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## **Mission**

The Kansas Association of School Librarians is a non-profit, educational organization that promotes the interests of school libraries in the state of Kansas, encourages professional growth of library media specialists, and develops cooperation among all types of libraries and educational organizations to enhance library service.

*--KASL Constitution 2001*

## **KASL Officers**

### **Elected Positions**

#### **President**

#### General Duties

1. Call and preside over the KASL general business meeting at annual state conference and all Council meetings.
2. Interpret the KASL Constitution to officers and committee chairs.
3. Prepare agenda and make arrangements for the KASL general business meeting/luncheon and for Council meetings.
4. Carry on and maintain a file of official correspondence of KASL.
5. Attend District Workshops or appoint the President-Elect to attend.
6. Prepare a summary of the year to be placed in the KASL archives.
7. Attend AASL National Conference when held during term.

#### Committees

1. Serve as a voting member of the KASL Council.
2. Appoint all committee chairpersons, with the advice of Council, and serve as ex-officio member of each committee.
3. Inform each committee chairperson of the functions and duties of the committee.
4. Appoint committee members with the recommendation of the chairpersons.
5. Keep a list of the membership of all committees and provide copies to all members of Council.
6. A task force may be appointed to work or develop plans or activities on a specific topic for a limited period of time.
7. Serve as a member of the Budget Committee and Issues Response Team.

#### Relations with Other Organizations

1. Represent KASL as a delegate to the American Association of School Librarians Affiliate Assembly.
2. Represent KASL at various professional meetings, when called upon.
3. Work closely with joint conference participants in setting up the annual state conference, as well as other matters of common interest.
4. Work with a representative of the Kansas State Department of Education and State Commissioner of Education in matters relating to the development of school library media programs.
5. Prior to the first KASL Council meeting of the membership year, the President will solicit applications for a new member of the WAW Selection Committee. At the first Council meeting of the membership year, KASL Executive Committee will meet to select the incoming WAW Selection Committee representative from KASL. There will be three KASL members serving on the WAW Selection Committee at all times. Committee members will serve three-year terms with only one member chosen on a yearly rotation.
6. Serve as chair of the Advisory Council to the State Librarian and appoint members as defined under the Advisory Council's Membership section.

### Annual State Conference Responsibilities

1. Coordinate KASL the annual state conference arrangements.
2. Appoint a chair for local arrangements for the annual state conference.
3. Notify the annual state conference Treasurer about number of guests for KASL general business meeting/luncheon paid by KASL.
4. Preside at KASL general business meeting/luncheon at the annual state conference and introduce special guests.
5. Make seating arrangements for the KASL general business meeting/luncheon.
6. Provide a printed program for the KASL general business meeting/luncheon.

### Other Duties

1. Fill vacancies in office with approval of the Council.
2. See that expenses above the items in the budget are authorized by the Council.
3. Carry out all activities authorized by Council.
4. Email Vision Award nomination form to Council members with the second Council meeting agenda.
5. Organize and forward the President's files to the incoming President.
6. Meet at the end of the term with the incoming President and President-Elect to provide a smooth transition.
7. Carry out courtesy guidelines with the assistance of the Executive Secretary and the Treasurer.

### Compensation

1. Mileage and accommodations (if necessary) for all official KASL duties, excluding the President's home District Workshop.
2. Entitled to AASL/ALA Affiliate Assembly and AASL National Conference expenses:
  - Up to \$40.00 per diem (actual expenses for meals and incidentals such as cab) for the number of days covered by Affiliate Assembly.
  - Accommodations for the number of nights covered by Affiliate Assembly business or AASL National Conference.
  - Mileage compensated in accordance with current IRS guidelines.
  - Meeting registration.

### Cycle for ALA Annual Conference

1. ALA Annual Conference is held in the summer. Affiliate Assembly usually meets on Friday evening and Sunday morning. Those who are to attend: (a) President and (b) President-Elect.
2. ALA Midwinter is held usually in January. Affiliate Assembly meets on Sunday morning. Those who are to attend are: (a) President and (b) President-Elect.

Timeline – This is not a comprehensive list as the President needs to be responsive to situations as they arise.

**June:**

- ✓ Appoint a KASL representative for the annual state conference local arrangements.
- ✓ Begin working on presidential duties.
- ✓ Attend the annual state conference planning meetings.
- ✓ Schedule location and dates for upcoming year's Council meetings.
- ✓ Schedule which District Workshops you and the President-elect will attend.
- ✓ Attend AASL Affiliate Assembly at ALA Annual Conference.
- ✓ Make arrangements for AASL National Conference (odd-numbered years).
- ✓ Write letter to current and prospective members to be mailed with membership forms.

**July:**

- ✓ Fill committee chair and council positions as needed.
- ✓ Email letter to council members inquiring about their continued position.
- ✓ Write a letter to current and prospective members to be mailed with membership forms.
- ✓ Write web article about upcoming council meeting schedule and locations.
- ✓ Plan first council meeting.
- ✓ Send agenda, report form, and luncheon information for first council meeting.
- ✓ If desired, plan the Committee Special Session prior to first council meeting.
- ✓ Prepare information sheet of council members.
- ✓ Prepare KASL calendar.
- ✓ Make luncheon preparations.
- ✓ Prepare final agenda for council meeting.
- ✓ Prepare President's report for council.
- ✓ Send out applications for WAW Selection Committee both on the list-serve and the website (due the Friday before the first council meeting)
- ✓ Have copies of the WAW applications ready for the executive board by the first council meeting.

**August:**

- ✓ Attend and chair first council meeting.
- ✓ Executive Board selects a WAW Selection Committee member during council lunch.
- ✓ Contact selected WAW Selection Committee member and WAW Section Committee Chair.
- ✓ Form Nominating committee for next year's officers.

**September:**

- ✓ Plan KASL general business/luncheon meeting.
- ✓ Inform conference Treasurer on number of guest for KASL general business/luncheon meeting to be paid by KASL.
- ✓ Make seating arrangements for KASL general business/luncheon meeting.
- ✓ Prepare printed programs for the KASL general business/luncheon meeting.
- ✓ Arrange to have a U.S. flag at the KASL general business/luncheon meeting.

**October:**

- ✓ Contact committees for final membership for KASL Website.
- ✓ Attend AASL National Conference (odd-numbered years).
- ✓ Register for ALA Midwinter (coordinate with President-Elect about hotel and travel arrangements).
- ✓ Attend annual state conference.
- ✓ Buy the previous year's KASL president a gift to present at the annual state conference general business/luncheon meeting.

**December:**

- ✓ Email Vision Award nomination form with second council meeting agenda.
- ✓ Send agenda, report form, and luncheon information for the second council meeting.

**January:**

- ✓ Attend and chair the second council meeting.
- ✓ Attend AASL Affiliate Assembly at ALA Midwinter.
- ✓ Prepare President's message for District workshops and share with President-elect.
- ✓ Attend Budget Committee meeting.
- ✓ Nominating committee reports KASL officer candidates.

**February:**

- ✓ Attend District workshops.
- ✓ Take PDC certificates to the workshops.
- ✓ Register and make travel arrangements for ALA Annual Conference in June.
- ✓ Monitor election of KASL officers.

**March:**

- ✓ Attend District workshops.
- ✓ Take PDC certificates to the workshops.
- ✓ Prepare for the third council meeting.
- ✓ Email agenda, report form and luncheon information for third council meeting.
- ✓ Prepare AASL Concerns and Commendations.

**April:**

- ✓ Attend District workshops.
- ✓ Take PDC certificates to the workshops.

- ✓ Attend and chair third council meeting.
- ✓ Vote on Vision Award.
- ✓ Submit AASL Concerns and Commendations to Regional Director.
- ✓ Burn all your documents on a CD to give to the incoming President-Elect. Set up a time to visit so the transition goes smoothly.
- ✓ Make arrangements to attend the AASL National Conference or Fall Forum as Past-President with the respective award recipient.

**May:**

- ✓ Send thank you notes to Council members, if desired.

## President-Elect

### General Duties

1. Represent KASL as a delegate to the AASL Affiliate Assembly.
2. Attend KASL general business/luncheon at the annual state conference and all Council meetings as a voting member.
3. Preside at meetings in the absence of the President.
4. Attend District Workshops as delegated by the President.
5. Consult with President regarding on-going committees in order to prepare a slate of committee appointments at the beginning of each membership year.
6. Organize and forward President-Elect resources to incoming President-Elect.
7. Learn KASL organizational procedures throughout the year.
8. Serve as a member of the Budget Committee, Issues Response Team, and Advisory Council to the State Librarian.
9. Attend AASL National Conference when held during term (odd-numbered years).

### Annual State Conference Planning Duties

1. Attend and participate in all the annual state conference planning meetings.
2. Arrange and schedule the KASL programming at the annual state conference. Receive suggestions for presenters from KASL Council, District Workshops, and membership at large.
3. Contact presenters as soon as possible, sending them a tentative copy of the program.
4. Inform local arrangements chair as to hotel reservations and other local arrangements needed for speaker(s).
5. Make luncheon reservations with the annual state conference Local Arrangements committee for the speaker and guests, and provide the necessary complimentary tickets.
6. Share tentative copy of the annual state conference program with the President.
7. Keep the KASL web master informed of the annual state conference program arrangements.
8. After the annual state conference Futures Committee chairperson secures the luncheon speaker, work with speaker on publicity for the KASL web page and on speech information for program.
9. Introduce speaker at the KASL Showcase and Luncheon.

### Compensation

1. Mileage for attending District Workshops to gather programs for annual state conference, excluding the President-Elect's home District Workshop.
2. Mileage and accommodations (if necessary) for duties as delegated by the President.
3. Entitled to AASL/ALA Affiliate Assembly expenses:
  - Up to \$40.00 per diem (actual expenses for meals and incidentals such as cab) for the number of days covered by Affiliate Assembly.

- Accommodations for the number of nights covered by Affiliate Assembly business and AASL National Conference (odd-numbered years).
- Mileage compensated in accordance with the current IRS guidelines.
- Meeting registration.

#### Cycle for ALA Conference

1. ALA Annual Conference is held in the summer. Affiliate Assembly usually meets on Friday evening and Sunday morning. Those who attend are: (a) President and (b) President-Elect.
2. ALA Midwinter is held usually in January. Affiliate Assembly meets on Sunday morning. Those who are to attend are: (a) President and (b) President-Elect.

Timeline - This is not a comprehensive list as the President-Elect needs to be responsive to situations as they arise. The President-Elect should take photos throughout the term to give to the webmaster.

#### **April/May:**

- ✓ Attend the annual state conference to be introduced as the incoming President-Elect.
- ✓ Meet with President-Elect to receive the records of that office for a smooth transition.
- ✓ Call for the annual state conference proposals via KASL-L mailing list. Recruit quality sessions.

#### **June/July:**

- ✓ Attend the annual state conference planning meeting in early June.
- ✓ Attend AASL Affiliate Assembly at the ALA Annual and pay special attention to speakers who might be particularly good for the annual state conference.
- ✓ Attend the annual state conference planning meeting the end of July or the beginning of August.
- ✓ Work on annual state conference program (should be completed by September 1<sup>st</sup>).

#### **August:**

- ✓ Attend Council meeting and Committee Special Session, if held, and prepare a report for Council.
- ✓ Coordinate with the President about which District Workshops to attend. (You will each attend three.)
- ✓ Complete annual state conference program.

#### **September:**

- ✓ Send program for the annual state conference to KSDE for printing.
- ✓ Coordinate with President AV requirements, hotel requirements for main speaker and meals needed for guests.

- ✓ Prepare thank you notes to give to KASL annual state conference presenters. Deliver the notes as you check that they have everything they need the day of their presentation.
- ✓ Prepare introductory remarks for the KASL Showcase and the KASL Luncheon speaker.

