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**Louisiana
Association of
School
Librarians**

Handbook

The mission of LASL shall be to promote and to maintain high standards of school librarianship, to serve as a medium for the exchange of ideas, and to encourage a continuing and critical evaluation of school library service.

REVISED
March 2018

**CONSTITUTION, BYLAWS,
AND OFFICIAL POLICIES OF THE
LOUISIANA ASSOCIATION OF SCHOOL LIBRARIANS**
Revised March 2018

A. CONSTITUTION

Article I – Name

The name of the organization shall be the Louisiana Association of School Librarians.

Article II – Mission

The mission of this organization shall be to promote and to maintain high standards of school librarianship, to serve as a medium for the exchange of ideas, and to encourage a continuing and critical evaluation of school library service.

Article III – Membership

Any person holding membership in the Louisiana Library Association shall be eligible for membership.

Article IV – Officers

Section 1 – Names of Officers

The elected officers of the organization shall be a President, a First Vice-President/President-Elect, a Second Vice-President, and a Secretary. A Parliamentarian shall be appointed by the President.

Section 2 – Eligibility of Officers

All officers must be members of the Louisiana Library Association and the Louisiana Association of School Librarians. All nominees shall have been members of the Louisiana Association of School Librarians for one year prior to nomination or appointment.

Section 3 – Election of Officers

Officers shall be elected by ballot through the Louisiana Library Association office.

Section 4 – Vacancies

Should a vacancy occur, the President, with the approval of the Executive Board, shall appoint a new officer to serve in the capacity of the office for the remainder of the year. The position will be placed on the ballot during the next regular election that follows.

Article V – Executive Board

Section 1 – Membership of the Board

The Executive Board of the Association shall be composed of the elected officers of the Association, the Parliamentarian, the Immediate Past President, all committee chairpersons, the American Association of School Librarians (AASL) Affiliate Assembly

delegate, the librarian sponsor of the President of the Louisiana Teenage Librarians Association, the *Louisiana Libraries* School Libraries Column Editor, and an ex-officio member when approved for a one-year term. The column editor of the School Libraries Column in *Louisiana Libraries* shall be a non-voting member of the Board. Only committee chairpersons in attendance at the meeting (virtual or in-person) may vote.

Section 2 – Duties and Powers of the Executive Board

The Executive Board shall be vested with administrative responsibility and authority, including adoption of a budget.

Article VI – Meetings

Section 1

There shall be one meeting of the general membership annually during the annual conference of the Louisiana Library Association.

Section 2

The Executive Board shall meet at least three times each calendar year. These meetings and any other deemed necessary shall be called by the President.

Article VII – Quorum

The assembled members at a regularly scheduled meeting shall constitute a quorum for the transaction of business.

Article VIII – Amendments

Section 1

This Constitution may be amended by a two-thirds vote of the members present at a regularly scheduled general membership meeting, provided that the membership has been notified of the proposed change at least thirty days prior to the meeting. The Bylaws and Official Policies may be amended by a majority vote of the members present at the general meeting held during the annual conference.

Section 2

The Executive Board shall have the authority to amend the information and applications for the organization awards and committee work.

B. BYLAWS

Article I – Duties of Officers

Section 1 – President

The duties of the President shall be to preside at general meetings of the Association and at Executive Board meetings, to appoint committees, and to serve as a member of the Louisiana Library Association Conference Program Committee to coordinate all activities for the annual conference. Except for the Nominating Committee, the President shall serve as an ex-officio member of all committees of the organization and serve on other reciprocating Executive Boards as approved by the LASL Executive Board.

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 conference.

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.

Section 4 – Secretary

The duties of the Secretary shall be to record minutes of all official meetings, annual and Executive, and to be responsible for such correspondence as the President requests. A copy of all minutes shall be sent to the LLA office for inclusion in the official records of the Association. Minutes of all official meetings shall be transferred to the members of the Executive Board electronically.

Section 5 – Parliamentarian

The duties of the Parliamentarian shall be to be familiar with the Constitution, Bylaws, and Official Policies of the organization and to advise the presiding officer at all general meetings and Executive Board meetings on questions of procedure in transacting the business of the organization. The Parliamentarian shall serve as an ex-officio member of the Handbook Committee.

Article II – Committees

Section 1 – Standing Committees

A. AASL AFFILIATE ASSEMBLY DELEGATION

Shall represent the Louisiana Association of School Librarians by sending up to two voting delegates who will represent the Louisiana Association of School Librarians at the Affiliate Assembly of the American Association of School Librarians during the

American Library Association Annual Conference and whenever possible, other LASL members.

B. CONTINUING EDUCATION COMMITTEE

Shall coordinate and plan classes and workshops sponsored by LASL for librarians and other teaching personnel.

C. HANDBOOK COMMITTEE

Shall receive or initiate recommendations regarding revision of the LASL Handbook, including Constitution, Bylaws, and Official Policies, submitting such recommendations to the Executive Board for further action. The committee chairperson shall maintain a compilation of official policies currently in effect.

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.

E. LEGISLATIVE COMMITTEE

Shall be responsible for developing resolutions and recommendations to LLA concerning legislation regarding school library programs. The chairperson of the committee shall represent the LASL section on the LLA Legislative Committee.

