

Proposed LASL Handbook Changes (Presented to Executive Board)

Item 1: Delete LA LAMP Committee

Page 3, Bylaws, Article I - Duties of Officers, Section 3 - Second Vice-President

The duties of the Second Vice-President shall be to assist the President by initiating and planning the programs sponsored by LASL during the annual LLA Conference, ~~to assist with LA LAMP planning if those meetings are held~~, to coordinate programs for any Summit held, to serve as an ex-officio member of the Continuing Education Committee, to become aware of all policies of the organization, to observe the activities of the President, and to automatically move up in the line of officers from Second Vice-President to First Vice-President.

Page 4, Article II – Committees, Section 1 – Standing Committees

~~D. LA LAMP COMMITTEE~~

~~Shall be activated when the LASL Executive Board votes in the affirmative to participate in the statewide meetings for the Louisiana Association of Library and Media Professionals and shall coordinate such meetings in alternate academic years from any Summit which is held.~~

Page 5, Article II - Committees, Section 1- Standing Committees

O. SUMMIT COMMITTEE

Shall be activated when the LASL Executive Board votes in the affirmative to conduct a one-day statewide school library professional development event ~~and shall coordinate such events in alternate academic years from any LA LAMP meetings which are held.~~

Page 13, D. Duties, Second Vice-President

The duties of the Second Vice-President shall be to assist the President by initiating and planning the programs sponsored by LASL during the annual LLA Conference, ~~to assist with LA LAMP planning if those meetings are held~~, to coordinate programs for any Summit held, to serve as an ex-officio member of the Continuing Education Committee, to become aware of all policies of the organization, to observe the activities of the President, and to automatically move up in the line of officers from Second Vice-President to First Vice-President.

Page 19, D. Duties, Continuing Education Committee

In past years, LASL classes and workshops have been limited to presentations at the LLA Annual Conference, ~~LA LAMP~~, and the Summit. The Continuing Education Committee serves as a staff to assist the Second

Vice-President in carrying out LLA Conference duties. The Committee consists of the Second Vice-President and four additional members. One additional member is appointed from the annual LLA Conference site city to serve a one-year term to assist the Second Vice-President.

Duties include:

~~1. Assisting the State LA LAMP coordinator when one has been appointed~~

Page 22, D. Duties, LA LAMP Committee

Delete pages 22 and 23

Page 42, D. Duties, Summit Committee

Shall be activated when the LASL Executive Board votes in the affirmative to conduct a one-day statewide school library professional development event ~~and shall coordinate such events in alternate academic years from any LA LAMP meetings which are held.~~

Item #2 - Delete the Summit Committee and move the duties to the Continuing Education Committee

Page 4, Article II – Committees, Section 1 – Standing Committees

D. LA LAMP COMMITTEE (If Item #1 passed, then this will be deleted)

Shall be activated when the LASL Executive Board votes in the affirmative to participate in the statewide meetings for the Louisiana Association of Library and Media Professionals ~~and shall coordinate such meetings in alternate academic years from any Summit which is held.~~

Page 5, Article II - Committees, Section 1- Standing Committees

~~O. SUMMIT COMMITTEE~~

~~Shall be activated when the LASL Executive Board votes in the affirmative to conduct a one-day statewide school library professional development event and shall coordinate such events in alternate academic years from any LA LAMP meetings which are held.~~

Page 42, D. Duties, Summit Committee

Delete pg. 42 - Summit Committee

Move duties to Continuing Education / Second Vice-President

Summit Duties

~~Note: The members of the LASL Summit Committee include the Executive Board, chaired by the Second Vice President.~~

Duties include:

1. Secure a site and choose a date for the Summit with the approval of the LASL board.
2. Plan the program and invite speakers.
3. Arrange for lunch for participants.
4. Contact a local hotel concerning possible accommodations for participants.
5. *Work with the Membership and Publicity committee to* publicize the Summit.
6. Invite vendors to come to the Summit.
7. Contact potential presenters and encourage participation.
8. Arrange programs, and correspond with presenters to ensure effective placement of programs in Summit Schedule.

