

Colorado Association of School Libraries

POLICIES

*Developed in accord with the Association's bylaws, August 2002.
Updated September 2006. Added appointments May 2009.*

I. Purpose & Mission

The general purpose of the Association shall be to encourage the development and effective utilization of school libraries as an essential component of student achievement in the educational process and to support the purpose of the Colorado Association of Libraries.

The mission of the Colorado Association of School Libraries is to:

- encourage professional growth and adherence to professional standards;
- advocate for school library programs, information literacy, educational technology, and lifelong learning; and
- acknowledge school library leadership and meritorious service.

II. Board of Directors

A. Responsibilities of the Board of Directors

The Board of Directors shall:

1. Consist of the Executive Committee and the directors elected from the membership at large of the State of Colorado as well as the appointed representatives from higher education and the State Library.
2. Be responsible for determining the major area of emphasis and program concentration of the Association.
3. Approve the standing and other committee appointments and specific committee responsibilities made by the President.
4. In the event a director or officer is unable to serve a full term, approve the Executive Committee appointee to fill the vacancy for the remainder of the term.
5. Meet at least two (2) times a year, as well as select the time and place of the annual meeting of the Association.
6. Submit budget request to the Colorado Association of Libraries.
7. Maintain policies and review, reaffirm or amend them periodically.
8. Constitute a quorum at the meetings of that body with a simple majority of the voting members.

The Board of Directors may:

1. Appoint or approve the President's appointment of official representatives to activities deemed of value to the Association.
2. Establish affiliate or liaison relationships for the intent of expediting the purposes of the Association.
3. Call special meetings of the Association.

B. Elected Positions-Officers

EXECUTIVE COMMITTEE: The Executive Committee shall:

1. Consist of the elected officers - President, President-Elect, Past President, and Secretary.

2. With the approval of the Board of Directors, in the event any elected or appointed director or officer of the board of directors is unable to serve, appoint a person to fill the vacancy for the remainder of the term.
3. Constitute a quorum at the meetings of that body with a simple majority of the voting members.
4. Not serve more than two consecutive terms in the same office.
5. Determine specific roles of each officer's position with leadership of the President.
6. Conduct the business of the Association in an emergency situation or in the absence of a quorum of the Board of Directors.

PRESIDENT: The President shall:

1. Be responsible for the management of the Association with the President-Elect and the Past President.
2. Appoint committee members and specific committee responsibilities with the approval of the Board of Directors. Ensure CASL is represented on all CAL committees.
3. Provide leadership to the officers to determine specific roles of each position.
4. Serve three years: a one-year term as President-Elect, a one-year term as President and a one-year term as Past-President.
5. Be succeeded by the President-Elect in the event the President is unable to serve the full term.
6. Preside, when possible, at all Board of Directors, Executive Committee and business meetings of the Association and prepare an agenda for same.
7. Represent the Association (or delegate representation) at state, regional and national meetings as required.
8. Be responsible for producing an annual report and periodic review of the Policies & Procedures and Bylaws by the Board of Directors.
9. Maintain contact and communication with related regional and national associations.

PRESIDENT-ELECT: The President-Elect shall:

1. Be responsible for the management of the Association with the President and the Past President.
2. Serve three years: a one-year term as President-Elect, a one-year term as President and a one-year term as Past-President.
3. Work with standing committees and assume other responsibilities as directed by the president.
4. Serve as chairperson of the CASL nominating committee and as a member of the CAL nominating committee.
5. Represent the Association (or delegate representation) at AASL conferences; CAL shall pay \$500 per meeting toward the cost of representation at these two meetings.

PAST-PRESIDENT: The Past-President shall:

1. Be responsible for the management of the Association with the President and President-Elect.
2. Assume other responsibilities as assigned by the president, which may include acting as conference liaison, chairing special projects, and/or serving on the CAL committees or board.

SECRETARY: The Secretary shall:

1. Keep the necessary records and minutes of the Association.
2. Serve a two-year term, with election in odd-numbered years.
3. Keep minutes of all Executive Committee, Board of Directors and membership meetings of the Association. Make approved changes to official minutes.
4. Distribute minutes to Board of Directors and staff. Prepare and send a summary of each Board of Director's meeting to the editor of the newsletter and to others deemed necessary after each meeting. Send approved minutes to webmaster for posting.
5. Compile official minutes, attendance and significant documents pertaining to the business of the Association to be submitted to the administrative office at the end of each term for the purpose of archiving.
6. Send and receive correspondence when requested by the President and/or the Board of Directors.
7. Call the roll when required.

