

WISCONSIN EDUCATIONAL MEDIA AND TECHNOLOGY ASSOCIATION
2011-2012
POLICIES AND PROCEDURES MANUAL (PPM)
DECEMBER 2011

1. Table of contents (p. 1-2)
2. Membership (p. 3-5)
 - 2.1. Membership year
 - 2.2. Categories and rights and benefits
 - 2.3. Dues structure and process
 - 2.4. Dual membership opportunities
3. Member Meetings and Voting (p. 5-7)
 - 3.1. Procedures for proxy voting
 - 3.2. Procedures for notice of meetings
 - 3.3. Member meetings
4. Board responsibilities (p. 7-12)
 - 4.1. Membership
 - 4.2. Officers
 - 4.2.1. Responsibilities of all Officers
 - 4.2.2. President's role and responsibilities
 - 4.2.3. President-elect's role and responsibilities
 - 4.2.4. Secretary's role and responsibilities
 - 4.2.5. Treasurer's role and responsibilities
 - 4.3. Directors
 - 4.3.1. Procedure for staggered terms
 - 4.3.2. Directors' roles and responsibilities
 - 4.4. Board Representatives
 - 4.4.1. Procedure for appointment/selection
 - 4.4.2. Board Representatives' roles and responsibilities
 - 4.5. Election process
 - 4.6. Resignation, removal and vacancies process
 - 4.7. Process for calling special meetings of the Board
5. Executive Committee (p. 12-13)
 - 5.1. Membership
 - 5.2. Responsibilities
6. Committees (p. 13-24)
 - 6.1. Process for establishing committees
 - 6.2. Committee membership
 - 6.3. General Committee responsibilities
 - 6.4. Fiscal policies
 - 6.5. Charge and membership for each committee
 - 6.5.1. Awards, Grants, and Scholarships
 - 6.5.2. Communications
 - 6.5.3. PK-12 Educational Programs
 - 6.5.3.1. Battle of the Books Sub-Committee

Revisions through September 2011

- 6.5.3.2. Golden Archer Sub-Committee
- 6.5.3.3. Media Fair Sub-Committee
- 6.5.4. Election
- 6.5.5. Finance
- 6.5.6. Governance
- 6.5.7. Leadership Development
- 6.5.8. Legislative Advocacy
- 6.5.9. Membership
- 6.5.10. Professional Development
- 6.5.11. Public relations
- 7. Special interest groups (p.24-25)
 - 7.1. Purpose
 - 7.2. Process for establishing special interest groups
 - 7.3. Responsibilities of a SIG
 - 7.4. Dissolution of a SIG
- 8. Contracts, checks, deposits and funds (p. 25-26)
 - 8.1. Contracts: authorization for signature and Board approval
 - 8.2. Bank accounts
 - 8.3. Checks, drafts, etc.
 - 8.4. Deposits.
 - 8.5. Gifts: procedure for accepting or soliciting gifts
 - 8.6. Books and accounts
 - 8.7. Budgets
- 9. Indemnification: (p 26.)
 - 9.1. Requirement to include indemnification language in Bylaws
- 10. Fiscal year (p 26)
- 11. Offices (p.26-27)
 - 11.1. Requirement
 - 11.2. Registered office and agent
- 12. Amendments to the Bylaws (p. 27-28)
 - 12.1. Responsibility
 - 12.2. Petition
 - 12.3. Development
 - 12.4. Process
- 13. Dissolution (p. 28)
 - 13.1. Reference to state statute requirement for disposal of assets
- 14. Foundations (p. 28-36)
- 15. Appendices (p. 37-58)

2. MEMBERSHIP

2.1 Membership Year: Membership shall be for a period of one year from the date of payment of appropriate membership dues. Lapsed members may be reinstated upon payment of dues for the current year.

2.2 Categories and rights and benefits: [Note: All members will have the right to determine whether information about their membership, address, and other contact information will be shared on the WEMTA website, in WEMTA publications, and/or with commercial entities.]

- a) Professional members (\$60): Persons employed in managerial positions or those requiring state certification who are interested in furthering the purposes of this Association may, upon payment of annual dues, become an educational member of this Association. Such members shall be entitled to vote in all elections, to hold office, to serve on committees, to receive any publications prepared or contracted for by this Association, to attend Association-sponsored conferences at member rates, and to otherwise participate in the activities of this Association.
- b) Support members (\$45): Persons employed in positions that do not require state certification who are interested in furthering the purposes of this Association may, upon payment of annual dues, become a support member of this Association. Such members shall be entitled to vote in all elections, to hold office, to serve on committees, to receive any publications prepared or contracted for by this Association, to attend Association-sponsored conferences at member rates, and to otherwise participate in the activities of this Association.
- c) Institutional members (\$60): Educational agencies and/or institutions interested in furthering the purpose of this Association may, upon payment of annual dues, become institutional members of this Association. The educational agency or institution shall designate one representative, who shall be entitled to all privileges accorded to educational members. Institutions can pay for individuals in an institutional membership to become educational or support members.
- d) Business/Commercial members (\$75 w/ \$60 per additional person): Organizations that are engaged in commercial fields related to the purpose of this Association may, upon payment of dues, become commercial members of this Association with one designated representative who shall be entitled to all privileges accorded to educational or support members. Additional representatives of the business or commercial enterprise who wish to become members may do so by paying an amount equal to the current educational or support membership dues.
- e) Student members (\$25): Students enrolled in a college, technical institute, or university education program on at least a half-time basis during the

- academic year who are interested in furthering the purposes of this Association may upon verification of their enrollment by their institution and payment of the appropriate dues, become student members of this Association and shall be entitled to all privileges accorded to educational members for all years in which they retain half time student status and pay the appropriate dues. Students enrolled on a less than half-time basis may also join the organization at the student rate upon verification of their enrollment by their institution and payment of the appropriate dues. This exemption for a student who is enrolled at less than half time is only for one membership year per applicant and does not apply to education professionals who are working on license renewal. [See process for student membership in Appendix 1.b.]
- f) Retired members (\$25): Personnel no longer actively employed and drawing retirement and/or social security who have been members of the Association for at least three years prior to retirement may, upon payment of annual dues, become retired members of this Association. Such members shall be entitled to all privileges accorded to educational members.
 - g) Emeritus members: Persons who are no longer actively employed in the media profession and who have made a significant contribution to this Association may be honored with emeritus status by a vote of the Board of Directors. Emeritus members shall not be required to pay dues but shall be entitled to all privileges accorded to educational members. [See process for nominating and approving emeritus members in Appendix 1.c.]
 - h) Honorary members: Persons who because of their position, office, or affiliation or persons who have made a significant contribution to the Association or to the profession may be awarded honorary membership in the Association by the Board of Directors. Honorary members are not accorded voting or office-holding privileges. The Board of Directors shall review honorary memberships annually, at the last Board meeting preceding the conference. [Note: Such positions may include the State Superintendent of Public Instruction, Division Director of DLTCL, etc.] [See process for honorary membership in Appendix 1.d.]