**October:**

- ✓ Attend the annual state conference.
- ✓ Register for ALA Mid-Winter (coordinate hotel and travel arrangements with President).

**January:**

- ✓ Attend council meeting.
- ✓ Attend budget meeting.
- ✓ Attend AASL Affiliate Assembly during ALA Mid-Winter.
- ✓ Coordinate with President and prepare a brief speech including announcements for the district workshops.

**February:**

- ✓ Attend District workshops.
- ✓ Take KASL PDC certificates for attendees who want them.
- ✓ Make arrangements for ALA Annual conference in June. Coordinate with the incoming President-Elect.

**March:**

- ✓ Attend District workshops.
- ✓ Take KASL PDC certificates for attendees who want them.

**April:**

- ✓ Attend District workshops.
- ✓ Take KASL PDC certificates for attendees who want them.
- ✓ Attend council meeting.
- ✓ Burn all your documents on a CD to give to the incoming President-Elect. Set a time to visit so the transition goes smoothly.

## Immediate Past-President

### General Duties

1. Attend all KASL Council meetings as a voting member.
2. Act as an advisor to the Council.
3. Organize and forward Immediate Past President's records to incoming Immediate Past-President.
4. Attend AASL Fall Forum or AASL National Conference acting as a mentor to the respective grant recipient.
5. Provide a presentation at annual state conference with the respective grant recipient on a topic gained from the AASL Fall Forum or the AASL National Conference.

### Compensation

1. Mileage and accommodations (if necessary) for duties as delegated by the President.
2. Entitled to AASL Fall Forum or AASL National Conference expenses:
  - Up to \$40.00 per diem (actual expenses for meals and incidentals such as cab) for the number of days covered by the Fall Forum.
  - Accommodations for the number of nights covered by Fall Forum or AASL National Conference business.
  - Mileage compensated in accordance with current IRS guidelines.
  - Meeting registration.

### Committee Work

1. Serve as a member of the Budget Committee, Issues Response Team, and Advisory Council to the State Librarian.
2. Serve as chair of the Nominating Committee.
3. Revise the KASL Guidelines, KASL Constitution, and KASL By-Laws as needed after the adoption of revisions or amendments. (a) Maintain a review process throughout the year; (b) revise KASL Guidelines for adoption at third Council meeting of the membership year and (c) prepare KASL Guidelines for posting on the KASL web page.

Timeline - This is not a comprehensive list as the Past-President needs to be responsive to situations as they arise.

### **June/July:**

- ✓ Confirm and/or make arrangements to attend the AASL National Conference (odd-numbered years) or AASL Fall Forum (even-numbered years) with the award recipient (if not already made).

### **August:**

- ✓ Attend Council meeting and Committee Special Session, if held, and prepare a report for Council.
- ✓ Begin list of KASL Guidelines changes.

**October:**

- ✓ If Constitution or By-Laws are revised, inform the KASL membership at least two weeks prior to the KASL general business meeting/luncheon.
- ✓ Travel with award recipient to AASL Fall Forum or AASL National Conference.
- ✓ Contact nominees to have them complete the officer nomination forms.
- ✓ Present at next annual state conference with award recipient of the AASL Fall Forum Grant or the AASL National Conference Award.

**December:**

- ✓ Finalize officer candidates with Nominating Committee members.
- ✓ Contact nominees to have them complete the officer nomination forms.

**January:**

- ✓ Announce nominated slate of officers at Council meeting.
- ✓ Publish slate of officers on website, and KASL-L mailing list.
- ✓ Attend Council meeting and prepare a report for Council.
- ✓ Have electronic elections ready to go by February 1<sup>st</sup>.

**February:**

- ✓ Submit notification of elections to membership by February 1<sup>st</sup> and have elections completed by March 1<sup>st</sup> via the KASL List-L and the website.

**March:**

- ✓ Notify candidates of the election results and write a thank-you letter to all candidates.

**April:**

- ✓ Announce new officers on KASL-L mailing list.
- ✓ Announce results of officer election at Council meeting.
- ✓ Present list of revised items in the KASL Guidelines for adoption at Council meeting.
- ✓ Submit annual state conference proposal for the next annual state conference.

**May:**

- ✓ Notify the following entities of the election results: AASL, KASL newsletter, local newspapers of candidates, and school administrators of the new KASL officers.
- ✓ Provide revised Constitution and By-Laws to Web Master.
- ✓ Transfer files to incoming Past-President for a smooth transition.

## Secretary

### General Duties

1. Attend and take minutes at KASL general business meeting/luncheon and Council meetings.
2. Carry on official correspondence of KASL when directed by the President.
3. Organize and forward Secretary's records to incoming Secretary.
4. Maintain cassette recorder that is provided for the Secretary's work. The recorder is passed on to each new secretary.

### Records

1. Keep the minutes of all business conducted at the KASL general business meeting/luncheon at annual state conference and all KASL Council meetings.
2. Distribute KASL Council meeting minutes to KASL Council members within one month following the KASL Council meeting.
3. Prepare copies of the KASL general business meeting/luncheon minutes at annual state conference to be distributed at the next annual state conference.
4. Keep a current copy of the KASL Constitution and By-Laws.

## Treasurer

### General Duties

1. Attend KASL general business meeting/luncheon and Council meetings.
2. Act as Chair of the Budget Committee and prepare the budget for the next fiscal year. Secure KASL Council approval of the budget at the March Council meeting.
3. Investigate and secure the highest interest rate possible when investing KASL funds. Money will be invested appropriate to the needs of the organization with KASL Council or Executive Committee approval.
4. The Treasurer may move accounts at his/her discretion. Council must be informed.
5. Work with Executive Secretary to maintain an accurate database of paid members.
6. Keep membership and Council informed regarding budget limitations when financial matters are discussed at the KASL general business meeting and Council meetings.
7. In August, unless a district makes a written request to the Treasurer for earlier payment, forward the approved amount to each Assistant District Director for fall district workshop expenses: District I-\$250; District III-\$200; District IV-\$150; Districts II, V, VI-\$100.
8. Pay the following stipends in two equal payments in November and March as follows:
  - Executive Secretary - \$1000
  - Historian - \$250
  - Webmaster - \$500
  - Mailing list administrator - \$250
  - Assistant Treasurer - \$200
9. Mail legislative funds to KLA in January.
10. Present budget for approval along with the electronic voting of officers.
11. At the end of fiscal year, send annual designated William Allen White endowments to the executive director of the WAW program in Emporia.
12. Arrange a professional audit at the end of each fiscal year.
13. Maintain the calculator that is provided for the Treasurer's use. The calculator is passed on to each new Treasurer.
14. Organize Treasurer's records and notebook, provide audited accounts, and forward these to incoming Treasurer after May 31 and before first KASL Council.
15. Prepare and submit ad copy to: (a) the web master of the KASL Web Site by advertised deadlines.

### Records

1. Keep an accurate account of all finances, receipts, expenditures, dues, etc. and all funds, such as checking account, scholarship funds, and savings accounts.
2. Mileage for Council meetings is compensated in accordance with the current IRS guidelines.
3. Pay all bills of the Association by voucher. Bills which do not meet the explicit budget guidelines must be presented to Council for approval before payment.
4. Prepare for distribution a financial report for each Council meeting, and an Annual Financial Report covering the KASL year (June 1 to May 31) to be presented to the

membership at the next annual state conference general business meeting/luncheon.

5. Receive membership dues from the Executive Secretary throughout the year as collected.
6. As outgoing Treasurer, close checking account in local bank and send draft to new Treasurer about June 1.
7. Ruth Garver Gagliardo Scholarship accounts remain at Capitol Federal Savings and Loan Association, Topeka.
8. The Treasurer will be bonded while in office. The Bond Notice will go to the Executive Secretary.

## District Director

### General Duties

1. Attend all KASL Council meetings as an official voting member. Attend the KASL general business meeting/luncheon at annual state conference.
2. Announce the place and date selected for the District Workshop at the first KASL Council meeting.
3. Make necessary reports to KASL Council..
4. Member of the District Workshop Committee.
5. Create/update a record of activities/actions and forward to incoming District Director.
6. Pass KASL Guidelines at end of term to the incoming District Director.

### Workshop Planning

1. Direct and preside at the District Workshop.
2. Use the District Workshop Timetable for planning to prepare for the District Workshop.
3. Elect Nominating Committee at District Workshop meeting. Keep in mind that the Nominating Committee is elected, not appointed. The Immediate Past District Director will serve as chair of the Nominating Committee with two others elected. (See KASL Bylaws, Article 4, Section 2.) Have Nominating Committee meet after District Workshop to begin plans for the next District Workshop.
4. Appoint any committees necessary to carry on the District Workshop and any other necessary business.
5. Send one mailing to district membership in January. Include in the mailing: (a) completed District Workshop program; (b) registration form stating registration fee (not to exceed \$15.00) plus the price of the luncheon; (c) name and address of person to receive registration and set a deadline for its return; and, (d) include recruiting-information (KASL Membership form).
6. Invite the President and President-Elect as guests of the District Workshop.
7. Mail District Workshop registration forms to all schools in each school district (c/o school library media specialist). Use mailing labels provided by Executive Secretary.
8. Include President, President-Elect, and Chairperson of the District Workshop Committee, Historian, Webmaster, and KASL newsletter editor(s) in all workshop mailings.

### Term of Office

1. Term begins the day following the District Workshop in which you were Asst. Director and continues through your District Workshop.

## Assistant District Director

### General Duties

1. Attend all Council meetings as a non-voting member. In the absence of the Director, the Assistant Director may cast the District's vote.
2. Assist the Director in planning the District Workshop as part of the District Workshop Committee.
3. Use the District Workshop Timetable for planning to prepare for the District Workshop.
4. Set up District Workshop account, collect the registration fees for the District Workshop deposit and pay Workshop expenses.
5. Send all membership forms and money collected to the Executive Secretary on the Monday immediately following the workshop.
6. Send publicity, clippings, programs, and photos labeled with names of the District Workshop and names of persons pictured, etc. to the Webmaster and Historian by May 31.
7. Prepare a printed financial report and printed minutes of workshop activities to be presented at the next District Workshop. Send a copy to the newly elected Assistant Director and prepare copies for the KASL Council meeting in November (40 copies).
8. If the District Director resigns, the Assistant Director assumes the directorship.
9. If the Assistant Director resigns, one may be appointed pro-tem by the KASL President, but a Director and an Assistant Director will both have to be elected by the members at the next District Workshop.
10. The pro-tem Assistant Director does not become Director-Elect, but may be nominated by the Nominating Committee, if he/she desires.
11. Create/update an Assistant District Director's record and forward to the incoming Assistant District Director.
12. Provide photos from the District Workshop.

### Term of Office

1. Term begins the day following the District Workshop in which you are elected and continues through the following District Workshop.

## Immediate Past District Director

### General Duties

1. Serve as chairperson of the Nominating Committee for the District as specified in the KASL Constitution.
2. Serve as member of the KASL Membership Committee with the responsibility of contacting non-renewing members in the District as well as new library media specialists when known.

### Term of Office

1. Term begins the day following your District Workshop and continues through the following District Workshop.

## **Appointed Positions**

### **Assistant Treasurer**

#### General Duties

1. Appointed by the President and will serve as a non-voting member of Council.
2. Serve as a member of the Budget Committee.
3. Maintain inventory of KASL items for sale. One-thousand-five-hundred dollars is available for orders without Council approval.
4. Advertise items for sale.
5. Receive orders and mail items to purchasers within a week.
6. Remit payments to the Treasurer within a week.
7. Maintain sales tax records on items sold.
8. Maintain a permanent file of businesses contacted for sales and all advertisers.
9. Organize sale of KASL items at District Workshops.
10. Arrange to sell and/or display sale items at other professional library functions.
11. Contact advertisers, offering advertising space in KASL newsletter and the KASL Membership Directory and provide a complimentary copy of KASL Membership Directory to each advertiser listed.
12. Prepare and submit ad copy to the web master of the KASL web site by advertised deadlines.
13. Maintain thorough record of correspondence and prior files of all business transactions.
14. Expenses will be presented by voucher to the Treasurer for payment.
15. Create/update records of activities/action to be forwarded to the incoming Assistant Treasurer.
16. Receive a stipend each year.

