

---

# Governing Documents

## Missouri Association of School Librarians

---

## Table of Contents

<b>Constitution of Missouri Association of School Librarians.....</b>	<b>6</b>
Article I .....	6
Name .....	6
Article II .....	6
Purposes.....	6
Article III .....	6
Membership .....	6
Article IV.....	6
Officers .....	6
Article V.....	7
Board of Directors.....	7
Article VI.....	7
Executive Council .....	7
Article VII.....	7
Meetings .....	7
Article VIII.....	8
Affiliation .....	8
Article IX.....	8
Parliamentary Authority .....	8
Article X.....	8
Amendment of the Constitution .....	8
<b>Bylaws of Missouri Association of School Librarians .....</b>	<b>11</b>
Article I .....	11
Dues .....	11
Article II .....	11
Officers .....	11
Article III .....	13
Board of Directors.....	13
Article IV.....	14
Nominations and Elections .....	14
Article V.....	15
Committees.....	15
Article VI.....	17
Procedures on Motions and Resolutions .....	17
Article VII.....	18
Region Affiliates.....	18
Article VIII.....	19
Official Voice and Depository.....	19
Article IX.....	19
Amendment of the Bylaws .....	19
<b>Officers.....</b>	<b>20</b>
President.....	20
First Vice-President/President Elect.....	23
Second Vice-President.....	24
Secretary.....	25
Treasurer.....	27

---

AASL Affiliate Assembly Delegate .....	28
Past President.....	29
<b>Standing and Special Committees .....</b>	<b>30</b>
Standing Committees.....	30
Committee Chairs .....	30
Term Limits .....	31
Responsibilities of Committee Chairs .....	31
Reports .....	31
Expenditures and Supplies .....	32
Committee Materials Maintenance.....	32
Committee Descriptions and Charges .....	33
Finance .....	33
Bylaws Charge to the Committee .....	33
Committee Structure.....	33
Gateway Readers Award .....	34
Bylaws Charge to the Committee .....	34
Committee Structure.....	34
Governance .....	35
Bylaws Charge to the Committee .....	35
Committee Structure.....	35
Chair Responsibilities .....	35
Committee Responsibilities .....	35
Mark Twain Readers Award.....	36
Bylaws Charge to the Committee .....	36
Committee Structure.....	36
Nominations .....	37
Bylaws Charge to the Committee .....	37
Committee Structure.....	37
Professional Education .....	38
Bylaws Charge to the Committee .....	38
Committee Structure.....	<b>Error! Bookmark not defined.</b>
Public Relations .....	40
Bylaws Charge to the Committee .....	40
Committee Structure.....	40
Scholarships, Grants and Recognitions.....	41
Bylaws Charge to the Committee .....	41
Committee Structure.....	41
Show Me Readers Award .....	42
Bylaws Charge to the Committee .....	42
Committee Structure.....	42
Spring Conference .....	43
Bylaws Charge to the Committee .....	43
Committee Structure.....	43
Truman Readers Award.....	44
Bylaws Charge to the Committee .....	44
Committee Structure.....	44
<b>Board Adopted Policies and Procedures .....</b>	<b>45</b>
Archive Depository and Materials .....	45
Archive Depository.....	45

---

---

Methods of Collection .....	45
Archival Materials.....	45
Related Organizations .....	45
Readers Awards Nominees and Winners Depository.....	45
Copyright Transfer .....	45
Confidentiality.....	47
Conflict of Interest.....	48
Definitions .....	48
1. Interested Person .....	48
2. Financial Interest .....	48
Procedures.....	48
1. Duty to Disclose .....	48
2. Determining Whether a Conflict of Interest Exists .....	48
3. Procedures for Addressing the Conflict of Interest .....	49
4. Violations of the Conflicts of Interest Policy .....	49
Records of Proceedings.....	49
Compensation.....	49
Annual Statements.....	50
Periodic Reviews .....	50
Use of Outside Experts .....	50
MASL Conflict of Interest Statement.....	51
Copyright and Logo Use .....	52
Discrimination and Harassment .....	53
Reporting Improper Conduct.....	54
Electronic Voting.....	56
Introduction of an Issue for Informal Discussion .....	56
Introduction of a Motion .....	56
Telephone Conference Call Procedures.....	57
Financial Management.....	58
Internal Controls.....	58
Accounting System .....	58
Source Documents .....	58
Journals and Ledgers .....	59
Financial Reporting .....	59
Planning and Budgeting.....	59
Procedures.....	59
General Business Expenses .....	59
Safe Deposit Box .....	60
Cash Management.....	60
Cash Income Procedures .....	60
Conferences, Seminars and Workshops Self-Supporting.....	60
Personal Checks Receipt Procedures .....	60
Deposit Procedures .....	61
Returned Check Procedures.....	61
Cash Disbursement Procedures .....	61
Merchant Account and Credit Cards.....	62
School Purchase Orders .....	62
Procedure for Past Due School Purchase Orders .....	62
Investments.....	62
Scholarship Fund .....	63
Procurement.....	63
Bids .....	63

---

---

Requisition Process .....	65
Purchasing Procedures.....	65
General.....	65
Purchases less than \$50.....	65
Purchases of \$50 or more but less than \$1000.....	65
Purchases of \$1000 or more.....	66
Conference Registration and Refund Policy .....	66
Reciprocal Registration Agreements .....	66
Refunds of Conference and Event Fees.....	66
Cancellations .....	67
Inventories.....	67
Assets .....	67
Supplies .....	67
Insurance .....	67
Audit / Financial Review.....	68
Taxes .....	68
Legislative Advocate .....	Error! Bookmark not defined.
Gifts.....	69
Mailing and Labels .....	70
Bulk Mailing.....	71
Mailing Labels .....	71
Nominations .....	72
Region Affiliates (Regions).....	73
Region Affiliate Relationship to MASL .....	77
MASL Regional Affiliates Map .....	74
<b>Missouri Association of School Librarians Region Affiliate Grant Application.....</b>	<b>75</b>
Region Directors .....	76
Term of Office .....	76
Responsibilities .....	76
Reports .....	76
Expenditures and Supplies .....	76
Travel .....	77
Budgeted Travel.....	77
Travel and Meal Reimbursement.....	77
1. Mileage and Transportation .....	77
2. Lodging .....	78
3. Meals .....	78
4. Conference Registration .....	78
5. Partial Days of Travel.....	78
6. Travel Advances .....	78
7. Other .....	78
Submitting Expense Reports For Reimbursement:.....	79
Picture of expense form.....	79
<b>MASL INSTALLATION SERVICE.....</b>	<b>81</b>

---

---

# **Constitution of Missouri Association of School Librarians**

## **Article I**

### **Name**

The name of this organization shall be the Missouri Association of School Librarians (MASL).

## **Article II**

### **Purposes**

The purposes of this organization shall be:

- To advocate for access to school library media center services and resources for Missouri's children.
- To develop collaborative relationships with stakeholders in the educational community.
- To enable the use of information technologies in Missouri schools.
- To provide opportunities for continuing professional education focusing on exemplary practices in school library media centers.
- To recognize significant contributions to the profession and to the improvement of school library media programs in Missouri.

## **Article III**

### **Membership**

The membership of this organization shall not be limited in number and shall be open to any individual or corporation interested in promoting the purposes of the Association upon payment of the prescribed dues.

## **Article IV**

### **Officers**

The officers of the Association shall be a President, a First Vice-President/President Elect, a Second Vice-President, a Secretary, a Treasurer, a Past President and an American Association of School Librarians (AASL) Affiliate Assembly Delegate. These officers shall perform the duties prescribed in the Bylaws, Policies and Procedures, and by the parliamentary authority adopted by the organization. Officers shall be elected in accordance with the procedures established in the Bylaws. No member shall hold more than one elected office at a time.

---

## Article V

### **Board of Directors**

- Section 1      The Officers of the Association and the Directors, as designated in the Bylaws, shall constitute the Board of Directors (hereafter referred to as the Board). There shall be at least one Director from each MASL Affiliate Region.
- Section 2      The Missouri State Librarian and the Missouri Department of Elementary and Secondary Education (DESE) Library Media and Technology Consultant shall be permanent nonvoting members of the Board.
- Section 3      The Board shall have general supervision of the affairs of the Association between its annual meetings, make recommendations to the Association and perform such other duties as are specified in the Bylaws, Policies and Procedures. The Board shall be subject to the orders of the Association and none of its acts shall conflict with an action taken by the Association.
- Section 4      Regular meetings of the Board shall be set by action of the Board. Special meetings of the Board may be called by the President and shall be called upon the written request of at least ten percent (10%) of the Board membership filed with the Secretary and President. A majority of the total Board membership, excluding vacancies, shall constitute a quorum.

## Article VI

### **Executive Council**

- Section 1      The President, First Vice-President/President Elect, Second Vice-President, Secretary, Treasurer, Past President, AASL Affiliate Assembly Delegate and two (2) sitting Directors elected by Board members shall constitute the Executive Council (hereafter referred to as the Council).
- Section 2      The Council shall have general supervision of the affairs of the Association between meetings of the Board, make recommendations to the Board and perform such other duties as are specified in the Bylaws, Policies and Procedures. The Council shall be subject to the orders of the Board and none of its acts shall conflict with an action taken by the Association or the Board.
- Section 3      Regular meetings of the Council shall be set by action of the Council. Special meetings of the Council may be called by the President and shall be called upon the written request of at least three (3) members of the Council filed with the Secretary and President.

## Article VII

### **Meetings**

- Section 1      **Annual Meeting.** The Association shall hold an annual meeting during MASL Spring Conference for the purpose of receiving reports from officers, the Board and Committees, and for any other business.

- 
- Section 2     **Special Meetings.** Special meetings of the Association may be called by a two-thirds vote of either the Council or the Board. The purpose of the meeting shall be stated in the call.
- Section 3     **Quorum.** Twenty-five percent (25%) of the Association members attending an annual or special meeting shall constitute a quorum.
- Section 4     **Committees.** The Association shall have such Standing Committees as may be established in the Bylaws and may establish Special Committees as the Association may deem necessary.
- Section 5     **Participation at Annual and Special Meetings.** Association members attending the Annual Meeting or any Special Meeting of the Association shall be entitled to debating and voting privileges.

### **Article VIII**

#### **Affiliation**

- Section 1     **Association Affiliation.** The Association shall be an affiliate of the American Association of School Librarians (AASL).
- Section 2     **Region Affiliate.** An organization of individuals involved in school library media services on a local or regional level in the state of Missouri may seek affiliate status with the Association and, upon approval by the Board, shall be known as a Region Affiliate.

### **Article IX**

#### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution, the Bylaws and any special rules of order the Association may adopt.

### **Article X**

#### **Amendment of the Constitution**

The Constitution may be amended by a two-thirds vote of the members present and voting at any duly called business meeting of the Association, provided the proposed amendment has been presented to the Board of Directors in writing no less than sixty (60) days prior to the business meeting at which the amendment is to be acted upon, and written notification sent to each member of the Association no less than thirty (30) days prior to the meeting. Decisions by the membership may also be taken through mail, e-mail, electronic, or fax ballot, as determined by the Board.

#### **Enactment Proviso:**

The revisions to the Constitution shall be effective January 1, 2008 and shall be implemented no later than June 30, 2008.

---

*Adopted 12/03/0707*  
*Effective 01/01/08*

---

# Bylaws

## Missouri Association of School Librarians

---

# Bylaws of Missouri Association of School Librarians

## Article I

### Dues

- Section 1 **Membership Dues.** Membership dues shall be set by a majority vote at the annual meeting or a special called meeting. The membership year shall be from July 1 to June 30. Failure to pay dues by October 1 shall result in the loss of membership. Payment of dues shall reinstate membership for the remainder of the current membership year.
- Section 2 **Levels of Dues.** There may be different levels of dues for individual members, retired members, students, first time members and corporate members. Past Presidents of MASL are granted Lifetime Memberships with payment of dues waived.

## Article II

### Officers

- Section 1 **President.** The First Vice-President/President Elect shall succeed to the office of President at the close of the President's term, or upon the death, resignation or removal of the President. The President shall be a member of the American Library Association (ALA) and the American Association of School Librarians (AASL), and shall have the following duties:
- To preside at all meetings of the Association, Board and Council;
  - To serve as Ex-Officio member of all Standing and Special Committees of the Association, Board and Council;
  - To serve as Official Delegate to the AASL Affiliate Assembly held at ALA Midwinter Conference;
  - To serve as Official Delegate to AASL Region III meetings;
  - To represent MASL at Missouri State Legislative Day and Missouri Governor's Proclamation Day;
  - To perform all duties set forth in the MASL Policies and Procedures for this office.
- Section 2 **First Vice-President/President Elect.** The Second Vice-President shall succeed to the office of First Vice President/President at the close of the First Vice-President/President Elect's term, or upon the death, resignation or removal of the First Vice-President/President Elect. The First Vice-President/President Elect shall be a member of the American Library Association (ALA) and the American Association of School Librarians (AASL), and shall have the following duties:
- To preside at all meetings of the Association, Board and Council in the absence of the President;
  - To serve as Co-Chair of the Finance Committee;
  - To serve as Co-Chair of the Annual Spring Conference;
  - To serve as Ex-Officio member of all Standing and Special Committees of the Association, Board or Council;

- 
- e. To serve as Official Delegate to the AASL Affiliate Assembly held at ALA Annual Conference;
  - f. To perform all duties set forth in the MASL Policies and Procedures for this office.