2.3 Dues structure and process: The amount of annual dues shall be recommended by the Finance Committee and approved by the Board of Directors. Official notice of an increase in the annual dues shall be given to the membership at least three months prior to the effective date of the increase. A dues increase of over 25% shall be approved by the members at an annual or special meeting.

2.4 Dual Membership Opportunities: The value of membership should continue to be enhanced by offering optional dual membership opportunities for members to select from, including WLA, ISTE, AASL, AWSA and CoSN. Successful partnerships with national and state organizations can sometimes result in discounted dual memberships, but more often a mechanism for members to join both at the same time. Dual memberships shall be available to all professional

members and, without regard to their membership category, to the President and WEMTA liaison to WLA and other Associations. Recommendations for Dual Memberships may be brought forward by any Member or the representative of an Association that wishes to offer dual memberships to Association members. Upon receipt of a recommendation, the Board should determine if further exploration of this Dual Membership should be explored. If so, the Board will direct the Membership Committee, in collaboration with the other organization, to draft an agreement for dual membership to be presented to the Board for approval. All such agreements should include:

- a) Identification of the benefits to the Association.
- b) Agreement for sharing of dues and other revenues.
- c) Agreements regarding representation at the other Association's events or meetings, if applicable.
- d) A schedule for review, revision, and presentation of the agreement to the Board for renewal or non-renewal.

Related documents found in the Appendices:

- a) Membership form
- b) Student membership process
- c) Emeritus membership process
- d) Honorary membership process
- e) Dual membership agreements
 - a. Wisconsin Library Association

3. MEMBER MEETINGS AND VOTING

3.1. Procedures for Proxy Voting: In order to meet the requirements of Wisconsin state statute 181, E-mail or mail ballots are designated as 'proxy votes'. These 'proxy votes' are a determinate vote similar to absentee ballots used in governmental elections. When proxy votes are used as part of the determination of a specific issue no changes in the proposal can be made as part of an Annual or Special Members meeting (see Bylaws 3.1) at which the votes are counted. To do so would negate the ability of the proxy voters to participate fully in the discussion of the matter at hand. Proxy votes will be used primarily for election of Officers and Board members although they may be used for other votes. However, if both face to face and proxy votes are counted at a meeting a roster of those who have voted online must be maintained in order to ensure a single vote per member.

- a) Ballots for voting should be prepared by the Election Committee in preparation for the annual election (see information on the Election Committee in section 6.5.4).
- b) Ballots may be distributed by mail or e-mail to Association Members in a manner that ensures each Member has a single opportunity to vote on each issue. The ballots shall clearly state the process for submitting the ballot and the date by which all votes must be submitted.
- c) Votes on issues other than ballots for election of Board members shall be

counted by members of the Election Committee as part of a Special Meeting of which the Members have been duly informed.

- d) At least 10% of the membership must participate in person or by proxy in any vote in order for the vote to be effective.
- e) If votes on issues other than ballots for election of Board members are not included as part of the business of a Special or Annual Meeting, the vote will only be valid if at least 2/3 of the Membership votes on and approves the action.

3.2 Procedures for Notice of Meetings: Board and Executive Committee Meetings: The agenda for the forthcoming regular Board Meeting will be sent by the President to the other Officers, Directors, Board Representatives, and invited guests no later than one (1) week in advance of the scheduled meeting. All available supporting documents relevant to the agenda will be made available to all Directors at the earliest convenience before the regularly scheduled Board meeting. Invited guests will receive access to those supporting documents relevant to them.

A notice of the Board and Executive Committee meetings should be posted on the WEMTA website a minimum of seven days prior to the meeting. The notice should contain the time, date, place, and draft agenda of the meeting, including the subject of any closed session in reasonable detail to inform the Membership about the business of the meeting. Closed sessions in meetings are allowed in limited circumstances (e.g. discussions of personnel or confidential matters.) (See <http://www.wisc.edu/legal/OpenMtg.pdf>)

3.3 Member meetings [Note: These requirements reflect State Statute 181]

- a) The Board is responsible for determining the most appropriate channels for providing notice of meetings to the Membership. These channels may include mail, email, or the web site.
- b) The notice must contain the time, date, place, and subject matter of the meeting including information on any votes on amendments to be addressed at the meeting. When possible, a draft agenda may be provided.
- c) The notice must be sent no less than twenty-one (21) and no more that sixty (60) days prior to the scheduled meeting.

4. BOARD RESPONSIBILITIES

4.1 Membership: The Board shall consist of four (4) Officers and twelve (12) elected Directors with voting privileges. There may also be number of representatives of state agencies and affiliated organizations who serve as non-voting members of the Board.

4.2. Officers: The Officers of the Association shall be President, President-Elect, Secretary, and Treasurer.

4.2.1 Responsibilities of all Officers:

All Officers shall:

- Carry out directions assigned to them by the Board and Executive Committee as well as those identified below.
- Serve as members of the Board and Executive Committee.
- Negotiate, present, and sign contracts as outlined in Section 8.1.
- Maintain and submit official documents as outlined in the Appendix.
- At completion of their term transfer materials and assist their successors in learning position responsibilities and transfer files to archives as outlined in the Appendix.

4.2.2. President's role and responsibilities: The President provides leadership and direction for the Association; serves as the primary representative of the Association; and has general charge and control of the Association business affairs and properties.

The responsibilities of the President are to:

- Carry out the responsibilities for all Officers listed in 4.2.1.
- Preside over all Membership, Board, and Executive Committee meetings called as
- outlined in Section 3.
- Plan and coordinate an annual retreat for Association leaders to provide training for Board members and Committee Chairs and to develop priorities for each Board year.
- Represent the Association and communicate with other organizations and Associations, both locally and nationally, with elected officials, and with members of the public.
- Invite appropriate representatives to the Annual Conference and other Association
- events.
- Appoint Committee chairs and members as stipulated in Section 6 ensuring that a
- Director is included on each Standing or Special Committee.
- Represent the Association at national conferences and professional meetings where such representation advances the Association's mission.
- Communicate with the membership through all appropriate communication vehicles.
- Prepare an Annual Report of Association accomplishments for distribution to the Membership based, in part, on annual reports from Committee Chairs.
- Communicate with new and outgoing Board members, committee chairs, and
- committee members, and their Administrators to acknowledge their responsibilities and contributions to the Association.