#### Writing the Advertising Form Letter

1. State all essential information for advertising and preparation of copy. Include copies of the rate schedule. Have payment of fees sent directly to the KASL Treasurer.
2. KASL Treasurer will send a list of all advertisers contracting with KASL and the amount of fee received to the Assistant Treasurer as soon as confirmation is received.
3. Send copies of the letter and rates to the regional representative of the company.
4. Use KASL current letterhead for all form letters and other correspondence.
5. Practice proper business etiquette. Strive to establish good rapport with advertisers and prospective advertisers.

## Executive Secretary

### General Duties

1. Appointed by the President and is a non-voting member of Council.
2. Receive all membership dues and forward payments to the KASL Treasurer throughout the year.
3. Receive and maintain the membership recording system, prepare the KASL Membership Directory and provide assistance with other mailings.
4. Provide a continuum of services for the association, (e.g.) permanent mailing address, printing of forms, KASL stationery, etc.
5. Act as the coordinator for the KASL-L mailing list, keeping the administrator informed with changes in addresses and members.
6. Serve on the KASL Budget Committee.
7. Expenses are presented by voucher to the Treasurer for payment.
8. Serve as a non-voting ex-officio member of the Professional Excellence Committee. Will receive all applications for awards, stipends, scholarships, and forward to the Professional Excellence Committee Chair.
9. Act as custodian for all legal and financial documents of KASL.
10. Provide notebooks and KASL Guidelines copies as needed.
11. Generate membership labels for the following: KASL newsletter; annual state conference mailing; District Workshops; KASL Membership Directory; voting ballots; and other mailings authorized by the President or Council.
12. Print and mail the KASL Membership Directory: (a) order sufficient number of copies to meet the needs of the current membership; (b) send enough copies to the Assistant Treasurer for mailing to all advertisers; and, (c) send copies to the Presidents of KASL (3 copies) KLA, KAECT, AASL, SLIM office at ESU, and other state affiliates requesting copies.
13. Carry out courtesy guidelines with the assistance of the President and the Treasurer.
14. Create/update records of activities/action to be forwarded to incoming Executive Secretary.
15. Receive a stipend each year.

### Membership Timetable

#### *By July 1:*

- ✓ Revise membership form and letter. Mail renewal information to all current members and non-renewals from previous year.
- ✓ Mail membership cards within two weeks of receipt of membership forms.
- ✓ Remove names from KASL membership that have not been current for two years.
- ✓ Send updated membership forms and letter to webmaster.
- ✓ Send membership roll to KASL-L mailing list administrator.
- ✓ Only the current membership will appear in the KASL Membership Directory and on the KASL-L mailing list.

*By January 1st:*

- ✓ Give District Directors a membership blank master copy and school mailing labels to be included with the District Workshop mailing. Remind them to arrange for the collection of KASL dues at the District Workshops.

*October:*

- ✓ Send an email or postcard to all non-renewing members asking them to take a survey about why they did not rejoin the association.
- ✓ Drop inactive members from two years ago from the membership database.
- ✓ Drop inactive members from the list-serve (must be a current member to be on the list-serve).

*January:*

- ✓ Prepare a report for the Council meeting giving membership by District and total.

*April:*

- ✓ Prepare final membership report for files.
- ✓ Memberships received before the district workshops will be for the current year. Memberships received during and after the district workshops will be for the next year.
- ✓ Send remainder of money on hand to Treasurer and leave enough money in account to keep it active.

## Historian

### General Duties

1. Appointed by President and will serve as a non-voting member of Council.
2. Keep a living history of the Kansas Association of School Librarians by collecting and retaining printed news and other items about the activities of KASL.
3. Collect materials dealing with Kansas school library media centers, district news, and items pertaining to individual library media specialists who are members of KASL.
4. Combine this current source material with the Secretary's minutes and President's Summary into a history of each year's accomplishments.
5. Attend KASL Council meetings.
6. Contact District Directors **each fall** reminding them to save and mail all items relating to the District Workshops and information regarding school library media centers and library media specialists.
7. Write an annual review of the major events of the past year. (Use report chart guidelines.)
8. Have scrapbook available for viewing at annual conference.
9. Store scrapbooks at the Kansas Historical Society in Topeka.
10. Receive a stipend each year.

### Records

1. Place contributions to the archives in a scrapbook. Place general information in one section, and maintain a separate section for each KASL district.

### Report Chart Guidelines

1. Collect the following information annually on 8 1/2 x 11 sheets that can be filed in a notebook:
2. Date(s) the report covers.
3. Officers: President, President-Elect, Secretary, and Treasurer.
4. Annual state conference: location, date, speakers.
5. District Directors & workshops: date, location, director, number in attendance.
6. Scholarships: name, recipient, and date received.
7. Grants/Awards/Stipends/: name, recipient, and date received.
8. KASL newsletter: editor and date of issues.
9. William Allen White Award: when, where, and to whom.
10. KASL membership data.

## KASL-L Mailing List Administrator

### Staff

1. The KASL-L mailing list administrator (listowner) shall be appointed by the President.
2. The mailing list administrator shall receive a stipend each year.

### Functions

1. A channel for communications among members of the organization.

### Procedure

1. It is a 'closed' mailing list, meaning that only members of KASL can post to the list.
2. The list of e-mail addresses subscribed to KASL-L mailing list will not be shared with outside organizations or individuals.
3. As memberships are received by the Executive Secretary, e-mail addresses are passed to the list owner who 'subscribes' those addresses to the mailing list.
4. When non-subscribers try to post to the mailing list, their postings are automatically forwarded to the list owner. The list owner checks with the Executive Secretary to confirm the person's membership status and then either subscribes them to the mailing list or sends an e-mail to the person explaining that the mailing list is a closed list and points them to the KASL website for more information on the organization, including a membership application.
5. The KASL Executive Committee will serve as a review board as needed. When questions arise about usage of the list, the list owner checks with the KASL Executive Secretary who refers questions to the KASL Executive Committee as needed.

## Parliamentarian

### General Duties

1. Appointed by President and will serve as a non-voting member of Council.
2. Provide assistance in parliamentary procedure during KASL Council meetings.
3. Provide assistance in parliamentary procedure at the KASL general business meeting/luncheon at annual state conference.
4. The most current edition of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws. (By-Laws Article VII)
5. Maintain the print edition of Robert's Rules of Order and pass it to the new Parliamentarian.

## Webmaster

### Staff

1. The Webmaster shall be appointed by the President.
2. The Webmaster shall receive a stipend each year.
3. The Webmaster will attend KASL Council meetings as a non-voting member.

### Preparation of Material for Posting

1. The Webmaster shall provide his/her own computer and Internet access.
2. The KASL Executive Committee will serve as a review board as needed.
3. The Webmaster shall keep all pages up-to-date. If a page is hopelessly out-dated with no updated information forthcoming, it should be removed from the server. It can be kept in reserve for future updating.
4. The Webmaster should test all links regularly to assure they are in working order and up-to-date.
5. The Webmaster shall maintain the camera, which remains with the position. The webmaster should check with personal insurance carrier about insurance on the camera.

## **KASL Council Council Meetings**

### Functions

1. Formulate policies for carrying out the activities of KASL.
2. Transact the business of the association within a budget system.
3. Approve a budget and present it to the membership for adoption.
4. Set general policies for the District Workshops.
5. Hear the reports and approve the work of the committees.

### Membership

1. See KASL Constitution. (Article V, Section 4)
2. Voting members of Council see KASL Constitution. (Article V, Section 5)

### Procedure

1. KASL Council meetings are held three times a year.
2. Mileage, compensated at the current IRS guideline rate, is allowed for travel expenses of Council members to the regular Council meetings.
3. The hours of the regular meeting are set by the President.
4. The place for a Council meeting is selected by the President; however, a centrally located site is given consideration to minimize traveling distances and costs.
5. The agenda for Council meetings may follow this pattern:
  - Call to order.
  - Roll call.
  - Minutes.
  - Treasurer's report.
  - KASL Guidelines.
  - Committee appointments (First Council meeting).
  - Business:
    - Annual state conference planning.
    - Reports of District Directors.
    - Committee reports.
    - Liaison reports.
    - Election of Nominating Committee (Second Council meeting). The following year's slate of officer candidates is to be complete by the second Council meeting.
    - KASL District Workshop planning (tentative in spring; finalized in summer).

## **Courtesy Guidelines**

### Funds

1. Money for courtesy gifts will be taken from the KASL contingency fund. If the expenses for courtesy exceed \$100 per year, Council shall re-evaluate these guidelines.

### Responsibility

1. The President and Executive Secretary will be responsible for carrying out the courtesy guidelines. The Treasurer will be responsible for paying the expenses. All Council members will be responsible for notifying the President or Executive Secretary when they are aware of a situation that qualifies under these guidelines. When an event has occurred requiring action under these guidelines, Council members will be notified by e-mail.
2. Courtesy gifts will be sent from Council for deaths, births, memorials, and illnesses at the discretion of the Executive Council. The President will be responsible for contacting the Executive Council for input into each decision.

## District Workshop Timetable

### Special Considerations

1. Whenever possible, District Workshops should be held between February and the April Council meeting. No more than two District Workshops may be scheduled on the same day.
2. Encourage library media specialists to attend any District Workshop as well as their own.
3. When choosing a date please consider other events and religious holidays that may be taking place that could restrict attendance.

### Timeline

#### *August:*

- ✓ Directors come prepared to announce the place and date of the District Workshop at the first KASL Council meeting.
- ✓ Report on preliminary plans at the August KASL Council meeting.

#### *September - January:* The Director will in cooperation with Assistant District Director:

- ✓ Finalize plans for workshop programs.
- ✓ Involve as many local library media specialists as possible.
- ✓ Establish workshops that are a place for participation and sharing of ideas by school library media specialists—not for “big name” speakers or authors, but allow regional authors to come as speakers.
- ✓ Provide opportunities for creativity and the development of leadership. Use panel discussions, buzz sessions, demonstrations.
- ✓ Scheduled workshops must be held in a school library media center in host city.
- ✓ Contact those who are to participate in the program.
- ✓ Keep in mind that workshops are expected to be self-sustaining.
- ✓ Vendors (unsolicited) that request a booth space at District Workshops shall pay a fee of \$50.00 or contribute comparable material for door prizes. They will be informed that demonstrations or sales will not conflict with meeting times.

#### *December:*

- ✓ Arrange meeting for planning the District Workshop: (a) hold meeting of committee chairpersons; (b) ask for suggestions; and (c) give committee chairpersons a general outline of their duties.
- ✓ Suggested committees:
  - Membership
  - Hospitality
  - Registration
  - Mailings and publicity
  - Luncheon
  - Room arrangements
  - Exhibits (of library media activities)
  - Nominating (Immediate Past District Director as committee chair)
  - Sale of KASL items
- ✓ Send finalized plans for the workshop to District Director Chair.

*January:*

- ✓ Hold meetings of committees to coordinate plans.
- ✓ Send District Workshop information to KASL newsletter editor and KASL webmaster for inclusion in KASL publications.
- ✓ Mail program to each library media specialist in Director's KASL District. This is an important part of recruiting members.
- ✓ If more help is needed, contact the District Directors Chair.
- ✓ Include in the mailing official KASL membership blanks secured from the Executive Secretary.
- ✓ Include publicity concerning availability of KASL scholarships. District Directors should have application blanks available at workshop for scholarship and awards.
- ✓ Include a reservation form for collection of registration fee and price of luncheon.
- ✓ The registration fee, to cover mailing costs and all other workshop expenses, should not exceed \$15.00 (not including the cost of the luncheon).
- ✓ The reservation form should state amount of fee, luncheon price, and the name and address of the Assistant Director to whom the check is to be sent and made payable.
- ✓ If possible, bring workshop invitations to distribute to KASL Council members.
- ✓ Contact ALA/AASL for membership forms to be distributed at the District Workshop.
- ✓ Set up account for District Workshop at a local bank, if necessary.

