



TRANSFORMING LEARNING
AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS

WWW.AASL.ORG

Affiliate Assembly Handbook

2014-2015

For more information and resources, visit
www.ala.org/aasl/about/affils

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Letter from the Affiliate Assembly Chair

Dear Affiliate Assembly Leadership,

Walking through our school library, looking at all the young faces is a daily reminder we are the heart of the school. We work with teachers, students, and administrators; anywhere the needs for collaborative efforts arise. We support classroom curriculum and help teachers with Common Core and state standards by providing print and electronic resources. We teach 21st century information skills. We are, essentially, the one place in the school adults and students alike can come and seek answers, no matter the topic. The demands of our jobs are increasing, while many states and districts are cutting jobs and budgets. What does all this have to do with Affiliate Assembly?

As part of a larger group of like-minded people, Affiliate Assembly allows you to advocate for our profession and associate with others from around the country doing the same. We discuss topics that matter to school librarians like pending legislation, information literacy, standards, and more. It's a place to talk about what is happening in our profession, good *and* bad, and to share that information with the AASL Board.

To begin your journey as a delegate or a regional representative, read this handbook and familiarize yourself with Affiliate Assembly. This will help you understand your duties and responsibilities.

Sign into ALA Connect <http://connect.ala.org> and create your profile by clicking on your name in the upper right hand corner and choose "My Profile." Next, fill in your information and be sure to add a picture!

Under "My Communities", search for AASL Affiliate Assembly and follow the group. Find your region and follow that group, too. You can ensure you receive an e-mail when new topics

are posted in each area by going to "Notifications" under your profile and placing a checkmark next to each group.

Still looking for ways to contribute in addition to Affiliate Assembly? Volunteer to be on a committee or task force and contribute your voice and opinions.

Enjoy the ride! And I will see you at Affiliate Assembly in Chicago and San Francisco!

Sincerely,



Carrie Turner

Affiliate Assembly Chair 2014-2015



Letter from the AASL President

Dear AASL Affiliates,

Welcome to your new home in the American Association of School Librarians! I hope you find your experience just as rewarding as I did when I served as a delegate from Kentucky years ago. I remember my first day, walking into a huge room in Washington, D.C., and finding a group of people who shared the same goals and had the same aspirations that I did as a school librarian. So often we are in school meetings with people who don't quite understand what makes our careers so wonderful and rewarding. I felt like I was home.

You will meet like-minded people who will become your friends as well as your professional associates. Not only will you meet those in your region but those from across the United States which makes this a very powerful group for you personally and professionally. Sharing the successes that you've had may empower someone to have the courage to try something that benefits their students and their schools. Sharing concerns also makes you realize that others are struggling with the same issues, and, together, you might find solutions.

AASL needs the Affiliate Assembly to be the grassroots of the association. You provide information to your state members that may or may not be members of the national association. There is no way to contact all the school librarians across the nation without you. The AASL staff and leadership depend on you to spread our messages and share our resources. AASL has much to offer school librarians that enable us to be the best teachers we can be to benefit our students and our schools. We are so important to students because the library is where they really become lifelong learners.

Many of the leaders in AASL were sitting in the same chairs as you are just a few years ago. State leaders become national leaders through the Affiliate Assembly. To keep the association vibrant and growing, we have to bring in new people with new ideas. This is just the beginning for you for to participate in a fabulous and wonderful association.

Thank you so much for representing your state on the Affiliate Assembly. Your dedication is to be commended, and your commitment is very much appreciated. If I can help you in any way, please do not hesitate to contact me or any other AASL board member. You can also depend on the wonderful staff of AASL to assist you with any questions.

Sincerely,



Terri Grief

AASL President 2014-2015



About the Affiliate Assembly

What Are AASL Affiliates? What Is the Affiliate Assembly?

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

The Affiliate Assembly ensures the AASL Board of Directors is aware of matters of consequence (problems or accolades) to the school librarian field. This communication is a must if AASL is to fulfill its mission statement: *“The American Association of School Librarians empowers leaders to transform teaching and learning.”* The vehicle for reporting this important information is the Statement of Concern and Statement of Commendation Process. In these statements, AASL affiliate organizations can laud outstanding programs in their states or request help from AASL in responding to issues or concerns facing the field. With this body of knowledge, AASL can truly function as an advocate for the indispensable role of school library programs with school librarians, for best practices in school librarianship, and for the core values and ethics of the school library profession.

