

2013-2014

Affiliate Assembly Delegate Handbook

Merlyn Miller, Chair



Table of Contents

Letter from the Affiliate Assembly Chair.....	1
Letter from the AASL President.....	3
About the Affiliate Assembly.....	5
What Are AASL Affiliates? What Is the Affiliate Assembly?.....	5
How Does an Organization Become Affiliated?	5
AASL Affiliate Organizations.....	6
How Is the Affiliate Assembly Organized?	7
How Is the Affiliate Assembly Governed?.....	7
Affiliate Assembly Policies and Procedures	7
Affiliate Assembly Leadership	10
Who Serves on the Affiliate Assembly Executive Committee?	10
2013-2014 Affiliate Assembly Executive Committee	11
How Is the Leadership of the Assembly Selected?	11
Affiliate Assembly Delegates	12
How Are Affiliate Assembly Delegates Selected?.....	12
What Responsibilities Do Delegates Hold?	12
Concerns and Commendations	12
Affiliate Assembly Meetings	14
When Does the Affiliate Assembly Meet?.....	14
ALA Midwinter Meeting.....	14
ALA Annual Conference	14
Connections and Communications	16
How can Affiliate Organizations Stay Connected with AASL or Other Affiliates?.....	16
Presidential Travel.....	16
Regional Director Visits.....	17
ALA Connect	17
Affiliate Assembly on the AASL Website	18
AASL Membership Booth	18
About AASL.....	20
AASL Mission	20
AASL Goals	20
AASL Values.....	20
Essential Functions of AASL	20
AASL Vision Statement.....	21
AASL Bylaws	21
AASL Strategic Plan	21
AASL Board of Directors.....	22
AASL Headquarters	23
AASL Staff	23

Letter from the Affiliate Assembly Chair

To All Affiliate Assembly Delegates:

Welcome to the AASL Affiliate Assembly!

The Affiliate Assembly is your organization -- your voice for change in your profession. Here you have a strong voice at the national level. Here you can express concerns to a national body and ask AASL to use its influence to bring those issues to the right people to affect change. Here you can learn new ideas from the Affiliate Assembly membership to take back to your own state associations. Here you can network with other school librarians from around the nation who share the same concerns and issues.

The Affiliate Assembly is a communication gateway and as you might expect, the issues raised often center on such topics as pending legislation, advocacy, reading literacy, information literacy, technology, standards, strategies, tips, training, best practices, exemplary programs and the latest educational trends.

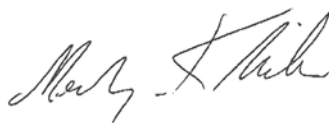
Be sure to take advantage of every opportunity to make connections. Be an active participant in this vibrant and supportive community and grassroots network. One of the best ways to stay connected is to log in to ALA Connect and make certain you are in the AASL Affiliate Assembly group and your "Regions" group.

This handbook holds the answers to all your questions about Affiliate Assembly. Please read it through carefully and discover the history and purpose of the organization, become informed regarding your duties and responsibilities, and find all the contact information for the leaders of Affiliate Assembly, AASL, and AASL staff.

Your professionalism, hard work, and dedication as school librarians merit the highest admiration and respect. Thank you for all you do to keep

school libraries a vital part of the education of the 21st-century student. See you in Philadelphia and Las Vegas!

Best wishes,



Merlyn Miller
Affiliate Assembly Chair 2013-2014



Letter from the AASL President

I am delighted to welcome you as delegates to the AASL Affiliate Assembly! As a former association president and delegate, I can truly say that I envy you since you are now a part of my favorite component of AASL. The Affiliate Assembly has always been where leadership begins and a place for regional associations to come together to identify issues and concerns related to our profession. In addition, the Affiliate Assembly allows you the opportunity to share best practices and celebrate successes. Your work informs the AASL Board and staff of key areas that need focus and attention in order to provide strategies and solutions that will assist school librarians to better serve our learning communities, as well as help develop improved awareness and understanding of who we are and what we do among stakeholders so that there is a shared vision and commitment to achieve excellence. The AASL Board and staff count on the members of the Affiliate Assembly to make sure that states and regions are informed about all of the efforts, resources, publications, and professional development opportunities that AASL has developed and makes available to support their work.

The Affiliate Assembly also provides you opportunities to become more engaged with your national association. Here you will learn how to become more involved with AASL through committee and/or task force membership. It is considered a path to AASL leadership.

The theme for my presidential year is "It's not about libraries. It's about learning!" Yes, of course we focus on school libraries, but our real purpose always has been and always will be to ensure that students learn. We live in unprecedented times

and must continue to evolve to meet the challenge that rapid and pervasive changes present to us.

In closing, I am deeply impressed to know that each of you has made a commitment to the future of our profession by being a member of your delegation. Thank you for your dedication, and please do not hesitate to connect with me or with any of the board members or staff for assistance as you take up the important and critical work of the Affiliate Assembly.

Sincerely,



Gail K. Dickinson
AASL President, 2013-2014



About the Affiliate Assembly

What Are AASL Affiliates? What Is the Affiliate Assembly?

An AASL affiliated organization is a school librarian association that has completed the AASL affiliation process. The Affiliate Assembly is the bi-yearly gathering of appointed delegates from these affiliated organizations and is led by the Affiliate Assembly Executive Committee.