F. LOUISIANA LIBRARIES LASL COLUMN EDITOR

Shall solicit and edit quarterly articles for the School Libraries column in LLA's official organ, *Louisiana Libraries*.

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.

H. NOMINATING COMMITTEE

Shall select and present to the LASL Executive Board at the January meeting a list of candidates. After the presentation to the LASL Executive Board, the list of candidates shall be presented to the Louisiana Library Association's Nominating Committee for the election.

I. PROJECTS COMMITTEE

Shall 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.

J. PUBLICITY COMMITTEE

Shall publicize the activities of LASL, its meetings, and its programs.

K. SCHOOL LIBRARIAN OF THE YEAR AWARD COMMITTEE

Shall disseminate information about the School Librarian of the Year Award, distribute applications, and determine the winner. Applications are due in the LLA office by January 15th of the award year.

L. STANDARDS COMMITTEE

Shall study all official standards which affect school library programs and make recommendations to the Board for further action.

M. STUDENT RELATIONS COMMITTEE

Shall be responsible for the Louisiana Teenage Librarians Association.

N. SUE HEFLEY EDUCATOR AWARD COMMITTEE

Shall disseminate information about the Sue Hefley Educator Award, distribute applications, and determine the winner. Applications are due in the LLA office by January 15th of the award year.

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.

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 chairperson. An annual summary report shall be submitted to the President and Secretary prior to June 15th each year.

C. OFFICIAL POLICIES

1. The retiring President shall inform incoming officers of their duties prior to July 1st.
2. The LLA office shall serve as the depository for all Louisiana Association of School Librarians official records.
3. The past chair of the Student Relations Committee shall remain on the committee for an extra year in an advisory capacity.
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. Order of priority shall be: First Vice-President, Second Vice-President, Secretary. Said representative or representatives may be reimbursed at the discretion of the Board. If these officers cannot attend, the President shall appoint a representative. 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.
5. Standing Committees shall be composed of three to five members with staggered three-year terms. The senior member shall normally serve a one-year term as chairperson or continue for a second year as deemed necessary by the President. Each year every committee member will rise to a higher position and eventually serve as committee chairperson. The original appointment of members of a committee shall be made by the President in consultation with the Second Vice-President. Committee members may be removed by the President for non-attendance at fifty percent (50%) of committee meetings within a year. The President will appoint new committee members when vacancies occur.
6. A member of the Modisette Award Committee for School Libraries may be invited to attend the Executive Board meetings.
7. A member of the Guidelines for Library Media Programs in Louisiana Schools Committee shall be appointed to serve as an ex-officio member of the LASL Standards Committee to lend continuity to LASL involvement in ongoing standards revision.

D. DUTIES

PRESIDENT

The duties of the President shall be to preside at general meetings of the Association and at Executive Board meetings, to appoint committees, and to serve as a member of the Louisiana Library Association Conference Program Committee to coordinate all activities for the annual conference. Except for the Nominating Committee, the President shall serve as an ex-officio member of all committees of the organization and serve on other reciprocating Executive Boards as approved by the LASL Executive Board.

General Duties include:

July

- a. Assume office.
- b. Be prepared to serve on various state library committees and to provide LASL information upon request.
- c. Inform all Executive Board members of duties by sending copies of pertinent pages from Handbook.
- d. Begin filling LASL Committee vacancies.
- e. Fill LLA Committee vacancies.
- f. Prepare and submit an LASL section report when requested by the LLA Office for the summer LLA Board meeting, attend the LLA Executive Board meeting, and present the Section report.
- g. Assume responsibility for LASL news to be sent to all members at regular intervals. The content will be determined by the president and can either be sent by the president or by a person designated by the president.

August

- a. Schedule a September Executive Board meeting.
- b. Send meeting notices to all Board members, the LLA President, and the LLA office manager.
- c. Encourage committees to meet prior to the Board meeting.
- d. At least twenty working days before the Board meeting
 1. Call for a written report from each member of the Executive Board and state the date that reports are due. Reports should be sent to the President at least ten working days before each Board meeting.
 2. Compile an expanded Executive Board Directory, which includes committee members, and send it to all Board and committee members.

September

- a. At least five working days before the Board meeting
 1. Complete reading committee reports and send to all Board members.
 2. Set the agenda and send copies to the Board.
 3. Prepare a yearly budget report and send it to the Board.
 4. Prepare the President's report for the Board meeting and send copies to the Board.
- b. Preside at the Executive Board meeting.
- c. Vote to accept all reports.

- d. After the Board meeting, follow up on incomplete business from the meeting.
- e. After the Board meeting, confer with the Publicity Committee chairperson regarding posting of reports.
- f. Prepare and submit, when requested by the LLA Office, an LASL Section report for the LLA fall Board meeting.

October to December

- a. Attend the LLA Board meeting and present the Section report.
- b. Plan for the LLA Conference. Submit all forms required by the Conference committee.
- c. Schedule a January Board meeting.
- d. Prepare the LASL Section report for the LLA winter Board meeting

January

- a. Attend the LLA Board meeting and present a Section report.
- b. Preside at the LASL Executive Board meeting.
- c. Follow up on unfinished business.
- d. Try to attend the ALA Mid-Winter meeting.

