

**POLICIES  
OF THE  
PENNSYLVANIA SCHOOL LIBRARIANS ASSOCIATION**

# ADMINISTRATIVE POLICIES

## AFFILIATE ASSEMBLY REPRESENTATIVE

The Affiliate Assembly Representative shall:

### I. Duties

- A. Act as a liaison between AASL and its Affiliate Assembly, and PSLA.
- B. Attend AASL Affiliate Assembly meetings at ALA Annual and Mid-winter Conferences.
- C. Attend AASL Affiliate regional meetings.
- D. Study AASL Affiliate issues proposed for action and be sufficiently informed to participate in discussions or raise pertinent information at the Assembly.
- E. Bring PSLA issues of mutual professional concern and benefit to the Affiliate Assembly.
- F. Encourage membership in AASL within PSLA.
- G. Promote and share information from AASL and the Affiliate Assembly with PSLA members (i.e., each issue of *Learning and Media*, web site, conferences, etc.)
- H. Assist in the development of regional programs.
- I. Serve on Affiliate Assembly committees as appointed.
- J. Share news of PSLA achievements with Affiliate Assembly delegates.
- K. Be able to reflect, clearly with authority, the positions and concerns of PSLA
- L. Be an active member of PSLA and AASL
- M. Attend PSLA Board meetings as a non-voting member.
- N. Attend Advisory Council meetings, and Summit meetings.

*(Adopted, Board of Directors Meeting February 3, 2001)*

*(Amended, Board of Directors Meeting April 18, 2002)*

### II. Criteria

- A. Be an active member of PSLA and AASL.
- B. Be a person who is able to reflect, clearly with authority, the positions and concerns of PSLA.
- C. Have been a member of the Board of Directors within the past 5 years, or a Past President of the Association, and have committee chair experience.

### III. Selection Procedure:

Be appointed by the President with a confirmation majority vote of the Board of Directors.

### IV. Term of office:

Be appointed for a two year term beginning with the second year of the Association President's term and continuing through the next year of a new Association President's term.

### V. Reimbursement

Be provided in accordance with the Reimbursement To Delegates Policy.

*(Adopted, Board of Directors Meeting, April 18, 2002)*

## ADMINISTRATIVE ASSISTANTS

I. Authorization. The Board of PSLA hereby authorizes the President of the Association to organize the administrative operations of the Association through the appointment of Association members as administrative assistants to perform designated tasks associated with the offices of President, Vice President, Secretary, Treasurer, and Immediate Past-President.

II. Purpose. The utilization of members in providing assistance to the officers of the Association is aimed at increasing operational efficiency, expediting services and programs to the membership, and allowing the officers additional time and opportunity to provide leadership to achieve the objectives of the Association.

III. Structure. The President of the Association shall appoint upon recommendation of the requesting officer and with the approval of the Board, for a two year period, an Administrative Assistant for the President, the Vice-President, Secretary, Treasurer and Immediate-Past President. In the case of filling a vacancy among the administrative assistants, the term of service shall be to the end of the President's term. It is the President's responsibility to ascertain whether the administrative assistant being recommended has the appropriate qualifications to perform the task and is willing to assume the tasks. Within two months of assuming the presidency, the President shall submit Administrative Assistant nominees to the Board for approval. The utilization of an administrative assistant by an officer is optional. Each officer is responsible for the accomplishment of tasks related to the office with or without an administrative assistant.

IV. Task Descriptions. Prior to the appointment of members to serve as administrative assistants and within two months after assuming the Presidency the President of the Association shall submit to the Board a statement of the general and specific tasks each administrative assistant shall be expected to perform. This statement shall be developed jointly by the Association's officers. No task shall be of leadership nature or contrary to the obligations of the officers as stipulated in the Constitution and Bylaws of the Association.

V. Restrictions. Each administrative assistant must be a member of the Association and readily accessible to the officer to whom assistance is being provided. These positions exist to provide administrative assistance to the duly elected officers of the

Association. The position carries no leadership responsibilities or automatic rights to appointment to the elected office if a vacancy occurs, or automatic nomination for candidacy to office during the next election.

No administrative assistant shall make any official statements on behalf of the Association or enter into any kind of agreement in the name of the Association. Members serving as officers, directors, and chairpersons of the Association may not serve concurrently as Administrative Assistants. However, each Administrative Assistant may be a participating member of an Association committee.