The Affiliate Assembly ensures the AASL Board of Directors is aware of matters of consequence (problems or accolades) to the school librarian field. This communication is a must if AASL is to fulfill its role as a “proactive organization that addresses issues, anticipates trends, and sets the future agenda for the profession” (AASL Vision Statement, 2003). The vehicle for reporting this important information is the Statement of Concern and Statement of Commendation Process. In these statements, AASL affiliate organizations can laud outstanding programs in their states or request help from AASL in responding to issues or concerns facing the field. With this body of knowledge, AASL can truly function as “an advocate for the indispensable role of school library programs with school librarians, for best practices in school librarianship, and for the core values and ethics of the library profession” (AASL Vision Statement, 2003).

This channel of communication has been the core purpose of the Affiliate Assembly since its first meeting at the 1977 ALA Annual Conference in Detroit, MI. At the inaugural meeting, the Affiliate Assembly was charged with:

- Maintaining continuous communication between the affiliate and AASL
- Providing a clearinghouse for school library programs and publications,
- Extending opportunities for participation in AASL governance,
- Broadening the base of the profession through an increase of personal memberships in AASL.

When the bylaws of the association were adopted in 1997 and subsequently revised in 2003, the focus of the Assembly remained constant:

The purposes of the Affiliate Assembly are to provide a channel of communication for reporting concerns of the affiliated organizations and their membership to the AASL Board of Directors; to facilitate discussion of activities and concerns of AASL as reported by the AASL President, Executive Director, and Board of Directors; and to report the actions of AASL to the Affiliates (AASL Bylaws, Adopted June 1997; revised May 2003).

How Does an organization Become Affiliated?

An organization can become affiliated with AASL at any time by completing an application and submitting supporting paperwork. This paperwork includes:

1. An application form requesting the contact information of association officers and the ALA membership numbers for the affiliate president and appointed delegates. To be considered for AASL Affiliate, the president and delegates must be current, personal members of AASL.
2. The most current copy of the organization’s constitution or bylaws. A website address can be given in lieu of paper documents.
3. A copy of the organization’s newsletter or journal. The organization must have an established, routine channel of communication with its members. In some instances, this may be a blog, wiki, or email list serve. If so, please provide the website address as well as directions and permission for the AASL staff liaison to join.
4. AASL will provide each potential affiliate with a list of current AASL members in the corresponding state or region. This list must be returned with the application, and indication must be made on which AASL members are also members of the applying organization. Twenty-five members or 10% of the organization’s total membership must be current, personal members of AASL.

For more information

The complete AASL Plan for Affiliation can be found on the AASL website at:

www.ala.org/aasl/about/affils
on the Forms & Documents page.

Every two years, AASL holds a re-affiliation where current affiliates are asked to renew their paperwork and new affiliates are sought.

AASL Affiliated Organizations

The following organizations completed the 2012-2014 re-affiliation process:

Alabama School Library Association
Alaska Association of School Librarians
Arizona Library Association, Teacher Librarian Division
Arkansas Association of School Librarians
Association of Indiana School Library Educators
California School Library Association
Colorado Association of School Libraries
Connecticut Association of School Librarians
Florida Association for Media in Education
Georgia Association for School Librarians
Hawaii Association of School Librarians
Illinois School Library Media Association
Iowa Association of School Librarians
Kansas Association of School Librarians
Kentucky Association of School Librarians
Louisiana Association of School Librarians
Maine Association of School Libraries
Maryland Association of School Librarians
Massachusetts School Library Association
Michigan Association for Media in Education
Minnesota Educational Media Organization
Missouri Association of School Librarians
Nebraska School Librarians Association
Nevada School and Children Librarians Section of the
Nevada Library Association
New England School Library Association
New Hampshire School Library Media Association
New Jersey Association of School Librarians
New Mexico Library Association, Advocacy for School
Libraries
New York Library Association, Section of School
Librarians
North Carolina School Library Media Association
Ohio Educational Library Media Association
Oklahoma School Librarians
Oregon Association of School Libraries
Pennsylvania School Librarians Association
School Librarians of Rhode Island
School Library and Youth Services, North Dakota Library
Association

South Carolina Association
of School Librarians
Tennessee Association of
School Librarians
Texas Association of
School Librarians
Utah Educational Library
Media Association

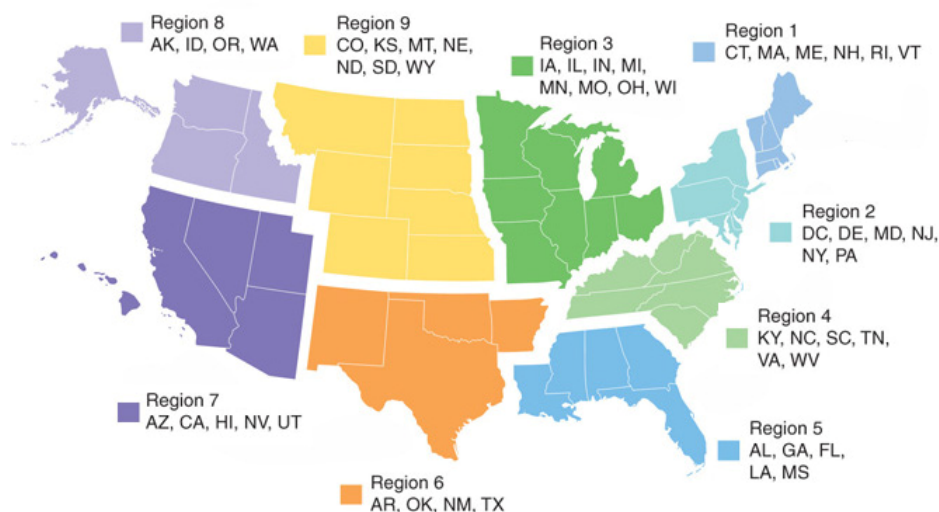
Vermont School Library Association
Virginia Association of School Librarians
Washington Library Media Association
Wisconsin Educational Media & Technology Association

For more information

Rosters of affiliate organization
officers can be found on the AASL
website at:

www.ala.org/aasl/about/affils
on the Regions page.