Section 3 **Second Vice-President.** The Second-Vice President shall be elected at the Annual Meeting and shall have the following duties:

- a. To preside at all meetings of the Association, Board and Council in the absence of the President and First Vice-President/President Elect;
- b. To serve as an Ex-Officio member of the Professional Education Committee;
- c. To serve as Chair of the Fall Seminar Committee;
- d. To represent MASL at the biennial AASL Conference when it occurs during the Second Vice President's term of office;
- e. To perform all duties set forth in the MASL Policies and Procedures for this office.

Section 4 **Secretary.** The Secretary shall be elected at the Annual Meeting and shall have the following duties:

- a. To keep minutes of all meetings of the Association, the Board and the Council;
- b. To prepare the MASL Annual Report;
- c. To serve as MASL Archivist/Historian;
- d. To perform all duties set forth in the MASL Policies and Procedures for this office.

Section 5 **Treasurer.** The Treasurer shall be elected at the Annual Meeting, be bonded, and have the following duties:

- a. To oversee the receipt and expenditure of funds and financial records of the Association;
- b. To serve as Co-Chair of the Finance Committee;
- c. To perform all duties set forth in the MASL Policies and Procedures for this office.

Section 6 **Past-President.** The President shall succeed to the office of Past-President at the close of the President's term and shall have the following duties:

- a. To serve as Parliamentarian at Council and Board meetings;
- b. To serve as Chair of the Nominations Committee;
- c. To serve as Co-Chair of the Professional Education Committee;
- d. To represent MASL at the annual ALA National Legislative Day;
- e. To perform all duties set forth in the MASL Policies and Procedures for this office.

Section 7 **AASL Affiliate Assembly Delegate.** The AASL Affiliate Assembly Delegate shall be elected at the annual meeting every other year. The Delegate shall be a member of ALA and AASL and shall have the following duties:

- a. To serve as Official Delegate to the AASL Affiliate Assembly held at ALA Annual and Midwinter Conferences;
  - b. To serve as Official Delegate to AASL Region III meetings;
  - c. To represent MASL at the biennial AASL Conference held during the term of office;
  - d. To serve as Co-Chair of the Professional Education Committee;
-

- 
- e. To assist with all matters related to Intellectual Freedom and challenged materials;
  - f. To perform all duties set forth in the MASL Policies and Procedures for this office.

**Section 8** **Terms.** Term of office for President, First Vice-President/President Elect, Second Vice-President, Secretary and Treasurer shall be one year or until a successor is elected. The term of office shall be from July 1 to June 30.

Term of office for the AASL Affiliate Assembly Delegate shall be two years or until a successor is elected. The term of office shall be from July 1 to June 30.

Term Limits. No MASL Officer may serve more than two consecutive terms in the same elected office after which a one-year hiatus must be taken. However, the filling of a vacant term for less than twelve (12) months shall not be considered a term for purposes of term limits.

**Section 9** **Vacancies.** A vacancy in the office of Second Vice-President, Secretary, Treasurer, Past President, or AASL Affiliate Assembly Delegate shall be filled by the Board upon recommendation by the President. Persons elected by the Board to fill vacancies shall serve out the remainder of the term.

**Section 10** **Nominations of Officers.** The Nominations Committee shall annually present a slate of officers for Second Vice-President, Secretary and Treasurer, and AASL Affiliate Assembly Delegate biennially. The slate shall be presented by November 1 and publicized to the Association membership. Nomination by petition may also be made from the general membership in accordance with the provisions of Article IV.

### **Article III**

#### **Board of Directors**

**Section 1** **Board Composition.** The Board shall be composed of the President, First Vice-President/President Elect, Second Vice-President, Secretary, Treasurer, Past President and AASL Affiliate Assembly Delegate who shall serve in said respective positions on the Board. There shall be one Director from each Region Affiliate.

**Section 2** **Region Affiliate Members.** Each Region Affiliate Director shall be elected by the Region Affiliate. Notification of the person elected as the Region Affiliate Director shall be given to the President no later than July 1. Region Affiliate Directors serve as liaisons between the Board and Region Affiliates.

**Section 3** **Term of Office.** Region Affiliate Directors shall serve one-year terms. Term of office shall be July 1 to June 30.

**Section 4** **Vacancies of Region Affiliate Directors.** A vacancy of a Region Affiliate Director shall be filled by that Region Affiliate electing a new Director to serve out the remaining term. If the Region Affiliate has not elected a Director to fill the vacancy and so notified the Secretary within thirty (30) days of the

---

occurrence of the vacancy, the Board shall elect a member from the Region Affiliate to fill the vacancy upon recommendation by the President.

Section 5 **Term Limits.** Region Affiliate Directors may serve up to four (4) consecutive years after which a one-year hiatus must be taken. However, the filling of a vacant term for less than twelve (12) months shall not be considered a term for purposes of term limits.

Section 6 **Adoption of Policies and Procedures.** The Board has authority to adopt Policies and Procedures for Officers, the Board, the Council, and Committees for the overall efficient operation of the Association. Adoption of Policies and Procedures requires that at least thirty (30) days written notice be given to all Officers and Board Members of proposed adoption and revisions, with a copy of proposed Policies and Procedures. Policies and Procedures may not conflict with provisions of the Constitution or Bylaws, but may provide additional guidance and direction in accordance with the Constitution and Bylaws.

#### **Article IV**

#### **Nominations and Elections**

Section 1 A petition, signed by a minimum of twenty-five current members of the Association, accompanied by written consent from the nominee, and received by the Nominations Committee by February 1, shall qualify a member for nomination to the office of Second Vice-President, Secretary, Treasurer or AASL Affiliate Assembly Delegate.

Section 2 When a nomination by petition is made, the Nominations Committee shall deliver the names of the Committee nominee and any petition nominees to the Chair of the Tellers Committee. The Tellers Committee shall prepare the official ballot listing the Committee nominee for each position first followed by nominee(s) made by petition in last name alphabetical order. In years where there is more than one candidate for any office, ballots will be mailed by February 10 to all members of the Association. Ballots will only be for those positions for which there is more than one candidate. Positions for which no nomination by petition is made shall be acted upon at the Annual Meeting. Only ballots received by March 10 will be counted.

Section 3 The conduct of the election by mail shall be under the supervision of the Tellers Committee and in accordance with the provisions for *A Vote By Mail* as set forth in the Parliamentary Authority, and any special rules established in the Policies and Procedures.

Section 4 Each year in which a nomination is made by petition for an office, the President, with the approval of the Council, shall appoint a Tellers Committee of three members, designating one as Chair. The Tellers Committee shall conduct the election of the officers of the Association for those positions for which a nomination by petition has been made. Each Teller shall be a current member of the Association, not serving the Association in any elective or appointive position, and not a nominee for an office for which the election is being held.

---

**Article V**  
**Committees**

- Section 1 **Standing Committees.** There shall be the following Standing Committees as determined by the Board:
- a. Finance
  - b. Gateway Readers Award
  - c. Governance
  - d. Legislative Advocacy
  - e. Mark Twain Readers Award
  - f. Nominations
  - g. Professional Education
    - I. Intellectual Freedom
    - II. Fall Seminar
  - h. Public Relations
    - I. New Members
    - II. *Connections* Newsletter
    - III. Epsilon Beta
  - i. Scholarships, Grants & Recognitions
  - j. Show Me Readers Award
  - k. Spring Conference
  - l. Truman Readers Award
- Section 2 **Members.** Members of Standing or Special Committees must be members in good standing with payment of dues current. Each Committee shall be composed of not less than five (5) or more than nine (9) members, including Chair(s). No Committee shall have more than two (2) members from a single Region Affiliate,
- Section 3 **Spring Conference.** The Spring Conference Committee shall be composed of the number of persons necessary to plan and oversee a successful Spring Conference with no more than twenty-five (25) members, including its Chair(s). Members shall be chosen by the First Vice-President/President Elect and confirmed by the Board.
- Section 4 **Committee Chairs.** Committee Chairs shall be appointed by the President and become nonvoting members of the Board with the following exceptions:
- a. Finance Committee for which the First Vice-President/President Elect and Treasurer shall serve as Co-Chairs;
  - b. Nominations Committee for which the Past President shall serve as Chair;
  - c. Professional Education Committee for which the AASL Affiliate Assembly Delegate and Past President shall serve as Co-Chairs.
  - d. Readers Awards Committees for which the respective Committee Vice-Chairs shall succeed to the office of Chair.
- Section 5 **Election of Committees.**
- a. **Nominations Committee.** The President shall submit to the Board five (5) nominees to serve on the Nominations Committee. No more than one (1) nominee may be from a single Region Affiliate.

- 
- b. All other Committees shall be confirmed by the Board.
  - c. Term Limits. Committee Chairs and Committee members may serve up to five (5) consecutive years in one, or a combination of, Board and Committee positions, after which a five-year hiatus must be taken before serving on another Readers' Award Committee (Show-Me, Mark Twain, Truman or Gateway). A one-year hiatus must be taken before serving on any other committee. However, the filling of a vacant term for less than twelve (12) months shall not be considered a term for purposes of term limits.

Section 6 **Duties of Committees.** Committees shall have the general duties hereafter set forth:

- a. Finance. The Committee shall have responsibility for preparing the annual budget for presentation to the Association in consultation with the First Vice-President/President Elect, general oversight of financial operations, and any other duties relating to financial and budgetary matters established in the Policies and Procedures for the Committee.
- b. Gateway Readers Award. The Committee shall have responsibility for the coordination and administration of the Gateway Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.
- c. Governance. The Committee shall have responsibility for reviewing the governing documents, making recommendations for amendments and revisions, updating the Policies and Procedures, and any other duties relating to Association governance established in the Policies and Procedures for the Committee.
- d. Legislative Advocacy. The Committee shall have responsibility for development and oversight of the legislative platform, and any duties or responsibilities related to legislative advocacy established in the Policies and Procedures for the Committee.
- e. Mark Twain Readers Award. The Committee shall have responsibility for the coordination and administration of the Mark Twain Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.
- f. Nominations. The Committee shall have responsibility for the nomination of elected officers and any other duties established in the Policies and Procedures for the Committee.
- g. Professional Education. The Committee shall have responsibility for the development and oversight of professional education programs and any other duties established in the Policies and Procedures for the Committee. The AASL Affiliate Assembly Delegate, who serves as Co-Chair of the Professional Education Committee, shall assist with all matters related to Intellectual Freedom and challenged materials. The Second Vice-President, who serves as an Ex-Officio member of the Committee, shall have responsibility for Fall Seminar.
- h. Public Relations. The Committee shall have responsibility for the public relations and publicity program, and any other duties relating to

---

public relations and publicity established in the Policies and Procedures for the Committee.

- i. Scholarships, Grants and Recognitions. The Committee shall have responsibility for administering the Association's program of Awards, Grants and Recognitions as established in the Policies and Procedures for the Committee.
- j. Show Me Readers Award. The Committee shall have responsibility for the coordination and administration of the Show Me Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.
- k. Spring Conference. The Committee shall have responsibility for planning and overseeing the Annual Spring Conference and any other duties established in the Policies and Procedures for the Committee.
- l. Truman Readers Award. The Committee shall have responsibility for the coordination and administration of the Truman Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.

Section 7 **Referral to Committees.** Items of business brought before the Annual Meeting, the Board or the Council shall be referred to the appropriate Standing Committee for action who will report back to the entity making the referral.

Section 8 **Special Committees.** Special or Ad Hoc Committees may be created by action of the Board. These Committees shall have a limited purpose and shall cease to exist when the purpose is accomplished or by action of the Board. The Chair(s) of any Special Committee shall be named by the President.

Section 9 **Committees of the Board and Council.** The Board and Council are authorized to create Committees of each body to carry out specific tasks and functions for the efficient operation of the Board or Council. These Committees shall have a limited purpose and shall cease to exist when the purpose is accomplished or by action of the Board or Council. The Chair(s) of any Committees of the Board or Council shall be named by the President.

## **Article VI**

### **Procedures on Motions and Resolutions**

Section 1 **Committee Motions.** Motions or Resolutions from Committees for action by the Association shall be handled under the following procedures:

- a. Action by the Council. The Motion or Resolution shall be presented to the Council for its review. The Council shall indicate its recommendation of a vote for, against, no position or proposed amendment. The Motion or Resolution shall be passed to the Board for its review, with the action taken by the Council so noted.
- b. Action by Board. The Board shall review the Motion or Resolution and indicate its recommendation of a vote for, against, no position or proposed amendment and position for, against or no position on any

---

proposed Council amendment. The Motion or Resolution shall be passed to the Association for its action with the actions of the Council and Board so noted.

- c. Any action by the Council or Board shall not serve as a veto or other means to prevent the Committee Motion or Resolution from being reported to the Association for its action.

Section 2 **Council Motions.** Motions or Resolutions from the Council for action by the Association shall be presented to the Board for its review. The Board shall review the Motion or Resolution and indicate its recommendation of a vote for, against or proposed amendment. The Motion or Resolution shall be passed to the Association for its action with the actions of the Board so noted. Any action by the Board shall not serve as a veto or other means to prevent the Council Motion or Resolution from being reported to the Association for its action.

Section 3 **Action in Meeting – Committee Motions.** Upon a Committee Motion or Resolution, with amendment(s) from the Council or Board being moved for adoption at a meeting of the Association, the Council amendment(s) will be first acted upon. Any Board amendment(s) will then be acted upon before amendments to the motion are taken from the floor.