No Administrative Assistant shall be reimbursed monetarily for time spent in the performance of duties or in attendance at routine meetings or functions of the Association for which no officer or Association member is reimbursed. Expenses incurred in the Association's operation shall be handled through established channels and in keeping with the approved budget.

VI. Responsibilities. Each Administrative Assistant is responsible to the officer to whom the Assistant has been assigned. Ultimately, each Administrative Assistant is responsible to the Board through the office of the President.

The Administrative Assistant to the President may also serve other Association officers. These duties shall be outlined in the task descriptions approved by the Board. Included in these tasks shall be the following:

A. Administrative Assistant to the President

1. Maintaining a central post office for transacting routine business of the Association.
2. Maintaining a calendar of the Association's meetings, conferences, activities, etc., and publicizing these accordingly.
3. Preparing routine releases of information from the officers and Board.
4. Coordinating the flow of business among officers, committees, and the Board.
5. Coordinating the routines of other Administrative Assistants to provide for efficient operation.

B. Administrative Assistant to the Secretary

1. Assisting in record keeping.
2. Assisting with PSLA Handbook updating.

C. Administrative Assistant to the Treasurer

1. Preparing routine deposits.
2. Preparing and distributing voucher payment forms to all committees.
3. Preparing checks for signature by the Treasurer.

*(Adopted, Board of Directors Meeting, June 3, 1978)*  
*(Amended, Board of Directors Meeting, Jan. 27, 1990)*  
*(Amended, Board of Directors Meeting, Apr. 1, 1997)*

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## AMENDING CONSTITUTION & BYLAWS

I. The Board or Constitution & Bylaws Committee shall receive proposal for amendment in compliance with prescribed methods as stated in the Constitution, Article VIII, or Bylaws, Article XI.

II. If the proposal is submitted by petition, confirmation of the eligibility of petitioners as active members shall be verified by the Association Secretary.

III. The Board shall officially acknowledge receipt of the suggested amendment within six months.

A. If the proposal has been properly submitted, the acknowledgment shall notify the proponent /petitioners that the proposal shall be properly considered by the Board and the Constitution and Bylaws Committee.

B. If the method of proposal is not in compliance, the acknowledgment shall notify the proponent/petitioners of that with reference to the Constitution, Article VIII, or Bylaws, Article XI.

IV. If the proposed amendment will go forward, it shall be discussed by the Board and referred to the Constitution & Bylaws Committee for recommendation.

A. The proposed amendment shall be considered as presented, with no change of wording. The Board may request that the proponent/petitioners change wording before presentation of the amendment to the membership for voting. If the proponent/petitioners choose(s) not to change the wording, it shall be presented to the membership as received.

B. The Board or the Constitution & Bylaws Committee may request input from interested parties such as affected committees, prior to making a final recommendation for the disposition of the amendment.

C. The Constitution & Bylaws Committee shall make a determination on the constitutionality of the amendment and refer it back to the Board.

V. After discussion and considering the opinion of the Constitution & Bylaws Committee, the Board shall conduct an internal vote.

VI. As a result of the Board vote, the President will prepare a "statement of purpose" which will accompany the amendment.

A. If the Board votes to support the amendment, the statement may read: "The following amendment(s) has been approved by the Board for referral to the Membership for ratification in accordance with the PSLA Constitution (or Bylaws), Article \_\_\_\_\_." The statement shall include a short explanation of why the change is necessary.

B. If the Board votes not to approve the amendment the statement may read: "The following amendment is referred to the Membership for ratification in accordance with the PSLA Constitution (or Bylaws), Article \_\_\_\_." this Constitution/Bylaws change has been requested by \_\_\_\_\_. The Board does not approve ratification of this amendment because\_\_\_\_\_.

VII. The amendment is referred to the Constitution & Bylaws Committee for preparation for a membership vote.

A. The Constitution & Bylaws Committee shall prepare the member notification and conduct the vote.

B. Member notification of proposed amendment(s) must be made by mail 30 days prior to official vote, whether the vote be taken at the next membership meeting or by a mail vote.

C. 2/3 majority rule applies to vote on each amendment. If the vote is conducted at a regular meeting the quorum issue shall be resolved prior to the vote. If a mail vote is issued, an official tally shall be kept by the Constitution & Bylaws Committee and returned to the Association Secretary for the Minutes.

