

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.)

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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 10th 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

Action	Completion Date
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

Missouri Association of School Librarians Region Affiliate Grant Application

Completed Applications Due June 30

Office Use Only
Date Received

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

Name (Last)		(First)		Region	
Street Address			City		State
					Zip
Daytime Phone		Home Phone		Email Address	

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

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

- A. Notify the Second Vice-President of Region Affiliate meeting dates, programs, activities, etc. to be placed on the MASL activities calendar.
- B. Submit written reports of Region Affiliate Activities for distribution prior to Council and Board meetings. (Appendix: Sample Board Report Form).
- C. Prepare requests for Board action in advance as a written motion under Action items. (Appendix: Sample Motion Forum)
- D. Prepare the Region Affiliate Annual Report for the MASL Annual Report due to by May 31. (Appendix: Sample Annual Report Form)
- E. Append any other reports, records, correspondence or other pertinent materials to the Annual Report.
- F. 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.
- G. 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	
	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	
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	
MISCELLANEOUS EXPENSES										Cash Advanced		
Acct	Description	Amount	Date							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