

# 2022-2023 AASL Chapter Delegate Handbook

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# Overview/General Information

AASL Chapters serve as the voice of the profession within the association.

The primary role of AASL Chapters is raising issues of importance from the state- and local-level to the national level via the AASL Board of Directors. Conversely, chapters are also a vehicle of AASL communication to state- and local-level school librarians.

AASL also relies on chapters to respond to ‘calls for action’ when legislative or advocacy issues arise.

AASL Chapters meet virtually throughout the year and face-to-face at the ALA Annual Conference. Meeting topics can include voting on resolutions, sharing best practices and knowledge, learning about AASL activities and initiatives, and professional development.

Each AASL Chapter is required to have one, but may appoint up to two, Delegates. As most meetings are now virtual, AASL encourages each chapter to appoint two Delegates as a matter of voting equity.



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# Delegate Responsibilities

Delegates are the official representation of an AASL Chapter at chapter meetings. Delegates should be actively involved in their state organization and have a clear understanding of the issues, trends, and concerns of school librarians within their state or region.

AASL Chapter Delegates keep communication flowing between AASL and their chapters. This is accomplished by:

- Keeping AASL informed of changes to AASL Chapter contact information (chapter leadership/Delegates). [How To](#)
- Attending all AASL Chapter Assemblies. [Calendar & What to Expect](#)
- Attending and convening AASL Chapter Affinity Groups as needed. [How To](#)
- Coordinating and submitting Resolutions. [How To](#)
- Serving (or delegating to other leadership) as the contact person for the chapter's conference. [How To](#)
- Facilitating (or delegating to other leadership) the yearly reaffiliation process. [How To](#)
- Submitting AASL Chapter information to AASL for promotion. [How To](#)
- Staying informed and promoting AASL events, activities, initiatives, and offerings. [How To](#)



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# Keeping AASL Up to Date

Forty-seven state and regional school library associations currently hold AASL Chapter status and each chapter functions with its own governance calendar and leadership terms. To help AASL keep information flowing without disruption, AASL asks that each chapter regularly review their contact listing and submit updates.

How to keep AASL informed of changes of AASL Chapter leadership and Delegates:

- Review your chapter's current information on the [AASL Chapter Contact](#) list.
- Submit changes via the [AASL Chapter Information Update Form](#).



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# AASL Chapter Assembly

AASL Chapter Assemblies are the official governance meetings of the AASL Chapters. These meetings are held virtually throughout the year and face-to-face at the ALA Annual Conference. It is expected that AASL Chapter Delegates attend all AASL Chapter Assemblies. The 2022-2023 schedule is as follows.

- November 9: [Register](#)
- February 15: [Register](#)
- April 19: [Register](#)
- June 25: [AASL Chapter Assembly @ ALA Annual Conference](#) (Chicago)\*

Regarding virtual participation at ALA Annual: Policy as approved by the AASL Board of Directors sets the expectation for the AASL Chapter Assembly to meet in-person at ALA Annual Conference. All other meetings throughout the year are virtual participation only.

Agenda items for AASL Chapter Assembly can include updates from the AASL President, voting on Resolutions, sharing best practices and knowledge, AASL Chapter Coordinating Team elections, and professional development.

\* Registration will open in February 2023.



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## Delegate Responsibilities

# Affinity Groups

AASL Chapter Delegates should attend and convene Affinity Groups as needed. Once an Affinity Group is held, delegates should report back to their AASL Chapter on the items discussed and future possible actions to be taken.

Affinity Groups are an opportunity to discuss matters of chapter interest. This can include, but is not limited to trends in the profession, association management and governance (i.e., planning a conference, membership recruitment, advocacy), or AASL input. An outcome of an Affinity Group may be a resolution presented to the ACCT or AASL Board of Directors for consideration and possible action.

An Affinity Group can be called at any time by an AASL Chapter Delegate. To convene, use the [AASL Chapter Delegates](#) Community on ALA Connect to poll other chapters on interest, need, and possible dates to meet. Once a date has been set, use the [Online Meeting Scheduling Request](#) to book the AASL Zoom room. The AASL Staff Liaison will work with you to schedule and present the Affinity Group.