- VIII. If the amendment is affirmed, it is the responsibility of the Constitution & Bylaws Committee to make the necessary changes in the Constitution/Bylaws in a timely manner, and provide the amended documents to the Board and the appropriate publications.
- IX. Any member eligible to vote may call for a recount of the vote, following the proper procedure according to *Robert's Rules of Order*, within two weeks of the announcement of the results of the vote.  
(Adopted, Board of Directors Meeting, Sept. 25, 1999)

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### FINANCIAL POLICY

- I. The financial operations of the Association shall be conducted under budgetary control.
- II. The total amount of the budget shall be determined by the amount of funds held in reserve rather than on anticipated income. The total amount of the budget for any fiscal year may not exceed 80% of the balance on hand at the close of the preceding fiscal year, excluding monies paid in membership dues for the upcoming year.
- III. Long range goals of the Association may be considered in the preparation of the budget and provision made by "earmarking" funds for specific purposes. Unexpended funds from the current year's budget may be earmarked and used during the following fiscal year. Such "earmarking" of funds must be done by Board action and before the close of the fiscal year during which the funds were available.
- IV. Any overdraft of budget allocations must have prior approval of the Board.
- V. Persons authorized to sign checks drawn on the PSLA accounts are the Treasurer, the President, and the Conference Treasurer. The Membership Chair shall be authorized to open a bank account(s) to be used for the deposit of member dues. These persons shall be bonded to the extent of their liability. These are the only names which may appear on bank signature cards. The Membership Chair shall issue only one check per fiscal year for the purpose of transferring monies from the Membership Savings Account to an Association account. This transfer shall be made by bank check at the end of May.
- VI. All PSLA checks will bear the statement, "Void after 90 days."  
(Adopted, Board of Directors Meeting, January 27, 1990)  
(Amended, Board of Directors Meeting, Feb. 4, 1996)  
(Amended, Board of Directors Meeting, Feb. 5, 2000)  
(Amended, Board of Directors Meeting, June 2, 2007)  
(Amended, Board of Directors Meeting, Feb. 2, 2008)

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### FIXED ASSETS

"Fixed Assets" shall be defined as capital purchases by the Association to include, but not be limited to, computer hardware, computer software, telephone answering machines, and major displays with a purchase price exceeding fifty dollars (\$50.)

### Acquisition:

Any committee or officer seeking to acquire capital goods for the Association must receive Board approval prior to acquisition.

At the time of the request the Board must be presented with the following information:

- The need for the item
- Where the item will be housed
- Who will be responsible for the item (officer or committee chair)
- The cost of the item and proof that the price quoted to the Board is within the average market price
- Ongoing costs to maintain the item

Immediately after purchase the officer or chair purchasing the capital item must provide the appropriate member of the Technology Committee with detailed inventory information on the item to include:

- Type of item
- Manufacturer
- Product #
- Serial #
- Purchase value
- Vendor name and address from whom purchased
- Warranty information
- Condition of the item
- Person, address, and phone # with whom item will be housed.

### Maintenance:

All capital items must be clearly marked with the Association's name and purchase year (i.e., PSLA FY2000)

The Board maintains the right to reallocate any capital item as the Board sees fit for the benefit of the Association.

Each committee or officer shall be responsible for planning maintenance and upgrade costs for capital items in their charge. Budget category for maintenance/upgrade shall be that of the committee or officer responsible for the capital item, unless otherwise decided by the President and Treasurer.

### Disposal of Obsolete Equipment:

The Technology Chair will approve the disposal of obsolete equipment. Such equipment may be redistributed to a designated area within PSLA. Otherwise, obsolete equipment may be donated to a non-profit/service/or community organization.

### Inventory:

Each officer and chair with custody of the capital item(s) will be charged by the President at the Fall Leadership Conference to provide the Treasurer with an updated list of capital items to include the following information:

- Type of item
- Manufacturer
- Product #
- Serial #
- Purchase value
- Vendor name and address from whom purchased
- Warranty information
- Condition of the item

- Person, address, and phone # with whom item is housed
- Any major service performed on the item during the past year

If a capital item is stolen or damaged, the Chair of the Technology Committee shall notify the Treasurer and the President in writing within a week of the incident. This notification shall include a description of the incident and a copy of the police report if available.

