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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, all Council meetings, and Executive Council meetings.

2. Interpret the KASL Constitution to officers and committee chairs.

3. Prepare agenda and make arrangements for the Council meetings including the luncheons.

4. Prepare KASL Talking Points for the District Workshops and distribute to officers attending and to KASL email list. Attend District Workshops with the 1st Vice-President and 2nd Vice-President. The President does not have to attend all of them, but needs to make sure that an officer is attending and speaking at each one.

5. Maintain and utilize the official KASL President Gmail account for correspondence and documentation/recordkeeping related to the duties of the office.

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. Keep a list of all Council members including contact information, and email council members when necessary.

5. A task force may be appointed to work or develop plans or activities on a specific topic for a limited period of time.

6. Serve as a member of the Budget Committee.

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 and approved by Council.
3. Work closely with KLA in planning the annual state conference, as well as other matters of common interest.

4. Work with a representative of the Kansas State Department 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.

**Annual State Conference Responsibilities**

1. Help the 1st Vice-President with fall conference planning as assigned.

2. Notify the annual state conference Treasurer about number of guests for KASL conference luncheon paid by KASL.

3. Preside at KASL general business meeting and luncheon at the annual state conference and introduce special guests.

4. Make luncheon reservations for the speaker and guests, and make any other necessary arrangements.

5. Keep the KLA and KASL webmaster informed of the annual state conference program arrangements.

6. Introduce speaker or arrange for someone else to introduce the speaker at the KASL state conference luncheon.

7. Provide an electronic agenda for the KASL general business meeting.

**Other Duties**

1. Fill vacancies in offices with approval of the Council.

2. See that expenses above the items in the budget are authorized by the Council prior to purchase.

3. Complete all activities authorized by Council.

4. Email Vision Award nomination form to Council members with the spring Council meeting agenda.

2019, April 9
5. Organize and maintain the KASLPresident@gmail.com account and transfer the password to the incoming President along with any files that might be helpful to them. Notify the Secretary of any password changes.

6. Meet at the end of the term with the incoming President and 1st Vice-President and 2nd Vice-President to provide a smooth transition.

7. Follow courtesy guidelines with the assistance of the Executive Secretary and the Treasurer.

Reimbursement

1. Mileage and lodging (if necessary) for all official KASL duties, excluding attending the President’s home District Workshop and the KASL Annual Conference.

2. Entitled to AASL/ALA Affiliate Assembly, not to exceed $1,500.00 per conference unless pre-approved by Council:
   - Lodging for up to four nights to attend Affiliate Assembly meetings
   - Mileage and travel expense reimbursed in accordance with current IRS guidelines
   - Meeting registration.

3. It is recommended that KASL officers will plan travel and lodging together, so that these expenses can be minimized when possible.

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) incoming President and (b) incoming 1st Vice-President.

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

June:
   - Receive gavel, President’s files, and Google Drive information from outgoing President
   - Fill out proposal forms for KASL Membership meeting, the KASL luncheon, and Friday morning session featuring the luncheon speaker for the Kansas Library Conference in October.
   - Attend the KLA Council meetings.
   - Schedule location and dates for upcoming year’s Council meetings. ZOOM meetings may be preferred.
   - Attend AASL Affiliate Assembly at ALA Annual Conference and act as mentor to the 1st Vice-President and 2nd Vice-President.
July:

- Fill committee chair and council positions as needed.
- Contact council members inquiring about their continued position.
- Write a letter to current and prospective members to be emailed with a link to the online membership forms.
- Update council members’ email.
- Plan fall council meeting, normally held in early August. A Zoom meeting is appropriate.
- 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.
- Update the KASL electronic calendar.
- Make council luncheon preparations.
- Prepare final agenda for council meeting.
- Prepare President’s report for council.
- Send applications for WAW Selection Committee both on the KASL mailing list (due 2 weeks prior to the first council meeting)
- Email copies of the WAW applications to the Executive Council one week prior to the first council meeting.