How is the Affiliate Assembly Organized?



The Affiliate Assembly consists of a body of leadership -- the Affiliate Assembly Executive Committee -- and two delegates from each affiliated organization.

In order to maximize communication between organizations, states are separated into nine geographic regions.

Each region is guided by a regional director. The regional director represents the region on the AASL Board of Directors.

How Is the Affiliate Assembly Governed?

According to the AASL Bylaws, "The Affiliate Assembly shall establish its own policies and procedures in keeping with the Bylaws of the AASL, and with the approval of the AASL Board of Directors" (AASL Bylaws, Adopted June 1997; revised May 2003). The policies and procedures shared below were approved by the general body of the Affiliate Assembly and the AASL Board of Directors at the 1999 ALA Annual Conference in New Orleans, LA.

Affiliate Assembly Policies and Procedures

Purposes

The Affiliate Assembly shall provide a channel of communication for reporting concerns of the affiliated organizations and their membership to the AASL Board of Directors; to facilitate discussion of activities and concerns of the AASL as reported by the AASL President, Executive Director and Board of Directors, and to report the Affiliate Assembly-related actions of the AASL to the affiliates.

Membership

The Affiliate Assembly shall be composed of two voting representatives of each organization affiliated with the American Association of School Librarians. All representatives to the Affiliate Assembly shall be personal members of AASL.

Officers

The officers of the American Association of School Librarians Affiliate Assembly shall be the chair, chair-elect and secretary.

The **Affiliate Assembly Chair** shall perform duties designated by the Affiliate Assembly or the Executive Committee. The chair shall report to the membership of the Affiliate Assembly annually, convene and preside at the Affiliate Assembly during Midwinter Caucus and Annual Conference, appoint committees of the Affiliate Assembly subject to the approval of the Executive Committee, call meetings of the Executive Committee as needed, and submit a written report of actions taken by the Affiliate Assembly and its Executive Committee to the AASL Board.

The **Affiliate Assembly Chair-Elect** assists the chair in any duties assigned by the chair or the Affiliate Assembly Executive Committee. The Chair-Elect shall assume the duties of the chair should the chair not be

able to complete the term of office. The chair-elect shall serve the first year after election as chair-elect, and the second year after election as chair.

The **Affiliate Assembly Past-Chair** advises the current chair in any duties requested by the chair or the Affiliate Assembly Executive Committee.

The **Affiliate Assembly Secretary** verifies the credentials of Affiliate Assembly Delegates at the annual meetings, and records minutes of all meetings of the Affiliate Assembly Executive Committee. The secretary shall serve for one year.

In the event of a vacancy in the chair-elect or secretary positions, the chair with the approval of the Affiliate Assembly Executive Committee shall appoint someone to serve the remainder of the unexpired term.

The delegates to the Affiliate Assembly shall attend the Affiliate Assembly, share information about AASL and the AASL Affiliate Assembly with affiliate leaders and members, seek support for AASL within the affiliate through membership recruitment, share information about and concerns of the affiliate with the Affiliate Assembly, assist in the development of regional programs, and serve on affiliate committees when appointed by the chair.

Nominations and Elections

All candidates for Affiliate Assembly positions must be personal members of AASL, and have previous experience as a delegate to the Affiliate Assembly. Persons can hold only one elected office within the Affiliate Assembly.

Nominations for the offices shall be originated by the assembly prior to voting. The voting will be held during new business of the Affiliate Assembly, and those elected will take office at the close of that meeting. Elections shall be conducted annually during the Affiliate Assembly. A plurality of all legal votes cast shall be necessary to elect a candidate.

Nominations (including self-nominations) for chair-elect of the Affiliate Assembly will open at the Midwinter meetings. Nominations will close on February 1st. The Affiliate Assembly Executive Committee will announce the slate by April 1st. Candidates for chair-elect will have the opportunity to give a 5-minute speech at the Annual Conference. Nominations for secretary will be open and closed during Affiliate Assembly I at Annual Conference. Elections for both positions will be held during Affiliate Assembly II at Annual.

Executive Committee

The executive committee shall be composed of the Affiliate Assembly Chair, Chair-Elect, Secretary and Regional Representatives. The president and executive director of AASL shall be ex-officio members of the executive committee without vote. A majority of the voting members of the executive committee shall constitute a quorum.

The Affiliate Assembly Chair will serve as chair for the executive committee and the secretary will serve as Secretary to the executive committee.

The executive committee shall prepare the agenda for the Affiliate Assembly to be held during the Annual Conference of the ALA and Midwinter Caucus, shall appoint committees, and shall disseminate information about both assembly and AASL Board actions.

All actions taken by the executive committee shall be reported to the Affiliate Assembly representatives by the Affiliate Assembly Chair. All actions taken by the Affiliate Assembly and its Executive Committee shall be reported to the board of directors of the association in a written report provided by the Affiliate Assembly Chair.