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

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

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

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

How Does an Organization Become Affiliated?

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

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

For more information

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

www.ala.org/aasl/about/affils

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

2014-2016 Affiliate Organizations

Alabama School Library Association
Arizona State Library Association
Arkansas Association of School Librarians
Association of Indiana School Library Educators
Delaware Association of School Librarians
California School Library Association
Connecticut Association of School Librarians
Georgia Association of School Librarians
Illinois School Library Media Association
Kansas Association of School Librarians
Kentucky Association of School Librarians
Maine Association of School Libraries
Maryland Association of School Librarians
Massachusetts School Library Association
Michigan Association of School Librarians
Missouri Association of School Librarians
Nebraska School Librarians Association
Nevada School and Children's Librarians Section
New England Association for School Librarians
New Hampshire School Library Media Association
New Jersey Association of School Librarians
New York Library Association, Section of School Librarians
North Carolina School Library Media Association
Ohio Educational Library Media Association
Oklahoma School Librarians
Pennsylvania School Librarians Association
South Carolina Association of School Librarians
Tennessee Association of School Librarians
Texas Association of School Librarians
Vermont School Library Association

Virginia Association of School Librarians

Washington Library Media Association

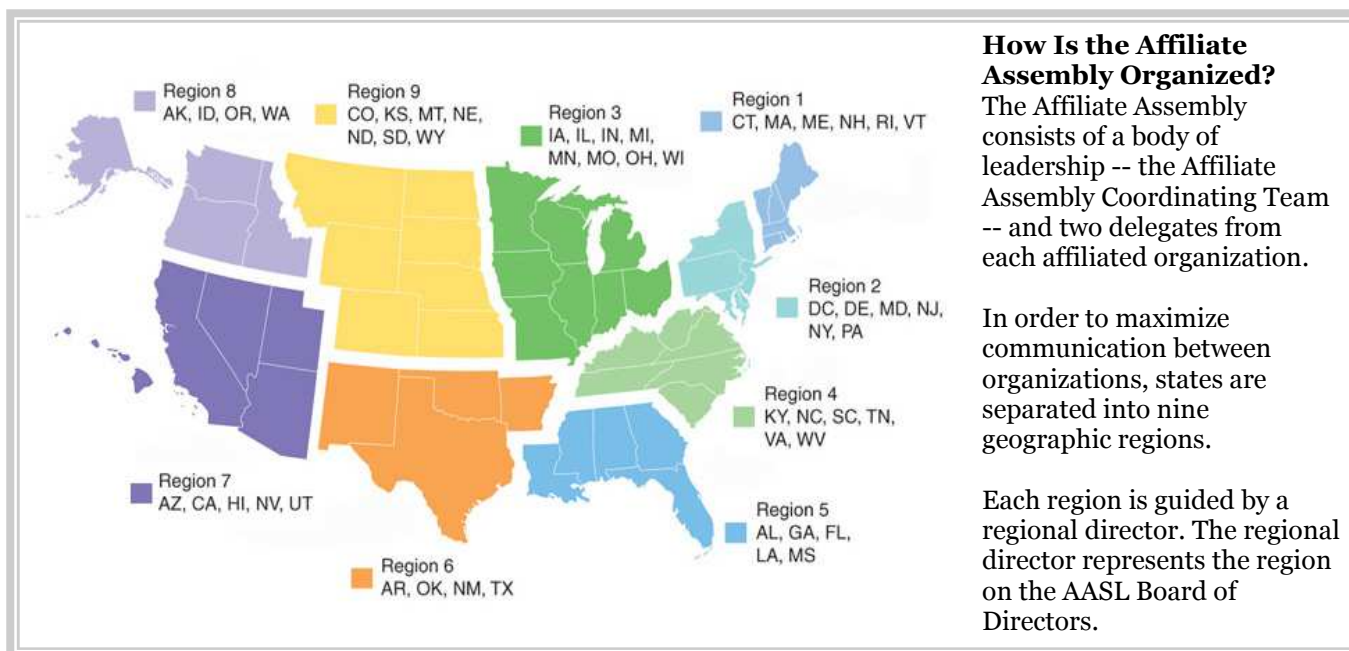
Wisconsin
Education Media
and Technology
Association

Wyoming Library
Association, School
Library Interest
Group

For more information

Rosters of affiliate
organization officers can be
found on the AASL website at:
[www.ala.org/aasl/about/
affils](http://www.ala.org/aasl/about/affils)

**State organizations may continue to submit
affiliation applications for
inclusion on this list.*



How Is the Affiliate Assembly Governed?