August/September

- Write letter to current and prospective members to be electronically mailed with membership information.
- Attend and chair first council meeting. The fall meeting may be a Zoom meeting.
- Prepare a report for Council.
- Meet with Executive Board who will select a WAW Selection Committee member during council lunch or after the Council leaves the Zoom meeting and make announcement to Council and membership via the KASL list.
- Contact selected WAW Selection Committee member and WAW Section Committee Chair.
- Provide an update on the national conference, share decisions and information about sessions, and provide direction.
- Plan KASL general business meeting and conference luncheon.
- Inform conference Treasurer on number of guests for KASL luncheon meeting to be paid by KASL.
- Check in with Awards chair and make sure awards are purchased and on their way for the KASL luncheon.
- Prepare printed agenda and programs for the KASL general business meeting and luncheon on Google docs and share with membership.

October:

- Attend annual state conference.
- Chair the KASL membership meeting
- Arrange for and conduct the program for the KASL luncheon.
January:

- Contact Committee Chairs with directions on holding winter committee meetings.
- Attend and chair an Executive Committee meeting to evaluate the success of past and current projects and plan for the future with an emphasis on Budget preparation for the coming year.
- Prepare President’s message for District workshops and share with officers.
- Schedule which District Workshops you, the 1st Vice-President, and the 2nd Vice-President will attend. Each of you should attend at least one.
- Confirm and/or make arrangements to attend the AASL National Conference (odd-numbered years) that you will attend as Past President with the award recipient (if not already made).

February:

- Attend District workshops.
- Email PDC certificates to the workshop directors.
- Email District Workshop President’s message to KASL email list

March:

- Attend District Workshops
- Email agenda, report form and luncheon information for spring council meeting.
- Email Vision Award nomination form with spring council meeting agenda.
- Prepare AASL Concerns and Commendations.

April:

- Attend District workshops.
- Attend and chair spring council meeting.
- Prepare a report for Council.
- Email copies of the completed AASL National Conference Grant applications to the Executive Council one week prior to the April council meeting on years where AASL National Conference is held.
- Make arrangements for the Executive Council to vote on the AASL National Conference Grant recipient during lunch at the April council meeting.
- Vote on Vision Award in Executive Council.
- Announce award winners to Council.
- Submit AASL Concerns and Commendations to Regional Director.
- Schedule a time to visit with the incoming President so the transition goes smoothly.
● Make arrangements to attend the AASL National Conference Past-President with the respective award recipient.

May:

● Transfer gavel, President’s files, and Google Drive information to incoming President for a smooth transition.
● Receive Past President’s files and Google Drive information.
**1st Vice-President**

**General Duties**

1. Represent KASL as a delegate to the AASL Affiliate Assembly.

2. Attend KASL general business meeting and luncheon at the annual state conference and all Council meetings as a voting member.

3. Attend KLA Council meetings as a non-voting member to learn how KLA functions.

4. Preside at meetings in the absence of the President.

5. Attend District Workshops as delegated by the President.

6. Consult with President regarding on-going committees in order to prepare a slate of committee appointments at the beginning of each membership year.

7. Organize and forward 1st Vice-President resources to 2nd Vice-President.

8. Learn KASL organizational procedures throughout the year.

9. Serve as a member of the Budget Committee.

10. Maintain and utilize the official KASL 1st Vice-President Gmail account for correspondence and documentation/record keeping related to the duties of the office.

**Annual State Conference Planning Duties**

1. Pick a KLA Conference committee to serve on: programming, vendors, etc. and represent the KASL section.

2. Attend and participate in the annual state conference planning meetings following the completion of the fall conference.

**Reimbursement**

1. Mileage and lodging (if necessary) for all official KASL duties, excluding attending the 1st Vice-President’s home District Workshop and the KASL Annual Conference.

2. Entitled to AASL/ALA Affiliate Assembly expenses, not to exceed $1,500.00 per conference unless pre-approved by Council:
   - Lodging for no more than four nights needed to attend Affiliate Assembly meetings.
   - Mileage and travel expense reimbursed in accordance with the current IRS guidelines.
   - Meeting registration.

