

Policies and Procedures Handbook



Virginia Educational Media Association

Revised May 10, 2011, October 8, 2011

Constitution and By-Laws

ARTICLE I. NAME

The name of this organization shall be the Virginia Educational Media Association.

ARTICLE II. PURPOSES

The purpose of this association shall be the improvement of learning in Virginia through effective and efficient use of instructional media and technology. In pursuit of this purpose, it shall cooperate with other organizations concerned with education at all levels. It shall achieve this purpose by working toward the following specific goals:

- To encourage and promote professional growth.
- To promote research, development, and evaluation in the production, selection, and dissemination of instructional media and technology.
- To plan and execute long range programs for the development of learning resources services.
- To promote pre-service and continuing education in instructional media and technology for all educators.
- To promote the rights of the individual to open access to ideas and the variety of forms in which ideas are communicated.
- To foster public understanding of the value of instructional media and technology in teaching and learning.
- To generate continued support for libraries, both print and non-print, to further the development of verbal and visual literacy as basic components in our educational tradition and cultural heritage.

ARTICLE III. MEMBERSHIP

Membership in this organization shall be in three classes.

Section I. Active Membership shall include those persons who are directly engaged in education in this state or in related educational activities who are interested in furthering the purposes of this organization. Active members shall be entitled to vote, to hold office, and to receive all appropriate services. Members shall pay in accord with the schedule established by the Board of Directors.

Section II. Honorary Membership may be extended to persons retired from education in this state and to others upon the recommendation of the Board of Directors. Honorary members shall be entitled to all rights and privileges of active members except holding office. Honorary members are exempt from payment of dues.

Section III. Student Membership may be offered to full-time students enrolled in institutions of higher education in this state. Student members shall be entitled to all rights and privileges of active members except holding office. Student members will pay dues in accord with the schedule established by the Board of Directors.

ARTICLE IV. OFFICERS AND BOARDS

Section I. The elected officers of this organization shall be: President, President-Elect, immediate Past-President, Secretary, and Treasurer.

Section II. A Board of Directors shall be composed of the elected officers of the Association and the elected Director and Director-Elect representing each of the seven

geographical regions of the state as defined by the Board. The Regional Director and Director-Elect must work in the region which they represent. All of the above shall be voting members of the Board of Directors.

Section III. All officers and Board members shall be active members of the Association and shall be elected by the members of the Association as a whole.

ARTICLE V. AFFILIATE RELATIONS

Section I. Affiliate and liaison relationships with other professional organizations may be established by the Board of Directors on behalf of the Association.

ARTICLE VI. AMENDMENTS

Section I. This Constitution may be amended at the annual business meeting by vote of two-thirds of the voting members present provided the proposed amendment has been submitted to the voting membership at least thirty (30) days prior to the vote.

BY-LAWS

ARTICLE I. MEETINGS

Section I. An annual business meeting shall be held within the membership and fiscal year of the Association at a time and place selected by the Board of Directors.

Section II. Other business or special meetings of the Association may be called by the Board of Directors or by petition of 10 percent of the voting membership.

Section III. Any business meeting held under Section II above must be preceded by at least a 21 day notification to the voting membership of the date and location of the meeting.

Section IV. Professional regional meetings of the Association may be called upon request of any member. The name of the Association as the sponsor of such meetings will be used only when approved by the Board of Directors.

Section V. The assembled voting members at any business meeting shall constitute a quorum for conducting such business as may come before the membership.

ARTICLE II. ELECTIONS AND TERMS OF OFFICE

Section I. A ballot shall be prepared listing up to two (2) names for each office and each Board of Directors position except for that of the immediate Past-President. The Nominations and Elections Committee shall actively seek two (2) names for each office and Board of Directors position. Nominations for the Regional Board members shall be sought from the regions which they represent. Additional nominations for the officers of the Association may be made to the Nominations and Elections Committee before April 1, by petition of at least 25 voting members or 25 percent of the membership of the region making the nomination, whichever is smaller. The Committee shall certify the eligibility for office of all nominees appearing on the ballot. Biographies and platform statements shall be published for all candidates for any office prior to the voting by the members.

Section II. Balloting shall be conducted by mail and the results shall be announced on or before July 1. Ballots shall be mailed only to voting members of record as of May 15 of that membership year in which the election is held. A tie vote shall be resolved by vote of the Board of Directors. All elected positions of the Association will be elected by the membership as a whole.

Section III. All officers and the Board of Directors members shall take office at the annual fall meeting of the Association. If no annual meeting is scheduled for the fall of the calendar year in which the election is held, the new officers and Board will assume office on October 1. They shall hold office until their successors are elected and the election is certified. No officer or Board member may be elected to consecutive terms of office unless that person is filling an unexpired term.

Section IV. The President-Elect shall be elected to serve one one-year term as President-elect, one one-year term as President, and one one-year term as Past President.

Section V. The Secretary shall be elected for one two-year term.

Section VI. The Treasurer shall be elected for one two-year term.

Section VII. The members of the Board of Directors that are elected from the seven geographical regions shall be elected for one one-year term as Director-Elect and one one-year term as Director.

Section VIII. In order that the Board of Directors has continuity, the offices of Secretary and Treasurer shall be elected on alternate years.

Section IX. In the event the President is unable to serve his/her full term, the President-Elect shall succeed to the unexpired remainder of the presidency and continue through his/her own term.

Section X. In the event any other officer or Board of Directors member except the Past-President is unable to serve his/her full term, the President shall appoint, subject to Board approval, someone to fill the remainder of that term. If the Past-President is unable to serve his/her full term, the President shall appoint, subject to Board Approval, a former Past President to fulfill the remainder of the term.

ARTICLE III. BOARD OF DIRECTORS

Section I. The Board of Directors shall consist of all elected officers, the retiring President, and the fourteen members of the organization elected from the regions. The Executive Director shall serve as an ex-officio member.

Section II. The function of the Board of Directors shall be to assume responsibility for the affairs of the organization except those requiring a vote of the membership.

Section III. The President shall be chairperson of the Board of Directors.

Section IV. The Board of Directors shall meet at least four (4) times during each membership year.

Section V. Minutes of the Board of Directors meetings shall be available to the membership. Summaries in lieu of detailed minutes may be published in the Association newsletter to inform the membership of Association business and Board of Directors actions.

Section VI. A quorum of the Board of Directors shall be a simple majority of the elected membership of the Board.

ARTICLE IV: EXECUTIVE DIRECTOR

Section I. The Executive Director shall serve as the registered agent of the Association with the State Corporation Commission, sign and maintain legal documents for the Association, and perform all other duties listed in the annual contract.