AASL and ACCT schedules one Affinity Group each governance year. This year's Affinity Group will take place on September 21 and focus on Database and Resource Censorship Legislation: [register here](#).



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## Delegate Responsibilities

# Resolutions

A resolution is a motion, phrased formally, with (a) Whereas clauses, stating the background and reasons for a proposed action, followed by (b) Resolved clauses in numbered order stating the proposed action).

Resolutions are used to bring forward two types of requests to the AASL Chapter Assembly or AASL Board of Directors for consideration. These are:

- Resolution requesting action be taken (formally called a Statement of Concern).
- Resolution commending a program, event, or product (formally called a Statement of Commendation).

Resolutions may only be submitted by official AASL Chapter Delegates. Delegates should confer with AASL Chapter leadership and membership to identify possible resolutions.

Action Resolutions must be actionable requests within the jurisdiction of the association. Action resolutions are reviewed by the ACCT upon submission and action may be taken immediately. If a vote by AASL Chapter Delegates is needed, the Resolution will be presented at the next AASL Chapter Assembly or presented for online review and voting.

Continue to next slide for more information...



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## Delegate Responsibilities

# Resolutions Continued

Commending Resolutions are limited to programs, events, or products and exclude individuals and AASL Chapters. Commending resolutions may be submitted at any time and saved for presentation and vote at the June meeting of the AASL Chapter Assembly.

All resolutions must be submitted via the online [AASL Chapter Resolution Form](#) (AASL website login and current membership required) and may be submitted at any time in the governance year (July 1 – June 30).

Once action has been taken on Resolutions, it is the AASL Chapter Delegate's responsibility to share the status with state association leadership and membership.





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Delegate Responsibilities

# State Conferences & Events

In this section:

[Promotion & Materials](#)

[Books & Products Pre-Order Program](#)

[Leadership Visits to AASL Chapters](#)



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# Promotion & Materials

AASL maintains a calendar of AASL Chapter conferences, institutes, symposiums, webinars, etc. As part of the reciprocal relationship AASL maintains with its chapters, AASL promotes chapter events on its website as part of the [AASL Events Calendar](#) and includes it in [AASL Friday Forecast](#), [AASL Digest](#), and AASL Chapter Interchange.

Events may be submitted using the [Submit to AASL Chapter Calendar](#) form.

AASL will in turn send information and swag to each chapter for distribution at its event. AASL Delegates may serve as the contact for these materials or may delegate someone else to coordinate and distribute. This can be accomplished by filling out the [Material Request Form](#) six weeks or more prior to the event date.

AASL has a Zoom meeting room and/or webinar room that can be used to conduct AASL Chapter meetings. To reserve, please submit an [Online Meeting Room Request](#).



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# Books & Products Pre-Order Program

Available exclusively to AASL Chapters, the [Books & Products Pre-Order Program](#) allows state organizations to offer conference attendees a selection of AASL books and products at AASL member prices - savings range from 10-50% (dependent on the publication). To take advantage of the program collect pre-orders and payments from your attendees in advance of your event. Submit your consolidated order 30-business days prior to your event start date. Books will be shipped to you for distribution at your event.



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# Leadership Visits to AASL Chapters

AASL has created a schedule of [Leadership Travel to AASL Chapters](#). The AASL President, President-Elect, and Immediate Past President visit states on a rotating basis and the AASL Executive Director attends the conference in the home state of the current AASL President.

As part of the visit, the AASL Chapter is asked to include the presidential representative in an opportunity to address the attendees as a whole (e.g. general session welcoming remarks, reception, etc.) and provide a time to present an informative AASL session during the event. The visiting leader will work with the AASL Chapter to customize the presentation to meet the needs of the chapter members. The visiting leader may also offer an additional educational session in their area of expertise at the discretion of the leader and the chapter.

As a partner to AASL Chapters, AASL covers transportation (airfare, mileage, baggage fees, tolls, etc.), a per diem reimbursement for daily meals, ground transportation to/from the airport if the AASL Chapter is unable to provide transportation, and shipping and handling for any materials.