Section 4 **Action in Meeting – Council Motions.** Upon a Council Motion or Resolution, with amendment(s) from the Board being moved for adoption at a meeting of the Association, the Board amendment(s) will be acted upon before amendments to the motion are taken from the floor.

## **Article VII**

### **Region Affiliates**

Section 1 The Region Affiliates are: East Central, Greater Kansas City, Mid-Missouri, Northeast, Central, Northwest, St. Louis City, St. Louis Suburban, South Central, Southeast and Southwest. The school districts and areas located in each Region Affiliate shall be as assigned and in the geographical boundaries shown on the Region Affiliates Map in the MASL Policies and Procedures.

Section 2 Region Affiliates in good standing shall provide documentation as outlined in the Policies and Procedures.

---

**Article VIII**

**Official Voice and Depository**

- Section 1     **Official Voice.** The MASL *Connections* Newsletter shall be the official voice of the Association and shall be distributed without charge to each current member of the Association.
- Section 2     **Official Depository.** The Western Historical Manuscript Collection shall be the depository of the official record of the Association.

**Article IX**

**Amendment of the Bylaws**

The Bylaws may be amended by a majority vote of the members present and voting at any duly called business meeting of the Association, provided the proposed amendment has been presented to the Board of Directors in writing no less than sixty (60) days prior to the business meeting at which the amendment is to be acted upon, and written notification sent to each member of the Association no less than thirty (30) days prior to the meeting. Decisions by the membership may also be taken through mail, e-mail, electronic, or fax ballot, as determined by the Board.

**Enactment Proviso:**

The revisions to the Constitution shall be effective January 1, 2008 and shall be implemented no later than June 30, 2008.

*Adopted 12/03/07  
Effective 01/01/08*

---

## Officers

### President

#### I. Association Responsibilities

- A. Ensure the effective action of the Board and Council in governing and supporting MASL, and oversee Board and Council affairs.
- B. Ensure that Association, Board and Council matters are handled properly, including preparation of pre-meeting materials, Committee functioning, and recruitment and orientation of new Board members.
- C. Prepare agendas and preside at all meetings of the Association, Board and Council.
- D. Appoint a Tellers Committee of three members and designate one as Chair to conduct the election of officers of the Association for those positions for which a nomination by petition has been made. Each Teller shall be a current member of the Association, not serving the Association in any elective or appointive position, and not a nominee for an office for which the election is being held.
- E. Report all election results regarding candidates or issues to Association members via the Web site.
- F. Arrange Association, Board and Council meetings and notify members at least ten working days in advance.
- G. Convene a Council meeting prior to the first Board meeting of the new fiscal year. This meeting should focus on budget, objectives and program plans for the new presidential year.
- H. Convene a Board meeting near the beginning of the fiscal year.
- I. Announce and convene special meetings of the Council, Board, or general membership when constitutional requirements have been met.
- J. Implement activities authorized by the Council and Board.
- K. Prepare the Annual Report for the Secretary by May 31.
- L. Conduct the Installation Ceremony for incoming Officers at Spring Conference.
- M. Review and revise, with the advice of the Council and consent of the Board, MASL Short- and Long-Range Plans to assure continuity in planning and development of the Association.
- N. Establishes Search and Selection Committee, and appoints Committee Chair for hiring an Association Management Company. Convene Board and Council discussions on evaluating the Association Management Company and negotiating compensation and benefits package; conveys information to the Association Management Company.

#### II. Committee Responsibilities

- A. Appoint the following Committee Chairs with Board approval:
  - Governance
  - Legislative Advocacy
  - Public Relations
    - New Members
    - *Connections* Newsletter
    - Epsilon Beta
  - Scholarships, Grants & Recognitions

- 
- Reporting Positions
    - Temporary positions (Ad Hoc and Task Force) and the following
  - Vacancies
    - Committee and officer vacancies not provided for in the Constitution and Bylaws.
- B. Provide direction to all committees.
- C. Request lists of committee members from all committee chairs.
- D. Serve as ex-officio member of all committees.

#### **IV. Site Selection Responsibilities**

- A. Provide oversight to Association Management Company in soliciting bids for conference sites.
- B. Review conference evaluation reports from past Fall Seminar and Spring Conference Chairs regarding locations and evaluation of facilities.
- C. Gather appropriate information about possible sites for MASL Conferences at least two years in advance. Both Spring Conference and Fall Seminar shall be held annually at a location near the center of the state, if financially feasible.
- D. Follow bid process delineated in Conflict of Interest and Financial Policies and Procedures.
- E. Make on-site visits to potential locations to evaluate potential as Fall Seminar and/or Spring Conference site.
- F. Present results and recommendations to the Council and Board at Winter Council and Board meetings for consideration and action.
- G. Consult with the Council and Board if problems arise and changes need to be made in a negotiated and signed contract.

#### **V. Public Relations/MASL Representation Responsibilities**

- A. Speak to the media and the community on behalf of MASL.
- B. Advocate for school librarianship through coordination efforts with state education and library associations.
- C. Work with MLA to publicize library-related events of mutual interest (i.e. Children's Book Week, Library Week, etc.).
- D. Be a member of ALA and AASL.
- E. Serve as Official Delegate to the AASL Affiliate Assembly held at ALA Midwinter Conference.
- F. Serve as Official Delegate to AASL Region III meetings.
- G. Represent MASL at Missouri State Legislative Day and Missouri Governor's Proclamation Day.
- H. Write an article for each issue of the MASL Newsletter.
- I. Meet with the Missouri State Commissioner of Education, or designee, if appropriate, to inform The Commissioner of the Association's primary goals, objectives and concerns for the year. Inquire about the Association's role in the improvement of school library media services in the state through working cooperatively with the Missouri Department of Elementary and Secondary Education (DESE).
- J. Monitor the following:
- State school media center standards.
  - Certification requirements.
  - Missouri School Improvement Program.

- 
- K. Appoint MASL representatives as requested by other professional organizations and agencies.
  - L. Maintain updated list of Regions Affiliates and Directors, and serve as communication liaison between the Board, Council and Region Affiliate Directors.

**VI. Fiscal Responsibilities**

- A. Maintain the fiscal integrity of the Association.
- B. Present the Board approved annual budget at the first Council and Board meetings held after the beginning of the fiscal year.
- C. Approve all Expense Reports for expenditure of Association funds and forward signed Expense Reports to the Association Management Company.
- D. Work with Association Management Company regarding the financial review to be conducted at the close of the fiscal year.
- E. Verify surety bonding of the Treasurer and the Association Management Company.
- F. Verify purchase of Board liability insurance.
- G. Provide oversight on all contracts made in the name of the Association.
- H. Initiate contract negotiations for MASL Association Management Company.
- I. Approve requests for mailing labels from the MASL membership database.

*Draft revision 05/18/08*

*Revised 01/18/03*

*Revised 05/18/02*

*Revised 08/18/01*

*Revised 05/20/00*

*Revised 05/22/99*

*Revised 05/31/97*

---

## **First Vice-President/President Elect**

### **I. Association Responsibilities**

- A. Attend all meetings of the Association, Council and Board.
- B. Preside at all meetings of the Association, Board and Council in the absence of the President or at the request of the President.
- C. Assist President with finding individuals to fill Committee Chair, reporting and liaison positions.

### **II. Committee Responsibilities**

- A. Serve as Co-Chair of the Finance Committee.
- B. Serve as Co-Chair of the Annual Spring Conference.
- C. Serve as Ex-Officio member of all Standing and Special Committees of the Association, Board or Council.

### **III. Public Relations Responsibilities**

- A. Represent MASL at meetings as requested by the President.
- B. Be a member of the American Library Association (ALA) and the American Association of School Librarians (AASL).
- C. Serve as Official Delegate to the AASL Affiliate Assembly held at ALA Annual Conference.
- D. Assist with the MASL exhibit to promote the Association and its activities at the request of the AASL Affiliate Assembly Delegate.

### **IV. Fiscal Responsibilities**

- A. Become knowledgeable about the fiscal operation of the Association.
- B. Assist President in maintaining the fiscal integrity of the Association.

*Draft Revision 05/18/08*  
*Revised 05/18/02*  
*Revised 04/11/96*

---

## **Second Vice-President**

### **I. Association Responsibilities**

- A. Attend all meetings of the Association, Council and Board.
- B. Preside at all meetings of the Association, Board and Council in the absence of the President and First Vice-President/President Elect.
- C. Prepare and maintain the MASL activities calendar for distribution at Council and Board meetings, and for the *Connections* newsletter.
- D. Prepare the annual MASL master management calendar with a timeline for expedient execution of all association responsibilities.
- E. Coordinate Council representation at Region Affiliate meeting.

### **II. Committee Responsibilities**

- A. Serve as Chair of the Fall Seminar Committee.
- B. Serve as an Ex-Officio member of the Professional Education Committee.
- C. Select Spring Conference Co-Chair.

### **III. Public Relations Responsibilities**

- A. Represent MASL at the biennial AASL Conference when it occurs during the Second Vice President's term of office.
- B. Assist with the official MASL exhibit to promote the Association and its activities at the request of the AASL Affiliate Assembly Delegate.

*Draft revision 05/18/08*  
*Revised 05/18/02*  
*Revised 05/20/00*  
*Revised 04/11/96*

---

## **Secretary**

### **I. Association Responsibilities**

- A. Attend all business meetings of the Association, Board, and Council.
- B. Record minutes of all Association, Board and Council meetings.
- C. Forward minutes to members of the Board and Council within thirty days of the meeting.
- D. Forward minutes to Association Management Company for distribution on the MASL Web site.
- E. Include copies of all approved motion forms with the minutes in the Secretary's materials.
- F. Forward minutes of MASL general business meetings to the *Connections* newsletter editor for inclusion in the issue following the meeting. Summarize minutes for the editor if requested.
- G. Forward minutes from Association, Board and Council meetings to the Legislative Advocate.
- H. Inform the President of all election results.
- I. Maintain a file of election results including total votes cast for each candidate or issue, and the number of ballots returned.
- J. Have minutes and Board reports for the current year and immediate past year available at Association, Board and Council meetings.
- K. Compile a complete set of Board Reports from each member to add to Secretary's materials.
- L. Transfer immediate past year's and current year's records to incoming Secretary. Any remaining documents should be forwarded to the WHMC.
- M. Collect, compile, publish and distribute of the MASL Annual Report. The Annual Report shall include:
  - Cover
  - Table of Contents
  - Annual Financial Statement
  - Minutes of the general membership meetings
  - Complete list of motions passed at Association, Board and Council, Board, meetings
  - Annual report from each member of the Board
  - Reports from temporary and ad hoc committees, including Tellers Committees
- N. Forward a copy of the Association, Board and Council minutes to the MASL Accountant for financial review.
- O. Distribute copies of Annual Report to the following no later than Fall Seminar in print or electronic format:
  - Board members
  - Association Management Company
  - WHMC Archives
  - AASL Executive Office
  - Region III Affiliates
  - MASL Web site
  - Conduct official correspondence of MASL as directed by the President.

### **II. Archivist/Historian Responsibilities**

- 
- A. Collect Annual Reports and any other reports, records, correspondence, etc. of archival merit as described in the Archive Depository and Materials Policy and Procedures and forward the materials to the WHMC by December 1.
  - B. Collect any financial records (including tax records, journals, ledgers, cancelled checks, and other material required by an auditor) at the end of the fiscal year or when released by the Association Management Company as no longer needed to satisfy an IRS audit and forward to the WHMC.

*Draft Revisions 05/18/08*

*Revised 01/18/03*

*Adopted 08/17/96*

---

## **Treasurer**

### **I. Association Responsibilities**

- A. Attend all business meetings of the Association, Board and Council.
- B. Oversee the receipt and expenditure of funds and financial records of the Association.
- C. Pay all bills of the Association by MASL check upon receipt of an approved *Expense Report* signed by the President.
- D. Serve as Co-Chair of the Finance Committee and prepare agendas for meetings, including a year-long calendar of issues.
- E. Provide financial statements for distribution at Association, Council and Board meetings.
- F. Serve as Registration Chair for all MASL conferences/seminars.

### **II. Fiscal Responsibilities**

- A. Manage the Board's and Council's review of, and action related to, the Board's financial responsibilities.
- B. Work directly with the Association Management Company to develop and implement financial procedures and systems specified in *Financial Management Policies and Procedures*.
- C. Maintain an accurate account of all deposits, expenditures, and funds in Association accounts.
- D. Ensure that appropriate financial reports are made available to the Association, Board and Council regarding budget tracking, key financial events, trends, concerns, and assessment of fiscal health.
- E. Ensure, through the Finance Committee, sound management and maximization of cash and investments.
- F. Provide the Secretary the Treasurer's Annual Report no later than September 1.
- G. Make *Expense Report* forms available as needed in print and/or electronic formats.

*Draft revision 05/18/08*  
*Revised 11/12/04*  
*Revised 11/13/98*  
*Revised 04/30/98*  
*Revised 04/11/96*

---

## **AASL Affiliate Assembly Delegate**

### **I. Association Responsibilities**

- A. Attend all business meetings of the Association, Board, and Council.
- B. Serve a term of two years, beginning July 1 following the election.
- C. Serve as Co-Chair of the Professional Education Committee.
- D. Serve as MASL Representative to the State Library Advisory Committee.
- E. Write an article for each issue of the MASL *Connections* newsletter on national information of interest to MASL members.
- F. Assist with all matters related to Intellectual Freedom and challenged materials.