3. It is recommended that KASL officers will plan travel and lodging together, so that these expenses can be minimized when possible.
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) incoming President and (b) incoming 1st Vice-President.

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

June/July:

- Attend the annual state conference planning meetings.
- Attend AASL Affiliate Assembly at the ALA Annual Conference.
- Work on some aspect of conference. Encourage KASL members to submit proposals.

August/September:

- Attend Council meeting and Committee Special Session, if held, and prepare a report for Council.
- Provide an update on the national conference, share decisions and information with Council and KASL email list.
- Continue to serve on chosen KLA Conference Committee.

October:

- Attend and participate in the annual state conference and assist President as requested by President.
- Submit KASL luncheon speaker fee and travel expenses to Norton Office
  [http://nwkls.org/](http://nwkls.org/). (or whomever is managing the Kansas Library Conference for KLA.) George Seamon is the current manager, director@nwkls.org. They should issue a check that you can give the speaker the Friday of Conference.
- At KASL luncheon, President will introduce you as the incoming President as of July 1.
- Attend and participate in the annual state conference planning meetings following the completion of the fall conference.
- Begin to think about a KASL luncheon speaker for the coming Kansas Library Conference. Aim for an author with wide appeal with a speaker fee of less than $1500. Contract with the speaker(s) for the following: place, date, nature and length of presentation desired, the housing and travel expenses provided. The luncheon speaker also presents a session on Friday morning. The Conference pays for the speaker fee and travel expenses and the hotel room is provided via the conference agreement with the hotel.
January:

- Attend winter Executive Committee and Budget meeting.
- Prepare a report for the winter Executive Committee and Budget meeting.
- Coordinate with the President and 2nd Vice-President about which District Workshops to attend. (You will each attend at least one.)
- Obtain the official President’s message and deliver that message at the district workshops.

February:

- Attend District workshops.
- Make arrangements for ALA Annual conference in June that you will be attending with the 2nd Vice-President.

March:

- Attend District workshops.
- Start informal discussion with 2nd Vice President. Focus on the ALA Annual Conference in June and their responsibilities for the state annual conference.

April:

- Attend District workshops.
- Attend council meeting.
- Prepare a report for Council.
- Schedule a time to visit with the outgoing President so the transition goes smoothly.

May:

- Coordinate with the 2nd Vice-President to attend ALA Annual.
- Meet with President to insure a smooth transition.
- Call for the annual state conference proposals via KASL-L mailing list. Recruit quality sessions. E-mail frequent reminders for membership to submit session proposals.
- The KASL luncheon speaker for the Kansas Library Conference should be contracted by now. Acquire photographs and material for conference website, KASL website, and promotional releases.
- Transfer Google Drive and files to incoming 1st Vice-President for a smooth transition.
- Receive President’s gavel, Google Drive, and files.
Second Vice-President

General Duties

1. Attend AASL National Conference or ALA National Conference if the Past President, or 1st Vice-President cannot attend.

2. Attend KASL general business meeting and luncheon at the annual state conference and all Council meetings as a voting member to learn how KASL and KLA function.

4. Attend at least one District Workshop as delegated by the President.

6. Consult with President regarding on-going committees in order to prepare a slate of committee appointments at the beginning of each membership year.

7. Receive 2nd Vice-President resources from 1st Vice-President.

8. Learn KASL organizational procedures throughout the year.

9. Serve as a member of the Budget Committee.

10. Maintain and utilize the official KASL 2nd Vice-President Gmail account for correspondence and documentation/record keeping related to the duties of the office. (We need to set this up.)

Annual State Conference Planning Duties

1. Pick a committee to serve on: programming, vendors, etc. and represent the KASL section.

2. Attend and participate in the annual state conference planning meetings following the completion of the fall conference.

Reimbursement

1. Mileage and lodging (if necessary) for all official KASL duties, excluding attending the 2nd Vice-President’s home District Workshop and the KASL Annual Conference.

2. It is recommended that KASL officers will plan travel and lodging together, so that these expenses can be minimized when possible.

Timeline - This is not a comprehensive list as the 2nd Vice-President needs to be responsive to situations as they arise.