*Week Before Workshop:*

- ✓ Prepare name tags and luncheon tickets in advance.

*Day of Workshop:*

- ✓ Facilitate registration by setting up a desk where traffic can move easily and by providing sufficient personnel.
- ✓ Make for payment of KASL dues at registration desk. Also, provide membership blanks for KLA, KAECT, and other related national organizations.
- ✓ Prepare copies of last year's minutes for everyone attending the workshop.

*After Workshop:*

- ✓ Send all new memberships to Executive Secretary on the week immediately following the workshop as well as the recipient of the free membership.
- ✓ Send all labeled photographs, programs, and publicity to the Newsletter Editor and Historian by May 31.
- ✓ Send copy of invitation, program, and minutes to the Historian.
- ✓ Send name and address of the newly elected Assistant Director to the District Workshop Chairperson.
- ✓ Close out final accounts and send money to the Treasurer for deposit.
- ✓ Prepare copies of minutes and financial records for the KASL Council meeting immediately following the district workshop.

## **General State Committee Guidelines**

### Appointments

1. The President communicates with each committee chairperson and gives notice of appointment.
2. The President and the committee chairpersons decide on committee membership, based on volunteers, member interests, and focus of the committee's charge.
3. Names of members accepting appointments are sent to the President, the Executive Secretary, the KASL newsletter editor, the Secretary, and the Treasurer by the chairperson of each committee.
4. KASL Council members will be provided a list of committee members at Council meetings, as information is available.

### Committee Work

1. It is the responsibility of the President to write a clear committee charge for each active committee, whether standing or ad hoc.
2. It is the responsibility of the chairperson to supply leadership and enthusiasm.
3. The most effective work comes from those committees in which there is active participation by all committee members.
4. The chairperson contacts each member of the committee, outlining the functions of the committee, and sets up specific responsibilities for each one.
5. The chairperson will send all members of the committee a list of names and addresses for communication purposes.
6. The chairperson is expected to communicate with each member of her/his committee before the August meeting.
7. If several committee members are within traveling distance, they meet to formulate plans. They may choose to meet in conjunction with Council meetings or at the annual state conference.
8. Committee members unable to attend meetings should be included in committee work through correspondence: print, electronic, and voice.
9. All committee correspondence represents KASL.
10. Correspondence with members of KASL, other organizations or individuals, should be clear and concise.
11. Responses to requests should receive a "Thank you" note or a copy of the report in which the information is used.

### Committee Reports

1. Chairpersons send the President copies of significant communications, reports, etc.
2. Chairpersons keep a record of the activities and correspondence of the committee.
3. Chairpersons report to the KASL Council at all Council meetings. Reports must be in writing if the chair is not present or the report requires Council action.

### Committee Expenses

1. KASL makes no provision for expenses of committee members unless approved by Council.

2. There is a line in the KASL budget designated for committee expenses. It is budgeted to defray or cover the expense of approved committee action that requires the expenditure of significant amounts (over \$10).
3. The chairpersons of committees are responsible for submitting expense vouchers for reimbursement or bills for payment of approved expenditures to the Treasurer.
4. KASL encourages committee members to investigate the possibility of having Association expenses covered by other organizations and businesses, since the work produced is a contribution to school library media development in Kansas.

## Advisory Council to the State Librarian

### Function

1. To serve as a resource to the State Librarian.
2. Represent school libraries and school librarians at the state library.

### Membership

1. Chairperson is the KASL President.
2. The President-Elect and Past-President are also members.
3. An additional three committee members will be appointed by the President on a rotating basis for three-year terms. These KASL members need to be representative of different grade levels and geographic locations.

### Recommended Meeting Schedule

1. Committee meets as needed with the State Librarian.

### Chairperson's Responsibilities

1. Schedules meeting dates and times with the State Librarian.
2. Reports to Council on committee's activities.
3. Consults with committee members on State Library issues.

### Committee Member Responsibilities

1. Become knowledgeable about the issues involved.
2. Attend committee meetings and be prepared to discuss statewide needs of KASL members.

## Advocacy Committee

### Function

1. Design, update, and implement an “advocacy initiative” for school library media programs in Kansas.
2. Educate school library media specialists in advocacy efforts.

### Membership

1. Chairperson is appointed by the President and is a voting member of KASL Council.
2. Chairperson and one representative from each KASL District whenever possible.
3. KASL members particularly interested in advocacy may also be members.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson’s Responsibilities

1. Represent committee’s interests and participate in KASL Council meetings.
2. Coordinate a plan of advocating for school libraries in Kansas.
3. Promote annual state conference and District Workshop programs to train library media specialists in advocacy efforts.
4. Coordinate advocacy efforts among various committees of KASL.
5. Use various communication mechanisms of KASL to keep the membership informed about events and activities.
6. Create/update files of activities and forward to incoming chairperson.
7. Serve as a member of the Issues Response Team.

### Committee Member Responsibilities

1. Attend committee meetings and/or participate in planning work for the committee.
2. Be prepared to assist in advocacy training.
3. Become knowledgeable about issues involved with advocacy.

## Budget Committee

### Function

1. To study budgets of previous years, the financial structure of KASL and requests from officers and committee chairs.
2. To prepare a budget for the coming year beginning June 1 and ending May 31.

### Membership

1. Treasurer of KASL (Chairperson)
2. Assistant Treasurer
3. Executive Secretary
4. President
5. Immediate Past President
6. President-Elect

### Recommended Meeting Schedule

1. Committee meets the evening before the second KASL Council meeting.

### Chairperson's Responsibilities

1. Collect budget requests from officers and committee chairs.
2. Estimate the amount of revenue to be received during the next year.
3. Prepare a budget showing: (a) budget for the current year; (b) expenditures for the previous two years; and (c) proposed budget for the next year, with explicit lists of anticipated income and established disbursements.
4. Call a Budget Committee meeting the evening before the second KASL Council meeting.
5. Guide committee members in the process of developing a budget proposal that meets the needs of KASL for the coming year.
6. Present the budget proposed by the Budget Committee at the second KASL Council meeting.
7. Present proposed budget as approved by KASL Council to the membership via the website and list-serve. Approval of the budget will be done electronically along with the election of officers.
8. Create/update files of activities/actions and forward to incoming Treasurer.

### Committee Member Responsibilities

1. Develop a working knowledge of the budget process used by KASL.
2. Be prepared to discuss budget needs in relationship to each member's duties and to the purposes of the Association.
3. Attend the budget planning meeting.

## District Workshop Committee

### Function

1. To coordinate information and provide support to the District Directors while planning District Workshops.

### Membership

1. Chairperson is appointed by the President and is a voting member of KASL Council.
2. District Directors will be members on the committee during their elected term.
3. Assistant Directors are encouraged to participate in all meetings.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Report activities to KASL Council.
2. Coordinate District Workshop dates.
3. Provide assistance and information to the district directors.
4. Notify educators in university library certification programs regarding the dates of the KASL District Workshops.
5. Notify the Webmaster of names of new Assistant Director and dates and location of upcoming meetings by the first council meeting of the membership year.

### Committee Member Responsibilities

1. Respond promptly to requests from chairperson.
2. Provide ideas and input to improve District Workshops.

## Educational Organizations Contact Committee

### Function

1. Establish line of communication between KASL and other Kansas organizations concerned with education.
2. Discover and publish information about issues common to KASL and other organizations.
3. Work on collaborative efforts that will benefit KASL and our education partners.

### Membership

1. Chairperson and one representative from each KASL District whenever possible.
2. Chairperson is appointed by the President and is a voting member of KASL Council.
3. KASL members particularly interested in working with educational organizations may also be members.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Establish contacts through the committee members with educational organizations (i.e. KLFA, KASB, KAESP, USA, KATS, etc.) to keep them informed about the benefits of school library media services.
2. Assure that information about organizations' mutual concerns reach KASL membership.
3. Work closely with members of the KASL Executive Committee to coordinate KASL's collaborative efforts.
4. Create/update a notebook or folder of contacts, presentations, presentation suggestions and forward to the incoming chair.

### Committee Member Responsibilities

1. Support efforts to contact educational organizations.
2. Attend meetings and assist in planning and work for the committee.

## Governmental Affairs Committee

### Function

1. Keep KASL Council abreast of current legislation and state-level school library related activities.

### Membership

1. Chair is appointed by the KASL President as a voting member of KASL Council.
2. Encourages at least one other KASL member to attend meetings related to governmental affairs.

### Recommended Meeting Schedule

1. As needed.

### Chairperson's Responsibilities

1. Attend KASL Council meetings.
2. Monitor legislative and or KSDE activities effecting school library media specialists.
3. Share applicable information with Council and other KASL members.
4. Serve as a member of the Issues Response Team

### Committee Member Responsibilities

1. To be decided upon by KASL Council

## Handy 5 Marketing Committee

### Function

1. Promote use of the Handy 5 Planning and Assessing Integrated Information Skills Instruction.
2. Provide programs at KASL District Workshops, educational conferences, etc. at no charge. Provide professional development training at a negotiated fee with school districts, the fee going to the presenters.
3. Develop and market additional materials as warranted to aid implementation of the Handy 5.

### Membership

1. Chairperson and additional members as needed.
2. Chairperson is appointed by the President and is a voting member of KASL Council.
3. KASL members who have experience in using the Handy 5.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Work with KASL President to select KASL members who have shown interest and involvement in the Handy 5 to serve on committee as needed.
2. Assure that information about the Handy 5 is promoted throughout the state.
3. Work with the Scarecrow Press representative as needed.
4. Provide multiple copies of appropriate materials when needed, (i.e. District Workshops, annual state conference, and professional development).
5. Write program proposals for conferences.
6. Work with committee members to develop additional materials as needed to further the implementation of the Handy 5.
7. Attend KASL Council meetings and report on activities.

### Committee Member Responsibilities

1. Support efforts in promoting and marketing the Handy 5 Model.
2. Help provide programs and professional development as needed.

## Intellectual Freedom Committee

### Function

1. To advise the Association on issues pertaining to the First Amendment of the U.S. Constitution and the ALA Library Bill of Rights and their implication to all types of library service.
2. To gather, prepare, and disseminate materials, which will advise school library media specialists of available services and support for resisting local pressure and community action designed to impair the rights of school library users.
3. To aid school library media specialists in developing programs designed to promote intellectual freedom throughout school systems and communities.
4. To serve as a liaison between the affiliate and the ALA Office of Intellectual Freedom.
5. To serve as a liaison with the KLA Intellectual Freedom Committee.

### Membership

1. Chairperson and one representative from each KASL district, whenever possible.
2. Chairperson is appointed by the President and is a voting member of KASL Council.
3. KASL members particularly interested in intellectual freedom may also be members.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Represent the committee's interests by reporting activities and participating in the KASL Council meetings as a voting member.
2. Contribute an article to each issue of KASL newsletter to inform membership about issues of intellectual freedom and what is happening in Kansas.
3. Use the KASL-L mailing list to inform membership about intellectual freedom issues.
4. Provide resources to media specialists and districts who write or revise selection policies.
5. Contact people who are experiencing materials challenges and offer resources to help.
6. Create/update a notebook of activities/actions and forward to the incoming chairperson.
7. Contact committee members when colleagues within their districts are experiencing challenges.