February / March

- a. Attend the LTLA Convention to extend a greeting from LASL.
- b. Attend the LLA Conference. Preside at the Executive Board meeting, the major function (if one is held), and the general meeting.
- c. Follow up on unfinished business.

April / May

- a. Notify AASL Affiliate Assembly appointees.
- b. Authorize the LLA office manager to pay the LASL Delegate \$475.00 if the budget allows.
- c. Send the incoming officer roster to AASL. Attend Louisiana Library Appreciation Day if one is held.
- d. Schedule a final Executive Board meeting.
- e. Request that any board or committee members who will be unable to complete their terms notify you prior to the board meeting.

June

- a. Attend the final LLA Board meeting and present Section report.
- b. Preside at final Executive Board meeting. See that materials from out-going committee chairpersons are passed to their replacements.
- c. Turn over all files to the First Vice-President, including information on a flash drive.
- d. Assist the incoming President as requested.
- e. Contact the incoming LLA President and request that the LASL Legislative Chairperson be appointed to the LLA Legislative Committee.

LLA Conference Duties include:

1. Beginning in the fall, work closely with the Second Vice-President to solicit presenters for school library programs at the Conference.
2. Complete and return all forms and requests from the Conference Committee.
3. Attend LLA Executive Board and General Sessions and be prepared to present the LASL Section report.
4. Become familiar with the Conference schedule and site.
5. Work closely with the Second Vice-President at the Conference.
6. If awarded, request a check for the honorarium for the School Librarian of the Year Award winner from the LLA Office, using the LLA form, three weeks prior to the Conference.

LASL Major Function Duties include:

1. Work closely with the First Vice-President on function details
2. Preside at the function.

LASL Summit Duties include:

1. Budget for the Summit and consider possible speaker fees, venue and equipment rental, custodial and utility fees.
2. Consider other statewide events when selecting dates for the Summit.
3. Work with the First Vice-President to investigate venues in an area centrally located in the state. Consider accessibility and parking. Inquire about internet connectivity and tech support.
4. Work with the First Vice-President to secure a site and choose a date for the Summit with the approval of the LASL board.
5. Ask the Publicity Committee to use all means to advertise the Summit and to assist in attracting presenters.
6. Invite vendors to the Summit. Handle vendor contracts, table sales, etc.
7. Notify the vendors of set-up and take-down times.
8. Ask the vendors to contribute door prizes.

9. Work with the Second Vice-President to recruit presenters, arrange program schedules, plan a timeline of the day's events, determine logistics for lunch, and correspond with presenters.
10. Appoint Summit teams from all committee members to supervise various activities.

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 the major function sponsored by LASL at the annual LLA conference.

NOTE: "The LASL shall send a representative to the ALA Convention. The representative must also attend the AASL Affiliate Assembly. Order of priority shall be: First Vice-President (President-Elect), Second Vice-President, Secretary."

General Duties include:

1. Attend all LASL Executive Board meetings and present a written report at each meeting.
2. Attend LLA Executive Board meetings as a non-voting guest.
3. At the Conference, begin to fill committee positions for next year's Executive Board; collect contact information of all who express interest.
4. Request from the President a place on the agenda at the General Business meeting so that volunteers may be solicited. Get names and addresses of all who express interest.
5. Submit an article to the Publicity Committee asking for volunteers to serve on the upcoming Executive Board.
6. Finalize all committee appointments by mid-August.
7. Send a welcome letter to every member of the Executive Board, and include a copy of their duties and a copy of the LASL Handbook.

LASL Major Function Duties include:

1. If the LASL Executive Board votes to hold a major function during the LLA Conference, plan what that function will entail.
2. Write a publicity article. Send it to the LASL President and the LASL and LLA Publicity Chairpersons
3. Create a program for the luncheon function, if one is necessary, and send to the LLA Office for printing.
4. Invite the incoming LTLA President to bring greetings.

5. Introduce any speaker at the function.
6. Write thank you notes to all with whom you worked.
7. Submit all receipts to the President for payment or reimbursement.

LASL Summit Duties include:

1. If the LASL Executive Board votes to host a Summit, work with the President to investigate venues in an area centrally located in the state. Consider accessibility and parking. Ask about internet connectivity and tech support.
2. Work with the President to secure a site and choose a date for the Summit with the approval of the LASL board.
3. Work with the President and Second Vice-President to recruit presenters, arrange program schedules, plan a timeline of the day's events, determine logistics for lunch, and correspond with presenters.
4. Assist with the supervision of Summit teams from all committee members to supervise various activities.

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.

General Duties include:

1. Attend all LASL Executive Board meetings and present a written report on the activities of the Second Vice President at each meeting.
2. Serve as Ex-Officio member of the Continuing Education Committee during full term of office.
3. Serve as LASL Program Chairperson for the annual LLA Conference and any Summit which is held.

LLA Conference Program Duties include:

1. Serve as LASL Program Chairperson for the annual LLA Conference.
2. Initiate and plan all LLA Conference programs.
3. Contact potential presenters and encourage participation.
4. Together with President, arrange programs, and correspond with the LLA Conference Program Committee for effective placement of LASL programs in the Conference calendar.
5. When the LLA Conference calendar is finalized, correspond with LASL program presenters as needed.
6. Oversee the smooth operation of the planned LASL programs.
7. After the Conference, send thank you notes to all involved in making the program a success.
8. When LASL chooses to sponsor a Conference pre-conference, the Second Vice-President, assisted by the President and Continuing Education Committee shall:
 - a. secure presenters and set a conference fee,
 - b. make all arrangements for the conference or workshop including, but not limited to, the following:
 - requesting room(s) and equipment

- arranging publicity with the Publicity Committee
- sending thank you notes to all involved with the event.