As a partner to AASL, AASL Chapters are required to waive registration fees and fees associated with any social event the AASL Chapter would like the presidential representative to attend. Additionally, the chapter should provide an opportunity for attendees to gather more information about AASL (e.g. materials table near registration, exhibit hall space, etc.).



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## Delegate Responsibilities

# Reaffiliation Process

To maintain AASL Chapter status, an organization must complete a yearly survey distributed by AASL during the January or February assembly meeting. It is expected that the AASL Chapter Delegate complete the reaffiliation form or delegate the task to the appropriate AASL Chapter leader or staff.

Surveys must be completed by the end of the ALA Annual Conference. Organizations who do not complete the survey within three months of the deadline must re-apply for chapter status.

More information about the reaffiliation will be shared during the spring Chapter Assembly.



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# Submitting Information for Promotion

AASL promotes chapter conferences, institutes, symposiums, webinars, etc., on its website as part of the [AASL Events Calendar](#) and includes them in [AASL Friday Forecast](#), [AASL Digest](#), and AASL Chapter Interchange. Share information on events using the [Submit to AASL Chapter Calendar](#) form.

AASL recognizes AASL members who have won an award, been published, or been lauded for other industry accomplishments in a special section of AASL Digest. Share chapter members' achievements using the [AASL Digest Member Spotlight](#) form.



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## Delegate Responsibilities

# ALA Connect

The [AASL Chapter Delegates](#) Community on ALA Connect is the main communication channel for Delegates. The community includes all delegates from chapters across the US and the AASL Chapter Coordinating Team. In this online work space you can ask questions, post discussions, start Affinity Groups, and share documents. AASL will also share upcoming meeting dates, meeting archives, news, resources, and requests via this space.

As soon as a Delegate is added to the Connect space, they will receive an email from the AASL Staff Liaison with a link to the community. At that time, AASL asks that Delegates verify their access. To do so:

- Visit [connect.ala.org](https://connect.ala.org) and log in with your ALA website credentials.
- Once logged in, navigate to [www.ala.org/aasl/chapters/delegates](https://www.ala.org/aasl/chapters/delegates).
- Under Latest Discussion Posts you should see a list of posts and replies. If you do not, please verify that your AASL membership is current. If your membership is up-to-date and you are still not seeing activity in the community, please contact Jen Habley at [jhabley@ala.org](mailto:jhabley@ala.org).

Delegates can manage the email notifications sent from Connect. To edit notifications from all communities, visit [My Profile > My Account > Community Notifications](#).

If other leadership or members of the chapter would like to stay up-to-date on chapter news, they are invited to join the open access [AASL Chapters Forum](#) on ALA Connect.



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# Link Directory

[AASL Chapter Commendation Recipients](#)

[AASL Chapter Contacts](#)

[AASL Chapter Delegates Community on ALA Connect](#)

[AASL Chapter Information Update](#)

[AASL Chapter Logos](#) (must be logged in to ALA Connect)

[AASL Chapter of the Year Award](#)

[AASL Chapter Resolution Form](#) (must be logged in to AASL website)

[AASL Chapters Forum on ALA Connect](#)

[AASL Chapters on the AASL Website](#)

[AASL Digest Member Spotlight](#)

[AASL Events Calendar](#)

[ABC-CLIO Leadership Grant](#)

[Application for Affiliation](#)

[Books & Products Pre-Order Program](#)

[Leadership Travel to AASL Chapters](#)

[Material Request Form](#)

[Online Meeting Scheduling Request](#)

[Reaffiliation Submission Form](#)

[Submit to AASL Chapter Calendar](#)





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# Definitions

## [AASL Chapter Assembly](#)

AASL Chapter Assembly refers to AASL Chapters as a collective. It is also the term used to refer to the official governance meetings of the AASL Chapters. These meetings are held virtually throughout the year and face-to-face at the ALA Annual Conference.