June/July:

- Receive 2nd Vice-President Google Drive and files.
- Pick a KLA Conference committee to serve on: programming, vendors, etc. and represent the KASL section.
August/September:
- Attend Council meeting and Committee Special Session, if held, and prepare a report for Council.
- Continue to serve on chosen KLA Conference Committee.

October:
- Attend and participate in the annual state conference and assist President as requested by President.
- Attend and participate in chosen annual state conference planning meetings following the completion of the fall conference.

January:
- Attend winter Executive Committee and Budget meeting.
- Prepare a report for the winter Executive Committee and Budget meeting.
- Coordinate with the President and 1st Vice-President about which District Workshops to attend. (You will each attend at least one.)
- Obtain the official President’s message and deliver that message at the district workshops.

February:
- Attend District workshops.
- Make arrangements for ALA Annual conference in June that you will be attending with the current 1st Vice-President.

March:
- Attend District workshops.
- Start informal discussion with 1st Vice President. Focus on the ALA Annual Conference in June and responsibilities for the state annual conference.

April:
- Attend District workshops.
- Attend council meeting.
- Prepare a report for Council.
- Schedule a time to visit with the 1st Vice-President so the transition goes smoothly.

May:
- Coordinate with the 1st Vice-President to attend ALA Annual.
- Step into role as 1st Vice-President. Transfer Google Drive and files to incoming 2nd Vice-President for a smooth transition.
- Receive 1st Vice-President’s Google Drive, and files.

2019, April 9
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 records to incoming President.

4. Attend AASL National Conference in odd years 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 National Conference.

6. Complete the fall conference planning process through the conference and evaluation follow-up meeting.

7. Maintain and utilize the official KASL Immediate Past-President Gmail account for correspondence and documentation/record keeping related to the duties of the office.

Reimbursement

1. Mileage and lodging (if necessary) for duties as delegated by the President, excluding attending the Immediate Past-President’s home District Workshop and the KASL Annual Conference.

2. Entitled to AASL National Conference expenses, not to exceed $1,500.00 per conference unless preapproved by Council:
   - Lodging for the number of nights needed to attend Fall Forum or AASL National Conference meetings.
   - Mileage and travel expense reimbursed in accordance with current IRS guidelines.
   - Meeting registration.

Committee Work

1. Serve as a member of the Budget Committee.

2. Serve as chair of the Nominating Committee.

3. Revise the KASL Guidelines, KASL Constitution, and KASL ByLaws 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 by end of term in May. It is advised to obtain up to two people to assist with revisions.
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) with the award recipient (if not already made).

August/September:

- Attend Council meeting and Committee Special Session, if held, and prepare a report for Council.
- Begin list of KASL Guidelines changes.
- Form Nominating committee for next year’s officers.

October:

- If Constitution or ByLaws are revised, inform the KASL membership at least two weeks prior to the KASL general business meeting.
- Travel with award recipient to AASL Fall Forum or AASL National Conference.
- Present at next annual state conference with award recipient of the AASL National Conference Award.

December:

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

January:

- Announce nominated slate of officers at Council meeting.
- Publish slate of officers on website and KASL email list.
- Attend Council meeting and prepare a report for Council.
- Have electronic elections available by March 1.
- Contact nominees to have them complete the officer nomination forms.

February:

- Submit notification of elections to membership in March for a two week voting period via the KASL mailing list and the website.
April:

- Present list of revised items in the KASL Guidelines for adoption at Council meeting.
- Prepare a report for Council.
- Notify candidates of the election results and write a thank you letter to all candidates, if applicable.
- Announce new officers on KASL mailing list.
- Notify the following entities of the election results: AASL, local newspapers of candidates, and school administrators of the new KASL officers.
- Schedule a time to visit with the incoming Immediate PastPresident so the transition goes smoothly.

May:

- Provide revised Guidelines, Constitution and ByLaws to Webmaster.
- Transfer files to incoming Past-President for a smooth transition.
- Submit annual state conference proposal for the next annual state conference.
Secretary

General Duties

1. Attend and take minutes at the KASL general business meeting, Council meetings, and winter Executive Committee meeting.