LASL Summit Program Duties include:

1. If the LASL Executive Board votes to host a Summit, serve as the LASL Program Chairperson for the Summit.
2. Initiate and plan all Summit programs.
3. Contact potential presenters and encourage applications to present.
4. Work with the President and the First Vice-President to arrange programs and correspond with presenters for effective placement of programs in the Summit schedule.

SECRETARY

The duties of the Secretary shall be to record minutes of all official meetings, annual and Executive, and to be responsible for such correspondence as the President requests. A copy of all minutes shall be sent to the LLA office for inclusion in the official records of the Association. Minutes of all official meetings shall be transferred to the members of the Executive Board electronically.

NOTE: The Secretary serves a two-year term.

General Duties include:

1. Attend and take minutes of all LASL meetings, including Executive Board meetings.
2. Send copies of the minutes to all Executive Board members present at each meeting.
 - a. The LASL Secretary has fifteen working days after the Executive Board meetings to compile the minutes and send them to the Board members. Message line will say, "LASL Board minutes, draft #1."
 - b. Stipulate in the memo the target dates to respond, to acknowledge receipt of the draft #1 and to submit revisions, considering weekends, holidays, and conferences, with the target date for response being four working days, and for revisions being three working days after the acknowledgement deadline.
 - c. The individual submitting the revision will send all proposed revisions to all members of the Board/Committee.
 - d. The Secretary has four working days to compile the revisions and resolve any conflicts. Revisions will be indicated with asterisks before and after the revision. Identify the location of content changes in the memo. Corrections of grammatical errors and other typos will be changed without comment.
 - e. Send "LASL Board minutes, draft #2" with the memo specifying the new dates for additional revisions, with three working days being allocated.
 - f. If no more revisions are requested, send the following message: "Draft #___ is now to be voted on for approval. You have until (mm/dd/yy) to vote." Allow two working days for approval.
 - g. When sufficient affirmative votes have been received, the minutes will stand approved.
 - h. If additional revisions are suggested to draft #2, the Secretary has two working days to incorporate the changes and to submit draft #3 for a vote using the submission statement shown above.
3. After final approval, the minutes will be submitted to the LASL Publicity Committee for dissemination, Executive Board Members, and the LLA Office manager.

4. Send copies of the minutes to all Executive Board members, again, prior to each board meeting.
5. Secure the previous year's General Business Meeting minutes, make copies, and have them available to the membership at the General Business Meeting during the LLA Conference.
6. Confer with the Handbook Committee chairperson at the January meeting to secure a copy of any constitutional changes/revisions that will be presented for a membership vote at the General Business Meeting. Secure from the Handbook Committee chairperson printed copies of the items on which members will vote at the general membership meeting and distribute copies of the proposed changes at the meeting. Be certain that proposed changes are available to members using more than one readily available method at least 30 days prior to the LASL general meeting at the LLA Conference.
7. Forward all records to the incoming secretary by June 30, including the minutes from the Conference Executive Board and General Business meetings.

PARLIAMENTARIAN

The duties of the Parliamentarian shall be to become familiar with the constitution, official policies and bylaws of the organization and to advise the presiding officer at all general meetings and Executive Board meetings on questions of procedure in transacting the business of the organization. The Parliamentarian shall serve as an ex-officio member of the Handbook Committee.

Duties include:

1. Attend all LASL Executive Board meetings.
2. Advise the President/Executive Board on proper parliamentary procedure as needed.
3. Serve as an ex-officio member of the Handbook Committee.

AASL AFFILIATE ASSEMBLY DELEGATION

Shall represent the Louisiana Association of School Librarians by sending up to two voting delegates who will represent the Louisiana Association of School Librarians at the Affiliate Assembly of the American Association of School Librarians during the American Library Association Annual Conference and whenever possible, other LASL members.

Duties Include:

1. Select a leading member, such as one who holds a leadership position in the Affiliate Assembly, to represent the Committee on the Executive Board.
2. Committee membership will be composed of the two voting delegates representing Louisiana and other LASL members who attend the Affiliate Assembly annually. Officers of LASL who attend the Affiliate Assembly will be ex-officio members of the committee in the year attending the Assembly.
3. Keep the Executive Board informed regularly of AASL news and initiatives that affect or impact Louisiana school libraries.
4. Inform members of new AASL position statements and how school librarians can use them to improve school and district policies.

CONTINUING EDUCATION COMMITTEE

Shall coordinate and plan classes and workshops sponsored by LASL for librarians and other teaching personnel.

NOTE: The Second Vice-President serves as an ex-officio member of the Continuing Education Committee. The committee will work with the Second Vice-President to secure presentations at the annual LLA Conference and the biennial LASL Summit.

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.

The chairperson of the Continuing Education Committee shall coordinate all other activities, including face-to-face and online opportunities for teaching, training and professional development.