## AASL Chapter

AASL Chapters are school library organizations from across the United States who have an affiliate relationship with AASL. AASL Chapters serve as the voice of the profession within the association. The primary role of AASL Chapters is raising issues of importance from the state- and local-level to the national level via the AASL Board of Directors. Conversely, chapters are also a vehicle of AASL communication to state- and local-level school librarians. For more information, see AASL Policy H3: AASL Chapters.

## [AASL Chapters Coordinating Team \(ACCT\)](#)

The ACCT is the group who facilitates the work of AASL Chapters and convenes over AASL Chapter meetings. The ACCT consists of the Chair, Chair-Elect, Past Chair, and Secretary. The and the AASL Executive Director serve as ex-officio members. The AASL Manager of Web Communications serves as the staff liaison.



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# Definitions Continued

## AASL Chapter Delegate Connect Space

The [AASL Chapter Delegates](#) Connect Space includes all delegates from chapters across the US and the AASL Chapter Coordinating Team. Membership within the group is by subscription only and is maintained by the AASL staff liaison. It is the work space for Delegates and meeting dates, documents, updates, and discussions are shared in this space.

## AASL Chapter Forum

Membership in [AASL Chapters Forum](#) is open to all and may include the state chapters president/chair, other officers, conference chair, etc. Past Delegates and other interested stakeholders from your association may join this group. AASL uses these spaces to post announcements, news, and facilitate communication between chapter stakeholders.

## AASL Chapter Logos

Any current AASL Chapter is encouraged to use the “AASL Chapter” logo on their website, publish on material, etc. Logos are available in the AASL Chapter Delegates Connect space under the tab that reads “Library.”



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# Definitions Continued

## AASL Chapter of the Year Award

The [AASL Chapter of the Year Award](#) recognizes the AASL Chapter most active and dynamic in achieving the goals of AASL at the state and local level. AASL established this award to acknowledge the important contributions made by AASL Chapters and encourage chapters to take pride in their accomplishments. Through this recognition, AASL encourages educational growth, increased involvement at the national level and community, and legislative involvement. For criteria and an application, see the [AASL Chapter of the Year Award page](#).

## ABC-CLIO Leadership Grant

The [ABC-CLIO Leadership Grant](#) is given to school library associations that are AASL Chapters for planning and implementing leadership programs at the state, regional, or local levels. Possibilities include programs that involve new members, train on-going leaders, prepare school librarians to be building or district level leaders, and/or encourage collaboration among organizations. For criteria and an application, see the [ABC-CLIO Leadership Grant page](#).



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# Definitions Continued

## [Affiliation](#)

The process school library associations complete to become an AASL Chapter. Any state-wide, territorial, District of Columbia, or multi-state regional organization may, on request and upon approval of the AASL Board of Directors, become affiliated with AASL. Requirements include:

1. The association's purposes are compatible with those of AASL as verified by the organization's Constitution or Bylaws,
2. The organization holds regular conferences or meetings and has a systematic channel of communication with its members,
3. The membership of the association includes twenty-five (25) personal members of the AASL or with ten (10) percent of the organization's membership, whichever is smaller;
4. The president and representatives of the AASL Chapter must be personal members of AASL.

The [Application for Affiliation](#) asks for information about the association along with its leadership, governance, communications and membership. Requirements for Affiliation are outlined in Bylaws Article IX, Section 1. The process of applying and maintaining AASL Chapter status is described in AASL Policy H-1: AASL Chapter Affiliation Process and Maintenance.



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# Definitions Continued

## [Affinity Group\(s\)](#)

Affinity Groups are an opportunity to discuss matters of chapter interest. This can include, but is not limited to trends in the profession, association management and governance (i.e., planning a conference, membership recruitment, advocacy), or AASL input. An Affinity Group can be called at any time by an AASL Chapter Delegate. An outcome of an Affinity Group may be a resolution presented to the ACCT or AASL Board of Directors.

## [Delegate](#)

Delegates are the official representation of an AASL Chapter at chapter meetings. Delegates should be actively involved in their state organization and have a clear understanding of the issues, trends, and concerns of school librarians within their state or region. It is at the discretion of the chapter how this role is filled. Some chapters assign their president/chair and/or president-elect/chair-elect to serve as Delegates while other chapters may hold elections.