Committees

Committees needed to support the governance and unique responsibilities of the Affiliate Assembly may be appointed by the chair with Affiliate Assembly Executive Committee approval and dissolved when the charge has been completed.

Identifying Concerns

Delegates may report concerns of the affiliated organizations and their membership to the Affiliate Assembly by submitting the "Statement of Concern" form to the regional representative, who will then submit all concern forms from their region to the Affiliate Assembly Chair. These issues of concern will be presented to the Affiliate Assembly Executive Committee for disposition. If necessary, the issue of concern will be brought to the Affiliate Assembly for discussion and/or action.

Recognition and Commendation

Delegates may also report outstanding programs and events deserving of recognition and commendation of the affiliated organizations and their membership to the Affiliate Assembly by submitting the "Statement of Commendation" form to the regional representative, who will then submit all commendation forms from their region to the Affiliate Assembly Chair. These programs and events will be presented to the Affiliate Assembly Executive Committee, and brought to the Affiliate Assembly.

Amendments

Amendments to the policies and procedures may be proposed by the executive committee of the Affiliate Assembly. They shall be presented in writing to all delegates at least thirty (30) days prior to the Affiliate Assembly. Policies and procedures may be amended by two-thirds vote of those delegates present at the Affiliate Assembly and shall become effective at the close of the Affiliate Assembly meeting.

Parliamentary Authority

Sturgis's *Standard Code of Parliamentary Procedure* (latest edition) shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with the bylaws of AASL or the bylaws or special rules of order of the ALA. Provision shall be made for parliamentary authority at Affiliate Assembly. The chair of the Affiliate Assembly will appoint a parliamentarian to serve in this capacity.

Affiliate Assembly Leadership

Who Serves on the Affiliate Assembly Executive Committee?

The Affiliate Assembly Executive Committee consists of twelve elected positions: chair, chair-elect, secretary, and regional representative from each of the nine affiliate regions. Five ex-officio members also sit on the executive committee - the past chair, past secretary, AASL Past President, AASL staff liaison to the assembly, and the AASL Executive Director.

The **Affiliate Assembly Chair** convenes and presides at all Affiliate Assembly functions. They prepare the agendas with the advice of the executive committee and report pertinent information for the good of the organization and the profession to the assembly body.

The **Affiliate Assembly Chair-Elect** assists the chair with assigned duties and assumes the duties of the chair should the chair be unable to complete their term of office. The chair-elect coordinates the nomination and election process.

The **Affiliate Assembly Secretary** records the minutes and attendance of all meetings of the executive committee and assembly. The secretary assists the chair-elect with tabulating and recording election results.

The **Affiliate Assembly Regional Representatives** are elected from among the official Affiliate Assembly delegates by the regional delegation for a one-year term. The regional representatives facilitate communication between the affiliates in their region between conferences, coordinate the annual concerns and commendations process, and conduct the conversation when regions break to caucus during assembly meetings. When invited, they also attend the AASL Board of Directors II meeting at Annual Conference and the AASL Board of Directors Mega-Issue discussion at Midwinter.

While not a voting member of the executive committee, the **Affiliate Assembly Regional Director** may attend executive committee meetings to stay familiar with Affiliate Assembly information. While the director is expected to collaborate in leading the region, the regional director's main function is serving as a member of the AASL Board of Directors and setting strategic priorities and developing policies that are in the best interests of AASL.

2013-2014 Affiliate Assembly Executive Committee

Chair

Merlyn Miller
mmiller@burrburton.org

Regional Representative Region 3

Linda Weatherspoon
bks2rd@hotmail.com

Regional Representative Region 8

Susan Stone
sstone@pps.net

Chair-Elect

Carrie Turner
carrieturner@westside66.org

Regional Representative Region 4

April Dawkins
april.dawkins@ucps.k12.nc.us

Director-Elect Region 9

Ken Stewart
kstewart@bluevalleyk12.org

Secretary

Juanita Jameson
jjameson@gckschools.com

Director-Elect Region 5

Michelle Wilson
mwilson518@gmail.com

Ex-Officio Members

Past Secretary

Devona Pendergrass
dpendergrass@mtnhome.k12.ar.us

Regional Representative Region 1

Anna Bolognani
rebolibrary@hotmail.com

Regional Representative Region 6

Elizabeth Philippi
ephilipp@houstonisd.org

AASL Past President

Susan Ballard
sdballard@comcast.net

Director-Elect Region 2

Eileen Kern
kernef@gmail.com

Regional Representative Region 7

vacant

AASL Executive Director

Sylvia K. Norton
snorton@ala.org

AASL Staff Liaison

Jonna Ashley
jashley@ala.org

How Is the Leadership of the Assembly Selected?

A call is made for chair-elect candidates at the ALA Midwinter Meeting. Eligible candidates must have one year prior experience as an Affiliate Assembly Delegate. To officially declare their intent to run, candidates are asked to fill out a Nominating Petition and collect ten Affiliate Assembly Delegate signatures.

The completed petition must be turned in to the Affiliate Assembly Chair by February 1 or the closest business day. The Affiliate Assembly Executive Committee reviews petitions and announces candidates by April 1 or the closest business day. In order for delegates to become familiar with the candidates, small biographies will be posted on the AASL website prior to the ALA Annual Conference.