*(Adopted, Board of Directors Meeting, Jan. 26, 1991)*  
*(Amended, Board of Directors Meeting, Apr. 27, 1996)*  
*(Amended, Board of Directors Meeting, Feb. 5, 2000)*  
*(Amended Board of Directors Meeting, April 18, 2002)*

### **MEMBERSHIP - CLASSIFICATION POLICY**

There shall be three types of membership available in the Association:

- I. Active membership – Practicing or retired school librarians and/or media specialists as well as those who teach, direct, or supervise in the field of school library media services and who are in agreement with the objectives of the Association shall become members of the Association upon payment of dues, in a timely manner. This category affords the member an active voice with all voting privileges in the Association, receipt of all publications, as well as the opportunity to serve the Association in various capacities.
- II. Associate membership – This category includes those individuals enrolled in a fulltime undergraduate or graduate academic program of school library media services, individuals retired or not actively involved in the school library media field, or individuals and/or organizations actively promoting education throughout the Commonwealth. This category will include a subscription to Learning and Media but will not include voting privileges.
- III. Honorary membership – Individuals who have served the profession with distinction shall become members for life with the approval of the Board. Their membership privileges for life shall be that of their membership status at the time of the award. This category includes recipients of the Outstanding Contributor Award.  
*(Adopted, Board of Directors, September 25, 1999)*

### **MEMBERSHIP - CLASSIFICATION DETERMINATION**

The membership classification shall be determined by the status of the member when annual dues are paid.

*(Adopted, Board of directors meeting, Feb. 24, 1979)*  
*(Amended, Board of Directors Meeting, Jan. 27, 1990)*

### **MEMBERSHIP - FILE SHARING**

No membership files or records shall be circulated outside the Association, without the permission of the President.

Those outside the Association receiving membership files or records shall reimburse the Association for printing, labels and mailing cost.

Membership files or records shall not be circulated to for-profit organizations.

*(Adopted, Board of Directors Meeting, April 2, 1975)*  
*(Amended, Board of Directors Meeting, Jan. 27, 1990)*

### **MEMBERSHIP - CUTOFF OF MAILINGS TO NON-RENEWING MEMBERS**

No mailings shall be made to members who have not renewed their membership within two calendar months after the beginning of the membership year.

*(Adopted, Board of Directors Meeting, September 15, 1979)*  
*(Amended, Board of Directors Meeting, January 27, 1990)*

### **MEMBERSHIP – DUES, YEAR**

The PSLA membership year shall be from October 1st through September 30th. Dues paid after December 1 may be assessed a late fee as determined by the Board. Members will be eligible for membership rates at the Annual PSLA Conference upon payment of dues regardless of payment date.

*(Adopted, Board of Directors Meeting, February 4, 1996)*  
*(Amended, Board of Directors Meeting, January 23, 1999)*  
*(Amended, Board of Directors Meeting, February 14, 2009)*

### **OFFICERS - CRITERIA AND RESPONSIBILITIES FOR HOLDING AN ELECTED OFFICE BEYOND THOSE IN THE CONSTITUTION AND BYLAWS**

Persons seeking office in the Association must be concerned for, and familiar with, the programs of the Association and should be able to make decisions falling under the scope of the officer's delegated responsibilities. A candidate for office must be a graduate of an NCATE or ALA accredited program. A candidate for office must be an active member of the Association and have been actively involved in committee work. The Nominating Committee, with the approval of the Board, has formulated criteria and responsibilities to be used as guidelines when recommending persons for office in PSLA.

- I. VICE PRESIDENT/PRESIDENT ELECT
  - A. At the time of nomination be serving or be willing to serve as a member of the Conference Committee, in addition to maintaining, if possible, other Association positions and/or responsibilities.
  - B. Must be able to work diligently for PSLA carrying out the responsibilities of the office.
  - C. Must have demonstrated leadership qualities and should have previously served as an officer, a board member, as chair of a committee, or with similar PSLA experience.
- II. SECRETARY
  - A. Must be actively involved in PSLA committee work.
  - B. Must be able to work diligently for PSLA carrying out the responsibilities of the office.
- III. TREASURER
  - A. Must be actively involved in the work of the Budget and Finance Committee.
  - B. Must be able to work diligently for PSLA carrying out the responsibilities of the office.

#### IV. BOARD OF DIRECTORS

- A. Must be actively involved in PSLA committee work.
- B. Must be able to work diligently for PSLA carrying out the responsibilities of the office.

