Policy No: H-3
Subject: AASL Chapter Assembly

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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.