- Appoint a parliamentarian as needed.

4.2.3. President-elect's role and responsibilities: The President-Elect shall serve as the vice-president of the organization, as chair of the Election Committee, as well as liaison to the Annual Conference Planning Subcommittee. The President-Elect shall also serve on the Governance, Professional Development and Finance committees. The President-Elect shall assume the duties of the President in his/her absence. The President-Elect shall become President of the Association at the completion of his/her term as President-Elect.

- Preside in the absence of the President at all official functions.
- Represent the Association and serve as a delegate to national affiliate meetings at the request of the President.
- Become knowledgeable about the affairs of the Association in preparation for assuming the Presidency.
- Carry out Conference Site Selection Responsibilities:
 - Plan for conferences to be held in the future
 - Select the location for future conferences and sign contracts
 - Determine the focus of annual conferences and provide this direction to the Annual Conference Planning committee as it begins its work.
 - Identify potential nationally and regionally known speakers for the annual conference and sign contracts, if necessary.
 - Recommend the names of Annual Conference Planning Committee co-chairs to the President approximately 18 months in advance of the conference.

4.2.4. Secretary's role and responsibilities: The secretary shall be the custodian of the Association's official records, post all meeting notices and keep the official minutes of all meetings of the Association, the Board of Directors, the Executive Committee, and the Permanent Endowment Trust.

- Serve as a member and keep official minutes of the Permanent Endowment Trust Committee.
- Serve as a member of the Governance Committee.
- Distribute copies of the official minutes of meetings in a timely manner.
- Maintain a log of all formal motions available for reference at all meetings.
- Submit a summary of Board actions to the official Association newsletter.
- Upon request, certify the voting privileges and membership status of individuals at any meeting.
- Send appropriate correspondence at the direction of the President, Executive Committee, Board of Directors, or membership.

4.2.5. Treasurer's role and responsibilities: The Treasurer shall receive and distribute all funds/securities of the Association and report on the Association's

financial condition at Board, Executive Committee, and Membership meetings; chair the Finance Committee and serve as a member and Treasurer of the Permanent Endowment Trust.

- Oversee the Association Manager's work in maintaining Association checking account, investments and/or savings account.
- Work with the accountant contracted by the Association to prepare financial records for income tax preparation and audit purposes.
- Secure bonding for an amount authorized by the Executive Committee.
- Keep the Board aware of tax-exempt/non-profit status as related to organizational activities, e.g., lobbyist.

Related documents found in Appendices:

- a. Inventory of WEMTA office assets.

4.3 Directors

4.3.1 Procedure for staggered terms: There will be twelve (12) individual Directors on the Board, each representing a specific constituency. Four (4) Directors will represent PK-12 library media services, four (4) Directors will represent PK-12 technology, one (1) Director will represent higher education; and three (3) Directors will be at-large representatives.

4.3.2 Directors' Roles and Responsibilities: The responsibilities of Board members include:

- Attend and participate in regularly scheduled Board meetings and Association Conferences.
- Serve as Chair or liaison to at least one Association Committee.
- Serve as a member of the Executive Committee if elected to that role.
- Balance the interests and needs of the constituency they represent with the needs of all members in their work for the Association.

4.4. Board Representatives: The Board may include representatives of selected state agencies and affiliated organizations (e.g. AASL, DPI, ECB, ISTE, and WLA). These individuals shall attend all meetings of the Board but shall have no vote.

4.4.1. Procedure for appointment/selection

- All representatives must be members of the Association and the organizations they represent.
- State agencies that have established a formal relationship with the Association may appoint a representative to serve on the Board, state agency representatives have no limit on the number of terms they can serve. (i.e. DPI, ECB).
- National professional Associations with which the Association has a formal

- affiliation will have a Board Representative nominated by the Executive based on the application process outlined below. (i.e. AASL, ISTE).
- State Associations with which the Association has a formal dual membership agreement relationship will have a Board Representative nominated by the Executive Committee based on the application process outlined below (i.e. WLA, AWSA, WASCD).
 - The application process will include:
 - Announcement of the availability of the position.
 - Submission of letters of interest detailing the applicants' qualifications and purpose in applying for this role.
 - Verification of membership in both Associations.
 - Selection of nominee by Executive Committee.
 - All appointments for Association Board Representatives must be approved by a majority vote of the Board.
 - Appointments of Association Board Representatives are made for two- year terms and can serve no more than two consecutive as the Representative.

4.4.2. Board Representatives' roles and responsibilities:

For Agency representatives:

- Communicate information about the agency to the Association Board and Members.
- Communicate information about the Association activities to the agency.

For Affiliates:

- Communicate information about the Affiliate Association to the Association Board and Member.
- Communicate information about the Association activities to the Affiliate organization.
- Serve as an official voting representative of the Association at conferences and meetings of the affiliated organizations and at other events as desired by the Board.

Related documents:

a) The AASL Bylaws are available at:

<http://www.ala.org/ala/mgrps/divs/aasl/aboutaasl/aaslgovernance/aasldocuments/aaslbylaws.cfm>.

b) The ISTE Bylaws are available at:

http://www.iste.org/content/navigationmenu/aboutiste/governance/bylaws1/iste_bylaws.htm.

- c) The WLA Bylaws are available at:
<http://www.wla.lib.wi.us/about/bylaws.htm>.

4.5 Election process: Each year, the Elections Committee shall develop a slate of candidates for Officer and Director Positions.

- The Elections Committee should insure Membership involvement by issuing a call for nominations through all appropriate communication channels.
- Candidates must be members of the Association and identify the constituency they will represent.
- The Elections Committee is encouraged to find two candidates for each open position.
- The slate of candidates shall be submitted to the Board for approval at the December Board meeting.
- The accepted names will be placed on a ballot posted on the Association website by January 15th. Information about each candidate will also be posted.
- All voting members of the Association as of January 1st will be informed of the location of candidate information and the ballot by January 31st. This notification could be electronic or through regular mail.
- Members will have at least twenty-one (21) days to vote.
- The Elections Committee will validate the results of the election and inform the Board at the next scheduled meeting following the election.
- Results of the election will be publicly announced at the Annual Meeting.
- New Officers and Directors will be installed at the first meeting of the Board following the Annual Meeting.

