

# American Association of School Librarians Policies and Procedures Manual

Current as of 6/12/23

## Table of Contents

	Effective	Revised	Review ed	Pending
<b>Section A: Administration</b>				
A-1: Policy and Procedure Formulation and/or Revision	1/31/15			
A-2: Board Meetings/Reports of Action	6/27/15	6/13/18		
A-3: AASL Logo	6/27/15			
A-4: AASL Endorsements	6/27/15	6/24/17		
A-5: Testimony by AASL Members	6/27/15			
A-6: Limitations of Executive Committee	6/27/15			
A-7: Executive Director's Authority to Sign Contracts	6/27/15			
A-8: Advertising by Outside Vendors	6/27/15			
A-9: Guidelines for Conducting an Electronic Vote	6/27/15			
A-10: Guidelines for Writing Position Statements, Standards and Guidelines	6/27/15			
A-11: Use of AASL Letterhead	6/27/15			
A-12: Conflict of Interest	6/27/15	5/16/23		
A-13: Code of Conduct	6/27/15	5/16/23		
A-14: Publication of Educational Events	6/27/15			
A-15: Strategic Plan	6/27/15			
A-16: Solicitation of Funds	6/27/15			
A-17: Partnerships & Collaborative Agreements	6/27/15			
A-18: Commercial Use of AASL Communities	6/27/15			
A-19: Annual Performance Evaluation of AASL Executive Director	6/22/18			
<b>Section B: Board of Directors</b>				
B-1: Position Descriptions	6/27/15	9/16/21		
B-2: Representation by AASL	6/27/15			
B-3: Committee/Task Force Summary Reports	6/27/15			
B-4: Contracted Services/Personnel	6/27/15			
B-5: Evaluation of Contracted Personnel	6/27/15			
B-6: Installation of AASL President	6/27/15			
B-7: Removal of Committee Members	6/27/15			
<b>Section C: Awards, Grants and Scholarships</b>				
C-1: Policy and Procedure for Creation/Dissolution of Award, Grant or Scholarship	6/27/15			
C-2: Collaborative School Library Award	6/27/15			
C-3: Distinguished School Administrator Award	6/27/15			

C-4: Distinguished Service Award	6/27/15			
C-5: Frances Henne Award	6/27/15			
C-6: National School Library Program of the Year Award	6/27/15	6/22/18		
C-7: Roald Dahl's Miss Honey Social Justice Award	6/27/15			
C-8: ABC-CLIO Leadership Grant	6/27/15			
C-10: Innovative Reading Grant	6/27/15			
C-11: AASL President's Crystal Apple	6/27/15			
C-12: Student Bridge Scholarship Program	6/22/18			
<b>Section D: Finances</b>				
D-1: Financial Procedures	1/9/16			
D-2: Investment Policies	1/9/16			
D-3: Reimbursement Eligibility	1/9/16			
D-4: Expense Reimbursement Guidelines for Volunteers	1/9/16			
D-5: Presidential Initiative	1/9/16			
D-6: Accounts Payable	1/9/16			
D-7: AASL Financial Controls	1/9/16			
D-8: Expense Reimbursement for Technology	1/9/16			
<b>Section E: Nominations and Elections</b>				
E-1: Nominations Process	1/9/16	12/9/21		
E-2: Office Qualifications	1/9/16			
E-3: Campaigning for Elected Office	1/9/16			
E-4: Vacancies	1/9/16			
<b>Section F: Government</b>				
F-1: Legislative Platform	1/9/16			
F-2: Protocol for Writing Position Statements for Education Policy Issues	1/9/16			
<b>Section G: Professional Development</b>				
G-1: Course Registration	6/23/17			
G-2: Speaker Selection	6/23/17	4/12/19		
G-3: Continuing Education/Clock Hours	6/23/17			
G-4: AASL Program Cancellation	6/23/17			
G-5: Fee Waivers	6/23/17			
G-6: Speaker Honorarium/Travel Stipends	6/23/17			
G-7: Vendor-Affiliated Speakers	6/23/17			
G-8: Certificates of Completion	6/23/17			
G-9: Sale of Books/Merchandise at AASL Education Courses	6/23/17			
G-10: Speakers Bureau	6/23/17			
G-11: Complimentary Booth Space at AASL National Conference	6/23/17			
G-12: Presidential Housing	6/23/17			
G-13: Site Selection	6/23/17			
G-14: Approval of Non-AASL Material for Distribution	6/23/17			
G-15: Press Passes	6/23/17			
G-16: Space Rental	6/23/17			