ARTICLE V. EXECUTIVE COMMITTEE

Section I. The Executive Committee shall consist of the elected officers and the immediate Past-President and shall carry out the policies of the Association as determined by the Board of Directors. The Executive Director shall serve as an ex-officio member.

Section II. The Executive Director shall be selected and evaluated by the elected members of the Executive Committee on an annual basis.

Section III. The Executive Committee shall recommend to the Board the appointment of official representatives to meetings, organizations, and conferences.

Section IV. The Executive Committee shall prepare an annual budget for approval by the Board.

ARTICLE VI. DUTIES OF OFFICERS

Section I. The duty of the President shall be to preside at all business meetings, the Board of Directors meetings and Executive Committee meetings of the Association, and perform all other duties usually associated with this office.

Section II. The duty of the President-Elect shall be to perform the duties of the President in the absence of the President and to serve as ex-officio member of all special committees the President shall create. The President-Elect shall serve as the Conference Planning Committee Chairperson for the annual meeting of the Association in which this person is to assume office.

Section III. The duty of the Secretary shall be to keep a record of Association activities, and such other duties as the office may require. The Secretary shall keep such properties of value as the Board of Directors indicates for the Association to pass to the Library of Virginia annually.

Section IV. The duties of the Treasurer shall be to keep an accurate record of all funds received and disburse same only on order of the President, make an annual report of receipts and disbursements, including a review performed by a certified public accountant, prepare and submit an annual budget to the executive committee for review, and perform such other duties as are usually associated with this office.

ARTICLE VII. COMMITTEES

Section I. There shall be standing committees as follows: Nominations and Elections, Membership Development, Scholarships and Awards, Conference Planning, and Legislative.

Section II. The President shall appoint standing committee chairpersons to all committees, subject to the approval of the Board of Directors, except the chairpersons for the Conference Planning Committee and the Nominations and Elections Committee. The President-Elect shall serve as chairperson of the Conference Planning Committee. The duty of the immediate Past-president shall be to serve as chairperson of the Nominations and Elections Committee. Appointments shall be made prior to the annual meeting of the Association.

Section III. The committee chairperson shall select committee members and submit the list to the Board as an information item prior to the annual meeting of the Association.

Section IV. The President shall create such special committees as are necessary for the Association's business, subject to the approval of the Board of Directors. If special committees through their activities and deliberations recommend permanent status, the By-laws must be amended.

Section V. The President shall be an ex-officio member of all standing committees except the Nominations and Elections Committee.

ARTICLE VIII. DUTIES OF COMMITTEES

Section I. The chairperson of each duly appointed committee shall keep a record of the proceedings of the committee and shall submit written reports on committee activities to the President and Secretary when requested.

Section II. The Nominations and Elections Committee shall conduct all elections in accord with provisions of the By-laws.

Section III. The Membership Committee shall promote membership in the Association.

Section IV. The Scholarships and Awards Committee shall elect recipients for grants and awards given by the Association.

Section V. The Publications Committee shall provide for information dissemination to the membership. The Association may publish and produce materials as approved by the Board of Directors and shall recommend appropriate financing for such materials.

Section VI. The Conference Planning Committee shall be responsible for the annual meeting at the close of their year of service.

ARTICLE IX. MEMBERSHIP YEAR AND DUES

Section I. The fiscal year of the Association shall be from July 1 through June 30. Upon change of the office of Treasurer, a review of the records shall be conducted as prescribed by the Board of Directors.

Section II. The membership year shall be from October 1 through September 30. Dues for active and student members shall be determined by the Board of Directors in accord with the needs and services of the Association.

ARTICLE X. RULES OF ORDER

Robert's Rules of Order, Revised, shall be the parliamentary authority of this Association except where they are inconsistent with this Constitution and By-laws.

ARTICLE XI. AMENDMENTS

These By-laws may be amended at any business meeting by a majority vote of the members attending. All proposed changes will be in writing and will be distributed to the members attending the meeting and prior to voting. These By-laws may be amended by mail vote providing such changes have been published thirty (30) days prior to such voting.

The VEMA Board

DUTIES OF THE BOARD OF DIRECTORS

A. Definition:

The Constitution defines the Board of Directors as "all elected officers, the retiring President, and the fourteen members of the organization elected from the regions." The Executive Director shall serve as an ex-officio member.

B. Functions:

The Constitution defines the function of the Board of Directors as "to assume responsibility for the affairs of the organization except those requiring a vote of the membership." The Board functions as the policy making body of the Association and is responsible for short-term and long-term planning for Association objectives.

C. Constitutional Empowerments of the Board:

1. Establish affiliate relations;
2. Call for business or special meetings of the Association;
3. Authorize the name of the Association as sponsor of special meetings. Special regional meetings may be called upon request by any member, but the name of the Association as sponsor will be used only with Board approval;
4. Select time and place for the annual business meeting and to ensure that a minimum of four Board meetings are called within the Association's calendar year;
5. Approve all chairpersons named by the President to standing committees;
6. Approve the creation of any special committees, as recommended by the President;
7. Approve any requested changes in the line item budget, approved by the membership, or requests for discretionary funds, before such requests are granted;
8. Approve the tentative budget, as developed by the Executive Committee, before it is presented to the general membership.

D. Election of the Board:

The Constitution stipulates that the "Board of Directors members elected from the seven geographical regions shall be elected for one one-year term as Director-Elect and one one-year term as Director." Additionally, the President-elect is elected to serve three years, first as President-elect, then as President and finally as Past-President. Secretary and Treasurer are elected to serve two-year terms each.

The Board of Directors assumes office at the annual fall meeting of the Association.

E. Special Elections:

The Constitution specifies, "In the event a Board of Directors member is unable to serve his/her full term, the President shall appoint, subject to Board approval, someone to fill the remainder of that term."

If a member of the Board of Directors does not assume the responsibilities of the office, the Board should seek the member's resignation and call for an appointment to fill the unexpired term, in cases other than the presidency. In the case of the presidency, the President-Elect assumes office.

DUTIES OF EXECUTIVE COMMITTEE

A. Definition:

The Constitution defines the Executive Committee as the President, President-Elect, Secretary, Treasurer, and immediate Past-President of the Association. The President presides at meetings of the Executive Committee. The Executive Director shall serve as an ex-officio member.

B. Functions:

The Constitution defines the role of the Executive Committee as "carry out the policies of the Association as determined by the Board of Directors."

C. Constitutional Empowerments:

1. Carry out the policies of the Association as determined by the Board of Directors, and
2. Prepare an annual budget for approval by the Board. The full Board of Directors approves the budget, which is then voted upon by the membership at the annual meeting.