2. Continue official correspondence of KASL when directed by the President.

3. Organize and transfer all secretary files and records electronically to incoming Secretary by June 30.

4. Send approved minutes to the webmaster for posting on the KASL website following each council meeting.

5. Maintain and utilize the official KASL Secretary Gmail account for correspondence and documentation/recordkeeping related to the duties of the office.

Records

1. Keep the minutes of all business conducted at the KASL general business meeting at annual state conference and all KASL Council meetings.

2. Send KASL Council meeting minutes to the President prior to the next Council meeting so they can be sent to Council members with the agenda.

3. Prepare copies of the KASL general business meeting minutes at annual state conference to be distributed at the next annual state conference.

4. Keep webmaster and gmail passwords as a backup.

5. Keep a record of the Bond notice from the Treasurer.

6. Write sympathy cards and notify listserv upon the direction of the Executive Committee.
Treasurer

General Duties

1. Attend KASL general business meeting, luncheon, Council meetings, and winter Executive Committee meeting.

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 Spring Council meeting in April.

3. Present budget for approval along with the electronic voting of officers.

4. 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.

5. The Treasurer may move accounts at his/her discretion. Council must be informed. At least one additional KASL officer signature is required.

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 January forward the approved amount to each Assistant District Director for spring district workshop expenses upon request: Northeast - $400; Southeast - $300; West - $200.

8. Pay the following stipends in September
   - Webmaster & Mailing list administrator - $250
   - Historian and Social Media - $250

9. At the end of fiscal year, send annual designated William Allen White endowments to the executive director of the WAW program in Emporia.

10. Submit all records to KLA for an audit at the end of the fiscal year.

11. Organize Treasurer’s records and notebook, provide audited accounts, and forward these to incoming Treasurer after June 30 and before the August Council meeting.

12. Maintain and utilize the official KASL Treasurer Gmail account for correspondence and documentation/recordkeeping related to the duties of the office.

13. District Directors receive KLA and KASL section membership dues ($56) in April upon successful completion of workshops if they have paid their dues. If not, they stand as members.
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. Reimburse mileage for Council meetings 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 (July 1 to June 30) to be presented to the membership at the next annual state conference general business meeting.

5. Receive membership dues from KLA by June 30.

6. As outgoing Treasurer, complete all banking activities required to transfer account access rights to the new Treasurer before July 1.


8. The Treasurer will be bonded while in office. The Bond Notice will go to the Secretary.
District Director

General Duties

1. Attend all KASL Council meetings as an official voting member. Attend the KASL general business meeting and luncheon at annual state conference if possible.

2. Announce the place and date selected for the District Workshop at the first KASL Council meeting in August.

3. Make necessary reports to KASL Council.

4. Serve as a member of the KASL Professional Development Committee as well as the local district workshop committee.

5. Pass KASL current Guidelines and record of activities 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. Recruit incoming Assistant Directors: one to three depending on district membership and interest.

4. Send at least one e-mail to district membership and area librarians at least 6 weeks prior to Workshops. Include in the mailing: (a) completed District Workshop program; (b) registration form stating registration fee (not to exceed $20) plus the price of the luncheon; (c) name and address of person to receive registration and set a deadline for its return.

5. Invite the President, 1st Vice-President, and 2nd Vice-President as guests of the District Workshop. Attending officer will be responsible for payment of her lunch.

6. Be responsible for communicating with incoming District Director.

7. Send workshop profit to KASL Treasurer within three weeks after the completion of the workshop.

Term of Office

1. Term begins the day following the District Workshop in which you were Assistant 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. Arrange the District Workshop account, collect the registration fees for the District Workshop deposit and pay Workshop expenses.

5. Send the name and contact information of the new assistant director to the KASL President, Vice-President and the District Workshop Committee Chair.

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 15th.

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 share information with KASL Council at the April council meeting.

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 selected, if he/she desires.

