Policy Statement:
In order to maintain affiliation status, all AASL Affiliates will submit the required information to AASL biennially on, or before, the deadline published.

Focus:
Primary: AASL Affiliated Organizations
Secondary: AASL Board of Directors, AASL Members

Definitions:
Affiliate: Any state-wide, territorial, District of Columbia, or multi-state regional organization whose purposes are compatible with those of AASL as verified by the organization’s constitution or bylaws (AASL Bylaws Article XI, Section 1).

Purpose:
To define the guidelines for maintaining affiliated organization status.

Procedure:
1. An affiliate organization is required to re-affiliate with AASL on even-numbered years.
2. The re-affiliation process will begin at the ALA Midwinter Meeting in the year of re-affiliation.
3. AASL affiliates will be required to submit the following information through an online system:
   a. Contact information and ALA membership ID numbers for the affiliate’s delegate/s.
   b. Confirmation of AASL membership requirement.
      i. Affiliates will be provided a list of all current AASL members within their state or territory as defined by their bylaws at the AASL Midwinter Affiliate Assembly.
   c. Any changes to the affiliate organization’s bylaws or constitution that have occurred since the previous re-affiliation. If no changes have occurred, then no further action is required.
   d. Links to the following information:
      i. Conference or event webpage
      ii. Organization’s communication (newsletter/journal/website/blog/Facebook page or other social media)
      iii. Roster of organization’s board or officers
4. The deadline to re-affiliate is March 31 during the re-affiliation year. Failure to submit the required items by the deadline will result in a one-year probation and loss of all rights and privileges, including loss of seating/voting in the Affiliate Assembly. The following steps will be taken to ensure all affiliated organizations are aware of their status:
   a. March 1: a reminder will be sent to all affiliates that have not yet submitted required information.
b. March 15: Staff will forward a list of the affiliated organizations and their re-affiliation status to the Affiliate Assembly Coordinating Team and Regional Directors.

c. March 31: A notification will be sent to all delinquent affiliates notifying them of their probation status; the Affiliate Assembly Coordinating Team Regional Representative and the Regional Director will be copied on the notification.

5. An affiliate that has been placed on probation may submit all paperwork after the deadline and request to be removed from probation.
   a. A request to have the probationary period lifted and re-affiliation status applied requires a board of directors’ vote.
   b. A request must be submitted to Staff a minimum of 30 days prior to the next scheduled board of directors meeting.