### Committee Member Responsibilities

1. Become knowledgeable about the issues involved in intellectual freedom.
2. Be prepared to discuss statewide needs for information and support with others.
3. Attend committee meetings and participate in planning and work for the committee.
4. Offer information and support to colleagues in their individual districts who are experiencing challenges.

## Issues Response Team

### Function

1. To respond to issues in a timely manner between Council meetings.
2. Consider trends, such as budget cuts and loss of positions and services.

### Membership

1. Chairperson is the KASL President.
2. Additional committee members include the President-Elect, Past-President, Advocacy Committee Chair, Governmental Affairs Committee Chair, and the KSDE Liaison.

### Recommended Meeting Schedule

1. Committee meets as needed and communicates most often via email.

### Chairperson's Responsibilities

1. Represents the Council's interests by responding to issues that need attention between Council meetings.
2. Report to Council on committee's activities.
3. Contact committee members to consult with them on issues.

### Committee Member Responsibilities

1. Become knowledgeable about the issues involved.
2. Be prepared to discuss statewide needs of KASL members.
3. Participate in committee discussions and decisions.

## Membership Committee Professional Partners Program

### Function

1. To promote and recruit membership in KASL and AASL
2. To promote ideas for membership recruitment by working with committee members to (a) develop a membership campaign and (b) sustain the Professional Partners Program which will be carried out at the KASL District Workshops, annual state conference, and throughout the year.

### Membership

1. Chairperson and the Immediate Past Director from each KASL District and additional committee members as needed.
2. Chairperson is appointed by the President and is a voting member of KASL Council.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Represent the committee's interests by reporting activities and participating in the KASL Council meetings.
2. Contact Immediate Past District Directors and encourage membership recruitment after the District Workshops.
3. Contribute an article to KASL website to encourage members to recruit new members for KASL and/or the profession and school library media as well as information about the Professional Partners Program.
4. Create and keep current, membership display boards to be circulated to KASL District Workshops and annual state conference (should include KASL membership forms)
5. Contact ALA/AASL for membership applications and other related material for the membership table at annual state conference.
6. Create/update a notebook of activities/actions and forward to the incoming chairperson.
7. Direct the Professional Partners Program.
8. Send letter, membership blanks, brochures, and scholarship applications to approved university library licensure programs asking they make them available to their students.
9. Send a list of mentors/mentees to President by March 1.

### Committee Member Responsibilities

1. Contact new library media specialists within your area and encourage their membership in KASL after the District Workshop.
2. Secure a list of non-renewing members after November 1 from the Executive Secretary and contact those in your district.
3. Be prepared to discuss statewide needs for information and support with others.
4. Attend committee meetings and participate in planning and work for the committee.

## Nominating Committee

### Function

1. Nominate candidates for the following offices: President-Elect, Secretary, and Treasurer.
2. Submit slate to membership via ballot no later than 30 days before the start of annual state conference.

### Membership

1. Three members (no two from the same District) will be elected by Council at the March meeting.
2. Nominees for this committee are submitted by Council and elected by them to serve on the committee at the March meeting.
3. One member shall be the Immediate Past-President who will serve as committee chair.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Check the eligibility of each name proposed to determine if the following Constitutional requirements are met: "Members are eligible for election to the Council of this association if they are actively engaged in school library media work and have had the number of semester hours in library or information science which meets the correct requirements set by the State Board of Education for school library media specialists." (By-Laws Article IV, Section 3)
2. In the selection of candidates, give consideration to: (a) geographic distribution of officers; (b) representation by type of school library media work: elementary; secondary; junior college; district-level; etc; (c) familiarity with KASL policies; (d) experience in leadership and organizational technique; (e) professional attitude, as evidenced by attendance at state meetings and library media workshops; (f) contributions made through committee work or office-holding at district or state levels; and (g) preference given to nominees who have served previously as a District Director.
3. Contact nominees, using the forms adopted by KASL Council to obtain consent for placing the name in nomination. Complete the officer slate by the second Council meeting.
4. Publish the list of candidates with their qualifications (and a photograph, if possible) on KASL website, and the KASL-L mailing list.
5. Notify the candidates of the election results.
6. Announce election results at third Council.
7. Announce election results at the annual state conference KASL general business meeting/luncheon.
8. Use the KASL-L mailing list to announce new officers after annual state conference.
9. Write a thank you letter to all candidates after election results are made public.

10. Notify AASL; professional journals, including KASL newsletter; local newspapers; and school administration of new KASL officers.

#### Committee Member Responsibilities

1. To assist the chairman in selecting candidates for office in KASL.
2. To assist in contacting candidates for office in KASL.

#### Timeline for Selection of Officers

##### *March – November:*

- ✓ Work with committee members to select officer candidates.

##### *December:*

- ✓ Contact nominees to have them complete the appropriate KASL officer nomination form.

##### *January:*

Send candidate information and ballot procedure to the webmaster for publication prior to elections.

##### *February:*

- ✓ Prepare electronic voting to run from February 1<sup>st</sup> to March 1<sup>st</sup>. Post on the website and list-serve about elections.

##### *March:*

- ✓ Notify candidates of the election results and write a thank-you letter to all candidates.

##### *April:*

- ✓ Announce new officers on KASL-L mailing list after annual state conference.
- ✓ Announce officer election results at third Council.
- ✓ New Nominating Committee is elected by Council.

##### *May:*

- ✓ Notify the following entities of the election results: AASL, KASL newsletter, local newspapers of candidates, and school administrators of the new KASL officers.

## KASL Officer Nomination Form – President-Elect

May the Nominating Committee present your name as a candidate for the office of President-Elect in the November KASL newsletter, the KASL-L mailing list, and the KASL website?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

I have read the Conflict of Interest Policy.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

\_\_\_\_\_ Signature

In accepting this nomination you must be aware of the constitutional requirements for this position:

*Members are eligible for election to the Council of this association if they are actively engaged in school library media work, and have had the number of semester hours in library information science which meets the correct requirements set by the Kansas State Department of Education for school library media specialists. (By-Laws Article IV, Section 3)*

Your attendance at the following meetings is important to the leadership of our organization: three Council meetings, one in August, one in November, and one in March, plus annual state conference held in the spring. Attendance at two AASL Affiliate Assemblies and the annual state conference Planning meetings is also considered necessary for this position. We believe you can be of great service to KASL and hope that you will consent to allow your name to be placed in nomination. If you can accept the nomination, please answer the following questions.

Professional activities:

Current employment position:

Past and current KASL offices and committees:

Education:

Name and address of local newspaper to be notified if you are elected:

Please send this form and a photo to the Nominating committee chairperson.

## **KASL Officer Nomination Form – Secretary and Treasurer**

May the Nominating Committee present your name as a candidate for the office of \_\_\_\_\_ in the November KASL newsletter, the KASL-L mailing list, and the KASL website?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

I have read the Conflict of Interest Policy.

\_\_\_\_\_ Yes      \_\_\_\_\_ No \_\_\_\_\_

Signature

In accepting this nomination you must be aware of the constitutional requirements for this position:

*Members are eligible for election to the Council of this association if they are actively engaged in school library media work, and have had the number of semester hours in library information science which meets the correct requirements set by the Kansas State Department of Education for school library media specialists. (By-Laws Article IV, Section 3)*

Your attendance at the following meetings is important to the leadership of our organization: three Council meetings, one in August, one in November, and one in March, plus annual state conference held in the spring. We believe you can be of great service to this position, and hope that you will consent to allow your name to be placed in nomination. If you can accept the nomination, please answer the following questions.

Professional activities:

Current employment position:

Past and current KASL offices and committees:

Education:

Name and address of local newspaper to be notified if you are elected:

Please send this form and a photo to the Nominating Committee chairperson.

## Pre-Service Teacher Education Contact Committee

### Function

1. Contact universities/colleges and provide sessions for teacher preparation classes throughout the state of Kansas.
2. Promote to pre-service teachers the effective use of the library media center with students during their teaching career.
3. Promote the library media profession to pre-service teachers.
4. Prepare a presentation packet for the use of presenters.

### Membership

1. Chairperson and one representative from each KASL District whenever possible.
2. Chairperson is appointed by the President and is a voting member of KASL Council.
3. KASL members particularly interested in presenting to teacher preparation courses.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Make personal contact with education institutions to arrange media specialist visits to pre-service teacher classes.
2. Keep a resource list of library media specialists willing to present to pre-service teachers.
3. Create/update a notebook of activities/actions and forward to the incoming chairperson.

### Committee Member Responsibilities

1. Assist in keeping the resource list of library media specialists willing to present to pre-service teachers updated.
2. Assist chairperson with contacting education institutions in the state of Kansas.
3. Assist in keeping the presentation packet updated.
4. Attend meetings and assist in planning and work of the committee.

## Professional Excellence Committee

### Function

1. Coordinate all awards, grants, stipends, and scholarships offered through KASL and other affiliated organizations.
2. Review criteria for new and continuing awards and make recommendations for change.
3. Evaluate the need for new awards, and seek funding in cooperation with the Association officers, to support these.
4. Circulate publicity related to individual awards in a timely fashion.
5. Coordinate the publicity related to award recipients.
6. Notify all award nominees and nominators of results.

### Membership

1. Chairperson and one representative from each KASL District, whenever possible.
2. Chairperson is appointed by the President for a term of three years.
3. Chair shall vote on awards only in the case of a tie.
4. Members may serve for no more than two terms.

### Recommended Meeting Schedule

1. Committee meets as needed and usually once during the annual state conference.

### Chairperson's Responsibilities

1. Represent the committee by participating in the KASL Council as a voting member.
2. Use the KASL-L mailing list, KASL website, and other non-monetary avenues to inform membership and other educational personnel about awards, grants, stipends, and scholarships available as well as application deadlines.
3. Recommend persons to receive grants, scholarships, and awards.
4. Maintain records of scholarship and grant recipients showing the names and addresses of each pursuant to Revenue Ruling 56-304, 1956-2 C. B. 306.
5. Applications are due to the Professional Excellence Chair as follows: (a) Ruth Garver Gagliardo Scholarship, April 1; KASL Founders Scholarship, August 1 and November 1 and National Board Certification Scholarship, July 1; (b) AASL National Conference Award and AASL Fall Forum Grant, March 15th. (c) President's Distinguished LMS Award and Distinguished Service Award, March 15th. Candidates should be encouraged to apply electronically, if possible.
6. Application for the Vision Award due to the KASL President by third council meeting and nominated by KASL Council members.
7. Confirm that applicants follow specifics for each grant scholarship and award as listed.
8. Notify KASL President as soon as possible about the number of guests for KASL general business meeting/luncheon at annual state conference to be paid for by KASL.
9. Make arrangements for plaques, engraving and gifts needed for awards.
10. Send invitations to any guests, present awards, and introduce recipients at the KASL general business meeting/luncheon at annual state conference.
11. Chair will create/update a notebook of activities/actions and forward to incoming chair.

Committee Member Responsibilities

1. Assist in promoting information about the awards, grants, stipends, and scholarships offered through KASL.
2. Review applications and provide input for recommendations.
3. Review criteria for awards, grants, stipends, and scholarships and make recommendations for change as needed.

## AASL Fall Forum Grant

### Function

1. Enable a Kansas school library media specialist to attend the biennial American Association of School Librarians Fall Forum.

### Selection Criteria

1. AASL and KASL membership.
2. At least two years of experience as a school library media specialist.
3. Currently employed as a school library media specialist.
4. Ability to be gone from your present position for three (3) days.
5. Commitment to present on the Fall Forum topic with the Past President at the annual state conference following the forum.
6. Past or present participants in the Professional Partners Program will be given special consideration. Past KASL officers (President-Elect, President, and Past-President) are not eligible for this award.