*(Amended, Board of Directors, October 11, 2003)*

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#### OFFICERS - RESPONSIBILITIES OF ELECTED OFFICERS BEYOND THOSE IN THE CONSTITUTION AND BYLAWS

##### I. PRESIDENT

- A. Develop goals to be achieved during a two-year period.
- B. Attend various conferences of other professional associations. (PAECT, PaLA, etc.).
- C. Confer with officials of PDE, PaLA, PSEA, and others.
- D. Maintain personal membership in ALA/AASL in order to attend national meetings (annual conferences and midwinter conference.)
- E. Attend national ALA/AASL meetings (annual conferences and midwinter conference.)
- F. Attend PSLA committee meetings.
- G. Serve on various PDE committees as PSLA representative.
- H. Serve as speaker/consultant at the various county/regional school library media organizations.
- I. Issue and/or oversee legislative alerts.
- J. Plan the Leadership Summit and the Annual PSLA Leadership Conference.
- K. Assist with the planning of the Annual PSLA Conference.
- L. Oversee the publishing activities of the Association.
- M. Develop and implement a program.
- O. May designate a member to officially represent the Association.

##### II. SECRETARY

- A. Attend all Board meetings, and record and distribute the minutes of those meetings.
- B. Attend all Advisory Council meetings, and record and distribute the minutes of those meetings.
- C. Attend the annual conference of PSLA, and record and distribute the minutes of those meetings.

##### III. TREASURER

- A. Keep an accurate set of financial records which continue the bookkeeping system which has been established for the Association.
- B. Work closely with an Association attorney approved by the Board in matters dealing with state and federal tax laws.
- C. Chair Budget and Finance Committee.
- D. Oversee audit.

*(Adopted, Board of Directors Meeting, April 2, 1977)*

*(Amended, Board of Directors Meeting, April 10-11, 1980)*

*(Amended, Board of Directors Meeting, April 11-13, 1985)*

*(Amended, Board of Directors Meeting, January 27, 1990)*

*(Amended, Board of Directors Meeting, February 5, 2000)*

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#### PROMOTIONAL DISPLAY EXHIBIT COSTS

The costs to exhibit any Association promotional display items at a state or national meeting shall be assumed by the Association. At local level meetings, the Association shall assume the cost of transportation one way. The promotional items are to be returned after each use at the expense of the local user.

*(Adopted, Board of Directors Meeting, June 4, 1977)*

*(Amended, Board of Directors Meeting, January 27, 1990)*

#### PSLA AFFILIATE ASSEMBLY REPRESENTATIVE

The Affiliate Assembly Representative shall:

##### I. Duties

- A. Act as a liaison between AASL and its Affiliate Assembly, and PSLA.
- B. Attend AASL Affiliate Assembly meetings at ALA Annual and Mid-winter Conferences.
- C. Attend AASL Affiliate regional meetings.
- D. Study AASL Affiliate issues proposed for action and be sufficiently informed to participate in discussions or raise pertinent information at the Assembly.
- E. Bring PSLA issues of mutual professional concern and benefit to the Affiliate Assembly.
- F. Encourage membership in AASL within PSLA.
- G. Promote and share information from AASL and the Affiliate Assembly with PSLA members (i.e., each issue of *Learning and Media*, web site, conferences, etc.)
- H. Assist in the development of regional programs.
- I. Serve on Affiliate Assembly committees as appointed.
- J. Share news of PSLA achievements with Affiliate Assembly delegates.
- K. Be able to reflect, clearly with authority, the positions and concerns of PSLA
- L. Be active member of PSLA and AASL
- M. Attend PSLA Board meetings as a non-voting member.
- N. Attend Advisory Council meetings, and Summit meetings.

*(Adopted, Board of Directors Meeting February 3, 2001)*

*(Amended, Board of Directors Meeting April 18, 2002)*

##### II. Criteria

- A. Be an active member of PSLA and AASL.
- B. Be a person who is able to reflect, clearly with authority, the positions and concerns of PSLA.
- C. Have been a member of the Board of Directors within the past 5 years, or a Past President of the Association, and have committee chair experience.

##### III. Selection Procedure:

Be appointed by the President with a confirmation majority vote of the Board of Directors.

##### IV. Term of office:

Be appointed for a two year term beginning with the second year of the Association President's term and continuing through the next year of a new Association President's term.

##### V. Reimbursement

Be provided in accordance with the Reimbursement To Delegates Policy.

*(Adopted, Board of Directors Meeting, April 18, 2002)*

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#### PSLA BOARD OF DIRECTORS ORGANIZATIONAL CHART

In addition to the responsibilities assigned in the Constitution and Bylaws, each Board Member will serve as the liaison for assigned committees. The Director will be responsible for the following:

1. Present any proposal from the committee to the Board.
2. Review any publication of the committee.
3. Serve as liaison between the committee chair and the Board.
4. Monitor that charges are being addressed by the committee in a timely fashion.
5. Serve in advisory capacity to the committee in order to provide background on projects requested by the Board.

