**District of Columbia Library Association**

**School Library Section Handbook**

**Overview:**

The School Library Section of the District of Columbia Library Association’s purpose to support, advocate, and align professional activities for school librarians. SLS was previously the District of Columbia Association of School Librarians (DCASL). Affiliation with AASL?

**Membership:**

**Item I. Membership Eligibility**

* Any person committed to the purpose of DC Association of School Librarians may become a member of the organization.
* Members shall be required to renew their membership annually.
* All members shall be entitled to vote, to hold office, and to receive all benefits of membership.
* Members are representative from public schools, charter schools, private schools, and anyone with an interest in supporting school librarianship.

**Item II. Membership Meetings**

* The DC Association of School Librarians will meet two times annually with meeting locations rotating in all four DC quadrants to ensure accessibility to all members.
* Definition of Quorum- the quorum consists of those who attend the meeting.

**DCLA School Library Section Organization:**

**Item I: Organization Structure**

* Director
* Advisory Board
  + Battle of the Books Chairperson
  + Three Star Book Award Program Chairperson
  + DCLA Executive Board
  + Three at-large committee members

**Item II: Committees**

**Current Committees:**

* + Battle of the Books
  + Three Star Book Award Program

**Committee Structure:**

* + All members of the committees shall be members of the DC Association of School Librarians. Committee chairs are appointed by the DC Association of School Librarians Director.
  + Standing committees shall be established to carry on the continuing work of the DC Association of School Librarians.
  + Ad hoc committees may be established at any time by the DC Association of School Librarians Director with the approval of the DC Association of Librarians executive board or by request of the DC Association of School Librarians membership.

**Item III: Election and Appointment of Officers:**

* Elections will be held annually for assistant director. The current assistant director will become the director.

**Item IV: Duties of Director, Chairperson, and Committee Members:**

***Director/Assistant Director:***

* Elected by membership to serve for two years
* Serves on the DCLA Executive Board
* **DIRECTOR –** The director shall set the final agenda for all meetings and, with the support of the Executive Board, ensure meetings run efficiently. The director shall appoint committee chairpersons and at-large executive board members. The director shall represent DC Association of School Librarians, or designate a representative, to other organizations and at national conferences. At the end of the term, the director shall provide all documents relating to official plans and activities to the incoming director.   
    
  **ASSISTANT DIRECTOR** – The assistant director shall assist the director, carrying out a variety of duties as needed by the director and the organization. The assistant director shall perform the duties of the director in the absence or incapacity of the director. The assistant director shall assist in setting the final agenda for meetings in collaboration with director and plan meeting and social event logistics.

***Chairperson:***

* Appointed by the SLS Director and approved by the DCLA Executive Board
* Leads the work of the appointed committee

***Committee Members:***

* Supports the work of the appointed committee

**Item V: Section Responsibilities and Duties**

* The responsibilities and duties of each committee shall be defined in written form approved by the DC Association of School Librarian executive board.

**Revisions of this handbook:**

* The handbook will be reviewed by the DCLA Executive Board as needed. Any proposed changes will be voted on by the DCLA Executive Board as recommended by the SLS Director.

***Updated on June 16, 2020***