Policy Statement:
To outline the structure and function of the Affiliate Assembly as an AASL entity.

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

Purpose:
To define the structure and function of the Affiliate Assembly.

Procedure:
1. Each affiliated organization will serve the following roles within AASL:
   a. Raising issues of importance from the local level to the board of directors
   b. Being a vehicle of communications from the board of directors to state and local level school librarians
2. The roles and responsibilities within the Affiliate Assembly are as follows:
   a. The Affiliate Assembly Coordinating Team (AACT) consists of the chair, chair-elect, secretary, and one regional representative from each region. Additionally, the AACT Immediate Past Chair, AASL President, AASL Immediate Past President, and AASL Executive Director serve as ex-officio members.
   b. AACT will review and discuss concerns and commendations submitted through the affiliates to ensure that the most viable and pertinent are moved forward for consideration to the full Affiliate Assembly.
   c. The Affiliate Assembly Chair will prepare the agendas for the Affiliate Assembly meetings and convene and preside over the AACT and Affiliate Assembly meetings.
   d. The Affiliate Assembly Chair-Elect will coordinate the nominations and election process.
   e. The Affiliate Assembly Secretary will record and submit minutes and attendance records for the AACT and Affiliate Assembly meetings.
   f. AACT Regional Representatives will be selected by the region’s delegates and throughout the year will:
      i. Facilitate communication between the affiliates in their region between conferences
      ii. Coordinate the annual concerns and commendations process
      iii. Submit concerns and commendations
      iv. Facilitate the conversation when regions caucus during Affiliate Assembly meetings
   g. The Affiliate Assembly Delegate is someone designated by their state affiliate to represent the affiliate’s interests during Affiliate Assembly and cast a vote when
concerns and commendations are called for by the Affiliate Assembly Chair. The Affiliate Assembly Delegate should:

i. Confer with state affiliate leadership and state members to vet possible concerns

ii. Identify issues of mutual concern and benefit to the affiliate and AASL

iii. Communicate concerns passed by the Affiliate Assembly back to state leaders and members

iv. Stay informed of AASL activities and report to state members

v. Promote AASL events, activities, and offerings to state members

vi. Submit affiliate events, awards, and activities to AASL for marketing and promotion