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

Affiliate Assembly Policies and Procedures

Purposes

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

Membership

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

Officers

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

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

The **Affiliate Assembly Chair-Elect** assists the chair in any duties assigned by the chair or the Affiliate Assembly Coordinating Team. The chair-elect shall assume the duties of the chair should the chair not be able

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

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

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

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

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

Nominations and Elections

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

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

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

Coordinating Team

The coordinating team shall be composed of the Affiliate Assembly Chair, Chair-Elect, Secretary and Regional Representatives. The AASL President, Past President, Executive Director, and staff representative to the Affiliate Assembly shall be ex-officio members of the coordinating team without vote. The Affiliate Assembly Past President and Past Secretary may also attend coordinating team meetings as ex-officio members. A majority of the voting members of the coordinating team shall constitute a quorum.

The Affiliate Assembly Chair will serve as chair for the coordinating team and the secretary will serve as secretary to the coordinating team.

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

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

Committees

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

Identifying Concerns

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

Recognition and Commendation

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

Amendments

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

Parliamentary Authority

Sturgis’s *Standard Code of Parliamentary Procedure* (latest edition) shall govern the assembly in all cases to which they are applicable and in which they are not inconsistent with the bylaws of AASL or the bylaws or special rules of order of the ALA. Provision shall be made for parliamentary authority at Affiliate Assembly.

Affiliate Assembly Leadership

Who Serves on the Affiliate Assembly Coordinating Team?

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

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

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

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

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

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

2014-2015 Affiliate Assembly Coordinating Team (AACT)	Regional Representative Region 2 Karen Sperrazza krnsprzz@gmail.com	Regional Representative Region 6 Lori Bush lori.bush@lhwolves.net
Chair Carrie Turner turner.carrie@westside66.net	Regional Representative Region 3 Becky Johnson bcjohnson@cr.k12.ia.us	Regional Representative Region 7 Robbie Nickel rnickel@ecsdnv.net
Chair-Elect Lori Donovan lori_donovan@ccpsnet.net	Regional Representative Region 4 Mona Batchelor mona.batchelor.tasl@gmail.com	Regional Representative Region 8 Susan Stone sstone@pps.net
Secretary Juanita Jameson jjameson@gckschools.com	Regional Representative Region 5 Charlene Picheloup crpeachy@yahoo.com	Regional Representative Region 9 Betty Meyer betty.meyer@thayercentral.org
Regional Representative Region 1 Anna Bolognani rebolibrary@hotmail.com		

Ex-Officio Members**Past Chair**

Merlyn Miller
mmiller@burrburton.org

AASL President

Terri Grief
terri.grief@mccracken.kyschools.us

AASL Past President

Gail Dickinson
gdickins@odu.edu

AASL Executive Director

Sylvia K. Norton
snorton@ala.org

**AASL Affiliate Assembly
Liaison**

Jonna Ashley
jashley@ala.org

How Is the Leadership of the Assembly Selected?

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

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

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

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

Affiliate Assembly Delegates

How Are Affiliate Assembly Delegates Selected?

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

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

What Responsibilities Do Delegates Hold?

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

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

Concerns and Commendations

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

The Affiliate Assembly Coordinating Team reviews all concerns and commendations during the AACT meeting held prior to Affiliate Assembly I.

- When considering a Statement of Concern the coordinating team verifies that the action requested of AASL must be doable. For example, asking AASL to mandate full-time certified school librarians **is not** doable. Asking AASL to advocate for full-time school librarians by writing a letter to every state governor **is** doable. A historical list of concerns is available for review on the affiliate portion of the AASL website.