Duties include:

1. Assisting the State LA LAMP coordinator when one has been appointed
2. Planning the Summit program when a Summit is being held
3. Planning the LASL portion of the LLA Conference program
4. Providing online training opportunities for school librarians

Should LASL at any time in the future begin offering face-to-face Continuing Education workshops, the following guidelines should be considered:

1. The Continuing Education chairperson shall propose the time, date, and site of the workshop(s) and seek approval from the Executive Committee.
2. The workshop topic shall be selected for its value to school librarians.
3. Members of LASL shall be given first consideration as presenters.
4. Presenters shall not be compensated for their services but may submit a request for reimbursement for expenses incurred up to a maximum of \$25.00.
5. The Committee chairperson, with the approval of the President, shall set registration fees.

HANDBOOK COMMITTEE

Shall receive or initiate recommendations regarding revision of the LASL Handbook, including Constitution, Bylaws, and Official Policies, submitting such recommendations to the Executive Board for further action. The committee chairperson shall maintain a compilation of official policies currently in effect.

Changes: Proposed changes/revisions must be submitted to the membership at least 30 days prior to the annual meeting at the LLA Conference. (See Article VIII – Amendments.)

NOTE: The Parliamentarian serves as an ex-officio member of the Handbook Committee.

Duties include:

1. Be familiar with the complete Handbook, including the constitution, bylaws, and official policies and prompt the Executive Board at meetings if necessary.
2. Review the complete Handbook for any inconsistencies with current policy.
3. Refer any recommendations to the Executive Board at the fall meeting.
4. Request changes/revisions desired by the Executive Board at the fall meeting.
5. Meet with the committee prior to the January Executive Board meeting to prepare any changes/revisions.
6. Submit changes/revisions to the Executive Board at the January meeting for discussion and approval.
7. Submit changes/revisions to the LASL Publicity Committee for publication within ten working days after the January meeting.
8. Submit changes/revisions to the Secretary who will send to LASL members a copy of the items on which they will vote at the general membership meeting. All LASL members must receive these changes/revisions at least 30 days prior to the first day of the LLA annual conference.
9. Prepare printed copies of proposed changes/revisions for the general membership meeting at the LLA annual conference. Be certain that the Secretary receives copies to distribute before the meeting.
10. After approval of items at the LLA Conference, prepare a revised copy that includes all approved changes and revisions, and send a copy to Executive Board members.

11. Submit to the President for consideration at the LLA Board meeting the changes indicated from revisions to Handbook.
12. Refer the updated Handbook to the LLA web oversight committee.

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.

Membership consists of the Executive Board, a Site Coordinator from each LA LAMP site, and a State LA LAMP Coordinator.

LLA Conference Duties include:

1. Coordinate LA LAMP meetings.
2. Determine that there is a coordinator for each LA LAMP location. If not, appoint someone.
3. Periodically review the Memorandum of Understanding held with LA LAMP vendors.
4. Discuss obtaining a keynote speaker. Decide who will contact the person.
5. Sign a Memorandum of Understanding six months prior to the event date designating details of responsibility for maintenance of a LA LAMP website. The website will include online registration, meeting sites, vendor information, and meeting agendas.
6. Provide a sign-in sheet to record the names, locations, and email addresses of those who attended.

LA LAMP State Coordinator Duties include:

1. Send out a letter (updated each time LA LAMP is held) to the Site Coordinators.
2. Hold an online meeting to plan registration, sign-in, agendas, presentations, evaluations and attendance certificates. Discuss the online registration process.
3. Update the forms for the agenda, sign-in sheets, evaluations, and certificate of attendance no later than one month prior to the LA LAMP tour. Post forms in the LA LAMP Dropbox for Site Coordinators' use.
4. Assume that each Site Coordinator will do his/her job. Each location operates a little differently, but all do the main activities.
5. Coordinate efforts with the Vendor President and the Site Coordinators regarding the posting of afternoon program information on the LA LAMP website.

6. Obtain copies of the evaluations from each site for the LA LAMP committee and the LASL president. Sometimes the actual copies are obtained, and other times the site coordinator sends an e-mail with an overview of the evaluations. Feedback from each site assists in future planning.
7. After LA LAMP the State Coordinator will compile attendance and report to the President, Publicity Committee, and LA LAMP Vendor President. When edited, all online registration of attendees will be shared with the same stakeholders.
8. Submit an online program (business meeting) application for the LLA Conference.
9. Determine the amount of money in the speakers' fund which has been collected at each site.
10. Prior to the LLA Conference notify everyone about the meeting at the Conference, and ask for suggestions for the keynote speaker.

LEGISLATIVE COMMITTEE

Shall be responsible for developing resolutions and recommendations to LLA concerning legislation regarding school library programs. The chairperson of the committee shall represent the LASL Section on the LLA Legislative Committee.

Duties include:

1. Formulate and present LASL's legislative goals for the year to the Executive Board at the fall meeting for discussion and approval.
2. Attend all LLA Legislative Committee meetings and present the legislative goals of LASL.
3. Contact members of the Board of Elementary and Secondary Education (BESE), the State Superintendent of Education, and the State Library contact person after the year's legislative goals have been determined. Submit all correspondence to the LASL President for approval before sending.
4. Participate in LLA Legislative Day.
5. Draft resolutions upon Executive Board request. After Board approval, send to the appropriate recipient(s), to the LASL President, and Secretary.