Open nominations for Affiliate Assembly Secretary candidates take place during Affiliate Assembly II during ALA Annual Conference. Also at this time, the chair-elect candidates are given time to introduce themselves to the assembly. A paper ballot vote is held and successful candidates are announced by the end of the assembly. Their term begins directly after close of Affiliate Assembly II.

Only the official delegates from each state organization are the voting members of the Affiliate Assembly. Regional representatives, regional directors, and Affiliate Assembly Officers do not vote, unless they happen to be also an elected delegate from a state affiliate. It is also required that all voting delegates have a current, personal membership to AASL. Affiliates will be asked to name their delegates prior to ALA Annual Conference and a roster will be kept. If an official delegate cannot attend ALA Midwinter Meeting or ALA Annual Conference, the affiliate may appoint someone else to act as an alternate. The AASL Affiliate Assembly Staff Liaison, Jonna Ashley (jashley@ala.org), should be notified as soon as possible of the change.

Affiliate Assembly Delegates

How Are Affiliate Assembly Delegates Selected?

It is important that delegates to the Affiliate Assembly be able to reflect, clearly and with authority, the positions and concerns of their own organizations. It is also important that some level of continuity exists among assembly members from year to year in order for the assembly to remain effective. It is highly suggested that affiliate organizations formally adopt a plan for choosing their two voting delegates based on one of the following:

- Plan A: The current president and the current president-elect serve as delegates to the assembly.
- Plan B: The current president serves as one delegate. The affiliate association members then elect one member to serve an established multi-year term as the second delegate.
- Plan C: Affiliate association delegates are chosen from any of the current officers of the association. It is suggested that one delegate has served as delegate in the preceding year.

What Responsibilities Do Delegates Hold?

It is the responsibility of delegates to attend Affiliate Assembly, identify issues of mutual concern and benefit to the affiliate and to AASL, study proposed issues, and be sufficiently informed either to participate in discussion or to raise pertinent questions. Delegates bear the responsibility of sharing information about AASL and Affiliate Assembly with affiliate leaders and members. They are encouraged to seek support for AASL within the affiliate through membership recruitment and the development of Statements of Concern and Commendation.

- Begin by talking to the delegates who represented your organization at last year's Affiliate Assembly. Ask them how the process works and how they prepared.
- Review previous Affiliate Assembly minutes available on the AASL website.
- Talk to people in your state organization and find out their concerns.
- Gather examples of publications, workshops, photos of activities, bibliographies, and other materials produced in your state. If some of the materials are available for purchase, please find out the procedure for ordering and prepare/obtain an order form to share at the assembly. You will have an opportunity to display all these items and share ideas from them with other delegates.
- Submit Statements of Concern and Statements of Commendation as needed.

Concerns and Commendations

The concerns and commendations process starts prior to ALA Annual Conference and is coordinated by the regional representative. The regional representative consolidates similarly themed Concerns and reviews the paperwork for completeness. Incomplete forms and those needing additional or clarifying information may be returned to the affiliate organization.

The Affiliate Assembly Executive Committee reviews all concerns and commendations during the executive committee meeting held prior to Affiliate Assembly I.

- When considering a Statement of Concern the executive committee verifies that the action requested of AASL must be doable. For example, asking AASL to mandate full-time certified school librarians **is not** doable. Asking AASL to advocate for full-time school librarians by writing a letter to every state governor **is** doable. A historical list of concerns is available for review on the affiliate portion of the AASL website.
- Statements of Commendation should be limited to programs or events. The appropriate place to recognize individuals is by nominating them for an AASL Award. The Statements of Commendation must align with AASL's

guidelines, mission, and principles as expressed in AASL's Mission and Vision statements available on the AASL website.

Once the concerns and commendations have been vetted by the Affiliate Assembly Executive Committee, they are reviewed by the assembly body. Affiliate Assembly I on Friday evening is focused entirely on concerns. Concerns are assigned to a table and delegates from multiple regions gather to review, consolidate, edit (if necessary), and validate the concern. Revised concerns are presented to the Affiliate Assembly as a whole on Sunday morning at Affiliate Assembly II. A vote is held and concerns approved by the assembly are forwarded to the AASL Executive Committee for action. Approved commendations will be announced directly after ALA Annual Conference. The region and affiliate submitting the commendation will be notified and sent materials for dissemination. The AASL President will report at the ALA Midwinter Meeting the actions taken, if necessary, on the concerns submitted.

Affiliate Assembly Meetings

When Does the Affiliate Assembly Meet?

The Affiliate Assembly meets twice a year during the ALA Midwinter Meeting (January) and the ALA Annual Conference (June/July). The Affiliate Assembly *does not* meet at the AASL National Conference or Fall Forum.

ALA Midwinter Meeting

Affiliate Assembly meetings during the ALA Midwinter Meeting focus exclusively on information sharing, and no policies are voted on or actions taken.

Roundtable Discussion

Held on the Saturday of ALA Midwinter Meetings from 1:00 - 3:00 p.m.

In a moderated discussion, affiliate leaders will have the opportunity to discuss specific topics and share what is working (or not working) in their states. Examples include, but are not limited to: conference planning, membership retention strategies, publications/communications efforts, advocacy activities, etc.

Affiliate Assembly

Held Sunday mornings during ALA Midwinter Meeting from 9:00 a.m. - 1:00 p.m. If sponsorship is secured, a continental breakfast will be available beginning at 7:30 a.m. The AASL Candidates Forum will take place immediately following breakfast.