Item #3 - Combine the Membership and Publicity committees with new name “Publicity and Membership Committee”

Page 4, Article II - Committees, Section 1- Standing Committees

G. MEMBERSHIP COMMITTEE

Shall suggest and sponsor activities to increase membership in the Louisiana Association of School Librarians. Be responsible for the registration of those attending the general meeting, and record and maintain useful data on the membership of the organization.

Page 4, Article II - Committees, Section 1- Standing Committees

J. PUBLICITY *AND MEMBERSHIP* COMMITTEE

Shall suggest and sponsor activities to increase membership in the Louisiana Association of School Librarians, and publicize the activities of LASL, its meetings, and its programs. Be responsible for the registration of those attending the general meeting, and record and maintain useful data on the membership of the organization.

Page 5, Article II - Committees, Section 2- Reports

In addition to the verbal reports given at each Executive Board meeting, each standing committee chairperson shall present a written report in advance to the President, Secretary, and *Publicity and Membership chairperson*. ~~Publicity chairperson~~. An annual summary report shall be submitted to the President and Secretary prior to June 15th each year.

Page 8, D. Duties - President

e. After the Board meeting, confer with the *Publicity and* Membership Committee chairperson regarding posting of reports.

Page 9, D. Duties - President

5. Ask the Publicity *and Membership* Committee to use all means to advertise the Summit and to assist in attracting presenters

Page 11, D. Duties -First Vice-President

5. Submit an article to the Publicity *and Membership* Publicity Committee asking for volunteers to serve on the upcoming Executive Board.
2. Write a publicity article. Send it to the LASL President and the LASL *Membership and Publicity* Chairperson and LLA Publicity Chairperson.

Page 13, D. Duties -Second Vice-President

--arranging publicity with the Publicity *and Membership* Committee

Page 15, D. Duties -Secretary

1. After final approval, the minutes will be submitted to the LASL Publicity *and Membership* Committee for dissemination, Executive Board Members, and the LLA Office manager.

Page 22, D. Duties -Handbook Committee

1. Submit changes/revisions to the LASL Publicity *and Membership* Committee for publication within ten working days after the January meeting.

Page 23, D. Duties -LA LAMP Committee (If Item #1 is passed, this will be deleted.)

7. After LA LAMP the State Coordinator will compile attendance and report to the President, Publicity *and Membership* Publicity Committee, and LA LAMP Vendor President. When edited, all online registration of attendees will be shared with the same stakeholders.

Page 25, D. Duties -Louisiana Libraries School Libraries Column Editor

3. Work with the Publicity *and Membership* Chairperson to become familiar with current topics and to learn when some topics could be expanded in an article written for *Louisiana Libraries*.

Page 26, D. Duties - Membership Committee

The duties page will be moved and incorporated into the Publicity Committee duties

Page 29 D. Duties - Publicity *and Membership* Committee

Add the following duties to the Publicity Committee

*Shall suggest and sponsor activities to increase membership in the Louisiana Association of School Librarians, be responsible for the registration of those attending the general meeting, and record and maintain useful data on the membership of the organization.

NOTE: The Membership Committee is sometimes utilized by the Executive Board to obtain information from or about the membership. The chairperson will be notified and given specific duties by the Executive Board if the need arises.

Duties include:

1. Request a list of non-renewing members from the LLA office manager.
2. Assist in designing a flyer/letter urging membership renewal and submit it to the Executive Board at the fall meeting.
3. Send the approved flyer/letter to non-renewing members urging them to rejoin. The flyer/letter may also be sent to the parish library supervisor or contact person in each school system with a request for distribution to school librarians who are not members of LLA/LASL.
4. Design a pre-conference highlight sheet that includes a membership form and submit it to the Executive Board at the winter meeting. After approval, send the highlight sheet to all librarians in the conference region in early February.
5. Obtain an up-to-date membership count from the LLA office manager and present it with the committee report to the Executive Board at each meeting.*

Page 30, D. Duties - School Librarian of the Year Award Committee

7. Send a picture of the winner and any other information that is requested by the LLA office manager to the LLA office and to the LASL Publicity *and Membership* Committee chairperson.