### **II. AASL Delegate Responsibilities**

- A. Be a member of ALA and AASL.
- B. Serve as Official Delegate to the AASL Affiliate Assembly held at ALA Annual and Midwinter Conferences
- C. Serve as Official Delegate to AASL Region III meetings and report MASL information to Region III delegates.
- D. Represent MASL at the biennial AASL Conference held during the term of office.
- E. Serve as the contact person for MASL for all ALA and AASL matters.
- F. Distribute information and materials from AASL to MASL members.
- G. Serve as a clearinghouse for national information to present to MASL, the Board and Council.
- H. Poll Association, Board and Council members for information that might result in resolutions to present to the Affiliate Assembly.
- I. Serve as the AASL membership chair for MASL.
- J. Responsible, with the assistance of the Second Vice-President, for the official MASL exhibit to promote the Association and its activities.

*Draft revision 05/18/08  
Revised 5/18/02,  
Revised 11/11/95*

---

## **Past President**

### **I. Association Responsibilities**

- A. Attend all business meetings of the Association, Board, and Council.
- B. Serve as Parliamentarian at Council and Board meetings.
- C. Represent MASL at the annual ALA National Legislative Day.
- D. Arrange for and present a plaque to the outgoing President.

### **II. Committee Responsibilities**

- A. Serve as Chair of the Nominations Committee.
- B. Serve as Co-Chair of the Professional Education Committee.
- C. Recruit a slate of Officers for Prepare a slate candidates for Second Vice-President, Secretary, and Treasurer and, every other year, AASL Affiliate Assembly Delegate by November 1.

### **III. Fiscal Responsibilities**

- A. Serve as financial advisor to the Association, President, First Vice-President, Treasurer and Finance Committee regarding the fiscal integrity of the Association.
- B. Cooperate with the Association Management Company and Finance Committee to prepare for the annual MASL financial review by the Association accountant.

*Draft revision 05/29/08*

*Revised 05/18/02*

*Revised 04/11/96*

---

## Standing and Special Committees

### **Standing Committees**

The following Standing Committees are designated in the MASL Bylaws:

- Finance
- Gateway Readers Award
- Governance
- Legislative Advocacy
- Mark Twain Readers Award
- Nominations
- Professional Education
  - Intellectual Freedom
  - Fall Seminar
- Public Relations
  - New Members
  - *Connections* Newsletter
  - Epsilon Beta
- Scholarships, Grants & Recognitions
- Show Me Readers Award
- Spring Conference
- Truman Readers Award

### ***Chairs and Members of Committees***

- Standing and Special Committee Chairs are ordinarily responsible for appointing their respective Committee members.
- Duties of Committee members are determined by the Chair(s) of the Committee.
- All members of Standing and Special Committees must be Association members in good standing, including current dues paid. Each Committee shall be composed of not less than five (5) or more than nine (9) members, including Chair(s). No Committee shall have more than two (2) members from a single Region.
- Spring Conference: The Spring Conference Committee shall be composed of the number of persons necessary to plan and oversee a successful Spring Conference with no more than twenty-five (25) members, including its Chair(s). Members shall be chosen by the First Vice-President/President Elect and confirmed by the Board.
- Nominations Committee: The President shall submit to the Board five (5) nominees to serve on the Nominations Committee. No more than one (1) nominee may be from a single Region.
- All other Committees shall be confirmed by the Board.

### ***Committee Chairs***

Committee Chairs shall be appointed by the President and become nonvoting members of the Board with the following exceptions:

- *Finance Committee* – Co-Chairs: First Vice-President/President Elect and Treasurer;

- 
- *Nominations Committee* – Chair: Past President;
  - *Professional Education Committee* – Co-Chairs: AASL Affiliate Assembly Delegate and Past President;
  - *Readers Awards Committees* - Respective Committee Vice-Chairs succeed to the office of Chair.

### ***Term Limits***

- Committee Chairs and Committee members may serve up to five (5) consecutive years in one, or a combination of, Board and Committee positions. Individuals are required to take a one-year hiatus before serving on any other Committee.
- Individuals who serve on Readers Awards Committees must take a five-year hiatus before serving on another Readers Award Committee (Show-Me, Mark Twain, Truman or Gateway).
- Filling a vacant term for less than twelve (12) months shall not be considered a term for purposes of term limits.

### **Responsibilities of Committee Chairs**

#### ***Reports***

- A. Notify the Second Vice-President of meeting dates to be placed on the MASL activities calendar.
- B. By the second Board meeting of the fiscal year, present the goals and objectives for the Committee in writing and, if applicable, list the names, including contact information, of each Committee member for purposes of Board confirmation.
- C. Submit written reports for distribution prior to Council and Board meetings.
  1. Board reports include three sections: Information Items, Discussion Items, and Action Items. (Appendix: Sample Board Report Form).
  2. Prepare requests for Board action in advance as a written motion under Action items. (Appendix: Sample Motion Forum)
- D. Submit budget requests for forthcoming fiscal year to President by January 15. Board of Directors will be provided with proposed budget at February Board Meeting. All final budget revisions must be submitted to President by March 1.
- E. Prepare the Committee Annual Report for the MASL Annual Report due to by May 31. The Committee Annual Report shall include goals and objectives, accomplishments, expenses and other financial data, committee membership, if applicable, and recommendations. (Appendix: Sample Annual Report Form)
- F. Append any other reports, records, correspondence or other pertinent materials to the Annual Report. Copies of necessary documents should be made for incoming members of the Committee.
- G. Prepare/Revise *Committee Operating Guidelines*. Forward electronic copy to the MASL Association Management Company to be mounted on the Association Web site.

---

### ***Expenditures and Supplies***

- Expenses incurred are exempt from Missouri sales and use taxes. To qualify for exemption, purchases must be made in accordance with the rules set out in the Association's tax exempt letter (Appendix: Tax Exempt Letter).
- Refer to the MASL Travel Policy and to the Fiscal Policy for information.

### ***Committee Materials Maintenance***

- The following materials should be forwarded to the incoming Committee Chair as soon as possible after the beginning of the fiscal year to facilitate transition to the incoming Council, Board and Committees:
  1. Calendar of committee activities, contacts
  2. Record of expenditures
  3. Membership roster of the committee and past committees
  4. Committee Board Reports and Annual Report
  5. Minutes of Board and/or Committee meetings
  6. Other Committee files or materials
- Copies of all materials of Archival value should be forwarded to the Association Secretary for deposit in the WHMC. Refer to the Archive Policy for additional information.
- If there is any doubt as to the value of the materials, they should be maintained and forwarded to the Secretary for deposit in the WHMC.
- If there is any doubt as to the value of the materials to future committees, they should be maintained and passed on to the next chair.
- If next Chair has not been selected by the time current Chair leaves position, notebooks and materials should be given to the President following the final Board meeting of the year.

---

## **Committee Descriptions and Charges**

### ***Finance***

#### **Bylaws Charge to the Committee**

The Committee shall have responsibility for preparing the annual budget for presentation to the Association in consultation with the First Vice-President/President Elect, general oversight of financial operations, and any other duties relating to financial and budgetary matters established in the Policies and Procedures for the Committee.

#### **Committee Structure**

- Chair – First Vice-President/President Elect and Treasurer
- Committee Members - Association members in good standing, including current dues paid
  - Not less than five (5) or more than nine (9) members, including the Chair
  - No more than two (2) members from a single Region

---

## ***Gateway Readers Award***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for the coordination and administration of the Gateway Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.

### **Committee Structure**

- Chair – Committee Vice-Chair shall succeed to the office of Chair.
- Committee Members - Association members in good standing, including current dues paid

---

## **Governance**

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for reviewing the governing documents, making recommendations for amendments and revisions, updating the Policies and Procedures, and any other duties relating to Association governance established in the Policies and Procedures for the Committee.

### **Committee Structure**

- Chair - appointed by the President and confirmed by the Board (nonvoting Board member)
- Committee Members - Association members in good standing, including current dues paid
  - Not less than five (5) or more than nine (9) members, including the Chair
  - No more than two (2) members from a single Region

### **Chair Responsibilities**

- Ensure governing documents (Constitution, Bylaws, Policies and Procedures) are current and available on the MASL Web site.
- Confer with Committee members and President to plan annual Board Retreat.
- Submit articles pertaining to governing documents and related Board actions to *Connections* Editor as appropriate.
- Contact Committee members, Region Directors and other Board members to inform Association members about relevant governing documents and needed action.
- Act as advisor to the Board and Council regarding RFP process for contracted services to ensure compliance with MASL Board adopted Policies and Procedures (Ex. Confidentiality, Conflict of Interest, Financial).

### **Committee Responsibilities**

- Develop and/or review Policies and Procedures to facilitate the operation of the Association.
- Conduct votes of the Association, Board and Council when appropriate to ensure compliance with MASL Constitution, Bylaws, Policies and Procedures.
- Orient new Board members; ensure they have adequate materials and understanding of their roles and responsibilities.
- With the President, facilitate Board members' individual commitment, support, and participation in governance responsibilities.
- Annually conduct a self-assessment of the Board and report results to the Board with recommendations.
- Annually conduct assessment of Association Management Company and report results to the Board with recommendations.

*Draft 05/15/08*

---

## ***Mark Twain Readers Award***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for the coordination and administration of the Mark Twain Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.

### **Committee Structure**

#### **Chair – Committee Structure**

- Chair – Committee Vice-Chair shall succeed to the office of Chair.
- Committee Members - Association members in good standing, including current dues paid

---

## ***Nominations***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for the nomination of elected officers and any other duties established in the Policies and Procedures for the Committee.

### **Committee Structure**

- Chair – Past President
- Committee Members - Association members in good standing, including current dues paid
  - Not less than five (5) or more than nine (9) members, including the Chair
  - No more than two (2) members from a single Region

---

## **Professional Education**

### **Bylaws Charge to the Committee**

The MASL Professional Education Committee (PEC) is a standing committee whose purpose is to recommend and facilitate professional education opportunities that support the MASL mission and goals. The PEC serves as an advisory committee for many MASL opportunities that might include, but are not limited to, Fall Seminar topics, Pre- and Post-Conference courses, organizational documents, grants, professional resources, and services via the MASL web site, and projects promoting library media specialists and their programs.

#### **I. Committee Structure**

- A. The PEC shall consist of a cross-section of the membership. The co-chairs shall be the AASL Delegate and the immediate Past-President. Members of the committee shall include but not be limited to: President; First Vice President (contact with Spring Conference Committee); Second Vice President (Ex officio member - Fall Seminar chair); DESE Consultant; current Lynne Stype Empowerment Grant Recipient; a representative from a college or university that offers library certification.

#### **II. Committee Responsibilities**

- A. Committee shall meet a minimum of two (2) times per year with additional meetings scheduled as needed.
- B. Committee discussion shall include, but not be limited to the following areas of professional education:
  - 1. Help members develop leadership, collaboration, and technology skills.
  - 2. Recommend and develop documents that support the school library media specialist; i.e. promotional materials and professional documents.
  - 3. Recommend programming that promotes the essential elements of the AASL Standards for the 21<sup>st</sup> Century Learner and Missouri Standards for School Library Media Centers.
  - 4. Promote uses of the MASL Web site as a resource for education.
  - 5. Support colleges and universities with school library certification programs in their education and training efforts.
  - 6. Recommend library advocacy initiatives to all colleges and universities with teacher education and administrative preparation programs.
  - 7. Actively work to facilitate state, regional, and national grant and/or award opportunities that pertain to professional education.
  - 8. Select the recipient of the Lynne Stype Empowerment Grant Award annually.

#### **III. Co-Chair Responsibilities**

The AASL Delegate shall as co-chair:

- 
- A. Serve a two-year term to coincide with the term of AASL Delegate service. This will provide continuity to committee leadership and discussion.
  - B. Serve as the communication liaison for regional and national professional development opportunities.
  - C. Prepare official minutes of each meeting for distribution to all committee members.
  - D. Maintain the official manual of all committee information.
  - E. Serve as the co-leader of the discussion for committee meetings.
  - F. Work with the President and Past-President to set all meeting dates and to select items for discussion.
  - G. Work with the Past-President in the selection of the committee members.
  - H. Work with the Awards chair to coordinate the selection process for the Lynne Stype Empowerment Grant.
  - I. Maintain the committee membership list and send names of all committee members to the Membership Chair for inclusion in the Membership Directory.
  - J. Help prepare a budget of anticipated expenses for the committee.
  - K. Help prepare and submit a committee report for the MASL Annual Report.

The Past-President shall as co-chair:

- A. Serve a one-year term to coincide with term as Past-President.
- B. Serve as the leader of the discussion for committee meetings.
- C. Work with the President and the AASL Delegate to set all meeting dates and to select items for discussion.
- D. Prepare agenda from items discussed with the President and AASL Delegate.
- E. Take the leadership role in notification for committee meeting dates.
- F. Work with the AASL Delegate in the selection of the committee members.
- G. Help prepare and submit a budget of anticipated expenses for the committee.
- H. Help prepare a committee report for the MASL Annual Report

*Adopted: February 7, 2009*

---

## ***Public Relations***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for the public relations and publicity program, and any other duties relating to public relations and publicity established in the Policies and Procedures for the Committee.

### **Committee Structure**

- Chair – Appointed by the President and confirmed by the Board
- Committee Members - Association members in good standing, including current dues paid
  - Not less than five (5) or more than nine (9) members, including the Chair
  - No more than two (2) members from a single Region

---

## ***Scholarships, Grants and Recognitions***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for administering the Association's program of Awards, Grants and Recognitions as established in the Policies and Procedures for the Committee.