Delegates must be current AASL members.

Each AASL Chapter is required to have one, but may appoint up to two, Delegates. As most of the meetings are now virtual, AASL encourages each chapter to appoint two Delegates as a matter of voting equity.



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# Definitions Continued

## Elections

Each year AASL Chapters elect a Chair-Elect and a Secretary. All candidates for positions must be personal members of AASL and have previous experience within the past three years as an AASL Chapter Delegate. Individuals may only hold one elected AASL Chapters office at a time (ie., cannot serve as Chair-Elect and Secretary). See Policy K-1: AASL Chapter Coordinating Team Election Process for more information.

## Governance Year

The AASL/ALA Governance year runs July 1 through June 30.

## Reaffiliation

The process AASL Chapters complete to renew their affiliation. To maintain AASL Chapter status, an organization must complete a yearly survey distributed by AASL during the January or February assembly meeting. For more information, see AASL Policy H-1: Chapter Affiliation Process & Maintenance.



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# Definitions Continued

## [Resolutions](#)

Resolutions are used to bring forward two types of requests to the AASL Chapter Assembly or AASL Board of Directors for consideration. These are Resolution requesting action be taken (formally called a Statement of Concern) and Resolution commending a program, event, or product (formally called a Statement of Commendation). For more information see [AASL Chapter Assembly Resolutions: Guidelines for Preparation](#) or AASL Policy K-2: AASL Chapter Resolution Process.

## [State Leadership Visits](#)

AASL has created a schedule of [Leadership Travel to AASL Chapters](#). The AASL President, President-Elect, and Immediate Past President visit states on a rotating basis. The AASL Executive Director attends the conference in the home state of the current AASL President. More information can be found in AASL Policy H-5: State Leadership Visits.



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# Current Special Projects/Initiatives

## [AASL Chapters State Standards Mailing](#)

To facilitate a conversation about the AASL Standards with other educational leaders in each state, AASL is providing AASL Chapters with the resources needed to open that dialogue.

Each state will be provided with four copies of the "National School Library Standards for Learners, School Librarians, and School Libraries" and four packets of the "AASL Standards Framework for Learners" to be distributed to the Superintendent/Commissioner of Education, the state Principal Association, the State Librarian, and the Teacher of the Year.

For questions about this process, please contact AASL Chapter Staff Liaison [Jen Habley](#). Distribution of the "National School Library Standards" and Learner Frameworks is made possible by a generous grant from AASL member Marina "Marney" Welmers. [Request a Packet](#)



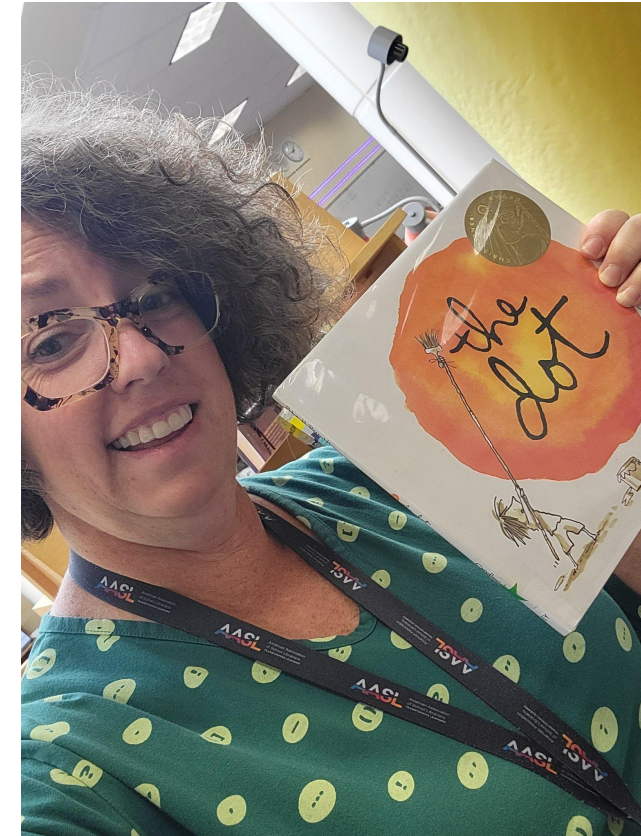


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# Meet the AASL Chapters Coordinating Team