C. Elected and Appointed Directors

All elected and appointed directors:

1. Represent a resource by:
 - a. providing information for publication, workshops and conference sessions.
 - b. attending meetings of related organizations.
2. Represent the total membership.
3. Attend and participate in activities of the Association throughout the state.
4. Promote and encourage membership in the Association.
5. Contact officials regarding library issues. Encourage membership to do the same.
6. Communicate program needs to Conference and/or Continuing Education Committee(s).
7. Appoint subcommittees to assist with these tasks as necessary.

ELECTED DIRECTORS: The Elected Directors shall:

1. Be composed of four to six at-large representatives and one AASL representative.
2. Not serve consecutive elected terms as directors.
3. Keep apprised of current library legislative issues in conjunction with the Legislative Committee and share this information with membership.

The At-Large Representatives shall:

1. Be elected from the membership.
2. Serve three-year terms.
3. Serve as the official contact/liaison between the board and the membership.
4. Be responsible for bi-directional communication between the Association and school librarians.
5. And, in the event of resignation of an officer, be prepared to be appointed in this role.

The AASL representative shall:

1. Be elected from the membership, and be a current AASL member in good standing.
2. Serve a three-year term.
3. Represent the Association (or delegate representation) at AASL conferences; CAL shall pay \$500 per meeting toward the cost of representation at these two meetings.
4. Represent AASL issues to the CAL board of directors, serving as CAL's official affiliate representative to AASL:
 - a. Attend the AASL Affiliate Delegate meetings at the AASL Annual Conference in June and Midwinter in January. Attendance of the AASL National Conference and Fall Forum is also encouraged.
 - b. Report on the AASL Affiliate Delegate meetings to CASL and CAL twice per year, and in the CAL newsletter as appropriate.
 - c. Communicate current AASL issues (as they arise and in a timely fashion) through libnet and the CASL listserve.
5. Serve as the official contact to AASL from CASL & CAL board of directors and membership.
 - a. Represent CASL and CAL issues to AASL leadership at Affiliate Delegate meetings and in reports as needed and upon request.
 - b. Represent CASL and CAL by participating in AASL activities. Examples include but are not limited to: serving on committees, taking surveys for AASL leadership upon request, and writing for AASL publications

APPOINTED DIRECTORS: The Appointed Directors are:

1. Higher Education Liaison, who shall:
 - a. Be employed at an institution of higher education.
 - b. Serve as a resource person on matters relating to certification, continuing education and library professionals.
 - c. Serve on the CAL Continuing Education Committee.
2. State Library Liaison, who shall:
 - a. Be employed by the Colorado State Library.
 - b. Serve as a resource person on matters relating to certification, state library initiatives and Colorado Department of Education issues.

III. Activities

A. Continuing Education

The Association may:

Host workshops and programs of relevance to Association members as needed.
Submit or endorse workshops for the annual CAL conference.
Work with the CAL Continuing Education Committee to conduct programs.

B. Affiliations

To provide ongoing communication between organizations, the Board of Directors may:

1. Establish affiliations and liaisons, including affiliate relationship with the American Association of School Librarians, a division of the American Library Association.
2. Appointees shall:
 - a. Be a member of both organizations.
 - b. Provide communication between organizations regarding common concerns and any shared activities.
3. President or designee will serve as association representative to CAL Board of Directors.

IV. Committees

The President with the approval of the Board of Directors shall:

1. Appoint members to CASL committees.
2. Designate the specific responsibilities of all CASL committees.
3. Oversee appointment or nominations of school library membership to CAL committees.

Committee members shall:

1. Be responsible to the president.
2. Serve a minimum one-year term, with option for reappointment.
3. Prior to each CASL board meeting, report relevant activities to President and/or staff.

A. Nominations Committee

The Nominations Committee shall:

1. Have charge of the CASL nomination process, ensuring candidate information is provided to CAL in accordance with elections policies and procedures.
2. Consist of members appointed by the President and chaired by the President-Elect.
3. Provide list of candidates for CASL offices and directors (President-Elect annually, Secretary in odd-numbered years, two Directors) 120 days prior to CAL annual meeting.
4. Ensure CASL board annually reconfirms or selects appointed positions.