11. Create/update the Assistant District Director’s record and forward to the incoming Assistant District Director.

Term of Office

1. Term begins the day following the District Workshop in which you are elected and continues through the following District Workshop.
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.
  - Seed money is available from KASL Treasurer upon request.
  - 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, and 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.

Winter:

- If necessary, arrange meeting for planning the District Workshop.
- Suggested Responsibilities:
  - Membership
  - Hospitality
  - Registration
  - Mailings and publicity
  - Luncheon
  - Room arrangements
- Exhibits (of library media activities)
- Nominating Send finalized plans for the workshop to District Director Chair.

One Month/Six Weeks before Workshop:

- **Initiate face-to-face or virtual contact with district leadership** to coordinate plans.
- Send District Workshop information to the KASL email list for inclusion on the KASL website.
- **Encourage KASL members via the KASL email list to pass the word along to librarians and teachers who are not members but might be interested in attending the workshop. Use twitter or your social media network of choice to spread the word. Remember technology, curriculum, and administrative colleagues. Include links to KASL membership and scholarship information.**
- If more help is needed, contact the District Directors Chair.
- 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 $30.00 (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.
- Arrange an account for District Workshop at a local bank, if necessary.

Day of Workshop:

- Facilitate registration by setting up a desk where traffic can move easily and by providing sufficient personnel.
- Prepare electronic or paper copies of last year’s minutes for everyone attending the workshop.

After Workshop:

- Send all labeled photographs, programs, and publicity to the Historian by April 30.
- Send copy of invitation, program, and minutes to the Historian by April 30.
- Send name and address of the newly elected Assistant Director to the District Workshop Chairperson, President, and Vice-President.
- Close final accounts and send money to the Treasurer for deposit within three weeks.
- Post copies of minutes and financial records to the KASL Council mailing list prior to the third council meeting.
Appointed Positions

Historian

General Duties

1. Appointed by President and will serve as a non-voting member of Council.

2. Create a scrapbook by collecting and retaining printed and electronic news about the activities of the Kansas Association of School Librarians.

3. Attend KASL Council meetings.

4. Take pictures and collect photos at KASL events including: Council meetings, State Conference, District Workshops, and Summer Institute.

5. Have printed scrapbook available for viewing at state conference and KASL events. An electronic version will be available on the website.


7. Receive a stipend each year.

Scrapbook Guidelines

Include the following information:

1. Date(s) on the scrapbook covers.
2. KASL Officers and Appointed Positions
3. KASL Committees and Liaisons
4. District Directors and Assistant Directors
5. Membership by District
6. KASL Council Meetings with approved minutes
7. Scholarship and Award Recipients
8. William Allen White Award winners
9. Highlights of:
   • Annual state library conference
   • District Workshops
   • SLIM/KASL Summer Institute
   • AASL Affiliate Assembly at ALA
KASL Electronic Mailing List Administrator

Staff

1. The KASL electronic mailing list administrator (list owner) shall be appointed by the President.

2. The mailing list administrator shall receive a stipend each year.

Functions

1. Maintain a channel for communications among members of the organization.

KASL Member Mailing List Procedure

1. It is a 'closed' mailing list, meaning that only members of KASL can post to the list.

2. The list of email addresses subscribed to KASL electronic mailing list will not be shared with outside organizations or individuals.

3. As Memberships are received by KLA, and e-mail addresses are available on StarChapter and the administrator 'subscribes' those addresses to the electronic mailing list.

4. 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 President who refers questions to the KASL Executive Committee as needed.
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 outdated 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.
KASL Council

Timeline for Selection of Officers

August-February:

- Work with committee members to select officer candidates.

March - April:

- Announce nominated slate of officers at council meeting for approval.
- Contact nominees to have them complete the appropriate KASL officer nomination. Send candidate information and ballot procedure to the webmaster for publication prior to elections.
- Prepare electronic voting to for two weeks in April. Post on the website and mailing list about elections.

April:

- Notify candidates of the election results
- Announce new officers on the KASL electronic mailing list and website.
- Notify the following entities of the election results: AASL, local newspapers of candidates, and school administrators of the new KASL officers.

