

POLICIES HANDBOOK:
SCHOOL LIBRARY AND YOUTH SERVICES SECTION

SCOPE OF RESPONSIBILITIES

The School Library and Youth Services Section of NDLA exists to:

- Create and foster cooperation between school and public librarians who specialize in youth services;
- Promote library and instructional media administration and librarianship within the field of education in North Dakota;
- Support and foster the educational aspects of librarianship;
- Enhance the status, qualifications, and skills of children's librarians by sponsoring and encouraging opportunities for continuing education.

MEMBERSHIP

Membership is open to any person actively interested and/or employed in the work of school librarianship and/or children's and youth services. All members must be in good standing with the North Dakota Library Association. Voting privileges are in accordance with Article 1, Section 1 of the NDLA Constitution.

OFFICERS

The officers of SLAYS consist of the Chair, Chair-Elect, and Secretary. The term of each office is one year and officers assume their duties at the close of the annual conference following their election. The officers and the immediate past chair form the executive committee.

Duties of the Chair:

- Presides at all section meetings;
- Presides at all SLAYS Executive Committee meetings;
- Represents SLAYS at all Executive Board meetings;
- Performs all other duties required by the Section that are necessary to coordinate Sectional activities, in conjunction with the NDLA Executive Board at their regular meetings;
- Sends section news to the editor of *The Good Stuff*;
- Submits requested general budget to the NDLA Finance Committee;
- Submits annual conference budget to the NDLA Conference Chair;
- Fills vacancies in the office of Chair-Elect and Secretary until the next annual election;
- Approves any Section expenditures.

Duties of the Chair-Elect:

- Assumes the position of the Chair in the event of the Chair's absence, inability to act, or vacancy in the chair position;
- Plans the section program for the annual conference;
- Carries out other duties as assigned by the Chair;
- Moves into the position of Chair at the end of the term as Chair-Elect.

Secretary:

- Records and distributes minutes of section meetings to the membership within one month of the meeting;
- Handles any correspondence, memos, or other duties at the request of the Chair;
- Forwards constitutional revisions/amendments to the NDLA Constitution, Bylaws, and Policies Committee;
- Maintains a notebook, which contains all official communications of the section, including all minutes, meeting notices, announcements, and other materials that are important to the membership in either print or electronic format for the past five years or longer if needed;
- Annually sends outdated materials to the NDLA Archives.

Vacancies:

- Vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-Elect. A vacancy in the office of Chair-Elect or Secretary will be filled by Chair appointment until elections. Any officer moving permanently from the state and unable to perform their duties must resign from office.

Removal of Officers:

- Elected officers of the Section may be removed from their office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.
- Just cause is defined as: any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws; violation of statutory law, which tarnishes the reputation of the Association and/or Section; or incapacity in executing the responsibilities of the office.

Executive Committee:

- Works together to support the activities of the section;
- Appoints ad hoc committees as needed;
- Serves as the nominating committee for the section;

- Annually reviews the section’s Bylaws and Policies Handbook for amendments and changes. Forwards changes to the NDLA Constitution, Bylaws, and Policies Committee;
- Annually reviews section records, minutes, and other materials to be sent to the NDLA Archives;
- A majority of the Executive Committee constitutes a quorum for the transaction of business.

MEETINGS

Annual Meeting:

- The annual meeting of the Section will be held at the NDLA annual conference.

Special Meetings:

- Special meetings of the membership may be held at the call of the Chair or upon petition of fifteen percent of the active membership. The call requires a two week notice to the SLAYS membership.

Quorum:

- Twenty percent of SLAYS membership constitutes a quorum for the transaction of business at any general membership meeting. A majority of the Executive Committee will constitute a quorum for the transaction of Executive Committee business.

BUDGET AND FINANCES

- Operating expenses of the section are approved by the Executive Committee of NDLA. A budget is sent to the Finance Chair annually, upon request.
- The Section budget includes funds for photocopy expenses, mailing costs, and other similar expenses.
- Requests for reimbursement are approved by the Section Chair and sent to the NDLA Treasurer via the appropriate form.
- Annual conference expenses are established and approved by the Chair-Elect as program chair. Requests for reimbursement are sent to the Conference Chair.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the “Request for Personal Reimbursement” form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September:

- Chair attends Pre-Conference Executive Board meeting;
- Chair conducts SLAYS annual business meeting;
- Chair introduces speakers and program;
- Chair obtains necessary receipts from speaker(s) and presents them to the Treasurer for payment;
- Chair and Chair-Elect attend the Executive Board meeting at the conclusion of the annual conference;
- Chair submits budget request to the Finance Committee;
- Chair forms committee for the Flicker Tale Committee;
- Secretary distributes minutes from the Section meeting held at the Annual Conference.
- Submit articles of interest to the editor of The Good Stuff for publication in the December issue (deadline: October).

November-December:

- Confirm that Section minutes have been posted to the SLAYS listserv;
- Add minutes to Section notebook;
- Attend Executive Board meeting(s) as scheduled and prepare written reports for each meeting.

January-March:

- SLAYS Chair and Flicker Tale Chair work together to plan Conference program;
- Gather nominations for candidates to hold office for the next year;
- Forward the list of candidates to the Nominations and Elections Committee;
- Coordinate nominations for Administrator of the Year Award and other Section awards;
- Attend Executive Board meeting(s) as scheduled and prepare written reports for each meeting;
- Current SLAYS Bylaws and Policy Handbook are reviewed by the Executive Committee and/or committee appointed by the Chair, and recommendations for changes are forwarded to the Constitution, Bylaws, and Policies Committee.
- Submit articles of interest to the editor of The Good Stuff for publication in the March issue (deadline: January);
- Submit articles of interest to the editor of The Good Stuff for publication in the May issue (deadline: March).