4.6 Resignation, removal, and vacancies processes.

4.6.1 Resignations: A Board Member may resign for any reason. The resignation must be made in writing and will become effective when officially accepted by the Executive Committee and approved by the Board.

4.6.2 Removals: The Board must show cause to remove an Officer or Director. Failure to perform their assigned role or responsibilities would demonstrate cause. The process for removal of an Officer or Director is:

- A Board member may be identified for removal by any voting member of the Association by submitting a petition to a member of the Executive Committee, identifying the Board member to be removed, the reason removal is being sought and bearing the signatures of at least 25 of the members or 25% of the Board members.
- The Executive Committee will schedule a special meeting to review the

- merits of the petition. The Board Member or Officer involved will be invited to present a response in writing or in person to the petition.
- The Executive Committee will determine if there is cause for removal. If there is cause, they will schedule a meeting of the Board to be held within 30 days to vote on the recommendation.
 - Removal requires a 2/3 majority vote of the Board.
 - The membership may request a special meeting at which a 2/3 majority vote of the voting members present at an Annual Meeting or a Special Meeting may be held to consider or reconsider the petition for removal.

4.6.3 Vacancies

- A vacancy for the office of President shall be filled for the remainder of the term by the President-Elect.
- If vacancies occur in both the office of President and President-Elect within the same term, the Board shall elect a Director to serve as President-Elect for the remainder of the term.
- Other Board vacancies may be filled at the discretion of the Executive Committee.
 - Should the Executive Committee choose to fill the vacancy it should attempt to choose one or more potential candidates from among those listed on the ballot during the last election.
 - Candidates should represent the same constituency as the vacancy.
 - The list of potential candidates will be forwarded to the Board for a vote.
 - The final candidate will be selected by secret ballot by members of the Board.
 - The successful candidate will serve on the Board until the next election at which time the position will be reopened for election. The then elected Board member's term will be adjusted (1 or 2 years) to realign with the regular Board rotation.

4.7. Process for calling special meetings of the Board: Special meetings of the Board can be called by the President or at least three (3) Directors/Officers. The notice of this meeting must specify the time, place of the meeting an agenda for the meeting and must adhere to the following notice requirements:

- At least forty-eight (48) hours electronic notice to each Board Member
- At least seventy-two (72) hours notice if notice is given by mail or private carrier.
- At least seven (7) days written advance notice at which the amendment or repeal of the Bylaws or the adoption of new Bylaws or the removal of Board Members is to be considered.

Unless otherwise determined by the Board by a majority vote of those present, all Board meetings shall be open to Members and minutes shall be provided to Members in a timely manner.

Revisions through September 2011

Related documents found in the Appendices:

- a) Schedule of responsibility for maintaining file of documents and submitting requirements.
- b) Sample calendar and table of duties for Association
- c) Board reports form
- d) Reference to open meetings law

5: Executive Committee

5.1 Membership: The Executive Committee shall be constituted as a subcommittee of the Board of Directors and shall be composed of the President, President-Elect, Secretary, Treasurer, and one member elected by the Board from among the elected Directors-at-large .

5.2 Responsibilities: The Executive Committee shall serve as a coordinating and planning committee for the Board of Directors and as a decision-making body between meetings of the Board of Directors for actions which the President deems urgent and not requiring full Board discussion and approval. Official minutes of the Executive Committee shall be reported in writing by the Secretary to the Board of Directors at the next Board meeting or sooner. The Executive Committee shall:

- Assist the President in identifying agenda items for Board meetings.
- Assist the President in handling routine business and correspondence, in making decisions on urgent requests for involvement of the Association, and in determining positions for the Association on issues requiring immediate action.
- Serve as the long-range planning committee for the Association.
- Gather background information on issues and concerns to be addressed by the full Board.
- Propose policies and recommend action item priorities for the Association.
- Manage the Association's archives.
- Monitor and evaluate the performance of the Association Manager, Legislative Advocacy Consultant, and Accountant/Auditor.
- Manage any Board resignations, requests for removal, or vacancies.
- Receive list of recommended projects and funding totals from the PET Committee in November for presentation to the Board at its December meeting.

Related documents found in the Appendices:

- Contract for Association Manager
- Contract for Accountant
- Contract for Legislative Consultant

6: Committees

6.1 Process for establishing committees: The Board may designate one or more Standing Committees to address Association business. These committees shall be established to address issues that require attention over time. The Board may also designate one or more Special Committees to assist it in any capacity as it directs. All committees will be given a charge by the Board which will be reviewed annually during the Board retreat. During this review the Board may also determine that existing committees are no longer required and/or establish new committees.

Committee chairs or co-chairs are appointed by the President and approved by the Board. Committee members are selected by the chair and approved by the Board. Committee chairs may be removed from office upon formal action by the Board of Directors when their actions are deemed inadequate or inappropriate.

6.2 Committee membership: All Standing committees shall consist of one Officer or Director [defined in Sections 4.4 and 4.5 of the Bylaws] and at least one other Officer, Director, and/or Member [defined in Section 2.1 of the Bylaws] that has been approved by the Board. All Committee chairs shall be appointed by the President and approved by the Board of Directors. Committee members shall be current members of the Association. It is permissible for a committee to invite non-members with special expertise to participate in the work of the committee. The normal terms for standing committee members, including the chair, shall be two years.

6.3 General Committee Responsibilities

All committees shall:

- Develop an annual committee budget for submission to the Finance Committee and follow Association fiscal policies in all expenditures.
- Keep electronic minutes of their meetings and provide regular reports to the Board of Directors.
- Provide a report summarizing activities of the committee to be included in the President's annual report.
- Keep the committee web page up to date on the WEMTA site.
- Transfer a folder (preferably electronic) containing minutes, important correspondence, annual reports, publications, brochures, etc. to the next chair of the committee at the end of the term (at the conference) or no later than June 1.
- Inform the Membership of Committee activities through the newsletter and other communication vehicles.
- Submit program proposals or recommend speakers for the WEMTA conference regarding the areas of responsibility of the Committee.
- Collaborate, when appropriate, with other Association Committees to fulfill purpose of the Association.

6.4 Fiscal Policies

Reimbursement: Committee members may be reimbursed for reasonable travel costs at rates approved by the Board of Directors. Postage, photocopying, and telephone costs may be reimbursed when necessary. Committee members should pay for items, get a receipt, and then be reimbursed. All income goes to the Treasurer, and all expenses are paid by the Treasurer. All committee members' expense vouchers should be signed by the committee chair and sent to the Treasurer by the chair. [Please see Appendix 9.b.]