There are 19 elected members of the VEMA Board:

President	Treasurer
President-Elect	7 Regional Directors
Past-President	7 Regional Directors-Elect
Secretary	

There are 2 ex-officio members of the VEMA Board:

Executive Director Web Administrator

Committee Chairs

Archives	*Membership Development
*Conference Planning	*Nominations and Elections
Future Trends & Issues	Professional Advocacy
Intellectual Freedom	Professional Development
Instructional Professional Standards	*Scholarships and Awards
*Legislative	Student Media Festival
Mediagram Editor	

* denotes standing committees while others are designated by the President with approval of the Board of Directors according to need.

Affiliates & Others

Associated School Librarians of Fairfax County (ASLFC)

Loudoun Educational Media Association (LEMA)

Prince William School Librarians' Association (PWSLA)

Virginia Educational Technology Advisory Committee (VETAC)

Virginia State Reading Association (VSRA)

VEMA Regions

VEMA consists of seven regions: Clinch, James, Potomac, Rappahannock, Roanoke, Shenandoah, and York. Counties, cities, community colleges, colleges and universities in each region are listed in the VEMA Handbook/Membership Directory and on the VEMA website.

BOARD MEETINGS

Quantity: By constitution the Board is required to have four meetings during the year, one of these at the annual conference. The dates for the meetings are set either at the Board meeting during the annual conference or at the first Board meeting after a new president takes office.

Location: The site of each meeting is left to the discretion of the President.

Responsibilities: President – Remind Board members of upcoming meetings prior to the meeting date. Prepare and electronically distribute the agenda prior to each meeting.

Board Members- Make every effort to attend the Board meetings. RSVP to the President regarding attendance and meal choice if applicable. Post your report on GoogleDocs prior to the meeting.

Voting: Only elected members of the Board may vote or make or second a motion. All members of the Board, elected and appointed, are expected to take an active role in discussions and to bring ideas, requests, etc.to the attention of the Board.

BOARD MEMBERS' DUTIES AND RESPONSIBILITIES

President

Term of Office:

The President takes office at the general membership meeting at the annual conference and serves as the VEMA President for one year followed by one year as Past-President. The President is the chairperson of the VEMA Board.

Duties:

- Act as spokesperson for the Association on issues and policies related to the profession and the Association.
- In collaboration with the Board of Directors, plan, implement and evaluate short-term and long-range objectives of the Association.
- Assume a managerial and leadership role in coordinating the activities of the Association to achieve Association objectives.
- Preside at all business meetings, Board meetings, and Executive Committee meetings.
- Schedule Board and Executive Committee meetings – By *Constitution* the Board must meet four times during the year. One of these is at the annual conference. Scheduling should take into consideration dates of national and other conferences, events, and holidays prior to selecting meeting dates. The Executive Committee traditionally meets the evening before the Board meeting.
- Secure the location, catering, etc. for all Board meetings.
- Set agendas for Board, Executive Committee, and Regional Directors' meetings.
- Guide Regional Directors in setting spring regional conference dates.

- Set the focus for the annual Professional Development Day.
- Appoint Committee Chairs with approval of the Board.
- Request budget proposals from committee chairs in order to build a budget for the next calendar year.
- Sign and mail checks received from the Treasurer, and return signed expense vouchers to the Treasurer.
- Plan a bi-annual retreat to lead the development of VEMA's 2-year mission statement, goals, and objectives.
- Review the VEMA web site on a regular basis to ensure up-to-date information, and send additions or revision to the Web Administrator.
- Write opening articles for all publications including the conference program, *Mediagram* and President's Column on the VEMA website.
- Recognize the service of Board members. Traditionally, a token gift has been purchased for each member. Send a letter commending Board members for their service to their principals or supervisors.

Affiliate Memberships:

The President is required to be a member of ALA and AASL. Membership in these organizations is paid by the Association. The President sends the paperwork for membership to the Treasurer along with an Expense Voucher or pays with the VEMA credit card.

The President is recognized by AASL as the official representative of the organization, therefore, he/she will receive the correspondence for the Association and will be responsible for responding to AASL as needed.

Conferences:

The President serves as an official representative for the Association at the following conferences: ALA annual conference, ALA Midwinter, AASL conference, and any regional meetings of the AASL affiliates.

Regional Conferences:

The President or his/her designee attends all regional conferences. These dates should be set in time to be announced at the Annual Conference.

Association Finances:

The President is authorized to sign Expense Voucher forms and checks for the Association.

Past-President**Term of Office:**

The Past-President takes office at the general membership meeting at the annual conference and serves as Past-President for one year. This completes a three-year responsibility to the Association.

Duties:

- Serve as chairperson for Nominations and Elections. The Past-President gathers nominations from across the state and works with the Editor of the *Mediagram* to publish information on the candidates along with a ballot. Once the ballots are in, the Past-President sends letters of congratulations to the new officers and letters of regret to those who were not elected. The new officers are reported to the President, President-Elect and the membership through the *Mediagram* and the listserv.
- Serve as a member of the Executive Committee and act in an advisory capacity to the President.
- Plan and serve as host for the Past-Presidents' luncheon at Annual Conference including invitations, reservations, etc. Addresses of all past-presidents can be acquired from the Executive Director.
- Investigate possible sites for future conferences, make recommendations to the Board, and secure the contract. Provide incoming President, incoming President-Elect and Executive Director with a copy of the final version of the signed contract.
- Review the VEMA web site on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.
- Serve as a voting member on the VEMA Board and VEMA Executive Committee.

Affiliate Memberships:

The Past-President is required to be a member of ALA and AASL. Membership in these organizations is paid by the Association. The Past-President sends the paperwork for membership to the Treasurer along with an Expense Voucher or pays with the VEMA credit card.

Conferences:

The Past-President serves as an official representative for the Association at the ALA conference.

Regional Conferences:

The Past-President may be requested by the President to attend one or more of the regional conferences as the official representative of the Association.

President-Elect**Term of Office:**

The President-Elect begins the first of a three-year commitment at the general membership meeting at the annual conference, and serves one year as President-Elect.

Duties:

- Serve as chairperson of the Conference Planning Committee.
As chairperson, the President-Elect is responsible for appointing committee chairs to work on the planning committee. He/she presides at all planning committee meetings and coordinates all activities of the conference. These activities include publicity for the conference, financial obligations associated with the conference, speakers/authors, concurrent sessions, exhibits, meal functions, and any special arrangements required. The President-Elect works with the conference planner to coordinate information with the conference hotel. The conference planner acts as the liaison with the conference hotel.
- Respond within two weeks to members who select conference planning on the membership participation form.
- Serve as a voting member of the VEMA Board and the VEMA Executive Committee.