<b>Section H: State Chapters</b>				
H-1: AASL Chapter Affiliation Process and Maintenance	6/23/17	12/2/17, 6/24/22		
H-3: Chapter Assembly	6/23/17	6/24/22		
H-4: AASL State Chapter Communication	6/23/17	6/24/22		
H-5: Travel to State Affiliates	6/23/17	6/29/20		
H-6: AASL Chapter of the Year Award	6/23/17	6/23/22		
<b>Section I: Editorial</b>				
I-1: Role of Knowledge Quest Editor	6/23/17	2/25/20		
I-2: Knowledge Quest Editorial Board	6/23/17	2/25/20		
I-3: Role of Guest Editors	6/23/17	2/25/20		
I-4: Review of Article Submissions	6/23/17			
I-5: Role of School Library Research Editors	6/23/17			
I-6: School Library Research Article Submission Process	6/23/17			
I-7: Role of Newsletter (Hotlinks) Editor	6/23/17			
I-8: School Library Research Editorial Board	4/17/19	6/22/21, 10/18/23		
<b>Section J: Committee Commissions</b>				
J-1: All Committees: Omnibus Section	6/23/17			
J-2: Bylaws Committee	6/23/17			
J-3: Budget & Finance Committee	6/23/17			
J-4: Leadership Development Committee	6/23/17			
J-5: Award/Sub-Award Committees	6/23/17			
J-6: Annual Conference	6/23/17	6/21/19		
J-7: National Conference	6/23/17	4/12/19		
J-8: Banned Websites Awareness Day	6/23/17	6/21/19		
J-9: Best Websites for Teaching and Learning	6/23/17			
J-10: Best Apps for Teaching and Learning	6/23/17			
J-11 School Library Event Promotion	6/23/17	4/19/20		
J-12: Practice Committee	6/23/17			
J-14: Association of American University Presses Book Selection	6/23/17			
J-15: CAEP Coordinating (Council for the Accreditation of Educator Preparation)	6/23/17	4/18/20		
J-18: Standards	1/27/19			
J-19: Legacy	6/21/19			
J-20 Professional Learning	6/21/19			
J-21: Member Engagement	6/21/19			
<b>Section K: AASL Chapters</b>				
K-1: AASL Chapters Coordinating Team Election Process	6/24/17	6/24/22		
K-2: AASL Chapters Resolution Process	6/24/17	6/24/22		
<b>Section L: Sections</b>				
L-1: Sections- Omnibus	6/24/17			
L-2: ESLS Section	11/10/18			

L-3: ESLS Officers	11/10/18			
L-4: ESLS Committees	11/10/18	4/19/20		
L-5: ESLS Community of Scholars	11/10/18	4/19/20		
<b>Section M: Special Interest Groups</b>				
M-1: Special Interest Group - Omnibus	Inactive			
<b>Section N: Social Media</b>				
N-1: Social Media Policies and Guidelines	6/24/17	1/28/18		
N-2: Social Media Editorial Board	1/27/18	6/22/19		
<b>Section O: Website</b>				
O-1: Non-AASL/ALA Information and Resources	6/24/17			
<b>Section P: Task Forces</b>				
P-1: Task Force- Omnibus	2/10/18			
<b>Section Q: Communities of Practice</b>				
Q-1: Communities of Practice – Omnibus	1/13/22			