Committee chairs are encouraged to use Go-to-meeting, telephone conference calls or e-mail when appropriate to reduce travel costs. Some committees may find it appropriate and convenient to meet before or after Association conferences.

6.5 Charge and membership for each committee

6.5.1 Awards, Grants, and Scholarships

Membership: The chair is appointed by the President for a two-year term. The chair will select up to six persons to serve on the committee for two-year terms. An elected Director shall be chair or a committee member.

The responsibilities of the Awards, Grants and Scholarships Committee are:

- Select, announce, and honor recipients of Association awards, grants, and scholarships including the:
 - Award of Excellence
 - Lifetime Achievement Award
 - Media Professional of the Year
 - Special Service Recognition Award
 - Administrator of the Year Award
 - Governmental Service Award (when recommended by Legislative Advocacy Committee)
 - Business Partnership Award (co-sponsored by Highsmith and Follett)
 - Media and Technology Grants
 - Association Scholarships including the Lowell Wilson Scholarship (funded by the Permanent Endowment Trust)
- Request nominations for these awards, grants, and scholarships at Board of Directors' meetings, membership meetings, in the newsletter, and through any other means deemed appropriate;
- Request documentation from nominators for awards, detailing nominees' accomplishments and qualifications for the award; and
- Confirm that the required number of signatures, when needed, have been received in order to nominate a person for the Emeritus Award.
- Request documentation for the Media and Technology Grants.
- Receive applications for the scholarships.
- Meet approximately two months before the conference at which the awards, grants, and scholarships are to be presented to select the awardees from the nominations.

Revisions through September 2011

- Obtain Board approval for all proposed awards, grants, and scholarships prior to the conference.
- Notify the award, grants, and scholarship recipients of the time and place of the award.
- Work for appropriate public information activities to announce recipients of the awards, grants, and scholarships (articles in newsletters, press releases, etc.), including notification of the recipient's supervisors, if applicable.
- Contact the Association Treasurer to arrange payment of the awards, grants, and scholarships.
- Contact Media and Technology Grant recipient(s) upon the proposed completion date of project for findings and conclusions for publication in the Dispatch and a presentation or display at the WEMTA conference.

Related Documents found in the Appendices

- 1) Association Awards Criteria and Procedures
- 2) Award Nomination forms
- 3) Wording on plaques and other certificates
- 4) List of award winner
- 5) Media and Technology Grant Guidelines
- 6) WEMTA Permanent Endowment Trust Scholarship Description and Application
- 7) WEMTA Lowell Wilson Scholarship Description and Application Form
- 8) Sample Press Release for Awards and Scholarships

6.5.2 Communications

Membership: The chair is appointed by the President for a two-year term. The chair will select up to six persons to serve on the committee for two-year terms. An elected Director shall be chair or a committee member.

The responsibilities of the Communications Committee are to:

- Develop a communications plan for the Association.
- Maintain and revise the design, organization, and content of the website in response to needs of Association, changes in technology, and ongoing evaluations.
- Work with the Association's web developer to make certain that information and updates are completed in a timely manner.
- Coordinate the development and production of the Association newsletter.
- Review and revise the newsletter guidelines.
- Establish and communicate the annual calendar and content plan for the newsletter.
- Assist the Board and other Committees in developing press releases for their activities.

Related Documents found in the Appendices

- a. Newsletter guidelines and deadlines [To Be Developed]
- b. Web guidelines [To Be Developed]
- c. Publications and Sales Policy [To Be Developed]

6.5.3 PK-12 Educational Programs

Membership: The committee will be chaired by an elected director appointed by the President to a two-year term. The committee members include the chairs of the Sub-Committees for Education and Programs: Battle of the Books, Golden Archer, and Media Fair, plus up to three additional persons selected by the PK-12 Educational Programs chair.

The responsibilities of the PK-12 Educational Programs Committee are to:

- Coordinate the activities and programs of the PK-12 Educational Programs Sub-Committees: Battle of the Books, Golden Archer, and Media Fair, plus any other association programs focused on children and youth.

6.5.3.1 Battle of the Books Sub-Committee

Description: The statewide Battle of the Books program is designed to promote a love of reading among Wisconsin students. It encourages students to read a variety of books and remember information about the plots, characters and settings of those books.

Membership: The chair is appointed by the President for a two-year term. The chair(s) will also identify at least 5 persons to serve on the sub-committee. The Education and Programs chair shall be chair or a sub-committee member.

The responsibilities of the Battle of the Books Sub-Committee are to:

- Publicize and disseminate information about the program to Association membership.
- Coordinate book selection and write contest questions
- Schedule all program events and deadlines
- Accept and judge all entries
- Select, announce, and notify recipients of their awards
- Maintain the committee web page
- Prepare reports for the Board of Directors

Related Documents found in the Appendices:

- a. Battle of the Books Overview
- b. Battle of the Books Registration Form
- c. DEMCO Inc. Sponsorship of Battle of the Books

6.5.3.2. Golden Archer Sub-Committee

Description: The Golden Archer Award is presented to authors of books nominated by Wisconsin students according to established criteria and categories.

Membership: The chair is appointed by the President for a two-year term. The chair selects up to three persons to serve on the sub-committee. The PK-12 Educational Programs chair shall be chair or a sub-committee member.

The responsibilities of the Golden Archer Sub-Committee are:

- Publicize and disseminate information about the program to Association membership.
- Solicit and accept nominations for the award
- Coordinate the statewide vote of nominated titles
- Announce the winners at the annual conference
- Coordinate the selection of an author/speaker for the annual conference with the Annual Conference Planning Sub-Committee
- Prepare reports for the Board of Directors.

Related Documents found in the Appendices:

- a. The Golden Archer Award: Categories, Criteria, and Procedures
- b. The Golden Archer Award: A Complete History
- c. The Golden Archer Award Titles: 1974-present

6.5.3.3. Media Fair Sub-Committee

Membership: The chair is appointed by the President for a two-year term. The chair selects up to three persons to serve on the sub-committee. The PK-12 Educational Programs chair shall be chair or a sub-committee member.