- Perform duties in place of the President when necessary.
- Review the VEMA web site on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.
- Attend all VEMA Board and Executive Committee meetings.

Affiliate Memberships:

The President-Elect is required to be a member of ALA and AASL. Membership in these organizations is paid by the Association. The President-Elect sends the paperwork for membership to the Treasurer along with an Expense Voucher or pays with the VEMA credit card.

Conferences:

The President-Elect serves as an official representative for the Association at the ALA and AASL conferences and any regional meetings of the AASL affiliates.

Association Finances:

The President-Elect is authorized to sign Expense Voucher forms and checks for the Association.

Regional Conferences:

The President-Elect may be requested by the President to attend one or more of the regional conferences as the official representative of the Association.

Office	Memberships(Paid)	Conferences (Paid)
Past President	ALA, AASL	ALA Annual, VEMA Regionals by request of President
President	ALA, AASL	ALA Annual, ALA Midwinter, Regional AASL Affiliate Meetings
President-Elect	ALA, AASL	ALA Annual, ALA Midwinter, Regional AASL Affiliate Meetings, VEMA Regionals by request of President

Secretary

Term of Office:

The Secretary takes office at the general membership meeting at the annual conference following the election and serves for a two-year term.

Duties:

- Serve as a member of the VEMA Board and the VEMA Executive Committee.
- Record the minutes of Board and Executive Committee meetings.
- Post the minutes of the Board and Executive Committee meetings in a timely manner onto Google Docs.
- Record all motions and maintain a Motions Book, in chronological order in assigned categories. Only members of the elected Board (President, President-Elect, Past-President, Secretary, Treasurer, Regional Directors, and Regional Directors-Elect) may make, second, or vote on a motion.
- Provide copies of the completed, revised Motions Book to the Executive Committee annually.
- Review the VEMA web site on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.
- Maintain a secretary's file which includes:
 - Approved and signed copies of minutes of meetings for each fiscal year (July 1st- June 30th)
 - Copies of membership directories (electronic format)
 - Copies of the VEMA Constitution
 - Copies of Motions Book.

Treasurer

Term of Office:

The Treasurer takes office at the general membership meeting at the annual conference following the election and serves for a two-year term.

Duties:

- Serve as a member of the VEMA Board and the VEMA Executive Committee.
- Keep an accurate record of all funds received and disbursed.
- Make an annual report of receipts and disbursements to the Board and to the general membership.

- Prepare books and oversee an annual review by a professional auditor of the financial records for the fiscal year, July 1st through June 30th.
- Maintain the Association's bank accounts, checking and savings, and balance these accounts monthly.
- Work with the Executive Committee to develop an annual budget and prepare a written budget statement for distribution to the membership at the annual conference business meeting.
- Give a written and oral report of the Association's current financial position at the annual conference and at each Board meeting.
- Pay expenses of the Association that have been submitted on Expense Voucher forms within seven days of receipt of request.
- Invest the Association's Scholarships and Awards capital funds in Certificates of Deposit and interest bearing accounts.
- Work closely with the President and Executive Director to make sure that bills are paid on time.
- Review the VEMA web site on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Executive Director

Term of Position:

The position of Executive Director is a one year contract position with renewal at the discretion of the Board.

Duties:

- Serve as the registered agent of the Association with the State Corporation Commission for filing all papers with that group regarding VEMA's incorporation status.
- Sign and maintain legal documents for the Association and assist in legal matters pertaining to the Association.

- Maintain a permanent and official mailing address for the business of the Association.
- Maintain records and be responsible for all forms related to governance activities of VEMA's national affiliates.
- Serve as the central contact with other state, regional, and national educational organizations by providing information about VEMA, distributing publications and enhancing the Association's public image.
- Provide to the President, President-Elect and Past-President procedures for use of the VEMA credit card.
- Provide written guidelines for all incoming elected officers including a list of conferences that the President, President-Elect and Past-President are to attend.
- Prepare folders of duties and procedures for incoming Board members.
- Maintain Policies and Procedures folders for the Executive Committee.
- Maintain a telephone for official business; maintain an inventory of official VEMA stationery.
- Obtain and distribute VEMA credit card to authorized persons, rectify bills and submit to the President for approval.
- Complete and submit any forms required by Association affiliates and other organizations. In addition, submit Association information required by School Library Media Annual, published by Libraries Unlimited, and Gale Group's Encyclopedia Of Associations: Regional, State, And Local Organizations(RSL).
- Submit immediately after the annual conference a list of names, addresses, and telephone numbers of members of the Board of Directors and *Mediagram* editor to AASL.
- Manage advertising for *Mediagram* and provide timely reminders.
- Support annual conference business, which may include registration, preparation of registration packets, vendor sales, vendor management, coordinating hotel arrangements, and other business per instruction of the conference chairperson (president-elect).
- Process credit card payments on the electronic shopping cart and maintain records.

- Assist the Past-President with selecting and contracting a future conference site.
- Provide folders for the regional conferences. These should be given to the Regional Directors at the January/February Board meeting.
- Assist with vendor management for regional conferences.
- Assist with business and maintenance of the VEMA website, VEMA Listserv, and VEMA eGroups.
- Maintain the membership database.
- Supply membership lists and labels to regional directors for regional conferences.
- Send mailing labels quarterly to *Mediagram* printer.
- Send membership cards, vision statements, and participation forms to new members.
- Create and distribute VEMA membership directory every other year.
- Forward membership participation forms to committee chairs and the VEMA President.
- Provide a list of new members each quarter for inclusion into the *Mediagram*.
- Maintain listserv subscriptions.
- Process credit card payments for memberships.
- Mail VEMA store items as ordered on membership forms.
- Mail membership renewal notices after conference and one month later.
- Order membership cards in June.
- Perform other membership duties as deemed necessary by the VEMA Board.

Web Administrator

Term of Position:

The position of Web Administrator is a contract position with a one year contract renewable at the discretion of the Board.

Duties:

- Design, maintain and monitor the website.
- Maintain and review existing Web pages for accuracy and currency.

- Design, implement, and edit web pages.
- Redesign web pages as needed.
- Gather website material from a variety of sources.
- Edit, proofread and post material content.
- Ensure that all website content is uploaded to the site on a timely basis.
- Ensure overall integrity of website through constant review of content, ensuring all links are active and troubleshooting errors.
- Follow up with Board members and committee chairs to update information.
- Research best practices that enhance the value of the website. Work to keep the site up to date with available technologies.
- Ensure that the overall navigational design flow of the website is user friendly.
- Maintain the VEMA online store and shopping cart.
- Monitor the usage and traffic of website.
- Provide reports on state of the website to the VEMA Board.
- Attend VEMA Board meetings.
- Post conference handouts to the web page.
- Prepare and post web pages for VEMA conferences.
- Update e-Groups.
- Format and post college and university class offerings.
- Perform other website related duties as requested by the VEMA Board.