### **Committee Structure**

- Chair – Appointed by the President and confirmed by the Board
- Committee Members - Association members in good standing, including current dues paid
  - Not less than five (5) or more than nine (9) members, including the Chair
  - No more than two (2) members from a single Region

---

## ***Show Me Readers Award***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for the coordination and administration of the Show Me Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.

### **Committee Structure**

#### **Chair – Committee Structure**

- Chair – Committee Vice-Chair shall succeed to the office of Chair.
- Committee Members - Association members in good standing, including current dues paid

---

## ***Spring Conference***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for planning and overseeing the Annual Spring Conference and any other duties established in the Policies and Procedures for the Committee.

### **Committee Structure**

- Chair – Appointed by the President and confirmed by the Board
- Committee Members - Association members in good standing, including current dues paid

---

## ***Truman Readers Award***

### **Bylaws Charge to the Committee**

The Committee shall have responsibility for the coordination and administration of the Truman Readers Award, and any other duties relating to the award established in the Policies and Procedures for the Committee.

### **Committee Structure**

- Chair – Committee Vice-Chair shall succeed to the office of Chair.
- Committee Members - Association members in good standing, including current dues paid

*Revised 04/013/08*

*Revised 11/08/03*

*Revised 11/14/98*

*Revised 04/30/98*

*Revised 04/20/97*

---

## **Board Adopted Policies and Procedures**

### **Archive Depository and Materials**

#### ***Archive Depository***

The Western Historical Manuscripts Collection (WHM) shall be the depository of the official records of the Association. Acknowledgements of deposits shall be filed with Historian/Archivist after the deposit has been made.

#### ***Methods of Collection***

Officers, Council, Board and Committee Chairs shall provide the Historian/Archivist with an Annual Report and any other reports, records, correspondences, etc., of archival merit for the preceding year no later than the concluding Board meeting. The documents will be transported or sent to the WHM.

#### ***Archival Materials***

Materials to be deposited in WHM each year must include the originals or high quality copies of the following:

- Annual Report;
- Official minutes of Council and Board meetings;
- Reports presented to the Board;
- Official financial records and reports;
- New and revised Constitution, Bylaws, Policies and Procedures;
- Official MASL publications;
- Membership Directory;
- Significant correspondence;
- Appropriate photographs;
- News articles about MASL;
- Readers' Award materials, including letters from authors, tallies, lists, etc.

#### ***Related Organizations***

The Historian/Archivist shall work directly with the Missouri Library Association Archives Committee in situations in which the archival interests of MASL and MLA overlap.

#### ***Readers Awards Nominees and Winners Depository***

Copies of Readers Award Nominees and Winners (autographed, when possible) will be sent to the University of Central Missouri (UCM) Special Collections, Philip A. Sadler Research Collection for Children and Young Adult Literature

An electronic copy of any Award related materials (video, DVD, electronic copies of bookmarks, posters, etc.) will be deposited in the University of Central Missouri (UCM) Special Collections, Philip A. Sadler Research Collection for Children and Young Adult Literature.

#### ***Copyright Transfer***

The deposit of the described materials in the WHMC or those materials sent to UCM Special Collections transfers any copyrights MASL holds to the institutions for purposes of archival

---

reproduction with the exception of copyrights to published works from which MASL may still derive income.

*Revised 08/17/07*  
*Approved 02/02/85*

---

## **Confidentiality**

MASL is committed to integrity, openness, transparency and accountability in its governance as defined in Missouri's Sunshine Law, Section 610.11.

“It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. Sections 610.010 to 610.200 shall be liberally construed and their exceptions strictly construed to promote this public policy.”

On those occasions and for those matters the Board elects not to make public, Council, Board, Committee members and agents of the Association shall respect the confidentiality of those documents and of any deliberations on those matters.

In particular, Council, Board, Committee members and agents of the Association shall not:

- Disclose to any member of the public any confidential information acquired by virtue of their position as a board member;
- Use any confidential information acquired by virtue of her/his position for personal financial or other benefit, or for that of any other person, that might create a potential or actual conflict of interest;
- Disclose to any member of the public any confidential information related to the interests of individuals, groups or organizations acquired by virtue of his/her position in the Association;
- Make public or personal statements in the name of the organization;
- Permit any unauthorized person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Council, Board, Committee members or agent of the Association is no longer serving MASL.

*Revised 08/17/07*

---

## **Conflict of Interest**

*(Adapted from the IRS Web site)*

A conflict of interest arises when a person in a position of authority over an organization, such as an Officer, Board member, Committee Chair or member, or manager, may benefit personally from a decision he or she could make.

The Conflict of Interest policy is intended to protect MASL's interest when the Association is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest and nonprofit organizations.

### ***Definitions***

#### **1. Interested Person**

Any Officer, Director, Committee Chair or member of a committee, with governing board delegated powers, that has a direct or indirect financial interest, as defined below, is an interested person.

#### **2. Financial Interest**

A person has, directly or indirectly, through business, investment, or family:

- Ownership or investment interest in any entity with which MASL has a transaction or arrangement.
- A compensation arrangement with MASL or with any entity or individual with which the Association has a transaction or arrangement.
- Potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MASL is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Council and Board determine that a conflict of interest exists.

### ***Procedures***

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Council, Board, Committee Chairs and members of committees with Board delegated powers considering the proposed transaction or arrangement.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Council, Board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Council Board or Committee members shall decide if a conflict of interest exists.

---

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the Council, Board or Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The Chair of the Council, Board or Committee shall, if appropriate, appoint a disinterested person or Committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Council, Board or Committee shall determine whether MASL can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Council, Board or Committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in MASL's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a. If the Council, Board or Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Council, Board or Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### ***Records of Proceedings***

The minutes of the Council, Board and all Committees with Board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Council's, Board's or Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### ***Compensation***

- a. A voting member of the Council and/or Board who receives compensation, directly or indirectly, from MASL for services is precluded from voting on matters pertaining to that member's compensation.
  - b. A voting member of any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from MASL for services is precluded from voting on matters pertaining to that member's compensation.
  - c. No voting member of the Council, Board and Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from
-

---

MASL, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### ***Annual Statements***

Each Officer, Board member and Committee Chair with Board delegated powers shall annually sign a statement that affirms such person:

- a. Has received a copy of the conflicts of interest policy.
- b. Has read and understands the policy.
- c. Has agreed to comply with the policy.
- d. Understands MASL is a nonprofit and, in order to maintain its federal tax exemption, MASL must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

### ***Periodic Reviews***

To ensure MASL operates in a manner consistent with nonprofit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to MASL's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further MASL's purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### ***Use of Outside Experts***

When conducting the periodic reviews, MASL may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Council and Board of responsibility for ensuring periodic reviews are conducted.

*Revised 02/03/08*

*Revised 08/17/07*

*Adopted 04/02/05*

---

## **MASL Conflict of Interest Statement**

*(Adapted from Best of the Board Café)*

The standard of behavior at the Missouri Association of School Librarians (MASL), a nonprofit organization, is that all staff, volunteers, Council and Board members, and Committee Chairs and members scrupulously avoid any conflict of interest between the interests of MASL on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of MASL's decision-making processes, to enable members to have confidence in its integrity, and to protect the integrity and reputation of Council, Board and Committee Chairs and members, and MASL staff.

Upon or before election or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I have read MASL's Conflict of Interest Policy and understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

## **Copyright and Logo Use**

*(adapted from the American Library Association Copyright Policy, April 20, 2005 and the American Indian Library Association Policy, December 23, 2007.)*

The Missouri Association of School Librarians (MASL) provides materials and services in furtherance of its non-profit and tax-exempt status. Permission to use, copy and distribute the Association logo, materials and related graphics is hereby granted for private, non-commercial and education purposes only, provided that the above copyright notice appears with the following statement:

Used by permission of the Missouri Association of School Librarians. This document may be reprinted and distributed for non-commercial and educational purposes only, and not for resale. Intellectual property rights remain the property of MASL. No resale use may be made of this material. All other rights reserved.

All information submitted by a third party remains the property of the owners and authors who, by submitting it, agree that it may be published and viewed in the appropriate format.

The names and logos of the Missouri Association of School Librarians, offices, committees, other units, and Missouri Readers Awards (Show Me, Mark Twain, Truman, Gateway) may not be used without specific, written prior permission. The Missouri Association of School Librarians makes no representation about the suitability of this information for any purpose. It is provided "as is" without express or implied warranty.

MASL DISCLAIMS ALL WARRANTIES WITH REGARD TO THIS INFORMATION, INCLUDING ALL IMPLIED WARRANTIES OR MERCHANTABILITY AND FITNESS. IN NO EVENT SHALL MASL BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE, OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS INFORMATION.

MASL does not exert editorial control over materials that produced by third parties or materials that are directed by third parties to any other persons. MASL is not responsible for any material produced by any third party. The user hereby releases MASL from any and all liability for any claims or damages that result from any use of materials and/or the MASL Web site.

Acceptance of an advertisement does not imply endorsement of the advertiser's product(s) by MASL. Links established from the MASL Web site do not imply endorsement of the site's products and services by the Association.

For questions about copyright permissions, please contact the MASL Office.

*Adopted 02/03/2008*

---

**MASL Logo**

---

## **Discrimination and Harassment**

MASL prohibits and will not tolerate discrimination against, or harassment of, any person employed by a temporary agency, independent contractor or volunteer who works for MASL because of the individual's sex, race, citizenship, religion, national origin, creed, color, ancestry, disability, age status or any other factor that is not a proper legal basis for an employment decision.

MASL trusts that all contractors and representatives of the Association will act in a professional and responsible manner to establish and maintain a pleasant working environment free of discrimination and harassment.

**Harassment:** Harassment is any verbal or physical conduct that denigrates or shows hostility toward another employee or worker because of the race, citizenship, color, religion, sex, age, national origin, disability or veteran status of the other employee and that unreasonably interferes with that employee's work performance or creates a hostile or offensive working environment. Touching; offensive or abusive comments; insults; racial, ethnic, and national origin slurs; ethnic jokes; noises; gestures; and assault can all be forms of harassment. Racial harassment may include, but is not limited to, the use of racial slurs or jokes, racially degrading comments or verbal abuse of a racial nature, racially oriented graffiti, and making or displaying hangman's nooses. MASL will take appropriate action for language, behavior, and conduct that is discriminatory or that is offensive or harassing to a reasonable person.

- A. Sexual harassment is defined as unwelcome sexual or other advances, requests for sexual or other favors, and other verbal or physical conduct when submission to such conduct is made a condition of an individual's employment, a basis for employment decisions, or has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- B. The following are some examples of sexual harassment:
  1. Verbal: sexual innuendo; suggestive comments; sexual flirtations; insults; verbal abuses of a sexual nature; sexually degrading words used to describe an individual, including sexual nicknames; threats; jokes about gender-specific traits; or sexual propositions or requests for sexual favors;
  2. Nonverbal: making suggestive or insulting noises; leering, whistling, or making obscene gestures; sexually suggestive objects, pictures or cartoons displayed in the workplace; and
  3. Physical: touching; pinching; brushing the body; coercing sexual intercourse; or assault.

## ***Reporting Improper Conduct***

Anyone who believes he/she has been the victim of discrimination or harassment, or who observes discrimination or harassment in the MASL work environment should immediately report such conduct to an elected officer of the Board. A prompt investigation will be conducted, and to the extent possible and appropriate, the report of this investigation will be kept confidential. Appropriate action will be taken against offenders, ranging from warnings to termination of contract, depending on the severity of the conduct.

- A. Regardless of the outcome of the investigation, no retaliation against any person making a good-faith report of suspected harassment or discrimination will be tolerated.

- 
- B. MASL recognizes that the determination of whether harassment or discrimination has occurred depends upon factual information based on all the evidence received. MASL also recognizes that false accusations of harassment or discrimination can have serious effects on innocent individuals.

*Revised 08/17/07*

*Adopted 01/22/05*

---

## **Electronic Voting**

The Board shall adopt procedures to conduct discussion and voting by email or conference call.

A *business day* is defined as 8:00 AM through 6:00 PM, Monday through Friday.

### ***Introduction of an Issue for Informal Discussion***

1. Any member of the Council/Board may raise an issue or for discussion.
2. The Council/Board member presents the issue for discussion to the President.
3. The President emails or otherwise notifies Council/Board members and initiates the discussion. The President will set a time period for discussion that will not be less than two business days.
4. All Council/Board members are encouraged to participate in the email discussion, reply to all recipients, and observe the same rules of order and courtesy that apply to formal meetings.
5. At the close of the informal discussion period, a voting member of the Council/Board may make a formal motion for action.