- Statements of Commendation should be limited to programs or events. The appropriate place to recognize individuals is by nominating them for an AASL Award. The Statements of Commendation must align with AASL's guidelines, mission, and principles as expressed in AASL's Mission and Strategic Plan available on the AASL website.

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

Affiliate Assembly Meetings

When Does the Affiliate Assembly Meet?

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

ALA Midwinter Meeting

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

Roundtable Discussion

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

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

Affiliate Assembly

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

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

Agenda items include:

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

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

ALA Annual Conference

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

Affiliate Assembly I

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

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

For More Information

The 2015 ALA Midwinter Meeting will take place January 29 to February 3 in Chicago, IL

For registration information visit:

www.ala.org/midwinter

For the date, times, and locations of Affiliate Assembly meetings during Midwinter will be posted to the affiliate space on ALA Connect .

Affiliate Assembly II

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

The Affiliate Assembly II session focuses on communication:

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

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

For More Information

The 2015 ALA Annual Conference will take place June 25-30 in San Francisco, CA.

For registration information visit:

www.ala.org/annual

Dates, times, and locations of Affiliate Assembly meetings during Annual Conference will be posted to the affiliate space on ALA Connect.

Mark Your Calendar

AASL Fall Forum

October 17-18, 2014
St. Louis, Missouri

AASL 17th National Conference

November 5-8, 2015
Columbus, Ohio

Connections and Communications

How Can Affiliate Organizations Stay Connected with AASL and Other Affiliates?

Leadership Travel

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

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

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

The current visitation schedule is as follows:

2014-2015

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

2016-2017

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

2018-2019

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

2015-2016

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

2017-2018

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

2019-2020

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

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

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

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

Travel Rotation Goals:

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

The Leadership Travel Rotation procedures will be adjusted and refined as necessary and will be evaluated by the AASL Executive Committee with input from the Affiliate Assembly Coordinating Team.

Regional Director Visits

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

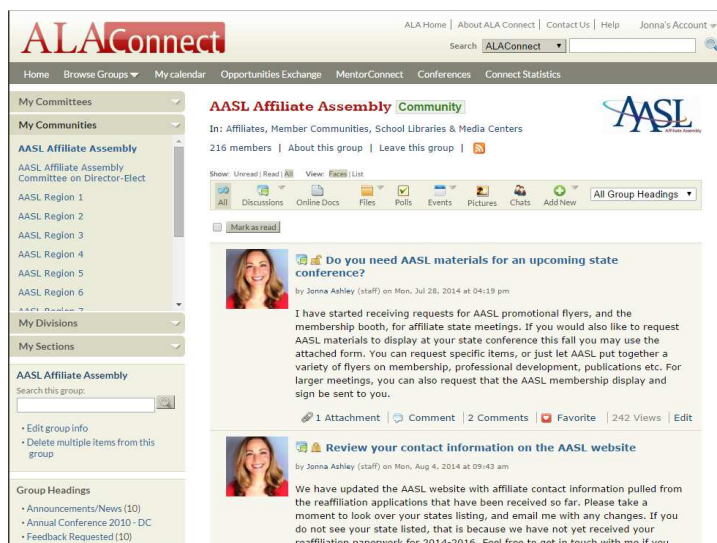
The affiliate is asked to waive conference registration fees and meal tickets associated with an event or program. AASL will reimburse the director for travel and lodging based on travel policy. Once a visit is confirmed, please schedule a small amount of time during conference so that the director may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

ALA Connect

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

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

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



When you are logged in and visiting the community, please be sure that your e-mail subscription is set to "Active." This setting can be found under "My Subscriptions" on the right-hand side of your browser. When your e-mail preference is active, you will be sent a notification when materials, comments, posts, etc. are added to your community.

