

# **Policy No: H-3**

## **Subject: AASL Chapter Assembly**

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**Effective Date:** June 23, 2017

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**Review Date(s):**

**Review Responsibility:** AASL Bylaws and Organization Committee, AASL Board of Directors

### **Policy Statement:**

To outline the structure and function of the AASL Chapter Assembly as an AASL entity.

### **Focus:**

AASL Chapters, AASL Board of Directors, AASL Members

### **Purpose:**

To define the structure and function of the AASL Chapter Assembly.

### **Procedure:**

1. Each AASL Chapter will serve the following roles within AASL:
  - a. Raising issues of importance from the local level to the AASL Board of Directors.
  - b. Being a vehicle of communications from the AASL Board of Directors to state and local level school librarians
2. The roles and responsibilities within the AASL Chapter Assembly are as follows:
  - a. The AASL Chapters Coordinating Team (ACCT) consists of the chair, chair-elect, immediate past chair, secretary, and AASL Executive Director (ex-officio). Additionally, the AASL Director-at-Large, Chapters will serve as an ex-officio member. An AASL Staff Liaison will also be assigned.
  - b. ACCT will review and discuss resolutions submitted through the assembly to ensure that the most viable and pertinent are moved forward for consideration to the full AASL Chapter Assembly.
  - c. The AASL Chapter Assembly Chair will prepare the agendas for the AASL Chapter Assembly meetings and convene and preside over the ACCT and AASL Chapter Assembly.
  - d. The AASL Chapter Chair-elect will coordinate the nominations and election process.

- e. The AASL Chapter Secretary will record and submit minutes and attendance records for the ACCT and AASL Chapter Assembly.
- f. An AASL Chapter Delegate is someone designated by their state chapter to represent the chapter's interests during AASL Chapter Assembly and cast a vote when resolutions are called for by the AASL Chapter Assembly Chair. The AASL Chapter Delegate should:
  - i. Confer with state chapter leadership and state members to vet possible resolutions.
  - ii. Identify issues of mutual concern and benefit to the chapter and AASL
  - iii. Communicate resolutions passed by the AASL Chapter 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 chapter events, awards, and activities to AASL for marketing and promotion.