### ***Introduction of a Motion***

1. Any voting member of the Council/Board may make a motion.
2. Email motions shall be made through the President who will notify all Council/Board members beginning with the identification of the person making the motion and the motion. [Example: "Jane Doe has made a motion to the Council (or Board) that (description of motion). A second is required. Any voting member who wishes to second this motion please do so by email to all recipients of this email."]
3. All motions will be made in the same form as those made during formally convened Council or Board meetings.
4. If a second is not received within two business days, the motion is automatically withdrawn.
5. After a second is received, the President will open the matter for discussion by sending email notification to the Council/Board repeating the motion and inviting discussion. The President will set a time period for discussion that will not be less than two business days.
6. All further discussion shall include all members of the Council/Board.
7. At the end of the specified discussion period, the President will call for votes.
8. The President will set a time period for voting that will not be less two business days.
9. All voting Council/Board members may cast votes by emailing them to the Secretary or other Officer specified by the President.
10. Because an email vote prevents the assurance of a quorum, two-thirds of the total number of voting Council/Board members must vote affirmatively for a motion to pass.
11. At the conclusion of the voting period, the Secretary tabulates the votes and announces the results by email to all members of Council/Board. Failure to gain affirmative votes from two-thirds of those eligible to vote means that the motion does not pass.
12. The Secretary records the vote in the minutes of the next formal Council and Board meetings.

---

**Telephone Conference Call Procedures**

Rules for meetings held through conference calls are the same as those for formal meetings.

*Revised 02/03/08*

*Revised 08/17/07*

*Adopted 08/20/06*

---

## **Financial Management**

**All persons (i.e. Officers, Council, Board, Committee Chairs, Committee members, Association Management Company, (etc.), representing the Association shall not incur any expenditure beyond a budgeted item in the name of the Association without prior recommendation of the Council and approval by the Board.**

The Association shall record its financial transactions in accordance with generally accepted accounting principles (GAAP) and provide internal controls over Association assets. MASL will use an accounting system that:

- provides current financial information;
- monitors financial activities;
- controls costs;
- supports reporting requirements;
- enables decision-making processes.

The fiscal year shall be July 1 – June 30.

MASL shall use modified cash basis accounting.

## **Internal Controls**

To safeguard the reliability of financial data and the assets of the Association, there shall be effective internal controls.

The Association has adopted the following internal controls:

- Planning, Budgeting and Reporting;
- Accounting controls over assets, liabilities, revenues and expenditures;
- Separating of record keeping from handling and custody of assets and liabilities;
- Establishing Association Management Company duties and responsibilities;
- Using a review process, checks and balances and other security measures such as fidelity bonding. The Treasurer and the contracted Association Management Company of MASL shall be bonded. Bonding will be arranged by the Association Management Company, recommended by the Council and approved by the Board.

## **Accounting System**

The accounting system shall consist of source documents, books of original entry, general ledger and financial reporting.

### ***Source Documents***

Source documents shall consist of original documents only, which detail services performed or merchandise/services received. MASL pays only from original documents.

Source documents include:

1. Original Invoices;
2. Signed contractual agreements (e.g. lease agreements, professional services agreements, loan payment schedules, insurance documents);
3. Time Sheets.

---

### ***Journals and Ledgers***

MASL maintains the following journals and ledgers:

1. General Journal – Used to document and record transactions that are not recorded in other journals and provide a means for recording, correcting, adjusting, reversing and closing entries to the general ledger.
2. Cash Disbursements Journal – Used to record all general checks issued by number, date, payee and amount.

### ***Financial Reporting***

The Association Management Company shall provide monthly reports to the President and Treasurer for distribution to Council, Board and Committee Chairs no later than the 10<sup>th</sup> of each month indicating actual monthly and year-to-date income and expenses compared to budgeted income and expenses.

1. Balance sheet
2. Profit and Loss statement
3. Cash flow statement
4. Accounts receivable
5. Trial balance detail listing of general ledger account totals in a debit/credit format.
6. General ledger detail of debits and credits entered for each month to each individual account.

The President may request the Treasurer and/or Association Management Company to provide additional reports necessary to conduct day-to-day business of the Association.

### **Planning and Budgeting**

The First Vice-President, in consultation with the Treasurer and Finance Committee shall prepare an annual operating budget for the Association. The budget will indicate sources of revenue and functional expenses. The Council reviews the budget and recommends/does not recommend the budget to the Board for adoption.

### ***Procedures***

<b>Action</b>	<b>Completion Date</b>
1. Budget requests submitted by Officers, Council, Board and Committee Chairs	January 15
2. First Vice-President/President Elect prepares budget draft in consultation with Treasurer and Finance Committee.	February 1
3. Draft budget to President and Council for review.	February 15
4. Revised budget presented to Council for recommendation.	March 15
5. Council recommends/does not recommend budget to Board for adoption.	Spring Conference

### **General Business Expenses**

MASL assumes responsibility for budgeted expenses incurred by its Officers and Committees for the business of the Association. The Association Management Company is authorized to approve payment of expenses within budgeted amounts. Unbudgeted expenses must be referred to the Council for recommendation to the Board, and may only be paid with Board approval. No Officer, Committee Chair or individual member may

---

---

obligate the Association for unbudgeted expenses without Board approval. Persons who commit the Association to expenditures over and above budgeted amounts will become personally liable.

1. Expenses include 100% of telephone, postage, printing, and supplies necessary for the operation of the Association.
2. Fees of presenters who are not MASL members shall be paid as stated in the presenter's contract. Expenses shall be paid or reimbursed only for travel, lodging, and meals and shall not include alcoholic beverages, entertainment, and personal expenses. Presenters must provide itemized receipts of all expenses.

### ***Safe Deposit Box***

The Association Management Company, if necessary, shall rent a safe deposit box, with the recommendation of the Council, for the purpose of holding designated MASL documents. The names of the Association Management Company, the President, First Vice-President/President Elect, Secretary, and Treasurer shall be on the access papers. One authorized signature is needed to access the box.

### **Cash Management**

MASL shall maintain all accounts with institutions where accounts are federally insured. Bank accounts will be maintained in a location that provides for regular depositing of funds and is in reasonable proximity to the Association Management Company. Where possible, funds will be maintained in interest-bearing accounts.

All bank accounts will be promptly reconciled at the end of each month and compared to the general ledger.

### ***Cash Income Procedures***

MASL income is from

1. annual dues paid by members;
2. accrued interest;
3. donations;
4. awards;
5. conference, seminar and workshop registrations;
6. exhibitor fees;
7. advertising fees;
8. sales revenue from reading incentive awards materials;
9. promotional items;
10. publications.

### ***Conferences, Seminars and Workshops Self-Supporting***

Conferences, seminars and workshops shall be self-supporting. Income realized from these activities shall become part of the general operating fund or allocated to specific accounts by recommendation of the Council and approval of the Board.

### ***Personal Checks Receipt Procedures***

Checks for services or merchandise will be accepted only for the amount due. Cashing of personal checks is strictly prohibited.

---

### ***Deposit Procedures***

All money received by the Association shall be sent to the Association Management Company for deposit into the appropriate account within 15 days. Persons forwarding deposits shall identify the source of income.

All receipts will be accounted for on a daily basis (24 hours) and deposited intact to their respective bank accounts within the first business day following the close of the Association's event.

The Association Management Company will:

1. Stamp all checks "For Deposit Only" at time of opening.
2. Prepare a deposit slip and deposit all monies in the bank.
3. Post the receipts in accounts receivable.
4. Enter the deposits into the general ledger.
5. Match the deposit ticket(s) with the corresponding posting reconciliation report. File both in date order by month by bank account.

### ***Returned Check Procedures***

When the Association is notified that a check has been returned due to insufficient funds, the following actions will be taken.

1. The Association Management Company will contact the writer of the check by phone or by mail and inform the individual of the situation. The Association Management Company will request immediate payment for the original amount of the check plus any additional returned check fees.
2. If the situation is not resolved in 60 days, the Association reserves the right to take legal action.
3. Payment of the returned check and additional returned check fee charges will be deposited in the bank account and posted per regular posting procedures.

### ***Cash Disbursement Procedures***

- All disbursements are made from pre-numbered checks. Bank cash/debit cards may not be used to disburse funds.
- All checks require two authorized signatures.
- Authorized check signatures include the President and Treasurer. Signatures are updated annually or as needed by completing bank signature cards.
- Adequate documentation must exist for all disbursements. This may include approved purchase orders and expense forms.
- No checks may be written payable to "cash."
- All spoiled or voided checks will be marked "Void" across the check and the signature corner will be torn. Spoiled or voided checks are stored in a file marked "Void Checks".
- Unused checks will be maintained under locked conditions.

Adequate supporting documentation must exist for all disbursements. The following documents must be attached to all original invoices prior to issuance of any check:

1. Original invoice or check request;
2. Packing slip or receiving notification;
3. Purchase Order;
4. Expense Reports;
5. Billing statement (in some instances)
6. Cash Advance Documentation

---

For those invoices that do not follow the above because of their nature (rent, telephone, utilities, etc.), the signing of the check is evidence of approval by the President or Treasurer.

Cash disbursements for MASL are prepared on a monthly basis.

1. The President receives a detailed list for approval
2. The list is then forwarded to the Treasurer for review and authorization payment.
3. The Association Management Company prepares checks based on the approved list and Treasurer Authorization, obtains appropriate signatures and mails payments.
4. The check stub and attached supporting documentation are filed in vendor order in master files housed by the Association Management Company.

### ***Merchant Account and Credit Cards***

- The Association shall maintain a merchant account that allows use of Visa and MasterCard for payment to MASL.
- The Association will accept credit card payments for dues, registrations and items purchased.

### **School Purchase Orders**

The Association permits schools and school districts to submit purchase orders for books and materials. Payment to satisfy these purchase orders is expected within 60 days after billing by the MASL Office.

### ***Procedure for Past Due School Purchase Orders***

Sometimes a bill sent to a school or school district by the MASL Office after filling a purchase order is not paid within 60 days. If this occurs, a \$15 non-payment fee will be assessed on day 61.

If a bill is outstanding for more than 90 days, no further purchase orders will be accepted from that school or school district until all bills are paid.

### **Investments**

The Association shall invest funds in insured instruments or accounts after September 1, 2005. Within these constraints the Association will seek the highest rate of return that allows the use of the funds for their intended purpose. Funds invested in non-insured instruments prior to September 1, 2005 will be moved to insured instruments or accounts when prudent.

In general, funds held by the Association fall into two categories. They are Operating Funds and Scholarship Funds.

Operating Funds are used to pay the ordinary expenses of the Association and may be divided into interest bearing checking, savings, or investment accounts at the discretion of the Council with the approval of the Board.

Depending on funds availability, the Council may choose to set aside part of the Operating Fund over and above the budgeted expenditures as a Contingency Fund. The Contingency Fund, with Council recommendation and Board approval, may be used to assist with new ventures of the Association or to make up the difference if costs exceed income in a given fiscal year.

---

### **Scholarship Fund**

The restricted principal in the MASL Scholarship Fund Account(s) shall be invested in secure financial instruments (with no risk of reduction to the principal) to generate income for scholarships awarded by the Association.

- Only income generated by the account and activities specifically designated for the purpose (ex. Dollars for Scholars) may be used to fund scholarship(s). The principal may not be used.
- Monies from accrued interest and activities specifically designated for the purpose (ex. Dollars for Scholars) shall be placed in a separate account reserved for scholarship purposes only. Scholarship monies shall be held distinct from the Operating Fund of the Association.
- The Council and Board annually determine the number and amount of scholarships based on interest accrued and activities specifically designated to raise monies for scholarships.
- The total awarded may be less than the amount of accumulated interest in order to provide principal growth.
- Designated donations, or Council recommended and Board approved transfers from the Operating Fund, may be added to the principal. (Special Service Award designations are examples of Council recommended and Board approved transfers.)
- Once the principal reaches the federally insured amount, no further deposits will be made. Additional accounts may be opened as required.

### **Procurement**

MASL shall encourage open and free competition, with standards, to ensure purchases and services are obtained in an effective manner.

- Comparative prices will be sought from vendors to encourage lowest cost/best product purchasing.
- The Association will actively seek best value products from Missouri vendors.
- The Association will solicit bids for major items costing \$1,000 or more.
- Bids are not required for items costing less than \$1,000. These items have approval processes based on cost as described in Procurement Procedures.
- In the event that required bids or offers cannot be obtained, justification for the omission must be documented.
- The Council retains authority to waive bid process in certain circumstances (e.g. consistent use of a specific printing firm).

Association representatives, including the Association Management Company, who have buying responsibilities shall not have any direct or indirect financial interest, agreement or understanding with any agency, supplier or potential supplier that could be construed as influencing and prejudicial to the fair and honest relationship required between buyer and seller.

The President, or a designated representative of the President, shall endorse all contracts in the name of the Association. Contracts shall include provisions to define a sound and complete agreement with provisions for termination and remedies for violation or breach of contract.

### **Bids**

Solicitations for goods and services shall include the following:

- 
1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features that unduly restrict competition.
  2. Requirements that the bidder must fulfill and all other factors to be used in evaluating bids or proposals.
  3. A description, whenever practical, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
  4. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation.
  5. Preference, to the extent practical and economically feasible, for products and services that conserve natural resources, protect the environment and are energy efficient.

The type of procuring instruments used shall be determined by the Association and shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.

Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

The Association Management Company will maintain a system for:

- contract administration
- contractor conformance with the terms,
- conditions and specifications of the contract
- adequate and timely follow up of all purchases.

The Association Management Company will report to the Council and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract.

Through the Association Management Company the Association shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all procurement contracts. The following provisions shall also be applied to subcontractors.

1. Contracts in excess of the bid threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.
2. All contracts in excess of the bid threshold shall contain suitable provisions for termination by MASL including the manner termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All negotiated contracts (except those for less than bid threshold) awarded by MASL shall include a provision to the effect that MASL or their duly authorized representative shall have access to any books, documents, papers and records of

---

the contractor which are directly pertinent to a specific program for the purpose of making audits, examination, excerpts and transcriptions.