Regional Directors

Terms of Office:

Regional Directors take office at the general membership meeting at the annual conference following their term as Regional Director-Elect and serve for a one-year term.

Duties:

- Attend all VEMA Board Meetings, and serve as a voting member of the Board.
- Post the regional report on GoogleDocs and present at the Board meetings.
- Serve as a liaison between the Board and the region represented.

- Serve as chairperson for the Regional Conference Planning Committee.
- Use information provided in the “Planning a Regional Conference” section to help with regional conference planning.
- Involve the Director-Elect in the conference planning process.
- Coordinate the date of your conference through the Executive Director.
- Assist the Director-Elect in the selection process for Regional School Librarian of the Year and Regional Library Program of the Year.
- Recruit and appoint members to the Regional Conference Planning Committee.
- Respond within two weeks to those who select regional conference planning on the membership participation form.
- Develop a timeline and agendas for planning the regional conference.
- Create a budget for the regional conference.
- Maintain financial records for the Regional Conference.
- Provide pre- and post- conference information for the *Mediagram*.
- Recommend persons for nomination as Regional Director-Elect.
- Review the VEMA website on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Regional Directors-Elect

Terms of Office:

Regional Directors-Elect take office at the general membership meeting at the annual conference following their election to serve a two-year commitment to the organization, one as Regional Director-Elect and the second as Regional Director.

Duties:

- Attend all VEMA Board meetings and serve as a voting member of the Board.
- Assist the Regional Director with Regional Conference planning.
- Take a lead role in leadership training and identify potential leaders in your region.
- Promote VEMA membership in your region.
- Plan a VEMA membership promotional event for Regional Conference.

- Assist the Regional Director in providing regional information for the *Mediagram* and the Board report.
- Work with the Regional Director to obtain a site for the next Regional Conference. Note: Site selection should be confirmed in time to be listed in the annual conference program.
- Work with the Scholarship and Awards Chair to promote Regional School Librarian of the Year nominations and applications.
- Receive awards applications from the Scholarship and Awards chair and contact references.
- Choose a panel to evaluate the nominees and select a winner for *Regional School Librarian of the Year* and *School Library Program of the Year*.
- Report regional winners to the Scholarship and Award Chair.
- Prepare recognitions for the Regional Awards.
- Contact district and local news for recognition of awards.
- Review the VEMA website on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Director –Elect’s Regional Librarian of Year Tasks

Date	Task
July	Attend Board meeting and become familiar with Regional School Librarian of the year deadline and tasks. Read chart below:
August-January	Promote nominations within your region. Contact any/all superintendents, coordinators, principals, VEMA members (VEMA listserve) in your region. Post information on regional blog site. Nominees MUST be VEMA members. Follow up and promote as needed.
January	Form a committee for your region who will evaluate nominees. Include representative from entire region. Plan to meet in person, online or via phone-whatever works for your region.
January 15	Deadline for all applications to the Scholarship and Awards Chairperson. Applications will be sent to Director-elect.

<i>Date</i>	<i>Task</i>
January 15-February 15	Contact references electronically for each applicant and let them know the deadline to gather their input is February 15th.
Feb/March	Use provided rubric to evaluate all nominations and select Regional School Librarian. Committee selects regional winner before the regional conference. Notify Scholarship and Awards Chairperson as soon as possible with name of regional winner.
Feb/March	Prepare for regional conference. Invite winner's principal to attend Spring Regional Conference. Prepare remarks for the presentation. Prepare certificate, order plaque and or order corsage or special ribbon. Prepare and send out press release to local media and school division leadership (superintendent, coordinator, principal, etc) Digitally forward any media announcement and/or photograph to Scholarships and Awards Chairperson who will get information from all regions into Mediagram.
March/April	Present award at regional conference. Introduce the winner with prepared remarks. Present certificate/plaque or corsage/ribbon. Have someone take a picture of them receiving the award and submit to Scholarship and Awards Chairperson.

These tips are based on ideas of previous Directors-Elect. Feel free to adapt to suit your region's unique needs.

Committee Chairpersons

Terms of Office:

Committee chairpersons are appointed by the incoming VEMA president for a one year term beginning at the annual conference. Each outgoing committee chairperson should bring all committee materials to the annual conference so that subsequent chairpersons will have a working file of the work of the committee. Committee chairpersons who wish to serve more than one year should notify the incoming president of their continued interest.

Duties:

- Secure all information and materials from the previous chairperson.
- Select committee members and submit names to the Board by the second Board meeting of the president's term.
- Respond within two weeks to those who select your committee on the membership participation form.
- Plan and notify members of all meetings of the committee. Meetings may occur online or face-to-face.
- Confer with the President concerning the goals and objectives of the Association for the year, and keep the President and the Board informed of all plans and activities of the committee through written reports.
- Attend all meetings of the VEMA Board. (Committee chairpersons do not have a vote on the Board but are expected to attend all Board meetings and participate in discussions.)
- Submit a detailed budget request to the President when required.
- Submit requests for additional expenses beyond the allocated budget to the Board for approval before the expenses are incurred.
- Submit all bills with receipts to the President on a standard expense voucher for payment.
- Submit information about the committee and its activities to the editor of the *Mediagram*.
- Evaluate the committee's activities for the year relative to VEMA's mission and vision statements and submit recommendations to the Board..

- Prepare and submit quarterly reports prior to each Board meeting to the President on the VEMA GoogleDocs site.
- Transfer to the new committee chairperson all committee files, copies of correspondence and records.
- Review the VEMA website regularly to ensure that information about your committee is accurate and up-to-date. Forward new information to the Web Administrator.

Committee Chair: Archives

Duties:

- Respond within two weeks to members who select archives on the membership participation form.
- Collect and organize materials to send to the archive at the Library of Virginia, in addition to those sent directly by the secretary and *Mediagram* editor. These may include photos, programs, other items from VEMA events and activities.
- Attempt to identify people in the pictures and provide background information for photos and other materials.
- Search the archives for items requested by the Board.
- Write occasional articles for the *Mediagram* concerning VEMA's history or the history of the profession.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Future Trends and Issues

Duties:

- Respond within two weeks to members who select Future Trends and Issues on the membership participation form.
- Review significant educational trends and determine how these will impact the profession.
- Increase Committee membership for better coverage of these areas.