Assignments for Board Members A, B, C, and D and additional assignments to the officers will be made at the June Board Meeting prior to taking office on July 1st. The President may change assignments as necessary or expedient.

The following assignments for officers are roles assigned by the Bylaws of the Association.

PRESIDENT:	Summit and Leadership Conferences
VICE PRESIDENT:	Conference
SECRETARY:	Membership
TREASURER:	Budget and Finance
PAST PRESIDENT:	Constitution and Bylaws

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### PSLA HANDBOOK

A *PSLA Handbook* shall be provided by the Chair of the Constitution and Bylaws committee to each member of the Board and to each standing Committee Chair. The Constitution and Bylaws Committee shall update the *PSLA Handbook* on an annual basis and shall maintain an inventory of the handbooks.

*(Adopted, Board of Directors Meeting, January 26, 1991)  
(Subsequently Amended)*

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### PSLA INCORPORATION

Whereas, PSLA has increased its membership and has undertaken to become involved in those issues affecting library media programs:

Therefore, be it resolved that PSLA begin to function from this day, April 5, 1975, as an incorporated association in accordance with all the provisions and requirements of the Commonwealth of Pennsylvania.  
*(Adopted, Board of Directors Meeting, April 5, 1975)*

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### PSLA LOGO (SERVICE MARK) USE

The PSLA logo (service mark) is reserved for the official use of the Pennsylvania School Librarians Association. Other use of the logo (service mark) is permitted with the approval of the Board of Directors.

Request to use the logo (service mark) may be made, via the Association's web site ([www.psla.org](http://www.psla.org)), to the PSLA President and must include the name of the person or organization wishing to use the logo (service mark), the purpose or reason for which the logo (service mark) is to be used, identification of where it will be placed, and the date(s) or time period of use.

*(Adopted, Board of Directors, September 23, 2006)*

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### PSLA REPRESENTATIVES

Only the President may designate members to represent PSLA. The representatives serving in this capacity must voice Association stands on issues being addressed. Any personal statements made by members must be clearly identified as such.  
*(Amended, Board of Directors Meeting, Feb. 26, 1992)*

*(Amended, Board of Directors Meeting, January 27, 1990)*

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### REFUNDS

Refunds of any sort shall not be given if the Association has been charged for the same.

*(Adopted, Board of Directors, November 12, 1977)  
(Amended, Board of Directors, January 27, 1990)*

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### REIMBURSEMENT TO DELEGATES

#### I. Authorization

The Board shall provide funds in each fiscal year to cover the expenses of the President, Vice President and presidential designees in fulfilling the obligations of the Association as outlined below. (SEE: DELEGATE EXPENSE GUIDELINES)

#### II. Budget

The amount of the funds allocated shall be established by the Board upon recommendation of the President. The President shall submit recommendations based upon the expenses incurred by the President, Vice President and presidential designees during the previous fiscal year.

#### III. Coverage (State)

The funds shall cover expenses incurred by the President in fulfilling such duties as:

- A. Attending meetings at the Pennsylvania Department of Education.
- B. Attending meetings of other Pennsylvania professional organizations at which the Association should be represented.
- C. Attending county/regional meetings of school library media organizations.
- D. Confering with state educational and other professional organization officials regarding the profession or the Association.
- E. Visitation to school districts for the purpose of testifying, making recommendations or speaking.

**THE FUNDS SHALL NOT BE UTILIZED TO COVER EXPENSES OF ATTENDING PSLA COMMITTEE MEETINGS, BOARD MEETINGS, OR ADVISORY COUNCIL MEETINGS.**

#### IV. Coverage (National)

- A. Additional funds shall be allocated annually for the President to attend the annual conferences and special conferences of national importance of the American Library Association and the American Association of School Librarians, and the midwinter conference of the American Library Association.
- B. Additional funds shall be allocated annually for the Vice President to attend conferences of the American Library Association and the American Association of School Librarians when attendance is for the express purpose of obtaining ideas for future programming and representation at the Affiliate Assembly.

#### V. Designees (State and National)

- A. The President may designate PSLA members to represent the Association at the state and national level.
- B. If the attendance of a designee is vital to the Association and a qualified member who is already attending cannot be located, expenses shall be paid at the discretion of the President.