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

Affiliate Assembly

connect.ala.org/node/83045

Region 1 (CT, MA, ME, NH, RI, VT)

connect.ala.org/node/82743

Region 2 (DC, DE, MD, NESLA, NJ, NY, PA)

connect.ala.org/node/82746

Region 3 (IA, IL, IN, MI, MN, MO, OH, WI)

connect.ala.org/node/82750

Region 4 (KY, NC, SC, TN, VA, WV)

connect.ala.org/node/82752

Region 5 (AL, GA, FL, LA, MS)

connect.ala.org/node/82754

Region 6 (AR, OK, NM, TX)

connect.ala.org/node/82760

Region 7 (AZ, CA, HI, NV, UT)

connect.ala.org/node/82760

Region 8 (AK, ID, OR, WA)

connect.ala.org/node/82764

Region 9 (CO, KS, MT, NE, ND, SD, WY)

connect.ala.org/node/82766

Affiliate Assembly on the AASL Website

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

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

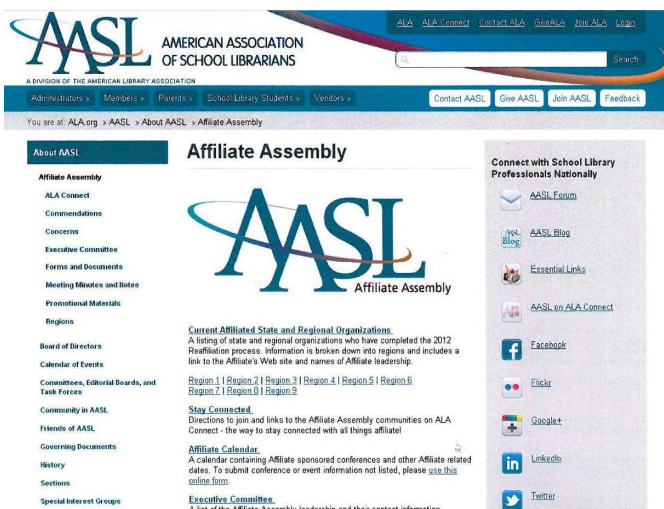
**Please also look over the list of affiliated organizations and verify your affiliate information is correct. Any changes can be e-mailed to Jonna Ashley at jashley@ala.org.*

AASL Membership Booth

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

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

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



About AASL

The American Association of School Librarians (AASL) is a division of the American Library Association.

AASL is the *only* national professional membership organization focused on school librarians and the school library community. AASL has more than 7,000 members and serves school librarians in the United States, Canada, and around the world.

The Affiliate Assembly, a bi-yearly gathering of appointed delegates from state-level school librarian organizations, ensures the AASL Board of Directors is aware of matters of consequence to the school librarian field. AASL also maintains three member sections and two special interest groups that represent a special field of activity within the school library profession.

AASL became a division of ALA on January 1, 1951. Prior to independent division status, AASL was a section of American Library Association. Having supported the profession for over 60 years, AASL understands the current realities and evolving dynamics of the professional environment and is positioned to help members achieve universal recognition of school librarians as indispensable educational leaders.

AASL Mission Statement

The American Association of School Librarians empowers leaders to transform teaching and learning.

AASL Strategic Plan

AASL is a national organization proactive to issues, anticipatory of trends, and defining the future agenda for the profession through its strategic plan. The current strategic plan, approved by the AASL Board of Directors at the 2014 ALA Annual Conference, examines three critical issues: association relevance, membership development, and association governance and leadership.

Critical Issue: Association Relevance

How can AASL remain on the forefront of educational and technology trends within the changing societal context to be a stronger voice for school librarians and the profession?

Goal One: To determine the impact of educational and technology trends within the changing societal context and how AASL can best respond.

Goal Two: To be a stronger voice for school librarians and the profession.

Outcome: By addressing this critical issue, AASL will respond proactively in anticipation of trends, respond actively as trends emerge, and address impact on the profession.

Critical Issue: Membership Development

How can AASL grow and strengthen its community?

Goal One: To strengthen AASL's relationship with state affiliates and other ALA Communities.

Goal Two: To build the school librarian's professional community.

Outcome: By addressing this critical issue, the relationship within AASL and its affiliates will strengthen, for a more cohesive and collaborative association community.

Critical Issue: Association Governance & Leadership

How can AASL improve the effectiveness and efficiency of its internal governance and leadership?

Goal One: To create a more effective and efficient internal governance to better meet AASL's mission.

Outcome: By addressing this critical issue, AASL will have a leadership development plan in place, board members who are engaged in its leadership, and more streamlined volunteer opportunities.

AASL Bylaws

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

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