At this meeting regions have time to meet and information from AASL is shared.

Agenda items include:

- AASL President's report on concerns and commendations
- AASL Presidential candidates addresses
- AASL announcements
- Facilitated discussion

The Midwinter session gives the Affiliate Assembly the opportunity to engage in a moderated discussion on important topics facing the profession and the association. The information is shared with the AASL Board. While the information collected will help provide the board insight from the local level, unlike the concerns and commendations process, the board is not required to provide feedback.

ALA Annual Conference

Meetings at ALA Annual Conference encompass the three C's: caucus, concerns, and commendations. Elections for Affiliate Assembly Officers are also held.

Affiliate Assembly I

Affiliate Assembly I takes place on Friday morning of ALA Annual Conference.

The main agenda item for this meeting is reviewing the concerns brought forward by the Affiliate Assembly Executive Committee meeting. Delegates are asked to review, validate, consolidate, and edit (if necessary) the concern assigned to their table. The concerns are then collected by the Affiliate Assembly Chair and presented to the entire Affiliate body at Affiliate Assembly II.

For more information

The 2014 ALA Midwinter Meeting will take place January 23-28 in Philadelphia, PA.

For registration information visit:

www.ala.org/midwinter

For the date, times, and locations of Affiliate Assembly meetings during Midwinter, please see the Affiliate Calendar at:

www.ala.org/aasl/about/affils

Affiliate Assembly II

Held Sunday mornings during ALA Annual Conference from 8:00 a.m. - 12:00 p.m. If sponsorship is secured, a continental breakfast will be available beginning at 7:30 a.m.

The Affiliate Assembly II session focuses on communication:

- Regional caucuses
- Announcements
- Speeches and elections of chair-elect and secretary
- Election of Affiliate Assembly Officers
- Commendations and concerns final discussion and voting
- Spotlight on AASL or affiliate program

Time is allotted for regions to meet as a group. While some regions meet during the year, others do not. Regional caucuses will be led by regional representatives. Revisions to the agenda have been made to provide ample time for discussion while limiting time for announcements. Announcements can be shared via posts on ALA Connect or through fliers left on the tables by the door.

For more information

The 20134ALA Annual Conference will take place June 26- July 1 in Las Vegas, NV.

For registration information visit:

www.ala.org/annual

For the date, times, and locations of Affiliate Assembly meetings during Annual Conference, please see the Affiliate Calendar at:

www.ala.org/aasl/about/affils

Mark Your Calendar

AASL Fall Forum

October 17-18, 2014
St. Louis, Missouri

AASL 17th National Conference and Exhibition

October 15-18, 2015
Columbus, Ohio

Connections and Communications

How can Affiliate Organizations Stay Connected with AASL or Other Affiliates?

Presidential Travel

To provide equitable leadership building and increased visibility of AASL Leadership to all affiliates, states will be visited in a five-year cycle. Ten states will be visited each governance year - five by the president, three by the president-elect, and two by the past president. (A governance year is July 1 through June 30.) This rotation ensures that the AASL President visits a state at least once every ten years. Visits to states with an affiliate can be a conference, institute, or other program with a large group of affiliate members in attendance. Visits to states without an affiliate may include leadership meetings or other outreach.

Presidents can accept invitations to other affiliate-reimbursed conferences and events as the president's individual time permits. However, affiliate visits in the rotation would take precedence.

At the end of each five-year cycle, the rotation of visits begins again, only the visitor to each state is reversed.

The current visitation schedule is as follows:

2013-2014

<i>President</i>	<i>President-Elect or Past President</i>
Delaware	Maine
Iowa	Missouri
Virginia	Florida
New Mexico	Washington
Hawaii	Montana

2014-2015

<i>President</i>	<i>President-Elect or Past President</i>
Massachusetts	Mississippi
Pennsylvania	Arkansas
Illinois	Utah
South Carolina	Oregon
Colorado	South Dakota

2015-2016

<i>President</i>	<i>President-Elect or Past President</i>
New Hampshire	New Jersey
Indiana	Wisconsin
Louisiana	North Carolina
Oklahoma	Nevada
Nebraska	Idaho

2016-2017

<i>President</i>	<i>President-Elect or Past President</i>
Vermont	Connecticut
Michigan	New York
Georgia	Kentucky
Texas	Arizona
North Dakota	Wyoming

2017-2018

<i>President</i>	<i>President-Elect or Past President</i>
Maryland	Rhode Island
Ohio	Minnesota
Alabama	Tennessee
Alaska	West Virginia
Kansas	California

2018-2019

<i>President</i>	<i>President-Elect or Past President</i>
Maine	Delaware
Missouri	Iowa
Florida	Virginia
Washington	New Mexico
Montana	Hawaii

To plan your visit, notify the designated visitor, the AASL office, and the current AASL President. Affiliates will meet with their designated visitor in conjunction with the Affiliate Assembly during the ALA Annual Conference to discuss visit specifics. Details including transportation, hotels, and presentations will be arranged between the affiliate contact and the president, president-elect, or past president.

The affiliate is asked to waive conference registration fees and meal tickets associated with an event program. AASL will assume all travel and lodging expenses.

During the visit, the president, president-elect, or past president will present a workshop on an AASL initiative, a keynote address, and/or conduct a national forum to gather information for future decision-making by AASL. The information gathered will be reported back to the AASL Board. The designated visitor may also speak to the conference membership at a general meeting or meal function.