### Procedure

1. A satisfactorily completed application.
2. A supporting statement from one of the library media specialist's supervisors. If applicable, a supporting statement from the partner of the Professional Partners Program.
3. Receipt of five (5) copies of the application and supporting statement.
4. Deadline for submitting application will be March 15th.
5. Award will be based on the recommendation of the Executive Committee **and Council approval at the March Council meeting.**
6. The recipient will be notified by May 1st by the Professional Excellence chairperson.
7. The recipient will submit receipts from the Fall Forum to the Treasurer for reimbursement up to \$1,000 after attending the Fall Forum.
8. The Professional Excellence chairperson will announce the award recipient at the third Council meeting and the KASL general business meeting/luncheon at annual state conference.

### Award

1. Recipient will accompany and room with the Immediate Past-President.
2. Recipient will present with the Immediate Past-President on the topic of the AASL Fall Forum at the following annual state conference.

## AASL Fall Forum Grant Application

This grant is made possible by the Kansas Association of School Librarians. It will enable a school library media specialist to attend the biennial American Association of School Librarians Fall Forum with the Immediate Past-President and will provide for the following expenses up to \$1,000:

- \$40 per diem (actual expenses for meals and incidentals such as cab) for the number of days covered by the AASL Fall Forum.
- accommodations for the number of nights covered.
- mileage and travel expenses, including transportation to and from the hotel.
- meeting registration.

### Requirements for Application

1. Current AASL & KASL membership.
2. At least two years experience as a school media specialist.
3. Must be currently employed as a school library media specialist.
4. Ability to be gone from your present position for 3 days.
5. Commitment to present on Fall Forum topic with the Immediate Past-President at the annual state conference following the forum.
6. Past or present participants in the Professional Partners Program will be given special consideration. Past KASL officers (President-Elect, President, and Past-President) are not eligible for this award.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home address: \_\_\_\_\_

ALA Membership Number: \_\_\_\_\_

School address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you currently involved with KASL's Professional Partners Program? \_\_\_\_\_

If so, please list your years of participation in the program and a brief statement of your experience: \_\_\_\_\_  
\_\_\_\_\_

Name and address of local newspaper: \_\_\_\_\_

Education:	Degree	Date Received	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Library Experience (list present position first):

Name of Institution	Dates	Title and Type of Work
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Work Experience:

_____	_____	_____
_____	_____	_____
_____	_____	_____

List the professional and educational associations (local, state, and national) of which you are a member, indicating any offices held:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Reasons for wishing to attend the AASL Fall Forum:

_____
_____
_____
_____
_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach the statement supporting your application completed by a supervisor (principal, department head, director, etc.) who is familiar with your work.

**Application should be submitted electronically, if possible, or mail the original and five (5) copies of the completed application and supporting statement by March 15<sup>th</sup> to:**

**Mary K Hobson  
1932 NW Parkway Ct  
Wichita KS 67212  
Mary\_hobson@ah.net**

You will be notified of your status by May 1st. Thanks for your application!

## **AASL National Conference Award**

### Function

1. Enable a Kansas school library media specialist to attend the biennial American Association of School Librarians National Conference.

### Selection Criteria

1. AASL and KASL membership.
2. At least two years of experience as a school library media specialist.
3. Currently employed as a school library media specialist.
4. No previous attendance at an AASL National Conference.
5. Ability to be gone from your present position for three (3) days.
6. Past or present participants in the Professional Partners Program will be given special consideration. Past KASL officers (President-Elect, President, or Past-President) are not eligible for this award.

### Procedure

1. A satisfactory completed application.
2. A supporting statement from one of the library media specialist's supervisors.
3. Receipt of five (5) copies of the application and supporting statement.
4. Deadline for submitting application will be February 1 of the year in which the conference is to be held.
5. Award will be announced at the March Council meeting and the KASL general business meeting/luncheon at annual state conference.
6. The Professional Excellence chair will notify the recipient by March 15.
7. The recipient will submit receipts from the AASL National Conference to the Treasurer for reimbursement up to \$1,000 after attending the conference as follows:
  - \$40 per diem (actual expenses for meals and incidentals such as cab) for the number of days covered by the Fall Forum.
  - accommodations for the number of nights covered.
  - mileage and travel expenses, including transportation to and from the hotel.
  - meeting registration.

### Award

1. The Professional Excellence chair will announce award recipient at the KASL general business meeting/luncheon at annual state conference.
2. Recipient will submit, after the conference, a copy of his/her paid AASL Conference registration as proof of attendance to the Professional Excellence chair.
3. After attending the conference, the recipient will write a short summary of his or her activities for the KASL newsletter and will develop a presentation with the Past-President for annual state conference.

## AASL National Conference Award Application

Presented by  
Kansas Association of School Librarians

The award is made possible by the Kansas Association of School Librarians. It will enable a school library media specialist to attend the biennial American Association of School Librarians National Conference. This award will be given to a building level school librarian to cover expenses for attending the conference with the Past-President and will provide for the following expenses up to \$1,000:

- \$40 per diem (actual expenses for meals and incidentals such as cab) for the number of days covered by the AASL National Conference
- accommodations for the number of nights covered
- mileage and travel expenses, including transportation to and from the hotel
- meeting registration

### Requirements for Application:

1. AASL & KASL membership.
2. At least two years experience as a school media specialist.
3. Currently employed as a school library media specialist.
4. No previous attendance at an AASL Conference.
5. Ability to be gone from your present position for three (3) days.
6. Past or present participants in the Professional Partners Program will be given special consideration. Past KASL officers (President-Elect, President, or Past-President) are not eligible for this award.
7. Following attendance at the conference, the recipient will compose and submit a short summary of his or her experiences to the KASL newsletter and will develop a presentation with the Past-President for annual state conference.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home address: \_\_\_\_\_

ALA Membership Number: \_\_\_\_\_

School address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you currently involved with KASL's Professional Partners Program? \_\_\_\_\_

If so, please list your years of participation in the program and a brief statement of your experiences: \_\_\_\_\_

Name and address of local paper: \_\_\_\_\_

Education:	Degree	Date Received	Institution
_____	_____	_____	_____
_____	_____	_____	_____

Library Experience: (list present position first)

Name of Institution	Dates	Title and Type of Work

Other Work Experience:

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List the professional and educational associations (local, state, and national) of which you are a member, indicating any offices held:

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Briefly describe the library program in which you work: (number of children served, significant activities, and programming in which you are involved, etc.)

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Reasons for wishing to attend AASL Conference:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach the statement supporting your application completed by a supervisor (principal, department head, director, etc.) who is familiar with your work.

**Application should be submitted electronically, if possible. If not, mail the original and five (5) copies of the completed application and supporting statement by March 15th to:**

**Mary K Hobson  
1932 NW Parkway Ct  
Wichita KS 67212**

**Mary hobson@ah.net**

## **Distinguished Service Award**

### **Function**

1. To recognize one or more state legislators, school administrators, or community leaders who have made a distinguished contribution to school library media services.

### **Selection Criteria**

1. A state legislator, school administrator, or community leader.
2. A distinguished contribution to school library media services.

### **Procedure**

1. A satisfactorily completed application.
2. A one page attached sheet explaining the nominee's unique or sustained contribution toward furthering the role of school librarianship.
3. The original and five (5) copies of the application are to be sent to the KASL Executive Secretary by January 1.

### **Award**

1. May be an annual award, if suitable nominee(s) meets the criteria established for the Distinguished Service Award.
2. The award shall be a suitably engraved plaque costing from \$30.00 to \$50.00.
3. KASL will provide two (2) complimentary tickets to the KASL general business meeting/luncheon at annual state conference.

## Distinguished Service Award Nomination Form

Presented by  
Kansas Association of School Librarians

The Distinguished Service Award is presented to one or more state legislators, school administrators, or community leaders who have made a distinguished contribution to school library media services.

Name of Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Address: Business: \_\_\_\_\_

Home: \_\_\_\_\_

Phone: Business: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Position: \_\_\_\_\_

Address: Business: \_\_\_\_\_

Home: \_\_\_\_\_

Phone: Business: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

Name and address of local paper: \_\_\_\_\_

Please attach one page stating how the nominee has made a unique or sustained contribution toward furthering the role of school librarianship.

**Nomination form should be submitted electronically, if possible. If not, mail the original and five (5) copies by March 15th to:**

**Mary K Hobson  
1932 NW Parkway Ct  
Wichita KS 67212  
[Mary\\_hobson@ah.net](mailto:Mary_hobson@ah.net)**

## **KASL Ruth Garver Gagliardo School Library Scholarship**

### **KASL Founders Scholarship**

#### **Function**

1. *Ruth Garver Gagliardo School Library Scholarship* is intended to improve the preparation of Kansas school librarians.
2. The scholarship is presented in the summer session to earn graduate level credit hours in an approved Kansas college or university.
3. Amount given annually is \$500.00.
4. KASL Founders Scholarships are intended to lead to a Master's Degree (or certification) in library education.
5. The scholarships are presented one in the spring and one in the fall to be used during a semester by a student in a Kansas college or university.
6. Amount given for the fall semester is \$500.00 and spring semester is \$500.00.
7. Recipients of scholarships will be given a free KASL student membership.

#### **Selection Criteria**

1. The applicant must have fulfilled admission requirements of the school of her/his choice.
2. The applicant must have an interest in school librarianship, be in good health, and be a resident of Kansas.
3. Applications for scholarships must be filed with the Executive Secretary for fall semester, August 1; spring semester, November 1; and, summer semester, April 1.
4. Condition for the KASL Founders Scholarships, (a) the scholarships are given gratis, providing that the recipient, upon graduation, serves at least two years in a Kansas school library media center; and, (b) recipient will maintain contact with KASL through the two-year period for purpose of verifying condition.

## KASL Scholarships Application

### **Ruth Garver Gagliardo School Library Scholarship**

This \$500 scholarship is intended to improve the preparation of Kansas school librarians. The scholarship is presented in the summer session to earn graduate level credit hours in an approved Kansas college or university.

### **KASL Founders Scholarship**

These scholarships are intended to lead to a Master's Degree (or certification) in library education. One \$500 scholarship is to be awarded in the fall and one \$500 scholarship is to be awarded in the spring.

KASL provides scholarships for two main purposes:

- To recruit librarians.
- To give financial assistance to any capable person who wishes to obtain professional library training but who lacks the necessary funds.

The applicant must have fulfilled admission requirements for the school of his/her choice.

The applicant must have an interest in school librarianship, be in good health, and be a Kansas resident.

The scholarships are given gratis, providing the recipient upon graduation, serves at least two years in a Kansas school library. If the recipient does not serve two years, they must refund the amount received back to KASL within three years of the scholarship.

### **Check the scholarship you are applying for:**

- \_\_\_\_\_ Fall Semester/KASL Founders Scholarship (Deadline August 1)  
 \_\_\_\_\_ Spring Semester/KASL Founders Scholarship (Deadline November 1)  
 \_\_\_\_\_ Summer Semester/Ruth Garver Gagliardo School Library Scholarship  
 (Deadline April 1)

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Business \_\_\_\_\_ Home: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Present Employment: Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Parent's Name and Address: \_\_\_\_\_

College of your Choice: \_\_\_\_\_

A letter should accompany this application including detailed information about your educational plans, a statement of need, and your contributions to librarianship.

**Transcripts of all college credits and two letters of recommendations must be sent with the application and supporting materials to:**

**Mary K Hobson  
1932 NW Parkway Ct  
Wichita KS 67212  
[Mary\\_hobson@ah.net](mailto:Mary_hobson@ah.net)**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name and address of local paper:

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## **KASL Vision Award**

### **Function**

1. To recognize individuals in or out of the profession who have contributed to the vision of Kansas school library media centers.

### **Selection Criteria**

1. The definition of "vision" is to be left open so that any person may be nominated.
2. Individuals will be nominated by KASL Council members.

### **Procedure**

1. Forms will be distributed to all KASL Council members in November.
2. Form is filled out along with one or two paragraphs explaining why this nominee is a person with a vision for school library media centers.
3. The form will be given to the KASL President by February 1.
4. The candidates will be voted upon by the KASL Executive Board (President, President-Elect, Immediate Past President, Secretary, and Treasurer) at the March Council meeting.