LOUISIANA LIBRARIES SCHOOL LIBRARIES COLUMN EDITOR

Shall solicit and edit quarterly articles for the School Libraries column in LLA's official organ, *Louisiana Libraries*.

The School Libraries Column Editor will serve as a non-voting ex-officio member of the Executive Board. According to the Code for *Louisiana Libraries*, the editor will serve a non-renewable two-year term.

General duties include:

1. Attend all Board meetings.
2. Become familiar with the LASL Handbook, Board initiatives, and committee projects.
3. Work with the Publicity chairperson to become familiar with current topics and to learn when some topics could be expanded in an article written for *Louisiana Libraries*.
4. Solicit ideas and articles from Board membership.

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.

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.

NOMINATING COMMITTEE

Shall select and present to the LASL Executive Board at the January meeting a list of candidates. After the presentation to the LASL Executive Board, the list of candidates shall be presented to the Louisiana Library Association's Nominating-Committee for the election.

Officers:

President, First Vice-President (President-Elect), Second Vice-President (First Vice-President Elect), and Secretary (two-year term)

Eligibility:

All officers must be members of LLA/LASL and must have been a member at least one year prior to the nomination. Previous Board experience is preferred.

Nominee Considerations:

At least two candidates per office (preferred, but not mandated)

Rotate geographic location

Second Vice-Presidential nominee should have Executive Board experience (i.e. serve on committees, other office, etc.)

Duties include:

1. Begin at the LLA Conference or shortly thereafter to advertise and promote the vacant office(s). Be mindful of LLA's deadline of January 15 for candidates to declare candidacy and submit LLA online forms.
2. Contact nominees and fully explain the requirements and responsibilities of the office and send a copy of duties from the LASL Handbook.
3. Submit a list of nominees to the LASL Executive Board at the January meeting.
4. With the assistance of the LLA Office, provide the candidate with the candidate biographical data sheet.
5. Be the liaison and transitional support between newly elected officers and both the current and incoming Executive Boards. Provide contact information of the current and incoming Boards to the newly elected officers.
6. Notify winners and express congratulations; notify those not elected and express appreciation.

PROJECTS COMMITTEE

Shall 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.

NOTE: The Projects Committee is unique. As projects may change from year to year, it is difficult to write specific duties for the committee; therefore, the chairperson should work closely with the president to obtain direction and guidance.

Duties include:

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.
2. Request all files and a status report from the out-going chairperson if last year's project/s were not completed.
3. At the fall Executive Board meeting, report on the status of the project and the committee's plans to continue/complete the project/s.
4. 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.
5. Report on the purpose and goal of the new project/s at the fall Executive Board meeting.
6. Keep detailed records of all committee activities.

PUBLICITY COMMITTEE

Shall publicize the activities of the Association, its meetings, and its programs.

Duties include:

1. Maintain and update the LASL web presence with current and relevant news and resources.
2. Send updates and information to be posted on the LLA website.
3. Keep abreast of all committee activities and work with committee chairpersons to generate articles discussing the committees' recent activities.
4. Write articles promoting LASL and submit to local and state news sources as requested by the Executive Board.
5. Share contact information of all committee members with the LLA Conference Publicity Sub-committee chairperson. Inform the chairperson of your willingness to cooperate in generating interest in the Conference.
6. Target the Conference region during the entire year. Make every effort to get LASL's name before the public.
7. Assign a members of the Committee or LASL to cover LASL Conference activities and write articles on the events.

SCHOOL LIBRARIAN OF THE YEAR AWARD COMMITTEE

Shall disseminate information about the School Librarian of the Year Award, distribute applications, and determine the winner. Applications are due in the LLA office by January 15th of the award year.

Duties include:

1. Coordinate all activities with the LLA Awards Committee.
2. In the fall, advertise the award through the LLA listserv and LASL web presence. Ask members of LASL to spread the word about the award in their districts and schools.
3. Receive submitted application forms from the LLA office manager. The office manager will send forms to all committee members.
4. Meet with the committee to review and discuss the completed applications using the criteria set forth in the application's information section. The committee must select a winner within established deadlines.
5. Notify the winner. Express congratulations and issue an invitation for the winner to attend the LLA Awards Ceremony at the LLA Annual Conference as a guest of the organization. Note that acceptance speeches must be limited to three minutes.
6. Notify the nominator of the winner. Express congratulations and issue an invitation for the nominator to attend the Awards Ceremony. Notify those not selected for the award and their nominators. Express LASL's appreciation for their participation in the award process.
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 Committee chairperson.
8. The LLA office will purchase the plaque for the winner.
9. Alert the LASL President that a winner has been selected and send any information requested.
10. The LASL President will determine if the budget allows for the \$100 honorarium and will request that the check be prepared by the LLA office at least three weeks in advance.

NOTE: The instructions, criteria for selection, and application were updated and approved by the Executive Board and were used in the fall 2016.