The responsibilities of the Media Fair Sub-Committee are:

- Publicize and disseminate information about the program to Association membership.
- Accept and return entries
- Select, announce, and notify recipients of their awards
- Organize and execute the Media Fair, including the presentation of awards
- Prepare reports for the Board of Directors
- Solicit donations according to the Vendor Donation Guidelines

Related Documents found in the Appendices:

- a. Media fair entry form
- b. Vendor Donation Guidelines

6.5.4 Election

Membership: The President shall appoint an Election Committee of no less than five (5) but no more than seven (7) to be co-chaired by the President-Elect and

the Past-President. If the Past-President is unavailable, the President shall appoint a replacement or the President-elect may serve alone as the Chair, at the President's discretion.

The responsibilities of the Elections Committee are to:

- In consultation with the membership and Board, develop a slate of at least two candidates to fill the Officers positions outlined in 4.2 and Categories of Directors outlined in 4.3.
- Verify that all candidates are members of the Association.
- Ensure that the slate of candidates reflects the diversity of membership in identifying Officer and Member at Large candidates.
- Submit the slate of candidates to the Board for approval.
- Develop the ballot for elections to clearly identify the candidates for each position and include a biographical statement submitted by each candidate.
- Distribute a copy of the ballot to all members at least twenty-one (21) days before the end of the current term.
- Announce the election results to the membership at the Annual Conference and in Association Publications.
- Recommend changes in the nominations and elections process to the Governance Committee.

Related documents found in the Appendices:

- a. List of organizations to be notified of election results.

6.5.5. Finance

Membership: The Finance Committee is chaired by the Association Treasurer. Membership includes the President-Elect, Annual Conference Planning Chair, Membership Chair, the Association Manager, and one other director appointed by the President.

The responsibilities of the Finance Committee are to:

- Develop long term financial plans for the Association.
- Gather information on anticipated income and expenses for each fiscal year and develop a budget for review and approval by the Board.
- Work with the Membership Committee to determine the need for and impact of proposed dues changes.
- Work with the Annual Conference Planning Sub-Committee and other Committees that generate income to set pricing for Association Activities.
- Conduct a mid year review of the budget.
- Keep the Board aware of tax-exempt/non-profit status as related to organizational activities, e.g., lobbyist.

Related Documents found in the Appendices:

- a. Budget development process
- b. Fiscal policies
- c. Reimbursement forms and instructions

6.5.6 Governance

Membership: The Governance Committee will be chaired by the Past-President. Membership will be comprised of the President-Elect, Secretary, Past-President, and the Members at Large. If the Past-President is unable to serve as chair, the President should appoint a Member at Large as committee chair.

The responsibilities of the Governance Committee are to:

- Review the organization's Bylaws and make recommendations for changes as directed by the Board of Directors.
- Review and draft changes to the Bylaws as recommended by the Board of Directors.
- Ensure that amendments to the Bylaws occur according to established procedures and that they result in internally consistent documents.
- Ensure that official copies of the Bylaws are true and accurate and contain a listing of amendments and dates of revision.
- Review and update the Policy and Procedures Manual to reflect Board actions, Bylaws, and changes in Association Practice.
- Review requests for SIGs and recommend approval or disapproval to Board.
- Review compliance of SIGs with requirements identified in Bylaws, Article 9.
- Maintain a file of current Bylaws documents from our affiliated organizations.

Related documents found in the Appendices:

- a. Current bylaws.

6.5.7 Leadership Development

Membership: The chair is appointed by the President for a two-year term. The chair will also select at least five persons to serve on the committee for two-year terms. An elected Director shall be chair or a committee member.

The responsibilities of the Leadership Development Committee are to:

- Plan and coordinate leadership activities for the membership of the Association.
- Identify and provide leadership training for future leaders of the Association.

- Work cooperatively with other organizations to coordinate joint leadership events.
- Assist the President and Board of Directors in determining leadership activities the Association may sponsor with affiliates (AASL and ISTE) or in collaboration with others (DPI, WLA, etc.).
- Plan and coordinate activities for first time attendees to the Association's annual conference.

6.5.8 Legislative Advocacy

Membership: The chair is appointed by the President for a two-year term. The Legislative Committee should consist of up to 12 persons chosen to represent the different regional areas and/or different membership groups such as building level media specialists, district media Directors, technology staff, university personnel, and regional or CESA coordinators. The chair will select members to serve for two-year terms. An elected Director shall be chair or a committee member.

The responsibilities of the Legislative Advocacy Committee are to:

- Maintain a communications network through which membership can respond to legislative and other governmental issues of importance to the Association.
- Develop a working relationship with the Legislative Consultant and work together on legislative strategies for the Association and articles and reports for the Dispatch and listserv.
- In collaboration with the Legislative Consultant, develop annual goals, a legislative advocacy agenda and a plan of action for accomplishing such and submit it to the Board for approval at its fall meeting.
- Make recommendations to the Board of Directors for initiating legislative action of importance to the profession and work to implement such action.
- Recommend specific action regarding legislative issues to the members on approval of the Board and/or the President.
- Work cooperatively with ALA/AASL, ISTE, DPI, ECB, WLA and other organizations with mutual interests in sharing information, publicizing issues, and action in support or opposition of the same.
- Mobilize the membership regarding critical issues via the most appropriate and effective communications tool.
- Promote legislative awareness and education efforts through conference programs and coalition building efforts, e.g. Legislative Retreat.
- Know and communicate with legislators and Department of Public Instruction officials and keep aware of current issues through the ALA Washington Newsletter, DPI newsletters, professional publications, etc.
- Plan, promote and participate with WLA in the annual Library Legislative Day.

- Promote and participate in the national legislative activities of our affiliated Associations.

Related documents found in the Appendices:

Sample Legislative agenda

6.5.9 Membership

Membership: The chair is appointed by the President for a two-year term and approved by the Board of Directors. The chair selects one person from each CESA region to serve on the committee. An elected Director shall be chair or a committee member.

The responsibilities of the Membership Committee are:

- Promote the value of membership in the Association.
- Coordinate activities with the Association manager.
- Work with the Association manager to keep membership records for the Association.
- Develop a biennial membership plan with the Executive Committee to reach a specified goal.
- Promote membership in the Association from all potential areas of the Association.
- Implement a student membership program.
- Identify retiring members to be noted in a brochure at each Annual Conference.
- Recommend annual membership dues for each membership category as part of the annual budget conference.
- Coordinate membership categories, rights, and privileges, as outlined in Article II of the Bylaws.

6.5.10 Professional Development

Membership: The committee will be chaired by an elected Director selected by the President to a two-year term. The committee members include the President-Elect, the chair of the Annual Conference Planning sub-committee and at least five additional persons selected by the Professional Development Committee chair.