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 (two) times a year: a fall meeting in August and a spring meeting in April.
2. Mileage, reimbursed at the current IRS guideline rate, is allowed for travel expenses of Council members to the regular Council meetings. Carpooling is encouraged, so that these expenses can be minimized where possible.

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
   • Officer Reports
   • KASL Guidelines
   • Committee appointments (First Council meeting)
   • Business:
     - Annual state conference planning
     - Reports of District Directors
     - Committee reports
     - Liaison reports
     - KASL District Workshop planning (tentative in fall; finalized in winter)

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 Webmaster, 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.
Committees

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.
Advocacy/Promotions Committee

Advocacy means telling your story. Speak up. Speak out.

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.
3. Provide awareness and promote special events to celebrate libraries, reading, and information literacy.
4. Establish line of communication between KASL and other Kansas organizations concerned with education.

Membership

1. Chairperson is appointed by the President and is a voting member of the KASL Council.
2. KASL members interested in advocacy and promotions 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 advocacy for school libraries.
3. Utilize the KASL listserv to disseminate advocacy and promotions information.
4. Maintain a presence and provide resources at the annual state conference and/or district workshops to train library media specialists in advocacy efforts.
5. Coordinate with webmaster to highlight advocacy and promotion efforts.
6. Keep a record of advocacy and promotion activities and share with incoming chairperson.
7. Create and maintain of a directory of educational organizations and contacts (i.e. colleges, KASB, USA, KAESP

Committee Member Responsibilities

1. Attend committee meetings and/or participate in planning work for the committee.
2. Assist in advocacy training.
Educational Organizations Contact Sub-Committee under Advocacy and Promotions

Julie Doyen? Or 2nd Vice President Chairs?

Function

1. Establish line of communication between KASL and other Kansas organizations concerned with education. (Contact recent winter and spring graduates of SLIM, FHSU, and Pittsburg State with KLA membership information with an emphasis on KASL section membership. Cookies or treats of some kind might be included)

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 remotely as needed.

Chairperson and Committee Responsibilities

1. Contact Dean of each library school that trains school librarians and negotiate a time that would work to congratulate recent library certified graduates and congratulate them with a small treat and membership information.

2. Contact graduates in December and May.

3. Consider providing a free one year “Newbie” KASL section membership for graduates staying in Kansas so new school librarians can see what KASL offers.

4. Consider appointing KASL Ambassadors from the alumnae of the colleges in KS.
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 July 1 and ending June 30.

Membership

1. Treasurer of KASL (Chairperson)
2. President
3. Immediate Past President
4. Vice-President
5. 2nd Vice-President
6. Secretary

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. The Budget Committee will meet during the winter Executive Committee 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 (April) KASL Council meeting.

7. Present proposed budget as approved by KASL Council to the membership via the website and mailing list. Approval of the budget will be done electronically along with the election of officers.

8. Create/update files of activities/actions and forward electronically, whenever possible, 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.
Professional Development - 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.

Committee Member Responsibilities

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

4. To curate digital tools, articles and other resources to aid in the learning and teaching of the school library media center.

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 mailing list 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.

6. Maintain and utilize the official KASL Technology Gmail account for correspondence and documentation/recordkeeping related to the duties of the office.

7. Organize committee members in the assistance of maintaining and updating content on the KASL Facebook account.

Committee Member Responsibilities

1. To attend all meetings called by the chairperson.

2. To participate in the planning and work of the committee.
3. To assist in the maintaining and updating of content on the Facebook accounts.
Professional Excellence Committee

Function

1. Coordinate 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 and is a voting member of KASL Council.

3. Chair shall vote on awards only in the case of a tie.

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, March 1; KASL Founders Scholarship, May 1 and November 1; President’s Distinguished LMS Award and Distinguished Service Award, July 1. Candidates should be encouraged to apply electronically, if possible.

6. Confirm that applicants follow specifics for each grant scholarship and award as listed.

7. 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.
8. Make arrangements for plaques, engraving and gifts needed for awards.

