

**PSU LIBRARY SERVICES
COURTESY COMMITTEE**

NAME: The organization shall be called the PSU Library Services Courtesy Committee.

PURPOSE: The organization supports the social welfare of PSU Library Services faculty and staff.

MEMBERSHIP: All faculty and staff of PSU Library Services are eligible for membership. Two unclassified and two classified positions will serve on a rotating basis for a term of one year beginning August 1. A chairperson and treasurer will be elected by the Courtesy Committee.

DUES: Annual dues shall be determined by the Courtesy Committee

OBJECTIVES: Plan social functions including the Christmas party, retirement receptions, coffees, or other gatherings for Library Services faculty and staff.

Purchase, for Library Services faculty and staff, appropriate gifts, memorials, or cards for occasions such as weddings (cards); births and adoptions (cards); illness (cards or flowers); new staff (coffee or other gathering); resignation (coffee or other gathering); retirement (dinner and/or reception and gift); deaths (cards and/or flowers/memorial for immediate family).

Respond to other occasions or circumstances within Library Services when such circumstance is deemed appropriate by the Courtesy Committee and with the consensus of membership (e.g., request supplemental donations above normal dues for unexpected funeral expenses).

Provide evidence of a balanced budget and financial report of all activities and gifts, to be presented to the membership at the first Library Services Staff Meeting in August.