The responsibilities of the Professional Development Committee are:

- Coordinate and plan all professional development activities of the Association.
- In collaboration with the Annual Conference Planning Sub-committee, pursue the possibility of WEMTA becoming involved in any aspect of their conferences, i.e. providing sessions, displays, etc.

- Work with school library media and educational technology programs in Wisconsin to recruit new members to the profession.
- Develop proposals, for review and approval by the Board, for projects, activities and publications that support the professional development of members of the profession.
- Implement approved proposals through the use of task forces, contracts and/or collaborations with other Associations and organizations.
- Market approved projects, activities and publications to WEMTA membership, other related local and national Associations, and to other members of the profession through promotion at events, print and electronic announcements and other appropriate advertising vehicles.
- Maintain the Advocacy section on the WEMTA website.

6.5.10.1. Annual Conference Planning Sub-Committee

Membership: The Annual Conference Planning Sub-Committee co-chairs are recommended by the Professional Development Committee and then appointed by the President. In the case of jointly-sponsored conferences, a third co-chair shall be appointed by the co-sponsoring organization.

The Annual Conference Planning Sub-Committee Co-chairs shall have the authority to select and appoint the sub-committee chairs responsible for the following assignments: Hospitality Chair, Local Arrangements Chair, Publicity Chair, Printing/Graphics Chair, Program Chair, Registration Chair, Vendor/Exhibits Chair and chairs for other sub-committees as needed. The sub-committee chairs will be responsible to select and appoint their committee members. The Annual Conference Planning Sub-Committee should be organized and begin work 18 months before the conference. The Professional Development chair shall be a member of the Annual Conference Planning Sub-Committee. The Association Manager serves as the Annual Conference Treasurer and attends meetings as needed.

The overall responsibilities of the Annual Conference Planning Sub-Committee are to:

- Plan the program based on the foci identified by the Professional Development Committee including keynote(s), workshops, and sectional speakers.
- Submit a final budget, including registration and exhibit fees for approval by the Board.
- Oversee all conference subcontractors.
- Oversee the site planning and operations of the conference.
- Submit a final conference report within three months of the end of the conference.

NOTE: Specific procedures for planning and delivering an Association conference are found in the Conference Planning Manual.

6.5.11 Public relations

Membership: The chair is appointed by the President for a two-year term. The chair will select at least three persons to serve on the committee for two-year terms. An elected Director shall be chair or a committee member.

The responsibilities of the Public Relations Committee are to:

- Work with other organizations and agencies to: provide information about the Association, its goals and purposes; promote the Association as a proactive voice for school library media and educational technology issues and concerns in Wisconsin; develop networks for information sharing.
- Assist the Legislative and other Association committees in public relations efforts related to concerns and issues affecting the school library media and educational technology profession in Wisconsin.
- Be responsible for the Association display at conferences and other activities.
- Carry out activities that promote school library media and educational technology programs.
- After consultation with the Legislative Committee and other Committees, recommend persons for honorary membership in the Association to the Board.
- Identify organizations and agencies such as the Wisconsin Association of School Boards, Association of Wisconsin School Administrators, Wisconsin Association of School District Administrators, Wisconsin Association for Supervision and Curriculum Development, Wisconsin Council of Teachers of English, Wisconsin Education Association Council, Wisconsin Federation of Teachers, Wisconsin State Reading Association, Wisconsin Council for the Social Studies, Wisconsin Association of Science Teachers, Department of Public Instruction and other related organizations to :
 - Contact the leaders of these organizations to express our interest in submitting articles to their newsletters, and providing them with information on the goals and purposes of the Association.
 - In collaboration with the Professional Development Committee, pursue the possibility of WEMTA becoming involved in any aspect of their conferences, i.e. providing sessions, displays, etc..
 - Develop a network and clearinghouse for information coming from our members to submit to other organizations.
 - Designate conferences, workshops, etc., where the WEMTA display could be set up, ensure delivery of the display to those sites, identify members in the particular area to oversee the display, and maintain a historical record of where the display has been set up.
- Make available to membership promotional items that show their membership in WEMTA, i.e. stickers, bookmarks, buttons, pens, etc.

Related items in Appendices:

- a. Association display unit information.
- b. Sample press releases for members.

Section 7: Special Interest Groups (SIGS)

7.1 Purpose

The purpose of a SIG is to facilitate a group of members who have a common interest related to the mission of the Association.

7.2 Process for forming a SIG

- A representative from the proposed SIG must present a petition with 20 or more signatures to the WEMTA Board.
- The Board must approve the formation of a planning group to develop a formal proposal to be presented to the Board.
- The planning group creates formal proposal to present to the Board for approval.
- The formal proposal must include
 - Rationale for the proposed SIG.
 - Name.
 - Proposed activities.
 - Proposed budget for activities.
 - Proposed slate of Officers.
 - Selection process of Officers.
- The Board acts on the final proposal and approves a budget.

7.3 Responsibilities of a SIG

- The SIG is required to report the following to the Board:
 - Agendas and announcements of meetings
 - Meeting minutes within 30 days of approval
 - An annual report to include membership, a report of activities
- The SIG will submit annually a proposal for the upcoming year's operational and activities expenses in accordance with the regular budget process.
- The SIG will be responsible for providing a minimum of one workshop or professional development offering at the annual conference.

7.4 Dissolution of a SIG:

Dissolution of the SIG can occur by majority vote of the SIG members with Board approval or through action of the Board as outlined in the Bylaws (Article 7).

Related documents found in the Appendices:

- a. Petition to form a special interest group.
- b. Planning document for a special interest group.

Section 8: Contracts, checks, deposits and funds

8.1. Contracts: authorization for signature and Board approval.

- The Board may authorize an Officer or agent of the Association to enter into contract on behalf of the Association.
- The originals of all contracts shall be kept by the President. Copies should also be kept by the treasurer and the secretary.

8.2. Bank Accounts

WEMTA will maintain savings and checking accounts to handle all accounts receivable and accounts payable by the Association treasurer.

8.3. Checks, drafts, etc.

- The treasurer shall oversee the custody of all corporate funds and securities.
- The Association Manager will manage the deposits and drafts for the Association's conferences and workshops.
- Request for Funding -All requests for funds will be made using the Association's "Voucher Form" with all appropriate invoices, receipts, etc. attached and using the budget's category.
- Check signing will be limited to:
 - Treasurer of WEMTA
 - Association Manager of WEMTA
 - President of WEMTA

8.4. Deposits

- All funds of the Association will be deposited within thirty days of receipt by the Association in such banks, or trust companies as the Board may elect.
- All checks will be endorsed and deposited in the appropriate account as soon as possible after receipt.