B. Other Committees

The President may appoint other committees with the approval of the board.

V. Administration

A. Budget

Only persons attending events at the specific request of the Board of Directors shall be eligible for reimbursement, with the provision that any costs otherwise paid by the attending person's employer or source other than themselves will not be reimbursed by the Association.

Mileage: Board members will be eligible for reimbursements by CAL for travel for the total miles round-trip driven at the prevailing state rate. If transportation by air is necessary due to location or prevalent conditions, the reimbursement rate will be based upon prevailing air coach rates, with approval of the Board.

Affiliations: Include in the annual budget an amount to supplement the cost for attendance and registration for the AASL director and the President-Elect or delegate to attend and represent CASL in the AASL Affiliate Assembly or AASL Conference.

Substitute Pay: Substitute pay is available to a member's school district or building only when that member has been requested by the board to represent CASL. Annual budget request shall reflect the needs for the year based on the Association's goals. The following restrictions apply: Reimbursement will be distributed only when a substitute was hired during the member's absence. Payment will be for the actual expense with check issued to the building or school district according to the member's instructions.

B. Meeting Minutes

1. Minutes as published shall:
 - a. Include attendance, date, location, presiding officer
 - b. Record what is said at the meeting.
 - c. Record motions to stand alone and include names of persons making and seconding motions, of those abstaining and of dissenters on split votes.

C. Calendar

The board of directors shall meet at least twice annually, including once at conference.

D. Newsletter Coordinator

The intent of gathering school librarian CAL newsletter content under 'CASL Connections' is to have the school items grouped together and to add school-relevant content to a publication that mostly covers organizational info.

One person gathers the CASL content then sends in bulk to CAL by the deadline. As long as the combined content fits the approximately 1500-word count and items are grouped together (including any 'CASL Connections' header/logo each time), there shouldn't be a problem once layout time hits. The issues are mailed the following month.

Regular topics:

- President's letter
- librarian interview - Nancy White can do if asked.
- AASL - by AASL rep
- professional development opportunities or useful school topic info
- pointer to webpage/ning/book reviews/blog

Deadline	Topics	Contributors
February 1	Workshop announcement	
April 1	Workshop registration or wrap-up; National Library Week	
June 1		
August 1	Back-to-school; Teen Read Week	
October 1	Conference preview; retreat wrap-up	
December 1	New/former board	

E. School Library Contacts

CASL Board Members will contact school librarians listed in the CAL database quarterly to check-in, encourage participation & communication, and bring concerns and successes to light.

Contact list is distributed to CAL board after 1st of month

- CASL President to forward to CASL Board.
- Email message to contact list per following schedule:

Contact Date	Suggested Topics	Pertinent Topics, from prior board meeting
Feb 15	CAL Membership & Workshop	
May 15	Workshop & Board Recruitment	
Aug 15	Conference	e.g. PTA
Nov 15	Conference Wrap-up & Volunteer Recruitment	

Sample format:

This month, CAL completed xxx and we are pleased that xx school librarians were recognized. CASL board member xx shared how she had successfully advocated for xxx by xxx. We will be working on xxx in the next few months; we'd love a few more helpers.

If you have any suggestions or comments, please let me know. We also encourage you to share your ideas at the CASL blog, <http://casl.wordpress.com/>

XX, Colorado Association of School Libraries board member

To find your contact group, look for CASL members in alphabetical order.

For example:

1. Navigate to CASL/Association tab.
2. Note that some have CASL listed as their secondary Association. In some spreadsheets, there may also be 'unaffiliated' contacts at the end of the list, though not all are school libraries.
3. Copy email column for your section (see below).
4. Send any database updates such as bounced emails or additional contact info to catherine@imigroup.org

Contact Last Name	CASL Board Contact (Nov. '10)
A	AASL Rep
B	State Library Rep
C-D	Higher Ed Rep
E-F-G	Secretary
H-I	Jen Hubbard
J-K-L	Steve McGovern
M-N	Megan McQuinn
O-P-Q-R	Suzanne Riches
S-T-U-V	S. Studola
W-X-Y-Z	C. Schein