## VI. PSLA Annual Conference

The Association shall cover the following expenses incurred by the President and Vice President at the annual conference of the Association:

- A. Registration fee.
- B. Lodging (4 days maximum.)
- C. Subsistence (3 days maximum.)

## VII. Reimbursement

The following rates of reimbursement shall govern Presidential, Vice Presidential and Board Appointees expenses:

- A. Registration fees shall be paid.
- B. Transportation shall be reimbursed at the current IRS rate per mile allowed for governmental agencies or the cost to travel by public transportation.
- C. Lodging and subsistence at rates reasonable at the time and place of the meeting attended.

*(Adopted, Board of Directors Meeting, November 6, 1976)*

*(Amended, Board of Directors Meeting, June 14, 1980)*

*(Amended, Board of Directors Meeting, September 15-16, 1989)*

*(Amended Board of Directors Meeting, January 27, 1990)*

## **DELEGATE EXPENSE GUIDELINES**

### I. General Guidelines

A. Individuals who travel on Association business should incur the lowest practical and reasonable expense while traveling in an efficient, timely and safe manner.

B. Any variance to these guidelines must be pre-approved by the treasurer.

C. Member should pay all travel related expenses and submit receipts for reimbursement. **Expenses submitted without receipts will not be reimbursed.** Make a copy of all vouchers and receipts for your records.

D. All expenses must be accompanied by a receipt.

1. All receipts must be originals.
2. Meal receipts exceeding \$10.00 must have the pre-printed/stamped name of the establishment.

3. Reimbursement will be made for online travel ticket purchases before actual travel takes place. A screen print of the purchase confirmation screen that shows the price of the ticket and travel points or a copy of the email purchase confirmation that shows this same information is required.

E. If a trip must be cancelled:

1. The member should request a refund of all registration fees that had been paid for a conference. Member should return to PSLA any refund of fees that had been reimbursed to them.
2. The member holding the airfare ticket should ask about using the ticket for future PSLA travel. For a change fee, many tickets can be used for future travel, even if the ticket is non-refundable.

F. Non-reimbursed expenses include: Alcohol; Fees for upgrades of air travel or hotel; Headphones on airlines; In-room movies; In-room beverage or snack bar; Telephone calls; Personal travel portion during PSLA travel; Expenses for any non-PSLA representative/delegate if accompanying a PSLA representative/delegate on trip; Items not listed as reimbursable in the guidelines below, unless pre-confirmed by the PSLA Board of Directors.

### II. Delegate Expenses - Out-of-State Conferences

(President, Vice-President, Board Appointees)

#### A. Read *General Guidelines*

## B. Conference

1. Registration— Registration fees for the conference will be reimbursed. An official registration form must be provided to support the advance payment of registration fees.

2. Pre-Conference Registration— All pre-conference registrations must have previous Board approval. Pre-conference activities will be paid if they pertain to a mission of the organization.

3. Conference Meals— Reimbursement may be made for meals in excess of meal allowances when such meals are an integral part of the conference and are listed separately on the registration materials.

a. PSLA representative/ delegate will be reimbursed for such meals only when the meal is in direct relation to the representative/delegate responsibility at the conference.

b. Supporting documentation, such as the registration receipt or printed material showing which meal(s) are covered is required.

#### C. Airfare

1. Coach rate is paid from the airport closest to the delegate/ representative.

2. Plan as far in advance as possible in order to take advantage of early purchase discounts.

#### D. Mileage

1. Current IRS rate will be used for reimbursement.

2. Mileage reimbursement for a representative/delegate who chooses to drive rather than fly should not exceed the lowest roundtrip coach airfare available at the time travel was authorized. The representative/delegate must supply documentation to support what the airfare would have been at that time.

#### E. Other Travel Expenses

1. Taxi, shuttle and public transportation expenses must be accompanied by a receipt.

2. Parking expenses must be accompanied by a receipt.

3. Toll expenses must be accompanied by a receipt.

4. Transportation to airport of origin – two trips to the airport, when performed by a spouse, to drop off/pickup the member is allowed, as long as the mileage costs do not exceed the cost of long term parking. Documentation of the long term parking costs that would have been charged is required.

#### F. Meals

1. Meals will be reimbursed if the representative/delegate is in a continuous travel status for 8 hours or more.

2. Receipts are required for all meal reimbursements.

a. Itemized receipts are preferred.

b. A register receipt or a copy of the dinner check must be submitted.

c. Tips may not exceed 20% of the cost of the meal.