### **Award**

1. The award may be presented to one/two suitable person(s) per year or withheld if no outstanding candidate is nominated.
2. The award will be a Swarovski crystal object or figure suitable to the award recipient costing \$100.00 to \$150.00.
3. Council will be presented the cost each year for final determination of size and number of awards to be given.
4. KASL will provide (4) complimentary tickets to the KASL general business meeting/luncheon at annual state conference for each award recipient.

**KASL Vision Award Nomination Form**

Presented by  
Kansas Association of School Librarians

To recognize individuals in or out of the profession who have contributed to the vision of Kansas school library media centers.

Name of Nominee: \_\_\_\_\_

Current Position: \_\_\_\_\_

Institution/District/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Nominated by: \_\_\_\_\_

KASL Council Member–Position: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please state in one or two paragraphs why you view the nominee as a person with vision for libraries.

Signed \_\_\_\_\_

**This nomination is due to the KASL President by third council meeting.**

## **National Board Certification Scholarship**

### Function

1. The National Board Certification Scholarship is intended for the professional improvement, via the National Board certification process, of library media specialists currently serving in the state of Kansas.
2. The scholarship will be awarded after the August Council meeting immediately preceding the candidacy year.
3. The amount to be awarded is \$500.
4. The money awarded is to be used to assist with application costs and other incidental expenses (travel to workshops, supplies, etc.) not covered by the state or local districts.

### Selection Criteria

1. As mandated by the *National Board for Professional Teaching Standards*, the candidate must have completed three (3) years of successful teaching experience as well as all other NBPTS eligibility requirements (see [www.nbpts.org](http://www.nbpts.org))
2. The candidate must be a current member of KASL and must be seeking Early Childhood/Young Adult Library Media certification as a beginning (first year) or advanced (2<sup>nd</sup> or 3<sup>rd</sup> year) candidate.

### Procedure

1. A satisfactorily completed application.
2. An attached paragraph explaining the applicant's intention to pursue candidacy as well as how it will impact his/her teaching and professional growth in the organization.
3. Receipt of electronically submitted application and supporting statement or of five (5) copies of the application and supporting statement.
4. Application must be made by July 1 preceding the year of beginning or advanced candidacy.
5. Award will be based on the recommendation of the Professional Excellence Committee and announced at the August Council meeting.
6. The recipient will be notified by the end of August by the Professional Excellence chairperson.

## National Board Certification Scholarship Application

### Function

1. The National Board Certification Scholarship is intended for the professional improvement, via the National Board certification process, of library media specialists currently serving in the state of Kansas.
2. The scholarship will be awarded after the August Council meeting immediately proceeding the candidacy year.
3. The amount to be awarded is \$500.
4. The money awarded is to be used to assist with application costs and other incidental expenses (travel to workshops, supplies, etc.) not covered by the state or local districts.

### Selection Criteria

1. As mandated by the *National Board for Professional Teaching Standards*, the candidate must have completed 3 years of successful teaching experience as well as all other NBPTS eligibility requirements (see [www.nbpts.org](http://www.nbpts.org))
2. The candidate must be a current member of KASL and must be seeking Early Childhood/Young Adult Library Media certification as a beginning (first year) or advanced (2<sup>nd</sup> or 3<sup>rd</sup> year) candidate.
3. Application must be made by July 1 proceeding the year of beginning or advanced candidacy.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Business: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Present Employment: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Applicants also need to include a paragraph explaining their intention to pursue candidacy as well as how they believe it will impact their teaching and professional growth in the organization. Please attach to this application.

**Application should be submitted electronically, if possible. If not, mail the original and five (5) copies by July 1 to:**

**Mary K Hobson  
1932 NW Parkway Ct  
Wichita KS 67212**

[Mary\\_hobson@ah.net](mailto:Mary_hobson@ah.net)

## **President's Distinguished Library Media Specialist Award**

### Function

1. To recognize an individual working in a school district of the library media profession who has developed an outstanding library media program for his/her district, and has made an outstanding contribution to school librarianship and school library media development in Kansas.

### Selection Criteria

1. Individual nominated should have demonstrated his/her achievement in such areas as: (a) current service as a library media specialist in Kansas for ten (10) or more years and have developed an outstanding library media program in his/her school district, which shall be an exemplary model to others; (b) service to American Library Association, American Association of School Librarians, Kansas Association of School Librarians, or related professional organizations; and one or more of the following: participation in the Professional Partners Program, active research on school library media services, policies, or procedures, develop guidelines, handbooks, or articles for publication, or community involvement.
2. The committee recommendation shall be presented to Council for approval at the spring Council meeting.

### Procedure

1. Library media specialist will be nominated by fellow library media specialists, educators, or district media directors.
2. Nominations for the award will be submitted, with supportive data, to the KASL Executive Secretary no later than January 1 of the year of presentation. Application should be submitted electronically, if possible. If not, five (5) copies are to be submitted.
3. Nominations are to be submitted on the form printed in the KASL newsletter or at District Workshops or on the website. No letters of reference from other persons will be accepted.

### Award

1. The award may be an annual award, if there is a suitable nominee who meets the criteria established for the KASL President's Distinguished School Library Media Specialist Award.
2. The specific nature of the award shall be determined by the Council and the cost will be from \$100.00 to \$150.00.
3. KASL will provide (4) tickets to the KASL general business meeting/luncheon at annual state conference. It is recommended one ticket go to an administrator of choice, the person who made the nomination, one family member, and the recipient.
4. This award will be presented to the recipient at the KASL general business meeting/luncheon.



## **President's Distinguished Library Media Specialist Award Nomination Form**

Presented by  
Kansas Association of School Librarians

The President's Distinguished Library Media Specialist Award is designed to honor a library media specialist. If you know a library media specialist who has developed an outstanding library media program for his/her district and has made an outstanding contribution to school librarianship and school library media development in Kansas, please make the nomination by completing the bottom portion of this form and attaching a separate sheet listing the nominee's achievements.

### **Criteria**

1. Individual nominated should have demonstrated his/her achievement in such areas as:
  - current service as a library media specialist in Kansas for ten (10) or more years and have developed an outstanding library media program in his/her school district, which shall be an exemplary model to others.
  - service to American Library Association, American Association of School Librarians, Kansas Association of School Librarians, or related professional organizations.
  - one or more of the following: participation in the Professional Partners Program, active research on school library media services, policies, or procedures, develop guidelines, handbooks, or articles for publication, or stimulate community involvement.

### **Nomination**

1. The individual will be nominated by fellow librarians, educators, or district media directors.
2. Nominations for the award will be submitted to the name at the bottom of the form no later than January 1 of the year of presentation.
3. Nominations are to be submitted on the form made available through the KASL newsletter and the KASL website.

### **Award**

1. The award will be presented to the recipient with suitable recognition at a membership meeting of KASL.

Nominee: \_\_\_\_\_

Present Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name and address of local paper: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Address: \_\_\_\_\_

(Please list achievements of the nominee that meet the criteria on a separate sheet)

(Please do not solicit supporting letters seconding your nomination)

**Application should be submitted electronically, if possible. If not, five (5) copies are to be submitted by March 15th to:**

**Mary K Hobson**

**1932 NW Parkway Ct**

**Wichita KS 67212**

**[Mary\\_hobson@ah.net](mailto:Mary_hobson@ah.net)**

## Projects Committee

### Function

1. To develop projects in the area of library media or school library media services to support KASL.
2. Stimulate investigations to aid school library media specialists and contribute to school library media development in Kansas.

### Membership

1. Chair and a representative from each of the KASL Districts, whenever possible.
2. Chairperson is appointed by the President and is a voting member of KASL Council.
3. KASL members particularly interested in various projects may also be members.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Consider important issues and needs of school library media specialists in Kansas and KASL when selecting projects.
2. Work with sub-committees.
3. Call and conduct committee meetings to carry out selected projects.
4. Use the KASL-L mailing list and KASL newsletter to keep membership informed about projects.
5. Create/update a record of activities/action and forward to incoming chair.

### Committee Member Responsibilities

1. To attend all meetings called by the chairperson concerning the project.
2. To participate in planning and work on the current project.

### Projects of the Previous Committees

1. Surveys: Nation-wide survey of library standards.
2. Flyers and Brochures: "The KASL Connection."
3. Manual of Curriculum Units: Teach + Librarians = Co-Designers of Curriculum.
4. Video Tape: "The School Library Media Program" written for the school administrators and used by Publicity and PR committee.
5. Evaluation Tool of Library Media Specialists for school administrators.
6. Source Book and revision for online publication.
7. State-wide survey of school library media specialists. Annual update and posted on the KASL website.

## Promotions Committee

### Function

1. Plan for KASL participation in the observance of special events to celebrate libraries, reading, and information literacy.
2. Serve as a resource for Kansas activities that tie into these events.

### Membership

1. Chairperson and one representative from each KASL District whenever possible.
2. Chairperson is appointed by the President and is a voting member of KASL Council.
3. KASL members particularly interested in promotions may also be members.

### Recommended Meeting Schedule

1. Committee will meet as needed.

### Chairperson's Responsibilities

1. Organize and formulate plans for state observance of various special events. Those events may include National Library Week; Children's Book Week; Teen Read Week; Banned Books Week; School Library Media Month; and Read Across America.
2. Submit items to the KASL newsletter highlighting the special events.
3. Use the KASL-L mailing list and KASL newsletter to keep membership informed about events as they occur and activities planned.
4. Create/update a notebook of activities/action and forward to the incoming chair.

### Committee Member Responsibilities

1. To attend all meetings called by the chairperson concerning promotions.
2. To participate in planning and work on the current project(s).

## Technology Committee

### Function

1. To promote the use of all kinds of technologies, both instructional and informational, to enhance learning connected with the school library media center.
2. To educate the KASL membership concerning the application of new technologies and the integration of technology into teaching and learning.
3. To make presentations at District Workshops and annual state conference concerning new technologies available to library media specialists.

### Membership

1. Chairperson is appointed by the President and is a voting member of KASL Council.
2. Chairperson and one representative from each KASL District whenever possible.
3. KASL members particularly interested in technology may also be members.

### Recommended Meeting Schedule

1. Committee meets as needed.

### Chairperson's Responsibilities

1. Represent the committee's interests and participate in KASL Council meetings.
2. Use the KASL-L mailing list, KASL newsletter, and the KASL website to keep membership informed about new technology issues.
3. Organize annual state conference and District Workshop programs to train library media specialists concerning new technologies.
4. Call and conduct committee meetings.
5. Create/update a record of activities/action and forward to incoming chairperson.

### Committee Member Responsibilities

1. To attend all meetings called by the chairperson.
2. To participate in the planning and work of the committee.

## Annual State Conference Futures Committee

### Function

1. Represent KASL in planning the annual state conference.

### Membership

1. Chair is appointed to a three-year term by the KASL President when the position is vacant.
2. Is a voting member of KASL Council.
3. Encourages at least one other KASL member to serve alongside chair.

### Recommended Meeting Schedule

1. As scheduled by the annual state conference planning committee

### Chairperson's Responsibilities

1. Attend annual state conference Futures and Planning Committee meetings.
2. Attend and inform KASL Council about future annual state conference information.
3. Secure the KASL general business meeting/luncheon speaker.
4. Contact KASL general business meeting/luncheon speaker as early as possible. Contract with the speaker(s) for the following: place, date, nature and length of presentation desired, the housing and travel expenses provided. Establish the amount of honorarium within the annual state conference budget.
5. Secure services of speakers, and carry on all necessary correspondence with them. Get photographs and materials for news releases. Obtain permission to tape speeches if applicable.
6. Ensure annual state conference Treasurer has necessary information to pay for speaker(s).
7. Send information to the KASL newsletter editor about speaker.