School Librarian of the Year Award

Nominations / Applications must be postmarked by January 15

- Sponsor:** Louisiana Association of School Librarians
- Frequency:** Annually when merited
- Deadline:** January 15th of the year it is to be awarded (*or next business day if holiday*)
- Purpose:** To give recognition to a school librarian who has demonstrated a dedication to the mission and goals of the profession through actions and philosophy.
- Description:** A \$100.00 honorarium and an engraved plaque will be presented to the recipient at the annual Louisiana Library Association Conference. The inscription will read

**LASL School Librarian of the Year
Presented to
(Recipient's name)
Month/Day/Year**

The **LASL School Librarian of the Year Award** is presented to a school librarian who has demonstrated outstanding work through action and philosophy to the mission and goals of the school librarian profession within the state of Louisiana. (*Outstanding* is defined as innovative or beyond normal expectations.)

Applicant Requirements: The recipient shall:

- Be a member of LASL in good standing for at least two full school years.
- Be employed in the state of Louisiana.
- Be a Louisiana certified librarian.
- Be a librarian in the same school for three continuous years.
- Be working full time as a school librarian.
- Join the LASL School Librarian Award Committee to help select the winner for the following year.
- Present at the LLA annual conference in the year following acceptance of award.
- Wait five years before applying for this award again.

Selection Criteria:

- Exemplary service to fulfill the needs of students and school community
- Creativity in programming and use of content
- Collaboration with teacher peers, staff, and administrators
- Effective integration of library services with curricula
- Student engagement in services, research, and reading
- Exemplary use of technology tools and technology integration within the curriculum
- Leadership within school building and beyond
- Outreach to the community including parents and families
- Effective promotion of the library and its programs and services
- Participation in professional organizations

School Librarian of the Year Nomination / Application Form

Nominee/Applicant

Name _____

Professional Title _____

School
Name of School _____
Administrator _____

School Address _____

Home Address _____

Phone Number Circle one: home, mobile, school Number: _____

LASL Membership: Number of full school years _____

Number of continuous years at current school; if serving two schools, list both _____

Signature of Applicant / Nominee _____

Address _____

Email Address _____

Person Making Nomination, if applicable

Name _____

Email Address _____

Address _____

Signature _____

Include the following with your application:

1. Two letters of recommendation on school letterhead:
One letter must be from an administrator and one must be from a teacher in your building with whom you have collaborated. (Please make sure that these letters give specific examples of what you do at your school library and not just a list of the information found on your résumé.)
2. Provide a complete résumé that lists the following (if applicable):
 - Education
 - Places of employment as a school librarian
 - Professional organizations to which you belong and any offices or committees in these organizations in which you have participated. (local, state or national)
 - Presentations that you have made at professional conferences (local, state or national)
 - Published articles in print or on the web
 - List of your professional web connections through social media such as blogs, Twitter, LinkedIn, Facebook, etc. List only social media that you use for your library or as a library professional.
 - Awards and grants that you have received
3. Choose **two** of the narratives below and submit the answers with your application:
 - A. Narrative 1 (500 to 1000 words)
Describe an outstanding collaborative lesson or unit where you worked closely with a teacher in your building.
 - B. Narrative 2 (500 to 1000 words)
Describe an extracurricular event, project or activity that you have planned in your library to get students excited about all that the library offers. This may be for events like National Poetry Month, Teen Read Week, Read Across America Day, Picture Book Month, Dot Day, Digital Learning Day or some other special event for your school that builds interest in the library and could even include activities with your library book club or student volunteer program.
 - C. Narrative 3 (500 to 1000 words)
By giving students the opportunity to develop the 21st century skills of communication, critical thinking, creativity and collaboration, librarians can help to prepare them to be college and career ready. How does your library program help support the teaching of 21st century skills in your school?

Each applicant shall be judged by a committee using the selection criteria approved by the Louisiana Association of School Librarians.

Nominations / Applications must be postmarked by January 15th

Return to:

LASL Awards, Louisiana Library Association
8550 United Plaza Boulevard, Suite 1001
Baton Rouge, LA 70809

STANDARDS COMMITTEE

Shall study all official standards which affect school library programs and make recommendations to the Board for further action.

NOTE: At any time there is a revision of the *Guidelines for Library Media Programs in Louisiana Schools*, a member of the revision committee shall serve as an ad hoc member of this committee.

Duties include:

1. Work on the revision of state standards upon Executive Board request.
2. Procure and maintain a file of other state standards (particularly SELA members) and AdvancED standards for study and referral.
3. Compare the requirement of the other states' standards for school libraries with the standards currently affecting Louisiana school library programs. Any recommendations for revisions and additions should be presented to the Executive Board for further action.
4. Study *National School Library Standards for Learners, School Librarians, and School Libraries (AASL Standards)* with the objective of making it applicable to Louisiana school libraries and disseminate pertinent information to school librarians.
5. Keep LASL membership aware of committee work.
6. Promote the implementation of standards through continuing education and in-service programs.

STUDENT RELATIONS COMMITTEE

Shall be responsible for the Louisiana Teenage Librarians Association.