- If appropriate, collaborate with the Professional Development Committee on the impact of these trends and appropriate professional development opportunities to counteract or advocate for these trends.
- Review changes in technology that continue to impact the profession.
- Identify innovative library media programs that incorporate the best practices as defined by research.
- Spotlight best practices on the VEMA website or in the *Mediagram*.
- Disseminate information to members and other organizations as appropriate.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Instructional Professional Standards

***Items 2, 6 & 7 are from Standards and Assessment Committee which was merged into this committee

Duties:

- Respond within two weeks to members who select Instructional Standards on the membership participation form.
- Organize a committee to publicize and promote AASL Standards for the 21st Century Learner and successful Library Media Programs through the *Mediagram*, presentations at conferences and other educational forums as available.
- Demonstrate how each AASL *Instructional Standards for the 21st Century Learner* correlates with Virginia's SOLs. Provide examples.
- Identify collaborative partnership opportunities related to AASL *Instructional Standards for the 21st Century Learner* and SOLs for teaching and learning.
- Monitor changes in SOLs that will affect Linking Libraries and Academic Achievement. Make changes on the VEMA website.
- Lead the committee to identify and promote library program assessment strategies to the VEMA membership.

- Seek opportunities in the educational community to promote the librarian's role in advancing student achievement.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Intellectual Freedom

Duties

- Respond within two weeks to members who select Intellectual Freedom on the membership participation form.
- Publicize the principles of intellectual freedom.
- Seek support for intellectual freedom by other educational organizations in Virginia.
- Form a liaison with the Intellectual Freedom Committee of the Virginia Library Association to work in support of intellectual freedom.
- Keep the VEMA membership informed of instances of censorship and book challenges in the Commonwealth.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Legislative

The chairperson of the Legislative Committee will be a member of the Virginia Library Association (VLA) and will serve on a joint Legislative Committee with VLA. VEMA pays the chairperson's dues to VLA.

Duties:

- Expand the Legislative Committee to include a member from each region.
Recruit through an article in fall issue of *Mediagram*.
- Respond within two weeks to members who select Legislative Committee on the membership participation form.

- Inform Board of Directors of relevant legislation and increase awareness among VEMA members of federal and state legislation which may impact library media centers.
- Identify specific target issues for persistent emphasis.
- Utilize VEMA listserv and the *Mediagram* as well as other means to effectively communicate legislative issues.
- Inform elected local, state, and national officials of the legislative goals and positions of the Association.
- Thank legislators for their past support of school libraries.
- Serve as a liaison between the Association and the legislative arms of other professional organizations.
- When possible, establish ties with other associations and agencies promoting similar interests to jointly advocate professional issues.
- Develop recommendations to the Board and membership on political activities commensurate with the stated purpose of the Association.
- Monitor General Assembly session, January-March.
- Plan jointly with other professional associations for VEMA's participation in Legislative Day.
- Coordinate with VLA on National Legislative Day.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: *Mediagram* Editor

Duties:

- Solicit articles, layout, design, edit, and publish four issues of *Mediagram* per year.
- Publicize deadline for submission of articles.
- Adhere to publication dates established by the Board.
- Review the VEMA website on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Membership Development

Duties:

- Respond within two weeks to members who select Membership Development on the membership participation form.
- Revise membership recruitment brochure.
- Assist in increasing membership from all educational groups concerned with media.
- Assist with state membership activities.
- Promote membership in VEMA.
- Work with regional directors-elect to provide materials for a membership table at each spring regional conference.
- Retain members by carrying out projects and services that support and recognize accomplishments of members.
- Involve members by encouraging participation in activities of the organization.
- Assist with the “First Timers Meeting” at the Annual Conference.
- Assist and disseminate information to VEMA members that emanates from our national affiliates (ALA and AASL) regarding membership issues.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Nominations and Elections

Term of Office:

The past-president serves a one-year term as the committee chair for Nominations and Elections.

Duties:

- Conduct all elections according to the provisions of the Bylaws.
- Present a slate of candidates for election as officers and members of the Board of Directors.

- Provide candidate biographies and platform statements for the spring issue of the *Mediagram*.
- Prepare ballot and send to *Mediagram* Editor.
- Print ballots, conduct the election, and report the result as specified by the *Constitution* and Bylaws.
- Send letters of congratulations to the new officers and letters of regret to those who were not elected.
- Review the VEMA website on a regular basis to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Professional Advocacy

Duties:

- Respond within two weeks to members who select Professional Advocacy on the membership participation form.
- Plan with the President and President-Elect for the publication of VEMA events in local, state, and national media, including awards recipients at the annual conference, Student Media Festival, School Library Media month, and other relevant Association news.
- Plan and implement at the discretion of the Board of Directors a public relations program designed to further the philosophy of school library media services and instructional technology at the local, state, and national levels.
- Promote partnerships between VEMA and other established business and professional groups.
- Work with the Executive Director to identify educational professional organizations and maintain a database with contact information.
- Identify and assist VEMA members who might develop presentations for other organizations' conferences, especially collaborative efforts with colleagues.
- Establish a VEMA contact with other pertinent professional organizations.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Professional Development

Duties:

- Respond within two weeks to members who select Professional Development on the membership participation form.
- Advise the membership of certification standards, continuing education opportunities, and trends on the state and national level, through *Mediagram* articles and Listserv posts.
- Plan, implement and evaluate the Summer Professional Development Conference.
- Recommend to the Board any programs of action designed to develop the professional skills and abilities of the Association's membership.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Committee Chair: Scholarships and Awards

Duties:

- Respond within two weeks to members who select Scholarships and Awards on the membership participation form.
- Develop procedures for the administration of scholarship funds.
- Evaluate criteria and recommend any changes in the use of funds.
- Advise the Board of Directors on use of donations to unspecified honor funds.
- Determine which awards should be given in the name of the Association.
- Publicize criteria for selection of scholarships and awards.
- Receive and evaluate nominations for scholarships and awards.
- Select the recipients and secure their awards, i.e. certificates, plaques, trophies.
- Provide biographical information on scholarships and awards recipients to *Mediagram*.
- Send press releases to local newspapers, and letters to the supervisors of award recipients.
- Arrange with the President-Elect for the presentation of the scholarships and awards at the Annual Conference.

- Provide the President-Elect and Conference Planner with information about any award recipients who will be listed in the Conference program.
- Forward to Treasurer information needed to pay scholarships.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

<i>Date</i>	<i>Tasks</i>
October/November	Provide new chair with notebook of information and flashdrive of electronic information. Work with new chair to assist them through the process. Gather receipts of Dickinson Scholarship winner for hotel expenses and submit to the treasurer. Check website for updated information.
November-January 15th	Promote nominations for all VEMA awards using the VEMA listserve and Mediagram. Gather electronic nominations and verify that all information is provided for each award. Notify the nominee that the application is in order or notify if something is missing. Create a folder for each award and download the applications into the folder. Contact membership chair to ensure that they are VEMA members for the awards that require it. Prepare the Awards website for uploading all of the VEMA awards, except the School Librarian of the Year. Send email to Director-Elects with the School Librarian of the Year Rubric and sample email letter to collect references.
January 16th	Verify that Director-Elects understand the awards process. Upload all other applications to the Awards Web Site. Email the selection committee with directions to access the site and begin the voting process.

