

As well, an annual return must be filed with an annual filing fee of \$10.00. The annual return confirms the directors, officers, and members of the Association.

These documents are filed on behalf of the SLTA by the Executive Director and the Executive Director's address is the address of the registered office of the SLTA.

Financial Requirements of Non-Profit Corporations Act

Form of Financial Statements

The regulations under the Act require financial statements to be provided to members at the AGM in the form of a balance sheet and a statement of the revenues and expenditures:

Financial Statements

10(1) The financial statements mentioned in clause 142(a) of the Act must include:

(a) A statement of the assets and liabilities of the corporation in the form of a balance sheet;

and

(b) A statement of the revenue and expenditures of the corporation.

Revised January 2005.

Audit requirements for SLTA Financial Statements

Note that the terms "audit" and "review" are formal accounting terms and refer to very specific work that would be undertaken by a qualified accountant and which would add a significant cost to the SLTA. Dispensing with these requirements does not mean that no review of finances occurs. However, the review that is undertaken is not one in the sense understood by the accounting professions.

The standard resolution to be passed at each AGM is as follows:

BE IT RESOLVED THAT, pursuant to section 151 of the Non-profit Corporations Act of Saskatchewan, no auditor and no person to conduct a review of the financial statements of the SLTA be appointed for the 20** fiscal year.

NON-PROFIT CORPORATIONS, 1995 c. N-4.2.

Appointment of Auditor

149(1) Subject to sections 150 and 151, members of a corporation, by ordinary resolution, at the first annual meeting of members and at each succeeding annual meeting or meeting mentioned in subsection 123(2), shall appoint an auditor to hold office until the close of the next annual meeting.

(2) An auditor appointed pursuant to section 91 is eligible for appointment pursuant to subsection (1).

(3) Notwithstanding subsection (1), if an auditor is not appointed at a meeting of members, the incumbent auditor continues in office until his or her successor is appointed.

(4) The remuneration of the auditor may be fixed by ordinary resolution of the members or, if not so fixed, may be fixed by the directors.

1995, c.N-4.2, s.149.

Dispensing With Auditor – Membership Corporation

150(1) The members of a membership corporation may resolve not to appoint an auditor.

(2) A resolution pursuant to subsection (1) is valid only until the next annual meeting of members.

(3) Repealed. 2005, c.22, s.13.

(4) Where the members of a membership corporation pass a resolution pursuant to subsection (1), they shall appoint a person who meets the qualifications prescribed in the regulations to conduct a review of the financial statements of the corporation.

(4.1) The members of a membership corporation may resolve not to appoint a person to conduct a review of the financial statements of the corporation.

(4.2) A resolution pursuant to subsection (1) or (4.1) is not valid unless it is consented to by a majority of not less than two-thirds of the members, including those not otherwise entitled to vote, who vote on the resolution.

(5) Notice of a resolution to be passed pursuant to this section is to be sent to all members, including members not otherwise entitled to vote, in accordance with section 125.

1995, c.N-4.2, s.150; 2005, c.22, s.13.

78.

c. N-4.2 NON-PROFIT CORPORATIONS, 1995.

Dispensing with Auditor – Charitable Corporation

151(1) Subject to subsection (2), the members of a charitable corporation whose revenues are less than \$250,000 in the previous fiscal year, or any greater amount that may be prescribed by regulation, may resolve not to appoint an auditor.

(2) Where the members of a charitable corporation that is described in subsection (1) resolve not to appoint an auditor pursuant to this section, they shall resolve to appoint a person who

meets the qualifications prescribed in the regulations to conduct a review of the financial statements of the corporation.

(3) Notwithstanding subsections (1) and (2), the members of a charitable corporation whose revenues are less than \$25,000 in the previous fiscal year, or any greater amount that may be prescribed in the regulations, may resolve not to appoint an auditor or a person to conduct a review of the financial statements of the corporation.

(4) A resolution pursuant to this section is valid only until the next annual meeting of members.

(5) A resolution pursuant to subsection (1) or (3) is not valid unless it is consented to by not less than 80% of the members, including those not otherwise entitled to vote, who vote on the resolution.

(6) Notice of a resolution to be passed pursuant to this section shall be sent to all members, including members not otherwise entitled to vote, in accordance with section 125.

Brief to the Minister

Since 1968, the SLTA has presented an annual brief to the Minister responsible for Libraries. The purpose of the brief is to educate the Minister about libraries and the issues they face and to bring to the Minister's attention the SLTA's perspective on the current issues of the day.

The Minister responsible for Libraries may change frequently, so that each time the SLTA meets with the Minister emphasis should be placed on describing the organization and its mandate.

Preparation of the brief begins with a conversation about current issues by the Executive at the meeting they hold before and after the AGM. The Executive Director then prepares a draft that is circulated to the members of the Executive for their review, which may include internal consultation with the board and directors and others in the library system of each Executive member. The draft is discussed at the Executive meeting in September, and a final draft prepared for presentation to the Minister as a result of that discussion.

The brief is presented by the President, Vice President, and Executive Director on the date that is arranged to meet with the Minister in Regina. The Provincial Librarian is also usually present at the meeting with the Minister and will be familiar with the brief. The persons who are presenting usually meet just before presenting the brief to discuss how they will present it, and they also meet after presenting it to assess how the presentation went. This is also reported to the Executive at its next meeting.

Process for Amendments to Constitution and Bylaws

Amendments are dealt with in Article 10 of the Bylaws. Notice of any proposed amendments must be provided to the Executive Director at least two months prior to the Annual General Meeting. Since the Annual General Meeting is usually held in May, this will mean that proposals must be received by the Executive Director by early March. The Executive Director is required to mail the proposals to all members at least one month before the AGM. In practical terms, the aim is to have any proposed changes available to be included in the pre-conference newsletter, as this saves on mailing costs.

Amendments must be passed by a two-thirds majority to be effective.

Newsletter

The newsletter is printed and distributed by mail to all members of the SLTA approximately three times per year, usually pre and post- conference (March and June) and in the fall.

Newsletter items are emailed to the Executive Director who arranges and edits them and sends them electronically to the printer. The Executive Director then arranges for stuffing envelopes and mailing, or e-mailing where addresses are available.

The newsletter is also posted to the website.

Website

The website is maintained by the Executive Director. Updates to the website occur frequently.

The following information is on the SLTA website:

- SLTA Home — About Us
- Constitution
- Bylaws
- Annual Meeting Minutes
- List of Executive Members
- Minutes of Executive meetings
- Newsletters
- Life Members
- News and Events
- Membership
- Trustees' Manual
- Trustee Development
- Documents (i.e. Briefs to the Minister)
- Projects
- Events Calendar
- List of Library Systems and links
- Contact Information
- Advocacy and Promotion