### Committee Member Responsibilities

1. To be decided upon by KASL Council.

## Organization Liaisons and Monitors

### Organizations

- American Library Association/American Association of School Librarians (ALA/AASL)
- Kansas Association for Educational Communication and Technology (KAECT)
- Kansas Library Association (KLA)
- Kansas National Education Association (KNEA)
- Kansas Reading Association (KRA)
- Kansas State Department of Education (KSDE)
- State Library of Kansas Board (SLK Board)
- School of Library and Information Management (SLIM @ ESU)
- Summer Institute for School Librarians
- William Allen White Book Award (WAW)

### Membership

1. The president of the above listed organizations or the elected/appointed designee will be a non-voting member of the KASL Council.

### Duties

1. Attend Council meetings.
2. Share information of interest to both organizations.
3. Act as liaison between the two organizations to maintain mutual cooperation.
4. The KSDE Liaison serves as a member of the Issues Response Team.

## **KASL Sections**

### **School Library Media Directors Section (SLMD)**

#### Function

1. The general function of this section shall be in accordance with that of the Kansas Association of School Librarians.
2. The specific purpose of this section shall be to provide a means for discussion of and action on the concerns relating to all phases of school library supervision.

#### Membership

1. School library media directors.
2. The chair is a non-voting member of Council
3. The chair is elected by section members at annual state conference.

#### Recommended Meeting Schedule

1. The section meets during the annual state conference.

#### Chairperson's Responsibilities

1. To attend KASL Council meetings.
2. To call meetings as needed for the group.
3. To communicate concerns and information specific to this section.

## Acknowledgements

The KASL Guidelines are an attempt to answer the questions which most frequently arise as officers and committee chairs work through their terms of service as leaders of the Kansas Association of School Librarians.

These policies and procedures have evolved over the years with the experience of former KASL officers. They represent the thoughts and ideas of many who have given of their time and talents to the building of the association.

Committees working on previous editions of the KASL Guidelines have been:

- 1969 Edition: Margaret Oliver, chair, Virginia Fields, Marguerite Schmitt, Carl Hempstead
- 1973 Revision: Rubye Downs, chair, Lois Adriance, Sister Bernadine Pachta, Geneva Wheat
- 1975 Revision: Helen Floyd, chair, Lois Adriance, Geneva Wheat
- 1978 Revision: Louise Dial, chair, Richard Hinkson, Crystal McNally
- 1979 Revision: Mona Alexander, chair, Louise Dial, Richard Hinkson
- 1981 Revision: Marilyn Goodrich, chair, Louise Dial, Crystal McNally
- 1983 Revision: Aileen Graham, chair, Louise Dial, Kay Mounkes
- 1986 Revision: Phyllis Monyakula, chair, Martha Dirks, Barbara Herrin
- 1989 Revision: Mary Jo Reed, chair, Louise Dial, Phyllis Monyakula
- 1992 Revision: Carol Fox, chair, Judy Eller
- 1994 Revision: Judy Eller, chair, Shelia Blume, Carol Fox
- 1995 Revision: Shelia Blume, chair, Roma McConkey, Judy Eller
- 1996 Revision: Roma McConkey
- 1998 Revision: Joanne Proctor
- 1999 Revision: Janice Ostrom
- 2000 Revision: Sue Buhler and KASL Council 2000
- 2004 Revision: Jane Barnard
- 2006 Revision: Ann Schuster Mansfield and Linda Roberts
- 2007 Revision: Linda Roberts
- 2008 Revision: Martha House
- 2009 Revision: Laura Soash
- 2010 Revision: Cindy Pfeiffer
- 2011 Revision: Barbara Bahm

# Kansas Association of School Librarians Constitution

## Article I Name

This organization shall be known as the Kansas Association of School Librarians.

## Article II Mission

The Kansas Association of School Librarians is a non-profit, educational organization that promotes the interests of school libraries in the state of Kansas, encourages professional growth of library media specialists, and develops cooperation among all types of libraries and educational organizations to enhance library service.

## Article III Affiliation

*Section 1:* The Kansas Association of School Librarians is an affiliate of the American Association of School Librarians, a division of the American Library Association. KASL shall support their programs and purposes.

*Section 2:* The Kansas Association of School Librarians shall work in cooperation with the Kansas National Education Association, the Kansas Library Association, the Kansas Association for Educational Communications and Technology, the Kansas State Department of Education, and the Kansas State Library.

## Article IV Membership

Any person in the state who is engaged in school library media work, or is interested in school library media development, may become a member of this association upon payment of the annual dues.

Article V  
Officers, Executive Committee, and Council

*Section 1:* The officers of this association shall be a President, a President-Elect, a Secretary, and a Treasurer. The President and President-Elect shall be elected for one term and may not be elected to consecutive terms in the same office. The Secretary and Treasurer shall be elected for one term and may not hold the office for more than three terms.

*Section 2:* The four officers and the retiring Immediate Past President shall be known as the Executive Committee.

*Section 3:* An Executive Secretary shall be selected by the Executive Committee to serve an unspecified number of terms. The Executive Secretary shall serve as an ex-officio member of the Executive Committee.

*Section 4:* There shall be a representative body to be known as the Council, which shall consist of the Executive Committee, representatives from each district, chairpersons of standing committees, the Executive Secretary and other designated Presidential appointees.

*Section 5:* Voting members of Council are the officers, one representative from each district, and the standing committee chairpersons. The Executive Secretary, Assistant Treasurer, the organization liaisons representatives, and monitors serve as members without a vote.

Article VI  
Meetings

*Section 1:* At least three Council meetings shall be held each membership year.

*Section 2:* A general business meeting will be held at annual state conference, not to conflict with general sessions, each membership year.

*Section 3:* The President may call meetings of the Executive Committee and Council.

Article VII  
Amendments

The constitution of this association may be amended at any general business meeting of the association by a two-thirds vote of the members present, provided a notice of the proposed change has been sent to each member at least two weeks in advance of the meeting.

# Kansas Association of School Librarians By-Laws

## Article I Meetings

The association shall follow a schedule of meetings.

## Article II Quorum

For the transaction of business a majority of the number enrolled as attending shall constitute a quorum. A majority of the members of the Council shall constitute a quorum.

## Article III Dues

The annual membership dues of this association shall be set by the Council and shall be payable to the Treasurer on or before November 1 of the current school year.

## Article IV Elections

*Section 1:* A State Nominating committee composed of the Immediate Past President and two other members elected by the Council shall present candidates for each of the following offices: President-Elect; Secretary; and Treasurer, to be elected by the general membership of the Kansas Association of School Librarians. No two committee members shall be from the same district. A majority of votes cast shall constitute election. Results of the election shall be announced at the general business meeting at annual state conference.

*Section 2:* A District Nominating Committee composed of the Immediate Past Director and two members elected at the annual District Workshop shall present two candidates for the office of Assistant Director. The Assistant Director in each District shall be Director-Elect.

*Section 3:* Members are eligible for election to the Council of this association if they are actively engaged in school library media work, and have had the number of semester hours in library or information science which meets the correct requirements set by the Kansas State Department of Education for school library media specialists.

*Section 4:* The new officers and representatives of the association shall take office June 1 and shall serve until May 31 of the following year, with the exception of the six District Directors and Assistant Directors, who shall assume office immediately following elections at District meetings.

*Section 5:* The fiscal year of the association shall be from June 1 to May 31.

*Section 6:* The state shall be divided into the following six districts:

**District I:** which shall include Anderson, Atchison, Brown, Coffey, Doniphan, Douglas, Franklin, Jackson, Johnson, Jefferson, Leavenworth, Linn, Miami, Nemaha, Osage, Shawnee, and Wyandotte counties.

**District II:** which shall include Allen, Bourbon, Butler, Chase, Chautauqua, Cherokee, Cowley, Crawford, Elk, Greenwood, Labette, Marion, Montgomery, Neosho, Wilson and Woodson counties.

**District III:** which shall include Barber, Barton, Comanche, Edwards, Harper, Harvey, Kingman, Kiowa, McPherson, Pawnee, Pratt, Rice, Reno, Rush, Sedgwick, Stafford, and Sumner counties.

**District IV:** which shall include Clay, Cloud, Dickinson, Ellsworth, Geary, Jewell, Lincoln, Lyon, Marshall, Mitchell, Morris, Ottawa, Pottawatomie, Republic, Riley, Saline, Wabaunsee, and Washington counties.

**District V:** which shall include Clark, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Lane, Meade, Morton, Ness, Scott, Seward, Stanton, Stevens, and Wichita counties.

**District VI:** which shall include Cheyenne, Decatur, Ellis, Gove, Graham, Logan, Norton, Osborne, Phillips, Rawlins, Rooks, Russell, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace counties.

## Article V

### Duties of Officers, Executive Committee, & Council

*Section 1: President.* It shall be the duty of the President to preside at all meetings of the association and Council, to appoint all committees unless otherwise provided for in these By-Laws, and to call meetings of the Council.

**President-Elect.** The President-Elect shall perform the duties of the President in the absence or incapacity of the President. The President-Elect shall serve as program chairperson for annual state conference.

**Immediate Past-President.** The Immediate Past-President will serve as the chairperson of the nominating committee with two other members being elected by the Council. In the Immediate Past-President's book shall be kept a copy of the Constitution and By-Laws with all the amendments to the Constitution. It shall be the Immediate Past-President's duty to rewrite the Constitution and By-Laws before each printing, incorporating any amendments which have been passed since the last printing.

**Secretary.** The Secretary shall keep a record of the proceedings of the general business meeting of the association and all meetings of Council. The minutes of the annual general business meeting shall be printed and distributed by the Secretary.

**Treasurer.** The Treasurer shall have a voucher for each bill paid.

**Executive Secretary.** The Executive Secretary shall serve as an ex-officio member of the Executive Committee and as a consulting member of all association committees

without a vote. The Executive Secretary shall collect the dues, keep a record of paid members, and be prepared to give this information when it is required.

**Section 2: District Director.** The District Director shall represent the district at Council meetings, serve on the membership committee, and act as director of district meetings, making necessary reports to Council.

**Assistant Director.** The Assistant Director shall be the Director-Elect and shall assist in planning district meetings, collect fees, and make an annual financial report at the district meeting.

**Immediate Past District Director.** The Immediate Past District Director will serve as chairperson of the nominating committee with two other members being elected by the workshop participants.

**Section 3: Delegates to the American Association of School Librarians.** The President and President-Elect of the association shall represent Kansas Association of School Librarians in the Affiliate Assembly of the American Association of School Librarians.

**Section 4: Vacancies.** Vacancies in the offices shall be filled by the President with the approval of Council.

**Section 5: Standing Committee Chairpersons.** The President shall appoint all standing committee chairpersons and be a member ex-officio of such committees without a right to vote except in case of a tie.

**Section 6: Committee Membership.** The President and standing committee chairperson will appoint committee membership based on volunteers, member interest and focus of the committee's charge.

**Section 7: Task Force.** A task force may be appointed to work or develop plans or activities on a specific topic for a limited period of time.

## Article VI Rules of Order

The most current edition of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

## Article VII Amendments

The By-Laws of this association may be amended at any meeting of the Association by a two-thirds vote of the members present provided a notice of the proposed change has been sent to each member at least two weeks in advance of the meeting.

## Article I Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Kansas Association of School Librarians) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Article II Definitions

### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## Article III Procedures

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflicts of Interest Policy**

**a.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible

conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

**b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV** **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

**a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was

present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

**b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V** **Compensation**

**a.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

**b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

**c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who

receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Article VI** **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement

which affirms such person:

**a.** Has received a copy of the conflicts of interest policy,

**b.** Has read and understands the policy,

**c.** Has agreed to comply with the policy, and

**d.** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in

activities which accomplish one or more of its tax-exempt purposes.

#### **Article VII** **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could

jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

**a.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.