### **Requisition Process**

Limited amounts of ordinary office supplies may be requested from the MASL Office (Officers, Council, Board and Committee Chairs)

A requisition may be informal (such as an email) and must contain the following information:

- Requestor contact information (name, address, phone, email)
- Item requested (name or description)
- Number of items requested
- Shipping address if different than requestor address
- Date when item or items are needed

### **Purchasing Procedures**

#### **General**

Expenditures that fall within Board approved budgets (Officers, Council, Board and Committee Chairs) may be submitted to the Association Management Company for payment by the individual responsible for that budget. No additional approval is required except as part of the bid process.

- Single expenditures of less than \$50.00 may be made and reimbursed through an expense report.
- Single expenditures of \$50.00 or more require the use of a Purchase Order.
- Single expenditures of \$1,000.00 or more require a Bid Process.
- The Purchase Order and Bid Process requirements do not apply to seminar and conference speakers.

If an item is outside a Board approved budget or unclear, it is referred back to the individual responsible for that budget for clarification and sent to the President.

#### **Purchases less than \$50**

1. Purchase item(s).
2. Complete expense form, attaching receipts.
3. Submit to Officer or Committee Chair for approval.
4. Committee Chair submits to Association Management Company for payment.
5. Receive reimbursement from MASL.

#### **Purchases of \$50 or more but less than \$1000**

##### **Must use a Purchase Order**

1. Officer or Committee Chair requests a Purchase Order from the Association Management Company including the following information:
  - Requestor contact information (name, address, phone, email)
  - Item requested (name or description)
  - Number of items requested
  - Vendor, if appropriate
  - Date when item(s) are needed
  - Unit cost and total cost
2. Association Management Company orders Item(s) or sends the numbered Purchase Order to Officer or Committee Chair as requested.
3. All Orders are shipped to the MASL Office.

- 
4. Association Management Company checks materials and pays the Invoice.

#### **Purchases of \$1000 or more**

##### **Requires Bid Process and Purchase Order**

The Officer or Committee Chair may choose to handle and document the bid process or request assistance from the Association Management Company. In either case the documentation is filed with the purchase order request.

1. Requestor lists clear and accurate description of the requirements for the material, product or service in terms of functions to be performed and/or performance required.
2. Requestor describes requirements the bidder must fulfill and all other factors to be used in evaluating bids or proposals.
3. Requestor may ask that a specific company be included in the bid process.
4. Samples of products for examination purposes should be obtained whenever possible.
5. Only bids meeting all criteria will be considered.
6. If the Association Management Company is assisting, forward bids to requestor.
7. Requestor evaluates bids and forwards to the President along with recommendation and appropriate explanation if lowest bid not recommended.
8. President reviews.
  - If approved, notifies requestor and Association Management Company of approved/not approved decision. Forward to Association Management Company for processing.
  - If not approved, works with the requestor to resolve any issues
9. All Orders are shipped to the MASL Office.
10. Association Management Company checks materials and pays the Invoice.

#### **Conference Registration and Refund Policy**

##### ***Reciprocal Registration Agreements***

MASL maintains reciprocal registration agreements with other library organizations. Members of partner Associations may attend conferences held by cooperating organizations at the member registration rate.

Associations with reciprocal registration agreements:

- Missouri Library Association (MLA)
- Kansas Association of School Librarians (KASL)
- AASL Region III State Associations (Iowa, Wisconsin, Michigan, Ohio, Indiana, Illinois and Minnesota)

##### ***Refunds of Conference and Event Fees***

1. Full refund of registration and meals will be given for requests received in the MASL office NO LATER than 15 business days prior to the MASL event start date.
  2. Requests for refunds must be in writing; phone requests will not be accepted. Written requests may be faxed or e-mailed to the Association Management Company. Mailed requests must be received by the deadline.
  3. Notice of the Refund and Cancellation Policies will be placed on all MASL event registration forms using calendar dates for the deadlines.
  4. Refund requests received by the deadline will be processed within 20 business days following the MASL event.
  5. A \$20.00 processing fee will be charged for all registration refunds.
-

---

## ***Cancellations***

MASL events are offered on a cost-recovery basis. MASL reserves the right to cancel any part of an event if there is insufficient registration or for other reasons. MASL will not be responsible for cancellation charges or other losses incurred due to cancellation of the event.

## **Inventories**

### ***Assets***

Purchased items with a value of more than \$50 are considered fixed assets of the Association. For these assets the Association Management Company assigns a control number and adds it to the asset ledger and/or inventory log. The actual number is placed on the asset in a visual, non-defacing place.

1. A physical count will be made of all assets with a value of \$50 or more to determine their existence, condition and location every year. This count will include a verification of the control number, location and comment about physical condition of each item.
2. Assets the Council determines to be obsolete or no longer useful to the Association shall be put up for sale, donated or discarded.

### ***Supplies***

MASL shall maintain adequate supplies on hand without unnecessary accumulation of these items. In order to control costs of supplies, printed materials and books, the following controls have been put into place.

1. All inventories will be safeguarded from unauthorized use and stored in secure locations.
2. Efforts will be made to monitor quantities and maintain adequate, but not excessive supplies.
3. Quantities ordered from vendors will be placed to allow for quantity discounts based on volume usage.

## **Insurance**

MASL and/or its Association Management Company shall maintain adequate records to substantiate the amount of insurance coverage. A detailed insurance schedule will be maintained of all insurance coverage and premiums paid. Insurance coverage will be updated on an annual basis.

MASL or its Association Management Company maintains insurance coverage in the following areas:

1. Directors' and Officers' Liability
2. General Liability
3. Property Damage

---

## **Audit / Financial Review**

A financial audit is an important control feature and an opportunity for the Association to obtain an outside opinion of financial accountability, internal controls and compliance with laws and regulations.

1. A full audit shall be performed every other year (even years) in accordance with governmental auditing standards and encompass generally accepted accounting principles.
2. A review by a CPA of the financial records and practices of the Association shall be performed during years when a full audit is not conducted.

The Council, in consultation with the Treasurer and Finance Committee, and approval by the Board, shall select the audit firm through a competitive bid process. The Association Management Company shall arrange for competitive bids. Once the auditor is selected, the same firm may be used in future years at the Council's discretion with Board approval. The review shall be completed after the end of the fiscal year with a report made at the following Council and Board meetings.

The Council, Board and Association Management Company will assist in all possible ways to provide schedules and work papers for the auditor.

## **Taxes**

The Association must submit tax reports to the IRS. The accounting firm shall prepare the appropriate forms.

The Association Management Company retains the Association's State of Missouri sales tax exemption certificates and handles renewals as necessary.

Tax reports, along with copies of Board adopted Policies and Procedures shall be forwarded to:

Internal Revenue Service  
District Director  
230 South Dearborn St.  
Chicago, IL 60604

*Revised 11/09/07*

*Revised 05/16/07*

*Adopted 08/20/05*

---

## **Gifts**

1. The Council is authorized to accept or reject gifts/contributions to MASL. The intended purpose of, or any restriction on, gifts or contributions will be reported to the Council and Board.
2. When a donor does not designate a specific use for the contribution, the Council shall recommend a purpose for the gift to the Board for its approval.
3. The Council is authorized to determine the disposition of non-monetary gifts.
4. The President will promptly acknowledge all gifts and contributions.
5. The Treasurer will maintain records of all gifts and contributions and prepare an annual summary of these for the Council and Board.

*Revised 06/15/07  
Adopted 04/07/91*

---

**Legislative Advocate**

---

## **Mailing and Labels**

To protect members' privacy, neither mailing labels nor personal information will be released or distributed for commercial purposes without members' written permission. Information that is a matter of public record may be released to vendors.

### ***Bulk Mailing***

The Association Management Company will maintain, if needed, a bulk mail permit. The Region or Committee will pay the cost of the mailing.

### ***Mailing Labels***

The Association Management Company will maintain an accurate computer database of members' contact information.

The Association Management Company will prepare mailing labels for all approved Association projects and events. These include:

1. General membership mailings;
2. Newsletters;
3. Official ballots;
4. Council and Board mailings;
5. Ad Hoc committees;
6. Standing Committees;
7. Liaisons;
8. Other projects recommended by the Council and approved by the Board;
9. Mark Twain, Show Me, Gateway and Truman Readers' Awards:
  - Materials to participants;
  - Promotional materials;
  - Tally sheets for reporting votes;
10. Regions
  - Region Affiliate member labels are provided to Region Chairs without charge.

*Revised 08/17/07*

*Revised 01/24/04*

*Revised 01/18/03*

*Adopted 08/17/96*

---

## **Nominations**

---

## **Region Affiliates (Regions)**

*(IRS Compliant)*

**Region Affiliate** (Region) refers to an independent Affiliate of MASL organized by geographic areas.

- The MASL Board will determine geographic boundaries of each Region and will publish a list of the geographic areas that comprise each Region.
- Each Region will adopt articles of association or incorporation, bylaws, policies and procedures, not subject to MASL approval.
- Each Region will be governed by Officers and/or Board of Directors (BOD) elected by its members.
- MASL will not issue operating guidelines to Regions.

### ***Region Affiliate Relationship to MASL***

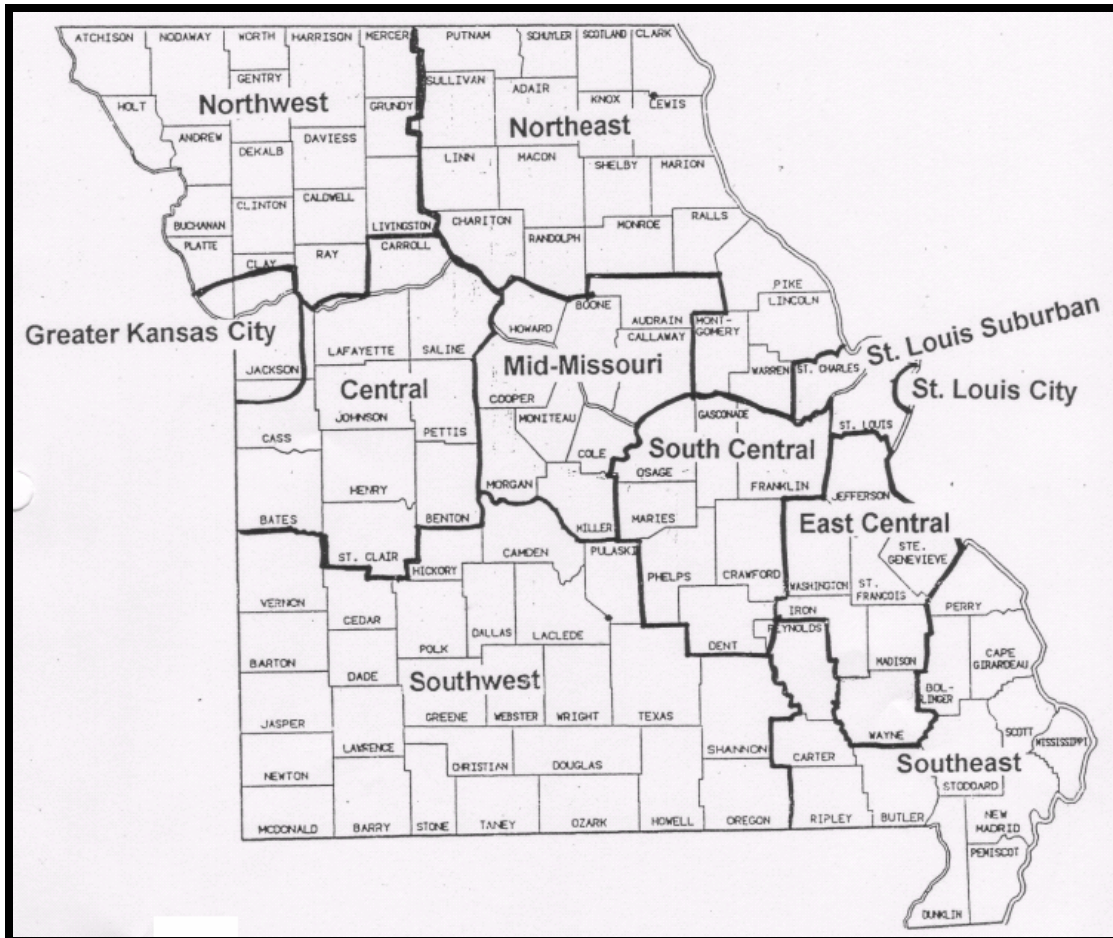
1. MASL will not pay dues to Regions or provide Regions with MASL funds for operating expenses.
  - Regions shall establish and control operating budgets, bank accounts and insurance policies, separate and distinct from MASL's, and not subject to MASL approval. Regions will prepare separate financial statements, file separate tax returns, information returns, and use separate Employer Identification Numbers, if warranted.
  - In keeping with MASL's purposes, stated in Article II of the Constitution, *"To provide opportunities for continuing professional education focusing on exemplary practices in school library media centers,"* the MASL Board may choose to provide grants to Region Affiliates to enable geographically distributed continuing professional education, presentations, seminars and workshops. The MASL Board will annually determine the amount of the grants at the first Board meeting held after July 1 of each fiscal year. Applications for grants must be submitted prior to July 1.
2. Regions will reimburse MASL for items purchased from the Association and for expenses MASL incurs for Regions.
3. A Region or its members, Officers and Directors are not to be authorized to speak on behalf of, or make a legal, financial or other commitment for MASL.
4. Regions may only use MASL names, trademarks, logos, symbols and other intellectual property, regardless of who created the property for the Association, in a manner consistent with MASL Policies.
5. Regions will sign contracts solely on their own behalf and not on behalf of MASL. MASL will not sign contracts on behalf of Regions or have any responsibility for Region contracts. If Regions need employees or independent contractors, Regions will hire and terminate them without MASL participation.
6. Regions may have a designated custom page on the MASL website. All information included on the page is contingent upon approval of Board of Directors, if necessary.

