

# **NEW JERSEY ASSOCIATION OF SCHOOL LIBRARIANS**

## **POLICY MANUAL**

### **MEMBERSHIP**

Annual dues for professional and retired members will be determined by the NJASL Trustees. Student dues will be one-half the cost of professional dues. Students are eligible for the student rate for a maximum of three years. Retirees will receive a three-year membership at the cost of the annual professional rate. Each member shall receive a membership card and his/her member number, which appears on the card, will provide access to the Members Only section of the website. Members will automatically be included in the listserv unless opting-out is requested.

### **OPERATING POLICIES**

1. The ultimate responsibility and authority for the use of NJASL financial resources rests with the President with the advice of the Finance Committee, and the consent of the NJASL Trustees. The President-elect and Treasurer will develop an operating budget with input from the committee chairs.
2. Only the NJASL Trustees may authorize the use of Association funds. The Association is under no obligation to reimburse any person, member or non-member without prior authorization from the Trustees responsible for the activity.
  - a. Each committee chair will provide a proposed budget request to the Treasurer and the President-elect before the May meeting.

- b. The President-elect and Treasurer must present the operating budget, which consists of Conference net proceeds from the previous year and anticipated membership dues, to the Board of Trustees two weeks prior to the August Board meeting.
  - c. Each chair is responsible for keeping track of his/her own expenditures so as not to exceed budget allocations. An expense log is given to each committee chair after the budget is approved at the first meeting of the fiscal year, August 1<sup>st</sup> to July 31<sup>st</sup>.
  - d. Whenever possible, the Association will be billed directly for the items purchased to avoid “out-of-pocket” expenses.
3. Voucher and appropriate receipts must accompany all requests for reimbursement. The Trustee officer authorizing the expenditure must approve vouchers for payment. The Treasurer will approve the President’s vouchers.
  4. Individual Trustees may not authorize the spending of Association funds in excess of the committees’ budget line item amounts without the express approval of the majority of the Board of Trustees.
  5. The individual Trustees may not authorize the spending of Association funds for non-budgeted items without the express approval of the majority of the Board of Trustees.
  6. The NJASL Board of Trustees shall be responsible for shifting monies from one budget line to another. This can be done only with a vote of the majority of the Board of Trustees.
  7. The Treasurer must notify the President when a reimbursement is denied/reduced and a reason for the denial/reduction must be given. Subsequently, this action must be reported to the Board, which has the power to reverse such a decision.

8. All NJASL expenditures will be recorded and all records, including paper and computer files, will be held for a period of not less than seven years. Ledgers and journals must be kept seven years.

9. The NJASL federal ID number is for income tax exemption only.

10. The Treasurer will provide sales tax exemption forms to be used for all appropriate purchases. Whenever appropriate purchases are not tax-exempt—for example, taxes on meals and hotels, the cost of the fee for renting a car—these purchases will be reimbursed to the individuals who incurred them.

11. The annual Conference will have a separate accounting system including its own checkbook. The Conference Chair must approve all reimbursements. At the conclusion of the accounting for the Conference, the net proceeds will be transferred to the NJASL operating budget as Conference Income.

12. The Association will maintain a reserve fund of not less than one-twelfth of the total annual operating expenses of the Association. At the beginning of each fiscal year, the Treasurer will inform the Trustees of the total amount of the operating expenses of the Association and the amount necessary to bring the reserve fund to its proper level. The reserve fund will be used only in fiscal emergencies and never for on-going programs. Use of the reserve fund requires that the President and Treasurer certify that the emergency requires immediate attention. The Association is obligated to replenish the reserve fund at the earliest opportunity.

13. The Association will not invest any funds in uninsured accounts without the express approval of the Trustees. Nor will the Association invest any funds in any accounts with maturities

over one year without the express approval of the Trustees.

14. All items purchased with Association funds, i.e. computers, furniture, software, printed materials, audiovisual equipment, are the property of NJASL. Existing NJASL equipment will be upgraded as needed. Equipment will be deemed obsolete when it can no longer be repaired or upgraded at a reasonable cost. The executive Board must be notified before obsolete equipment can be discarded.

(The hard drive should be removed before disposing of a computer.) The Board of Trustees must approve the purchase of new equipment if it is not in the current budget.

## **PUBLICATIONS**

1. A copy of each publication of NJASL or any of its committees shall be made available to each member via the NJASL website. Each committee will need to budget for printing and/or postage for any of its publications.

2. Copies of NJASL publications will be available at cost. The price will be determined by taking into account the actual cost of printing one copy, the cost of mailing and the New Jersey State sales tax as required; the total amount then rounded out to a manageable number.

3. Copyright protection will be taken into consideration on all publications. When appropriate, bulk prices to outside groups will be based on the actual cost to reproduce and mail the item. In all cases, NJASL will arrange for the printing.

## **CONFERENCE ATTENDANCE AND REIMBURSEMENT**

1. Expenses for travel to meetings by persons approved by the President to represent NJASL within the state are reimbursable. Expenses for travel by persons approved by the President to represent NJASL as part of other state association meetings in Region II are reimbursable. Each person will submit a brief summary of the meetings attended, to be included in the report that is regularly sent to the Board.

2. Delegates may be sent to the following conferences/conventions:

**A.L.A. Conference/A.A.S.L. Affiliate Assembly–**

President, President-elect, Vice-President and A.A.S.L. representative. Amount reimbursed to be determined annually based on the Affiliate Assembly schedule and the location of the conference.

**A.L.A. Legislative Day–**

President, President-elect and Vice-President

**A.L.A. Midwinter (A.A.S.L. Caucus)–**

President, President-elect, Vice-President and A.A.S.L. representative

**A.A.S.L. National Conference (every two years)--**

President, President-elect, Vice-President and A.A.S.L. representative

**A.A.S.L. Region II Meeting–**

President, President-elect, Vice-President and A.A.S.L. representative

**A.E.C.T. National Conference–**

President, President-elect, Vice-President and A.E.C.T. representative

**A.E.C.T. Leadership Training Institute–**

President, President-elect, Vice-President, Vice-President-Elect and A.E.C.T. representative.

**N.J.L.A.–**

President or President's designee—for one night's lodging, registration, meals and mileage are reimbursed.

3. NJASL will reimburse conference delegates and the A.E.C.T. Leadership Training Institute the total costs of registration, official meal functions, meals, internet connectivity fees, transportation to and from the conference, that may include a car rental fee, with insurance costs for the car rental paid for by the delegate. Delegates will also receive the total cost of each night's lodging for the national conventions unless special arrangements exist. Conference delegates are encouraged to share rooms.

4. The Board of Trustees must approve travel reimbursement in advance beyond the above specifically stated situations.

5. Representatives from our national affiliates will be reimbursed for travel expenses to attend the annual NJASL Conference. NJASL also will provide overnight accommodations and meals.

a. NJASL or NJLA members who are presenting workshops at the fall or spring conferences will not receive an honorarium.

b. Complimentary rooms offered by the conference center will be designated first to the Conference Chair and the President. Additional rooms will be delegated at the discretion of the Conference Chair. In the event complimentary rooms are not

available or otherwise designated, NJASL will pay the costs of the rooms for the Conference Chair and the President.

6. Approved reimbursement for car mileage will be at the prevailing federal rate.

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