Duties include:

1. Act as the liaison between the Executive Board of the Louisiana Teenage Librarians Association and the parent organization, the Louisiana Association of School Librarians.
2. Attend all LTLA Executive Board meetings and the LTLA Convention.
3. Work closely with the LTLA president and vice-president and their sponsors in planning for the annual LTLA Convention.
4. Check with all new LTLA officers to determine if they have received copies of their duties from the previous officers and that there are no gaps in the flow of information. Schedule an officer orientation near the beginning of the school year (i.e. September).
5. Submit reports in advance by email for all Executive Board meetings of the Louisiana Association of School Librarians. The first report should give LTLA Convention information: the number of schools attending, the type of programs, as well as the names of the new officers.
6. Remind the president to have an agenda for each LTLA Executive Board meeting.
7. Remind the reporter to put contest reminders in the Fall LTLA Newsletter.
8. Approve, with the rest of the committee, all LTLA nominations before the ballots are created. Remember the policy: the president, vice-president, and treasurer should be juniors and seniors when they serve.
9. Email a letter to all LTLA clubs in January stating the rules and expectations at the LTLA Convention.
10. Invite the presidents of LASL and LLA to attend the LTLA Convention and bring greetings from LASL and LLA. The president of LTLA may also send the invitation.
11. Distribute or provide online access to the LTLA Convention evaluation sheets to be returned after the convention to the new Student Relations Committee chairman. (The out-going chairman makes and distributes these; the in-coming chairman receives and tallies them.)
12. Conduct the sponsors' meeting at the LTLA Convention. Request the in-coming chairman to record the minutes of the meeting.

13. Remind the LTLA president to purchase all ribbons for the contests as well as the in-coming president's gavel.
14. Two weeks before the LTLA Convention, check on the progress of each committee and officer.
15. Help tally votes at the LTLA Convention. Only the Nominations Committee chairperson and sponsor and the Student Relations Committee chairperson should be present.
16. With the help of the president of LTLA and his/her sponsor, schedule three executive board meetings for fall, January, and during the convention.
17. Promote LTLA through handouts or presentations at LASL-sponsored conferences or workshops such as LA LAMP or the LLA Annual Conference. The LASL listserv can also be used to promote LTLA membership.

SUE HEFLEY EDUCATOR AWARD COMMITTEE

Shall disseminate information about the Sue Hefley Educator Award, distribute applications, and determine the winner. Applications are due in the LLA office by January 15th of the award year.

NOTE: The committee membership consists of the three most recent past presidents of LASL. The immediate past president serves as the chairperson. Should any of the three most recent past presidents be unable to serve, any past president may be appointed to serve. A detailed description of the Sue Hefley Educator Award is also given in the Louisiana Library Association Manual.

Duties include:

1. Coordinate all activities with the LLA Awards Committee.
2. Submit an article to the LASL Publicity 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.
3. Meet as a committee to review copies of the completed applications and the evaluation form. Follow evaluation instructions and select a winner within established deadlines.
4. Notify the winner. Express congratulations and issue an invitation for the winner to attend the LLA Awards Ceremony at the LLA Annual Conference as a guest of the organization. Note that acceptance speeches must be limited to three minutes.
5. Notify the nominator of the winner. Express congratulations and issue an invitation for nominator to attend the Awards Ceremony. Specify that speeches must be limited to three minutes.
6. Notify those not selected and their nominators. Express LASL's appreciation for their participation in the award process.
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 chairperson.
8. Check with the LASL President regarding budget allowances for the award plaque. Purchase the plaque and make it available at the Awards Ceremony for presentation. Submit the receipt to the LASL President so that a request for reimbursement can be forwarded to the LLA office.
9. Arrange for the award to be presented by the LASL President or the committee chairperson.

SUE HEFLEY EDUCATOR OF THE YEAR AWARD

Application Instructions

SPONSOR:	Louisiana Association of School Librarians
FREQUENCY:	Annual, if merited
DEADLINE:	January 15 th of the award year
PURPOSE:	To recognize the outstanding contribution of Louisiana educators to school libraries within Louisiana.
DESCRIPTION:	Engraved plaque

PREREQUISITES:

- A. Must be a Louisiana educator, other than a practicing school librarian. Eligible individuals could include: school superintendents, building principals, curriculum supervisors, or administrators directly **responsible** for a school or group of schools at either the elementary or secondary level
- B. Nominations must be made by a current member of LASL.
- C. Completed nomination forms will be sent to the LLA executive office no later than LLA due date for awards, January 15th of the award year.

EVALUATION CRITERIA:

The award is to be determined from the information submitted, including supporting data, and will be scored using a four-point rubric.

- A. The award is to be determined from the information submitted, including supporting data, and will be scored using a four-point rubric.
- B. The nomination information should include:
 1. Biographical data, including experience and qualifications
 2. Educator's personal statement of library philosophy that is in keeping with the philosophy of the American Library Association's philosophy of effective school librarianship
 3. An explanation of his/her
 - Administrative leadership and effort
 - Contribution to the concept of effective school library service

- Success in interpreting the role of the school library in the educational process
- C. Supporting data should include the following in brief narrative or bulleted format:
1. Basic information on the school system as a whole, including economic and environmental factors
 2. The situation at the time the administrator began the program for which he/she is to be cited in contrast with the current status, outlining improvements to the library program made under his/her leadership
 3. Activities which exhibit the educator's role in supporting library policies which resulted in the improvement of information literacy curriculum and instruction.
 4. Clear statement of vision for the library program and any future plans showing commitment to and improvement of library services.

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.

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. 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.