3. No liquor or alcoholic beverages of any kind can be reimbursed from PSLA funds

#### G. Daily Allowances

1. Meals, gratuities, and other travel expenses, are not to exceed \$100 per day. This allowance is not a per diem rate. All expenses must be supported by receipts.

#### H. Hotel

1. Reimbursement for lodging (room and tax only) will be made only for the duration of the parts of the conference relevant to the meetings of the representative/ delegate.

2. Double room occupancy rate at a non-luxury hotel (unless it is the location of a conference) will be paid if delegates are the same gender. Single room rate will be paid if only one delegate is sent.

3. Hotel bills need to be itemized by room, meals (itemized meal receipt is preferred), parking, etc.

III. Members Selected to Serve on Special Committees, Task Forces, Focus Groups, Etc.

A. Read *General Guidelines* for those applicable to the items below.

B. Meals

1. Meals will be reimbursed if the representative/delegate is in a continuous travel status for 8 hours or more.
2. Receipts are required for all meal reimbursements.
  - a. Itemized receipts are preferred.
  - b. A register receipt or a copy of the dinner check should be submitted.
  - c. Tips may not exceed 20% of the cost of the meal.
3. No liquor or alcoholic beverages of any kind can be reimbursed from PSLA funds
4. Meal allowance: Breakfast - \$8.00, Lunch - \$14.00, Dinner - \$30.00.
5. Rates in excess of guidelines must be pre-approved at the discretion of the treasurer.

C. Mileage

1. Current IRS rate will be used for reimbursement.

D. Other Travel Expenses

1. Taxi, shuttle and public transportation expenses must be accompanied by a receipt.
2. Parking expenses must be accompanied by a receipt.
3. Toll expenses must be accompanied by a receipt.

IV. Board Members Requested to Testify on Behalf of PSLA

A. Read *General Guidelines* for those applicable to the items below.

B. Meals

1. Meals will be reimbursed if the representative/delegate is in a continuous travel status for 8 hours or more.
2. Receipts are required for all meal reimbursements.
  - a. Itemized receipts are preferred.
  - b. A register receipt or a copy of the dinner check should be submitted.
  - c. Tips may not exceed 20% of the cost of the meal.
3. No liquor or alcoholic beverages of any kind can be reimbursed from PSLA funds
4. See Meal allowance: Breakfast - \$8.00, Lunch - \$14.00, Dinner - \$30.00.
5. Rates in excess of guidelines must be pre-approved at the discretion of the treasurer

C. Mileage

1. Current IRS rate will be used for reimbursement.

D. Other Travel Expenses

1. Taxi, shuttle and public transportation expenses must be accompanied by a receipt.
2. Parking expenses must be accompanied by a receipt.
3. Toll expenses must be accompanied by a receipt.

*(Adopted, Board of Directors Meeting, June 2, 2007-To be reviewed every 3 years.)*

**RESOLUTIONS POLICY**

The following guidelines are addressed to individuals and committees preparing resolutions to come before the membership:

- I. A resolution shall be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the membership.
- II. Terms used shall be readily understandable or have a specific definition.
- III. The intent, objective, or goal of the resolution shall be clear.
- IV. If the resolution calls for a specific action or course of action it shall be so stated.
- V. Resolution forms shall be placed in Leadership Conference folders and shall be made available on the PSLA website and at the Annual Conference.
- VI. Resolutions, including memorials, tributes, and testimonials, shall show the names, addresses, and affiliation of the initiator(s), the mover(s) and the second(s).
- VII Care shall be taken to avoid repetitious resolutions.
- VIII. Each resolution shall address only one topic or issue.
- IX. Resolutions shall be presented in a readable form to the Chair of the Constitution and Bylaws committee one week prior to the Annual Conference whenever possible.
- X. The Chair of the Constitution and Bylaws Committee shall present resolutions to the membership and the President shall conduct the vote.
- XI. Copies of the resolution shall be retained by the President of the Association, the Secretary of the Association, the Constitution & Bylaws Committee, and presented to the person(s) named in the resolution.

*(Adopted, Board of Directors, February 5, 2000)*

**SAFE DEPOSIT BOX**

The Treasurer shall maintain a safe deposit box in the name of the Association for corporation documents and the official seal of the Association.

*(Adopted, Board of Directors Meeting, September 21, 1985)  
(Amended, Board of Directors Meeting, January 27, 1990)*