*Adopted 04/12/08*

---

## MASL Regional Affiliates Map

*This map generally delineates Region Affiliate geographic boundaries. No MASL member is restricted to membership in a certain Region: members may belong to more than one region.*



**Central** includes Lone Jack & Oak Grove in Jackson County, and Richmond in Ray County.

**Greater Kansas City** includes Belton & Pleasant Hill in Cass County, Excelsior Springs, Liberty and North Kansas City in Clay Co., and Park Hill and Platte City in Platte Co.

**Northeast** includes Grundy Co. R-VI

**South Central** includes Pulaski County, Virburnum in Iron County and Bunker in Reynolds County.

---

# Missouri Association of School Librarians Region Affiliate Grant Application

Completed Applications Due June 30

<b>Office Use Only</b>
<b>Date Received</b>

*The MASL Board may choose to provide grants to Region Affiliates to enable geographically distributed continuing professional education, presentations, seminars and workshops. The MASL Board will annually determine the amount of the grants at the first Board meeting held after July 1 of each fiscal year. Applications for grants must be submitted prior to July 1.*

## **Region Affiliate Director Contact Information**

<b>Name (Last)</b>		<b>(First)</b>		<b>Region</b>	
<b>Street Address</b>		<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Daytime Phone</b>		<b>Home Phone</b>		<b>Email Address</b>	

**Describe how your Region Affiliate would use this grant for continuing professional education, presentations, seminars or workshops. (Limit 350 words)**

Submit the completed grant application to:  
Missouri Association of School Librarians  
P.O. Box 2107  
Jefferson City, MO 65102  
573-893-4155 (voice)  
573-635-2858 (fax)  
[info@maslonline.net](mailto:info@maslonline.net)

---

## **Region Directors**

**Region Director** refers to an individual who is the elected representative to the MASL Board of Directors of a Region Affiliate. Each Region Affiliate is responsible for notifying the Association President of the name of the Region Director no later than July 1.

- Region Directors serve as liaisons between the Board and Region Affiliates.
- Region Directors are voting members of the Board.

### ***Term of Office***

- Region Directors serve one-year terms beginning July 1 and ending June 30. The Region Affiliate electing a new Director to serve out the remaining term fills vacancies. If the Region Affiliate has not elected a Director to fill the vacancy and so notified the MASL Secretary within thirty (30) days of the occurrence of the vacancy, the Board shall elect a member from the Region Affiliate to fill the vacancy upon recommendation by the President.

### ***Responsibilities***

- Attend all Board meetings. *Regions are strongly encouraged to designate an alternate Director who will participate in Board meetings if the duly elected Director cannot attend.*
- Inform the President of the names and contact information of the Officers of the Region Affiliate Association.
- Submit announcements of programs, activities, etc. to *Connections* newsletter editor.

### ***Reports***

- H. Notify the Second Vice-President of Region Affiliate meeting dates, programs, activities, etc. to be placed on the MASL activities calendar.
- I. Submit written reports of Region Affiliate Activities for distribution prior to Council and Board meetings. (Appendix: Sample Board Report Form).
- J. Prepare requests for Board action in advance as a written motion under Action items. (Appendix: Sample Motion Forum)
- K. Prepare the Region Affiliate Annual Report for the MASL Annual Report due to by May 31. (Appendix: Sample Annual Report Form)
- L. Append any other reports, records, correspondence or other pertinent materials to the Annual Report.
- M. Copies of all materials of Archival value should be forwarded to the Association Secretary for deposit in the WHMC. Refer to the Archive Policy for additional information.
- N. If there is any doubt as to the value of the materials, they should be maintained and forwarded to the Secretary for deposit in the WHMC.

### ***Expenditures and Supplies***

- Refer to the MASL Travel Policy, Fiscal Policy and other Board adopted Policies and Procedures for information regarding travel expense reimbursement.

*Adopted 04/12/08*

---

## **Travel**

*(Adapted from NAVREF Web site - National Association of Veterans' Research and Education Foundation; IRS Compliant)*

If MASL fails to adequately substantiate payments as either compensation or reimbursement, the IRS can levy substantial penalties on both the recipient and the Association. Whether the amount paid was reasonable has no bearing if MASL cannot adequately document that an independent body determined the payment was consistent with fair market value and that the organization provided contemporaneous documentation of that conclusion. The recipient must report any travel and meal reimbursement not in compliance with the IRS accountable plan as taxable income. Failure to do so could result in an IRS determination that payments are taxable income to the recipient rather than reimbursements. In addition, MASL would be responsible for the income tax withholding and FICA taxes, if any, on such amounts.

This Travel Policy acts as a guide to Council, Board and Committee members who travel for MASL, and ensures that travel and meal reimbursement procedures guard against the possibility of excess benefit.

### ***Budgeted Travel***

Travel that exceeds the amount budgeted for that purpose must be recommended by the Council and approved by the Board.

All travel must meet the following conditions of the IRS accountable plan rules. In general, these conditions are:

1. There must be a business connection between the expense and the purpose of the activity being reimbursed, or for which amounts have been advanced or allowed.
2. There must be substantiation or documentation of the expense and the business connection.
3. In the case of advances, there must be a return to the organization of any amounts received in excess of substantiated expenses.
4. The organization must require the recipient of the reimbursement, advance, or allowance to adequately account to the organization for the expenditures.

To qualify as reimbursement and not as compensation under an IRS accountable plan, each expense must be itemized and documented as follows:

- The amount of the expense;
- The time and place of the travel or meal;
- The business purpose of the expense;
- The business relationship the person to the Association.

### ***Travel and Meal Reimbursement***

To simplify the record keeping process and provide information to the traveler in advance of the amount that will be provided to cover expenses, MASL has adopted the following policies:

#### **1. Mileage and Transportation**

The Council recommends mileage and room rates for approval by the Board at the first meeting held after July 1. The standing mileage rate will be thirty-five cents per mile

---

(\$.35) unless the Board determines otherwise. Mileage is not reimbursed for travel to and from Fall Seminar or Spring Conference.

Air or train fare, ground transportation, etc. are reimbursed at cost based on substantiation documentation.

## **2. Lodging**

- Lodging is reimbursed on the basis of an original, itemized hotel invoice with a zero balance (a credit card receipt is not sufficient).
- In-state - Up to \$60.00 for in-state travel with the exception of Fall Seminar and Spring Conference. The standing room rate for these events will be up to \$80.00.
- Out-of-State - Standard single convention room rate for the business days of the conference.

## **3. Meals**

The daily meal allowance is limited to \$30.00 for In-state travel and \$40.00 for out-of-state travel, not including gratuities. Expense for alcoholic beverages will not be reimbursed.

Itemized receipts (a credit card receipt is not sufficient) are required for these expenses. The individual must substantiate time and place, the business purpose of the travel and the business relationship of the traveler.

## **4. Conference Registration**

Conference registration fees will be paid at the Early Bird rate only.

## **5. Partial Days of Travel**

Each travel day will be broken into four 6-hour segments with each six hours equivalent to one-quarter of the per diem rate for each full or partial six-hour period. Date and time of departure must be substantiated.

## **6. Travel Advances**

Advances on travel expenses, based on estimated costs, may be requested prior to Association business travel. Advances shall be made by numbered check and must be cleared by submission of a completed Expense Report within 30 days of travel completion. The individual must subsequently substantiate expenses in a detailed travel expense report. Excess advanced amounts must be returned to MASL within 30 days of travel completion. Excess amounts that are not returned within 120 days must be reported to the IRS as taxable income subject to income tax withholding and FICA taxes if applicable.

## **7. Other**

Reasonable allowance will be paid for bag handling, gratuities, etc.

Telephone calls, postage, printing and office supplies incurred during business travel for the Association will be authorized for reimbursement upon presentation of itemized receipts and an Expense Report.

---

***Submitting Expense Reports For Reimbursement:***

Individuals who wish reimbursement for an allowable expense shall submit a MASL Expense Report with appropriate receipts (a credit card receipt is not sufficient) within 30 days of the incurred expense.

MASL Expense Reports can be obtained upon request from the MASL Association Management Company, downloaded from the MASL Web site or copied from the appended form.

Upon receiving a MASL Expense Report with receipts for an allowable expense, the Association Management Company will process the Expense Report within 30 days.

If there is a question about the Expense Report, the Association Management Company will contact the person who submitted the Expense Report within 30 days for clarification.

The Association Management Company shall retain the original or electronic copy of each Expense Report, including receipts, for five years.

*Revised 02/03/08*

*Adopted 11/09/07*

**Expense form (pictorial representation)**

**MISSOURI ASSOCIATION OF SCHOOL LIBRARIANS EXPENSE REPORT**

Name	Email	Phone	Date
Purpose of Trip		City Visited	

ACCT (office use)	DAY OF WEEK									TOTAL
	DATE									

**TRANSPORTATION**

Business Miles										
Mileage Allowance @ per mile rate of 0.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Air Travel										0.00
Auto Rental										0.00
Other Ground (i.e. Taxi, Parking, Tolls)										0.00
Tips										0.00

**LODGING**

Lodging										0.00
Telephone										0.00

**BUSINESS MEALS (Note: Detail for Travelers eating together where one pays below)**

Breakfast										0.00
Lunch										0.00
Dinner										0.00
Tips										0.00

**NON-TRAVEL BUSINESS EXPENSES**

Supplies										0.00
Misc. (Explain Below)										0.00

<b>SUBTOTAL</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
-----------------	------	------	------	------	------	------	------	------	------	---

MISCELLANEOUS EXPENSES			
Acct	Description	Amount	Date

Cash Advanced	
Total Due to MASL	-
Total Reimbursed to Traveler	-

**MEAL EXPENSE DETAIL FOR TRAVELERS EATING TOGETHER AND ONE PAYS**

Persons Eating Together	Date	Amount

**SIGNATURE BLOCK**

I certify that the above information is complete and true and that all expenses comply with the Association's expense reimbursement policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

---

## MASL INSTALLATION SERVICE

In keeping with the custom of MASL, it is now time to install our officers for (insert appropriate fiscal year). As Past President, it is my privilege and honor to serve MASL as the installing officer.

Will the newly elected officers please stand on my right and the outgoing officers on my left.

TO INCOMING OFFICERS:

The Nominating Committee has recommended you and your names were placed before the membership of this organization. You have been elected to serve as MASL Officers for the coming year. Please be aware that this is an honor bestowed upon you by your professional peers. Your term of office begins July 1, (year) and continues through June 30 (year). Your duties are outlined in our Constitution, Bylaws, Policies and Procedures.

(Name), you have been chosen to serve as President of MASL. The entire organization will be evaluated and valued by the manner in which you conduct its affairs. Your duties are lengthy and your responsibilities great. You should preside over all meetings with dignity and impartiality and grant all members an equal opportunity to express their views at the proper time.

(GIVE SYMBOL)

(Name), as ~~First Vice~~ First Vice-President/President Elect, your position leads to that of President. You are to assist the President and counsel with the Second Vice-President. In the absence of the President you are expected to preside over meetings and if the President is unable to complete his/her term of office, you are expected to assume his/her duties.

(GIVE SYMBOL)

(Name), as Second Vice-President, you are to become acquainted with the workings of the organization and particularly with the roles of First Vice-President/President Elect and President, offices to which you will succeed. In so doing, you are to assist the First Vice-President/President Elect and the President whenever possible.

(GIVE SYMBOL)

(Name), as Secretary, it is your duty to keep an accurate record of all meetings held during the year, and to preserve them in such a manner that they may aid and safeguard the organization in the accomplishment of its transactions.

(GIVE SYMBOL)

(Name), as Treasurer, you are trusted to safeguard and accurately account for the financial matters of MASL. This is no small responsibility. Accuracy and up-to-date care must be yours to exert. You are also to assist the President in all matters relating to the treasury.

---

(GIVE SYMBOL)

(Name), you have been elected to a two- year term as AASL Affiliate Assembly Delegate. It is your responsibility to represent MASL at the national level, provide leadership in national activities, and bring a national perspective to all MASL members. It will also be your responsibility to coordinate the official MASL exhibit to promote the Association and its activities.

(GIVE SYMBOL)

TO INCOMING OFFICERS:

Do you accept the duties and responsibilities as outlined for you in our MASL Constitution and Handbook, and do you agree to perform them for the coming year?

Response: *I do*

I now declare the officers of MASL duly installed. May their year of service be a pleasant one filled with cooperation and success.

TO THE OUTGOING OFFICERS:

I wish to express gratitude for the time and effort you have expended this year. You have done much in moving MASL onward and upward. Only those who have held the offices before you realize the monumental job you have accomplished. Be assured you have the thanks of the entire Association.

TO THE AUDIENCE:

Now to you, dedicated members of MASL, will you, with your applause, join me

- In expressing appreciation to the outgoing officers for jobs well done.
- In expressing our best wishes to the incoming officers.
- In acknowledging your fellow MASL members in the audience for their dedication and involvement in the Association.

THANK YOU.

*Revised 04/12/08*