<i>Date</i>	<i>Tasks</i>
January 16-February 5th	Create a document to record votes for each award. Email committee members by the end of January to remind them to get all of there votes in. Notify winners and prepare report for the VEMA Board meeting.
February Board Meeting	Provide report on the status of the awards process and award winners if known. Report award winners to the regional director to recognize the at the regional level.
March-April	Gather digital pictures of Regional School Librarian of the Year winners and other VEMA winners for the Mediagram and for a slide show at the awards celebration. Get VEMA code for all winners to use when registering for the annual conference which will defer the cost. Publicize winners on the VEMA Scholarship and Awards web site.
May	Gather applications and reference letters from Regional Director-Elects and put on the Awards website. Have selection committee vote on the state level School Librarian of the Year. Prepare list of all award winners and send to Executive Director and VEMA President and Conference Chair.
June-August	Order all plaques and prepare certificates for the annual conference. Prepare slide show and write script for the annual conference. Meet with Awards chairperson to coordinate efforts for the annual conference. Submit receipts to the treasurer for reimbursement. Coordinate with President-Elect and and Conference Award Chair information on award winners for the Conference program. Prepare article for Mediagram promoting award winners and promotion for new awards.

<i>Date</i>	<i>Tasks</i>
September	Send vouchers to Treasurer for School Librarian of the Year and for the Dickinson Scholarship Winner. Make sure all award recognition is in order(plaques, certificates, slide show) Send press releases to local newspapers and letters to recipients' supervisors.
October/November	Present awards at the VEMA annual conference. Publicize School Librarian of the Year on the VEMA website and the next Mediagram.

Committee Chair: Student Media Festival

Duties:

- Respond within two weeks to members who select Student Media Festival on the membership participation form.
- Plan, implement and evaluate a state level Student Media Festival.
- Coordinate with the editor of the *Mediagram* for the dissemination of publicity on the state level event and its awards recipients.
- Prepare the Student Media Festival brochure to be distributed at the Annual Conference. Coordinate with the Conference Chair for deadlines.
- Develop and disseminate by October 1 the Student Media Festival criteria, guidelines and entry forms.
- Coordinate with Regional Directors regarding the planning, implementing and evaluating of regional Student Media Festivals.
- Publicize the seven regional and the state festivals in the *Mediagram*.
- Appropriately display winning projects at the Annual Conference.
- Present at the Annual Conference a program featuring the Festival's state award winners.
- Provide and present awards to state winners at the Annual Conference.
- Review the VEMA website regularly to ensure up-to-date information, and send additions or revisions to the Web Administrator.

Tasks to be performed:	Target dates:	Coordinate with:
1. Update SMF rules and regulations	Spring/Summer	
2. Prepare Student Media Festival brochure to be distributed at the Annual Conference.	September	Conference Planner
3. Mail out guidelines and rules to all schools in the state.	October	Executive Director will provide statewide school mailing list
4. Display Festival results at State Conference	State Conference	Conference Chair
5. Publicize festivals for seven regions and state	January	Editor, <i>Mediagram</i>
6. Coordinate festivals for seven regions and state.	Mar.-Apr.	Regional Festival Coordinators
7. Disseminate results and return media projects to participants	End of May	Regional Media Festival Coordinator
8. Publicize state winners in <i>Mediagram</i> and local newspapers. Send a letter to winners' supervisors.	July	Editor, <i>Mediagram</i>
9. Prepare the information for posting on the VEMA website.	July	Web Administrator

Conference Responsibilities Duties of all Board Members

Members of the VEMA Board are expected to attend the Annual Fall Conference and their Spring Regional Conference as part of their responsibilities. While at the Annual Conference they should:

1. Wear ribbons identifying their Board position.
2. Attend social functions and greet people (especially new members, national guests, and award winners).
3. Unless special seating arrangements have been made, sit with members and learn ideas and opinions during meal functions.

4. Participate in business meetings.
5. Visit exhibits and thank exhibitors for exhibiting with VEMA.
6. Attend the first-timer's session to welcome new members.

Suggested Agenda for VEMA Board Members @ Annual Conference

Thursday, 7:30

Board Breakfast Meeting (old & new Board)

(Post reports on Google.docs and be prepared to report orally)

Thursday, 9:00 Opening of exhibits

Thursday, 11:00-12:00 First General Session (Please sit in the first few rows, smile)

Thursday, 4:30-6:00 President's Reception in the Exhibit Hall (Please circulate and thank vendors for their participation)

Thursday, 8:00-10:30 Social Event (Please participate and mingle)

Friday, 7:30-8:30 First-timers Breakfast ("old" Board members only)

Please sit at different tables and serve as hostess. Plated breakfast is provided.

Friday, 2:30-4:30 Second General Session/Business Meeting

Please sit in the first few rows to be recognized. Elected Officers will be installed.

Please help with distributing door prizes.

Friday, 6:00-10:00 Cash Bar and Awards Banquet (Congratulate the winners)

Saturday, 11:00-1:00 Author/Illustrator Luncheon

****Please check the Conference Program to verify locations and times of all events*

Finance and Budgeting

Board expenses and procedures

Travel expenses: Mileage will be reimbursed at a rate of \$.50 per mile to Board and conference planning meetings. An expense voucher must be prepared and given to the president or treasurer. Carpooling is encouraged.

Lodging expenses: One night (shared room) is paid for the executive committee. One night (shared room) will be paid for other Board or conference planning committee members who travel more than four hours each way to attend meetings. The President and President-Elect/Conference Chair receive complimentary rooms at the annual state conference.

Conference Registration: The annual state conference registration fee is waived for members of the conference planning committee.

Expense Vouchers: An expense voucher must be completed and given to the President or Treasurer in order to be reimbursed for any expenses incurred for the Association. Original receipts must accompany the request. All requests must have the signature of the chairperson of that function and the signature of the President for a check to be issued. All checks must be signed by the President or President-Elect and the Treasurer. Before incurring expenses, Board members must check the budget amount allocated to their area. If unsure, check with the Treasurer. **Expenditures above the amount allocated must be approved by the Board prior to incurring the expense.**

VEMA Credit Card: The President, President-Elect, Past-President, Membership Administrator and Executive Director are authorized to use the credit card for the business of the Association. Each person is responsible for keeping receipts or other verification for use of the credit card and submitting these documents immediately to the Executive Director. For example, if travel is charged, receipts for hotel and airline are required. The following general guidelines have been established to govern the use of the VEMA credit cards.