Page 37, D. Duties - Sue Hefley Educator Award Committee

2. Submit an article to the LASL Publicity *and Membership Committee describing and promoting the award. Send a copy of the nominations and guideline forms to each school superintendent in the state. Request mailing to be duplicated and distributed to appropriate personnel.

7. Send copies of the winner's application, biographical data sheet, and picture to appropriate conference committee personnel as requested by the LLA Conference Committee. Also, send copies to the LASL President and the LASL Publicity *and Membership chairperson.

Item #4 - Make Projects Committee an ad hoc committee

Page 4, Bylaws, Article II - Committees, Section 1 - Standing Committees

I. PROJECTS COMMITTEE

*Shall be activated when the LASL Executive Board votes in the affirmative to * act upon recommendations for projects approved by the Executive Board for the Association. The committee may also make project recommendations to the Executive Board for approval. Project recommendations are presented to the Executive Board by the President.

Page 28, D. Duties, Projects Committee

*Shall be activated when the LASL Executive Board votes in the affirmative to * act upon recommendations for projects approved by the Executive Board for the Association. The committee may also make project recommendations to the Executive Board for approval. Project recommendations are presented to the Executive Board by the President.

- ~~1. Contact the President, the Immediate Past President, and/or the out-going chairperson to determine if the previous year's project/s were completed or if there will be a carry-over to the current year.~~
4. *Receive* Request a new project/s from the President/Executive Board if last year's project/s were completed. Specific duties for committee members will be assigned once the new project/s are determined.

Item #5 - AASL Affiliate Assembly Delegate (change order of representation and set reimbursement as registration fee)

Page 6, C. Official Policies

4. The Louisiana Association of School Librarians shall send a representative to the American Library Association Annual Conference. The representative must attend the AASL Affiliate Assembly. *The AASL Affiliate Assembly Delegate will be the first delegate. Two

delegates allowed. Additional delegates should follow* the order of priority shall be: *President*, First Vice-President, Second Vice-President, Secretary. Said representative or representatives may be reimbursed ~~at the discretion of the Board~~ *for registration for the ALA Annual Conference for two delegates, if the budget allows*. If these *delegates* ~~officers~~ cannot attend, the President shall appoint a representative(s). ~~A second representative may be chosen by the President with consideration given to persons currently on AASL committees or those expressing an interest in attending.~~

Page 8, D. Duties - President

April / May

B. Authorize the LLA office manager to pay ~~the LASL Delegate \$475.00~~ *for registration for the ALA Annual Conference for two delegates,* if the budget allows.

Changes for Consistency

#1 Page 3, Bylaws, Article I - Duties of Officers, Section 2 - First Vice-President

The duties of the First Vice-President shall be to act for the President in the event of absence or inability to preside, to undertake any special tasks assigned by the President, and to initiate and coordinate any major function sponsored by LASL at the annual *LLA* conference. **(To keep consistent with the Duties of First Vice-President - pg. 12)**

#2 Page 30, D. Duties - School Librarian of the Year Award Committee

10. *At least three weeks in advance,* the LASL President ~~will determine if the budget allows for the \$100 honorarium and will request~~ that the *\$100 honorarium* check be prepared by the LLA office. ~~at least three weeks in advance.~~ **(To keep consistent with School Librarian of the Year Award application and committee duties - pg. 30)**

#4. Page 34, Duties - Standards Committee

2. Procure and maintain a file of other state standards (particularly *Southeastern Library Association (*SELA*)* members) and AdvancED standards for study and referral.
(Acronym SELA needs to be spelled out.)

#5. Due dates for School Librarian of the Year Award and Sue Hefley Award be changed to January 3 to align with LLA award due dates.