Travel Rotation Goals:

- Promotion of AASL to members and non-members
- Increased visibility of AASL, its leadership, and initiatives
- Leadership building in affiliates
- Encouragement of non-affiliates to affiliate

The Presidential Travel Rotation procedures will be adjusted and refined as necessary and will be evaluated by the AASL Executive Committee with input from the Affiliate Assembly Executive Committee for its effectiveness.

Regional Director Visits

In addition to the Presidential Travel Rotation, AASL supports director travel to two states in their region per governance year. Please feel free to invite your region leadership to your upcoming conferences! When planning travel, AASL asks directors to attend conferences outside of their home state and postpone travel to states that are scheduled for a presidential visit.

The affiliate is asked to waive conference registration fees and meal tickets associated with an event or program. AASL will reimburse the director for travel and lodging based on travel policy. Once a visit is confirmed, please schedule a small amount of time during conference so that the director may address conference attendees and bring greetings from AASL.

ALA Connect

ALA Connect is an online collaborative workspace provided by ALA. Each community offers tools such as blog posts, online documents, a calendar, surveys, polls, a chat room, a discussion board, an area for image uploads.

To join a community, you will first need to log into ALA Connect at connect.ala.org. (Should you need assistance logging in, a walkthrough PDF can be found in the "Forms and Document" page on the Affiliate Assembly section of the AASL website.)

These communities are meant for AASL Affiliate Assembly leadership and delegates. The first time you visit, you will need to request membership. One of the community moderators will approve your membership and you will be sent an email automatically.

When you are logged in and visiting the community, please be sure that your email subscription is set to "Active." This setting can be found under "My Subscriptions" on the right hand side of your browser. (A walkthrough can be found at: connect.ala.org/email-help.) When your email preference is active, you will be sent a notification when materials, comments, posts, etc. are added to your community.

Once logged in, the Affiliate Assembly Communities can be found at the following URLs:

Affiliate Assembly
<http://connect.ala.org/node/83045>

Region 5 (AL, GA, FL, LA, MS)
<http://connect.ala.org/node/82754>

Region 1 (CT, MA, ME, NH, RI, VT)
<http://connect.ala.org/node/82743>

Region 6 (AR, OK, NM, TX)
<http://connect.ala.org/node/82760>

Region 2 (DC, DE, MD, NJ, NY, PA)
<http://connect.ala.org/node/82746>

Region 7 (AZ, CA, HI, NV, UT)
<http://connect.ala.org/node/82760>

Region 3 (IA, IL, IN, MI, MN, MO, OH, WI)
<http://connect.ala.org/node/82750>

Region 8 (AK, ID, OR, WA)
<http://connect.ala.org/node/82764>

Region 4 (KY, NC, SC, TN, VA, WV)
<http://connect.ala.org/node/82752>

Region 9 (CO, KS, MT, NE, ND, SD, WY)
<http://connect.ala.org/node/82766>

Affiliate Assembly on the AASL Website

The Affiliate Assembly portion of the AASL website can be found at www.ala.org/aasl/about/affils.

The site holds many tools and resources that can assist you in your role as Affiliate Assembly Delegate. On the "Forms and Documents" page you can find a copy of this handbook as well as the forms you will need to submit concerns and commendations. Minutes from assembly meetings since 2005 and notes from the Affiliate Roundtable Discussions can be found under "Minutes and Notes."

Please also look over the list of affiliated organizations and verify your affiliate information is correct. Any changes can be emailed to Jonna Ashley at jashley@ala.org.



AASL Membership Booth

As an affiliate member of the AASL Affiliate Assembly, your organization plays an active role in promoting AASL membership nationwide. Per the agreement in the AASL Plan for Affiliation, affiliates agree to display AASL membership materials and other resources from AASL at state conferences and meetings. The Membership Materials Request Form is available for download at www.ala.org/aasl/about/affils under "Forms and Documents."

Printed promotional materials include items such as membership brochures, publications brochure, awards applications, licensed institutes brochures, and national conference promotional materials when available. Please request printed materials three weeks in advance to allow time for shipping.

The AASL office also has for loan the AASL Membership Booth, which contains a table top display for your promotional materials. Please use the Membership Materials Request Form to request the booth four to six weeks in advance. AASL will cover the cost of insured delivery of the booth to your state or regional conference. Return shipping and insurance is the responsibility of the affiliate organization.

About AASL

The American Association of School Librarians (AASL) is one of eleven divisions of the American Library Association (ALA).

The American Association of School Librarians is interested in the general improvement and extension of library services for children and young people.

AASL has specific responsibility for: planning of programs of study and services for the improvement and extension of library services in elementary and secondary schools as a means of strengthening the educational program; evaluation, selection, interpretation and utilization of media as it is used in the context of the school library program; stimulation of continuous study and research in the school library field and to establish criteria of evaluation; synthesis of the activities of all units of the American Library Association in areas of mutual concern; representation and interpretation of the need for the function of school libraries to other educational and lay groups; stimulation of professional growth, improvement of the status of school librarians, and encouragement of participation by members in appropriate type-of-activity divisions; conduct activities and projects for improvement and extension of service in the school library when such projects are beyond the scope of type-of-activity divisions, after specific approval by the ALA Council.

Based on extensive investigation and study of the needs of both members and nonmembers over two years, AASL identified its core values and its primary functions, and designed a structure that would respect these values and support these functions.