- The Executive Committee shall be responsible for approving credit card applications, assisting the resolution of problems, and administering the management of their use.
- In general, credit cards are to be used for out of town business. Exceptions to this guideline may include large purchases for conferences, mailings, or other transactions approved by the Executive Committee.
- All credit card receipts shall be forwarded to the Executive Director immediately after the event.
- Vouchers shall be attached to credit card receipts and/or bills.
- Credit cards shall never be used for cash advances.
- Written guidelines for use of the credit card are maintained by the Treasurer.

BULK MAILING

The Association uses a bulk mail permit according to current postal rules and criteria.

1. Labels must show ZIP codes and be packaged into zip code order, as directed by current criteria obtained from the U. S. Post office. Contact your local post office for rules on bulk mailing.
2. Bulk mail must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
3. All bulk mail must be sorted by ZIP code and packaged with heavy rubber bands (obtained from the post office) according to postal mailing rules, before it is forwarded to the Publications Coordinator for mailing.
4. Current officers and members of the Board of Directors may request membership mailing labels directly from the Executive Director.
5. The following is the envelope address format:

UPPER LEFT HAND CORNER

RETURN ADDRESS

UPPER RIGHT HAND CORNER

PRST STD
U.S. Postage
PAID
Farmville, VA 23901
Permit No. 49

CORPORATE/TAX EXEMPT STATUS

The Association is incorporated under the laws of Virginia's State Corporation Council. The Association holds a federal tax identification number and is exempt from withholding, but is not sales tax exempt. The Treasurer, in collaboration with the Executive Director, files federal tax forms according to current tax laws.

FINANCIAL PLANNING

A. Budget:

1. The treasurer will prepare and submit an annual budget to the executive committee for review.
2. Article IX, Section I of the Constitution By-Laws sets the fiscal year as July 1-June 30.
3. The Association employs the cash method of financial accounting.
4. The budget is prepared as a line item budget. The Treasurer's reports during the fiscal year should be submitted by line item used in the development of the budget. The Treasurer provides a current budget report to the members of the Board of Directors at each scheduled meeting and to the membership as a whole at the annual business meeting.

5. The Treasurer is responsible for having an independent, Annual Review conducted of the financial records, as prescribed by the Board of Directors. The budget includes funds for conducting the Annual Review.
6. The Executive Committee seeks input from members of the Board of Directors and committee chairpersons in developing the proposed budget. Committee chairs must provide written estimates of financial needs to meet objectives for the upcoming fiscal year. These estimates need to be presented in advance of the Executive Committee meeting at which the proposed budget will be discussed.
7. No disbursements of funds shall be made in excess of the budgeted amount without the approval of the officers and Board of Directors. Committee chairs requesting an increase in funding must petition the Board of Directors and justify the requested increase before funds are spent.
8. The Association maintains a checking account which serves as the general fund. The Association also maintains certificates of deposit, the interest from which is the financial fund maintained for scholarships and awards.
9. Funds from the certificates of deposit are not used to pay the general expenses of the Association, without Board approval. Such action on the part of the Board shall be taken only in emergency situations.
10. Procedures for reimbursement of expenses are detailed under the Treasurer's Duties and Responsibilities section of the policy manual.

B. Other Budgeted Expenses:

1. The President, President-Elect, Past President, Treasurer, and Executive Director of the Association are bonded. In addition, volunteers who assist with registration at the regional conference or the state conference are also bonded. The Association pays the cost of the bonding.
2. Board members are reimbursed for travel expenses to Board events at the rate of \$0.50 per mile; one night's lodging for a shared room will be provided by VEMA for those traveling more than four hours each way. With the exception of Executive Committee members, lodging shall not be paid if the Board member lives within a four hour driving distance of the meeting. If the Board meets during the Annual Conference, the Association shall not provide lodging, travel, or meals.
3. Planning committee members receive basic registration for the Fall Conference.
4. The Association provides a telephone credit card to cover costs of telephone calls related to Association business. The Executive Director issues cards to officers at the Board meeting immediately following the annual conference.
5. The Association may provide seed money of \$200.00 to regional directors to support regional conferences. Regional directors should submit a financial report to the board within 30 day of the conference completion.
6. The Association reimburses annual membership fees for AASL and ALA for the President, Past President, and President-Elect to insure voting representation at national conferences.
7. The Association reimburses expenses for the President, Past-President and President-Elect to attendance at the national conferences.
8. The Association provides travel funds to the President or designated representative to attend regional meetings.

9. The Association provides travel funds to help defray the costs associated with attendance at national affiliate meetings for the President and President-elect and/or Past-President.
10. Funds from the certificates of deposit are not used to pay the general expenses of the Association, without Board approval. Such action on the part of the Board shall be taken only in emergency situations.
11. Procedures for reimbursement of expenses are detailed under the Treasurer's Duties and Responsibilities section of this document.
12. The Association provides travel funds to help defray the costs associated with attendance at national affiliate meetings for the President and President-elect and/or Past-President according to the following schedule:
 - a. AASL
 - i. President
 - ii. President-Elect
 - b. ALA Annual (AASL Affiliate Assembly)
 - i. Past-president
 - ii. President
 - iii. President-Elect
 - c. ALA Midwinter
 - i. President
 - d. VEMA Annual Conference (registration and hotel expenses only)
 - ii. President
 - iii. President-elect

Funds will be provided for transportation, registration, hotel and paid functions at which attendance is required. Food and related expenses will be reimbursed (excluding all alcoholic beverages).

Office	Memberships(Paid)	Conferences (Paid)
Past President	ALA, AASL	ALA Annual, VEMA Regionals by request of President
President	ALA, AASL	ALA Annual, ALA Midwinter, Regional AASL Affiliate Meetings
President-Elect	ALA, AASL	ALA Annual, ALA Midwinter, Regional AASL Affiliate Meetings, VEMA Regionals by request of President

13. The Association provides discretionary funds for expenses incurred by the Executive Director.

C. Board Discretionary Funding:

1. If funding permits, the Association may, with Board approval, provide limited funding to support activities, such as the following:
 - a. Travel costs of committee chairs;

- b. Receptions for conferences of the Association's national affiliates and other events as needed;
- c. The expenses of the Association's delegates to national affiliate conferences and other conferences deemed important to meet Association objectives (ie. SLJ Summit, AASL FALL Forum);
- d. Support for research activities.