9. Send invitations to any guests, present awards, and introduce recipients at the KASL luncheon at annual state conference.

10. 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 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 days.
6. Past KASL officers (President-Elect, President, or Past-President, and those who have received the AASL Fall Forum Grant) 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. Deadline for submitting application will be in April or May of the year in which the conference is to be held.
4. Award will be announced to the email list.
5. The recipient will be notified by the President following the April Council meeting.
6. 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:
   - accommodations for the number of nights covered.
   - mileage and travel expenses, including transportation to and from the hotel.
   - meeting registration.

Award

1. The President will announce award recipient.
2. Recipient will accompany and room with the Immediate Past-President whenever possible.
3. After attending the conference, the recipient will develop a presentation with the Past-President for annual state conference.
KASL Ruth Garver Gagliardo/Founders 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 Professional Excellence Chairman for fall semester, May 1; spring semester, November 1; and, summer semester, March 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.

5. Notify Treasurer to pay recipients.
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 electronically to all KASL Council members with the January Council agenda.

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 completed form will be returned to the KASL President by March 31.

4. The candidates will be voted upon by the KASL Executive Board (President, President-Elect, Immediate Past President, Secretary, and Treasurer) at the April 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 luncheon at annual state conference for each award recipient.
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 Professional Excellence Chairman no later than July 1 of the year of presentation. Application should be submitted electronically, if possible.

3. Nominations are to be submitted on the form found on the KASL 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. This award will be presented to the recipient at the KASL conference luncheon. KASL will provide (4) tickets to the KASL luncheon. It is recommended one ticket go to an administrator of choice, the person who made the nomination, one family member, and the recipient.
Organization Liaisons and Monitors

Organizations

- American Library Association/American Association of School Librarians (ALA/AASL)
- 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.
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 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
Appendix A:
KASL Constitution, By-Laws, and Conflict of Interest Policy
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 section of the Kansas Library Association 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 is a section of shall work in cooperation with the Kansas National Education Association, the Kansas Library Association, the Kansas Association for Educational Communications and Technology, and will work in cooperation with 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 1st Vice-President, 2nd Vice-President, President-Elect, a Secretary, and a Treasurer. The President, 1st Vice-President, and 2nd Vice-President and President-Elect shall be elected for one term and may not be elected to consecutive terms in the same office unless some unforeseen event occurs that causes the officers to retain their positions for another year. In that event, the membership must vote to approve the retention of the leadership for an additional year. The 2nd Vice-President will move into the 1st Vice-President position, and the 1st Vice-President will move into the President’s position. The Secretary and Treasurer shall be elected for one term of two years, in alternating years, and may not hold the office for more than three consecutive terms.
Section 2: The four five 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 3: 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 4: 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 two Council meetings and one Executive Committee meeting 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 or by an online vote by a two-thirds vote of the members voting, 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 KLA the Treasurer on or before November 1 of the current school year. KLA will transfer section dues to KASL by June 30.

Article IV
Elections
Section 1: A State Nominating committee composed of the Immediate Past President with the help of the rest of the Executive Committee and two other members elected by the Council shall present candidates for each of the following offices: President-Elect, 2nd Vice-President, 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 via the email list and 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 one or 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 July 1 and shall serve until June 30 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 July 1 to June 30.
Section 6: The state shall be divided into the following three districts: [the counties will be alphabetized upon approval]


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

1st Vice-President. The 1st Vice-President President-Elect shall perform the duties of the President in the absence or incapacity of the President. The 1st Vice-President shall serve as program chairperson for annual state conference.

2nd Vice-President. The 2nd Vice-President shall serve as a member of a KLA Committee.

Immediate Past-President. The Immediate Past-President will serve as the chairperson of the nominating committee with the help of the Executive Committee, two other members being elected by the Council. The Immediate Past-President will be familiar with 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 posting, 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 and posted on the KASL website when approved.

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

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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 1st Vice-President 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 with an online vote at any meeting of the Association when by a two-thirds of the voting members present approve provided a notice of the proposed change has been sent and made available to each member for at least two weeks.
Conflict of Interest Policy

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, 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.