AASL Mission

The mission of the American Association of School Librarians is to advocate excellence, facilitate change, and develop leaders in the school library field.

AASL Goals

AASL works to ensure that all members of the school library field collaborate to:

- provide leadership in the total education program
- participate as active partners in the teaching/learning process
- connect learners with ideas and information, and
- prepare students for life-long learning, informed decision-making, a love of reading, and the use of information technologies.

AASL Values

The values for AASL that have been identified are:

- AASL will make a difference for members of the field/profession by addressing the important issues.
- AASL will have a national presence and a national identity.
- AASL will encourage diversity in its membership.
- AASL will be organized to clearly address the identified essential functions.
- AASL's structure will allow members to be represented in the decision-making process.
- AASL involvement opportunities will be varied and geographically dispersed.
- AASL will be fast, focused, friendly, flexible and fun.

Essential Functions of AASL

Eight essential functions for AASL fall into four major areas. None of these functions is discrete. They overlap, are interrelated and support each other.

Responsibility to the Field Function

- *Vision and Voice.* Developing, implementing, and articulating a vision for the profession through standards, frameworks and guidelines.

- *Development of the Knowledge Base*: Developing and disseminating theory, best practice and research to move the field forward.
- *Continuing Issues*: Continuing support for the major issues in the field such as funding, reading, technology and intellectual freedom.

Responsibility to Members Function

- *Communications*: Disseminating information through a variety of formats.
- *Professional Development*: Providing opportunities for continuing education.
- *Community*: Building a sense of community and creating connections to others.

Outreach Function

- *Advocacy*: Reaching out to constituencies and decision-makers who affect the quality of school library programs.

The Association

- *Association Maintenance*: Maintaining an association that is fast, focused, friendly, flexible and fun.

AASL Vision Statement

Adopted by the AASL Board of Directors, January 2003

The American Association of School Librarians is:

- A proactive organization that addresses issues, anticipates trends, and sets the future agenda for the profession;
- An advocate for the indispensable role of school library programs with school librarians, for best practices in school librarianship, and for the core values and ethics of the library profession;
- An open, friendly, welcoming organization that embraces cultural and ethnic diversity;
- An inclusive professional home for all school librarians and a partner in mutual interests with educators, technologists, researchers, vendors, and other librarians;
- An essential resource for school librarians seeking professional development, leadership opportunities, communication with peers, and the most current information, research, and theory in the field; and
- A flexible, responsive organization that models effective management practices.

AASL Bylaws

AASL's Bylaws can be reviewed on the AASL website located at www.ala.org/aasl/bylaws.

Strategic Plan

The most current copy of AASL's Strategic Plan, plus other helpful documents, can be viewed on the AASL website at www.ala.org/aasl/strategicplanning.

2012-2013 AASL Board of Directors

President

Gail Dickinson
gdickins@odu.edu

President-Elect

Terri Grief
terri.grief@mccracken.kyschools.us

Past President

Susan Ballard
sdballard@comcast.net

Treasurer

Karen Lemmons
krlemmons@att.net

Member-At-Large

Robbie Nickel
rnickel@ecsdnv.net

Member-At-Large

Jody Howard
jody.howard@liu.edu

Division Councilor

Valerie Edwards
val.edwards@mgschools.net

Director Region 1

Michelle Luhtala
mluhtala@mac.com

Director Region 2

Cathie Marriott
cemarriott@aol.com

Director Region 3

Sarah Thornbery
sthornbery@me.com

Director Region 4

Kathy Carroll
kacarroll@richland2.org

Director Region 5

Cecelia Solomon
buckysmom@tampabay.rr.com

Director Region 6

Carlyn Gray
carlyn_gray@roundrockisd.org

Director Region 7

Jessica Gillis
jessicagillis@sbcglobal.net

Director Region 8

Susan Nickel
susan.nickel@boiseschools.org

Director Region 9

Cindy Pfeiffer
cpfeiffer@usd375.org

ESLS Representative

Audrey Church
churchap@longwood.edu

ISS Representative

Cathy Evans
cevens@stmarysschool.org

SPVS Representative

Devona Pendergrass
dpendergrass@mtnhome.k12.ar.us

Ex Officio

AASL Executive Director

Sylvia K. Norton
snorton@ala.org

AASL Headquarters

American Association of School Librarians
a division of the American Library Association
50 E. Huron Street
Chicago, IL 60611

Email: aasl@ala.org
Phone: 800-545-2433, ext. 4382
Fax: 312-280-5276
www.aasl.org

AASL Staff

Sylvia K. Norton
Executive Director
Ext. 4388
snorton@ala.org

Stephanie Book
Manager, Communications
Ext. 4389
sbook@ala.org

Jonna Ashley
Program Coordinator, Governance & Finance
Ext. 4382
jashley@ala.org

Allison Cline
Deputy Executive Director
Ext. 4385
acline@ala.org

Jennifer Habley
Manager, Web Communications
Ext. 4383
jhabley@ala.org

Meg Featheringham
Manager/Editor
Ext. 1396
mfeatheringham@ala.org





AMERICAN ASSOCIATION
OF SCHOOL LIBRARIANS

a division of the American Library Association

50 E. Huron Street
Chicago, IL 60611

www.aasl.org

Email: aaasl@ala.org
Phone: 800-545-2433, ext. 4382
Fax: 312-280-5276