## Duties:

- Attend all [AASL Chapter Meetings](#) and ACCT Meetings.
- Present AASL Chapter Delegate orientation in July or August of each year.
- Convene and preside over AASL Chapter Assemblies Meetings and ACCT Meetings.
- Work with the Chair-Elect and Past Chair to identify discussion topics for affinity meetings and/or possible professional development.
- Preside over [Affinity Groups](#) and present professional development – or – delegate facilitation of meetings/training to volunteers.
- Review and edit the AASL Chapter Delegate Handbook.
- Provide statements and letters to represent AASL Chapters as needed.
- [Keep in communication](#) with the AASL Director at Large, Chapters regarding [Resolutions](#) and other matters of note from the AASL Chapters.



[Barbara Johnson](#), Chair



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# Meet the AASL Chapters Coordinating Team

## Duties:

- Attend all AASL Chapter Meetings and ACCT Meetings.
- Coordinate the nomination and election process.
- Coordinate Resolutions with the AASL Chapters.
- Review and edit the AASL Chapter Delegate Handbook.
- Stand in for the Chair when necessary.
- Assist in preparation of agendas.



Jennifer Cooper, Chair Elect



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# Meet the AASL Chapters Coordinating Team

## Duties:

- Attend all AASL Chapter Meetings and ACCT Meetings.
- Serve as a mentor to AASL Chapter Delegates.
- Review and edit the AASL Chapter Delegate Handbook.
- Assist the AASL Chapter Chair with the Delegate Orientation as needed.
- Serve on the AASL Leadership Development Committee.



Lindsey Kimmery, Past Chair





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# Meet the AASL Chapters Coordinating Team

## Duties:

- Attend all AASL Chapter Meetings and ACCT Meetings.
- Record attendance and minutes of AASL Chapter Meetings and ACCT Meetings.
- Post minutes on AASL Chapters and ACCT groups on [ALA Connect](#).
- Facilitate AASL Chapter communication between meetings.



Amanda Jones, Secretary  
[librarianjones.com](http://librarianjones.com)



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# Meet the AASL Chapters Coordinating Team

## Duties:

- Attend all AASL Chapter Meetings and ACCT Meetings as ex officio.
- Attend all [Board of Directors](#) meetings as the AASL Member at Large, Chapters.
- Report to the ACCT actions taken by the AASL Board of Directors on Resolutions.
- Share Resolutions and other matters of note from the AASL Chapters with the AASL Board of Directors.



Cathi Fuhrman  
Member at Large Chapters



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# Meet the AASL Chapters Coordinating Team



Sylvia Knight Norton  
AASL Executive Director

Jennifer Habley  
AASL Staff Liaison



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# AASL Chapters Coordinating Team Elections

## Elections

Each year AASL Chapters elect a Chair-Elect and a Secretary. All candidates for positions must be personal members of AASL and have previous experience within the past three years as an AASL Chapter Delegate. Individuals may only hold one elected AASL Chapters office at a time (ie., cannot serve as Chair-Elect and Secretary).



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# AASL and ALA Resources

[Current AASL Chapters](#)

[Current AASL Chapter Delegates & Leadership](#)

[AASL Chapters Coordinating Team \(ACCT\)](#)

[AASL Board of Directors](#)

[AASL Headquarters Staff](#)

[National School Library Standards Portal](#)

[2023 AASL National Conference](#)

[Mission Statement](#)

[Strategic Plan](#)

[Policies](#)

[Bylaws](#)

[Conferences](#) (Including AASL @ ALA)

[Get Involved Form](#)

[Knowledge Quest](#)

[AASL Digest & School Library SmartBrief](#)

[ALA Public Policy and Advocacy Office](#)

AASL and ALA are ready to assist as advocacy issues arise at the state, district or school level.

[ALA Office for Intellectual Freedom](#)

OIF can assist with any technical or legal questions regarding intellectual freedom topics or concerns.