April-May:

- Complete the conference program planning with Flicker Tale Chair.

June:

- Attend Executive Board meeting(s) as scheduled and prepare written reports for each meeting;
- Final proposed changes to the Section Bylaws are presented to the Executive Board at their meeting;
- Approved proposals for Bylaws changes are sent to the editor of *The Good Stuff* for publication in the August issue;
- Revisions to the Policies Handbook are to be approved by the Executive Board prior to the annual conference.
- Submit articles of interest to the editor of *The Good Stuff* for publication in the August pre-conference issue (deadline: June).

July:

- Bylaws changes are prepared for presentation to the membership.

August:

- Prepare the written Annual Report for distribution at the Annual Conference;
- Complete Conference programming arrangements;
- Membership is sent a ballot of proposed changes to the Bylaws.

Flicker Tale Award Timeline

Introduction:

The ND Flicker Tale Award is presented each year during the North Dakota Library Association (NDLA) conference. This conference generally happens the last week in September – Wednesday – Friday.

To familiarize yourself with the Flicker Tale Award visit the NDLA website at: www.ndla.info. This is also where you can access all forms that need to be filled out in regard to the award. (Request for payment, reimbursement, etc.)

Contacts:

These are some of the key people you will be working with.

- **NDLA Treasurer**
- **School Library and Youth Services Section (SLAYS) Chairperson**
- **NDLA Executive Secretary**
- **NDLA Web Editor**

January – February

Send e-mails to school and public librarians reminding them to:

- Read and/or encourage the reading of, the Flicker Tale Nominee books.
- Ask them to send nominee recommendations to you – remind them of the criteria for a book to be eligible for the award
- Continue to promote Flicker Tale to schools throughout the state of ND (Each time a new person e-mails you in regard to Flicker Tale, add them to your contact list)

March

Reminder to everyone on contact list: Flicker Tale Voting Results are due April 15.

April

- Tally the votes so you are able to declare the Flicker Tale Award winners the last week of April.
- Schedule time to meet with the Flicker Tale committee during the last week of April.
- Last week of April:
 1. Meet with committee to announce FT winners and choose FT nominee's for the following year
 2. Plan fund raising events with FT committee
 3. Determine with committee how to do awards ceremony (i.e. at a banquet or given by children?)
 4. Announce the Flicker Tale Award winning books. Timing is very important as schools and libraries like to announce the winners to their classes before school is out. Additionally they like to purchase the nominee books for the following school year.

May

- Inform next year's authors they are a Flicker Tale Nominee (Contact both the author and their publisher. Publisher and author contact information can generally be found online. If you are unable to locate contact info. for the author, their publisher can inform them.)
- Find out from NDLA Treasurer how much money is in the Flicker Tale fund.
- Inform authors they are a Flicker Tale winner and invite them to attend the NDLA conference to receive their award.
- Generally when an author receives an award, their publisher takes care of their travel costs. NDLA covers hotel and food expenses; Flicker Tale fund covers honorariums.
- Contact NDLA Web Editor with the award winners and the nominee's so she can update the website.
- Make voting ballots for the website and send to NDLA Web Editor.

June – July

- Schedule authors for NDLA Conference. (If authors aren't able to attend NDLA, but are available for another time, schedule them for school visits and allow the children of a particular school to give them their award – finances willing.)
- Finalize which authors will be attending NDLA Conference
- Finalize travel arrangements with author. (Generally the author makes their travel plans with their publisher and then it is up to the Flicker Tale Chair to assist the author with transportation, food, & lodging upon their arrival.)
- Send contract to author

August

- Inform NDLA Executive Secretary how many Award winning plaques you will need, along with the authors name and their winning book title.
- Order Flicker Tale stickers from Crescent Printing, 206 4th Ave NW, Mandan, ND 58554, 701.663.5603 (they have all of the information in their file. The date printed on the winner stickers and nominee stickers, is the date the votes are finalized; for example the book nominations are chosen in May 2007; the sticker that goes on that book will read Flicker Tale 2008 since the award is announced in May 2008 and presented at Conference Sept. 2008. Crescent Printing will bill NDLA. You will need to fill out a Request for Payment form (NDLA website), sign for it, and give to Mike Safratowich so he can pay them.
- Order Flicker Tale Award books for NDLA conference. (Order not only the award winning book, but other books the author has written as well. You are generally able to return any unsold books to the book store you are dealing with so don't be afraid to order plenty of books.)
- Arrange for people to help with the sale of the books at conference
- Arrange host/hostess to see to the authors needs while they are at the conference. Transportation to and from the airport, conference, etc.
- Ask author for equipment and room set up needs and supply to the schools and the person in charge of the conference
- Ask author how many children they like to present to at a time. Some limit the number of children they will present too.
- Arrange school visits for the author(s) in the community where the conference is held, in the community that the authors flies into, and/or the community that the Flicker Tale chairperson lives/works.
- Ask school at this time if book sales will be permitted.

September

- If book sales permitted at schools, send an order form a week or two in advance with the book titles and their cost so children come prepared to purchase books.
- Send author their scheduled appearances both at the conference and schools so they know what to expect. Ask author if they will sign books after their presentations.

- Exchange contact information between author and host/hostess
- Contact NDLA Treasurer ahead of time so you will know which forms they will need you and the authors to sign and fill out in order for them to be paid.
- Be available to the authors during the conference

Revisions approved by SLAYS: September 22, 2006

Revisions approved by Executive Board: December 8, 2006

Revisions approved by SLAYS: September 28, 2007

Revisions approved by Executive Board: September 28, 2007

Reimbursement statement revised by Executive Board 5/30/08

Revisions approved by SLAYS 12/8/08

Revisions approved by Executive Board 12/12/08