8.5. Gifts

- The Board may accept on behalf of the Association any contribution, gift, bequest or device for the general or for a specific purposes of the Association.
- A letter noting the contribution shall be sent to the person or organization presenting the gift by the treasurer or the president.

8.6. Books and Accounts

- The Association will keep all financial records for a period of seven years. All tax related documents shall be kept permanently.
- The Treasurer will present a summary report of the financial standings at all regularly scheduled Board and Executive Board Meetings. This report will include the total income and expenditures for year-to-date and balance sheet.

Revisions through September 2011

- All checking, saving, and investment account balances will also be reported.
- An accounting firm will be contracted by the Association to provide an audit of the Association's accounting records. This firm will also be responsible for completing any IRS or state tax returns or documents necessary for the Association.

8.7. Budget

- In June/July of each year the treasurer shall provide Board members, committee chairs and others responsible for areas of the budget the information necessary for requesting funds for the next fiscal year.
- In August the Executive Board, acting as the Finance Committee, will develop a draft budget for the next fiscal year.
- In September the Budget will be submitted to the full Board for its consideration and approval.

Related documents found in Appendices:

Treasurer-related Financial Procedures

Section 9: Indemnification

9.1. State law requires that Indemnification information be included in one of two documents: the Articles of Incorporation or the Bylaws. Since it is not included in our Articles of Incorporation it must be included in our Bylaws. It is mentioned in this Policies and Procedures Manual to ensure that future versions of the Bylaws retain this State requirement.

Section 10: Fiscal Year

10.1. The Fiscal Year of the Association is October 1-September 30. This fiscal year is selected in order to provide a new Board with the opportunity to build a budget that a) considers the revenue from the previous year's conference and b) supports the programs identified by each year's Board. Although most fiscal activities of the Association will align with this fiscal year, the Treasurer must file accounting reports based on the calendar year.

[See Section 4.25 and Section 8.]

Section 11: Offices

11.1 **Requirement:** Wisconsin State Law (180.0501) requires "every Wisconsin corporation must have a registered agent and office in the state".

11.2 **Registered office and agent:** WEMTA's registered office and agent will be the formal mailing office for the Association and the Association Manager.

Section 12: Amendments to the Bylaws

12.1. **Responsibility:** The Governance Committee [see 6.5.6] will be responsible for developing amendments to the Bylaws as directed by the Board and for ensuring

that Bylaws Amendments submitted by petition (see below) are aligned with current Bylaws, Articles of Incorporation, and Wisconsin Statute.

12.2. Petition: Upon receipt of a petition requesting a change in the Bylaws signed by 10% of the membership, the Board shall direct the Governance Committee to develop a proposal for amending the Bylaws. The petition must state the Bylaws change requested, the rationale for requesting the Bylaws change, the impact of the Bylaws change, contact information for the primary requestor of the change, and the signatures of 10% of the voting membership. The petition may suggest proposed language for the Bylaws change. The Governance committee shall share their proposed language for the change with the primary requestor before presenting this change to the Board.

12.3. Development : Upon receipt of a recommendation from the Board or a petition from membership (see 12.2.), the Governance Committee shall draft language to reflect the proposed change. This language may be an addition, deletion, and/or revision of language in the current Bylaws.

12.4. Process:

- a) The Governance Committee will present proposed Bylaws changes to the Board. A majority vote of the Board is needed to present the change to the membership. If the Board does not approve a Bylaws change requested by petition, the Board must inform the membership of the requested change and a discussion of the Board's decision at least 21 days before the next Annual or Special membership meeting.
- b) The Governance Committee will distribute Board approved Bylaws changes to the membership at least 21 days before the next Annual or Special Membership meeting. The information distributed must include the proposed language as well as the rationale and impact of the Bylaws change.
- c) The Governance Committee will present Board approved Bylaws changes at an Annual or Special membership meeting at which there is a quorum. Amendments to the Bylaws may be proposed from the floor if they do not substantively change the content of the amendment. To become final proposed amendments must be approved by two thirds of the membership present in person.

Related documents found in Appendices:

Sample amendment petition form.

Section 13: Dissolution

13.1 Conditions for dissolution: Bylaws Article XI stipulates the conditions under state statute necessary to dissolve the Association. State statute requires that assets of dissolved Associations be given to charitable organizations that are exempt

under the provisions of Sections 501c3 of the U.S. Internal Revenue Code or corresponding provisions of subsequently enacted federal law.

13.2 Process for determining dissolution: In the event that dissolution of the Association appears to be likely the Board shall:

- At least six months before the proposed date of dissolution notify the Membership of the potential for dissolution including the conditions that may require dissolution.
- Call a Special Membership meeting for discussion of the potential for dissolution and the process to be followed.
- Implement any viable options for keeping the Association from dissolution.

13.3 Dissolution Process: If the Membership votes for dissolution or all viable options for dissolution have been exhausted the Board shall:

- Collaborate with all WEMTA aligned foundations to follow legal requirements for dissolution of the Trust and disposal of assets.
- Identify the charitable association to whom WEMTA's assets will be given.
- Arrange for the sale and dispersal of WEMTA assets for the benefit of the charitable Association identified in the Special Membership meeting.
- Ensure that archives of the Association are delivered to the Wisconsin Historical Society.

Section 14. Foundations

As an educational non-profit, not-stock corporation, WEMTA may maintain on-going, or establish new, foundations or trust entities organized exclusively for educational purposes within the meaning of Section 501 © (3) of the Internal Revenue Code, the income from which would be used for the benefits of charitable and educational purposes of WEMTA, including the making of distributions to organizations which qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of any future federal tax laws.

14.1 Permanent Endowment Trust

In 1992 The Wisconsin Educational Media Association, Inc. Permanent Endowment Trust was established. The legal documents establishing the trust are located in the Appendix to this Policies and Procedures Manual.

14.1.1 History

In 1992 WEMTA received a sum of around \$45,000 from a cooperative project with Apple Computer. Rather than spend this money on operational expenses, it was decided that this sum of money was of a size that offered an opportunity to invest the funds and receive income on a continuing basis. The premise underlying the establishment of the Permanent Endowment Trust (PET) was to provide an ongoing amount of money to fund special, unique or urgent activities or projects that benefit

the membership and for which the normal operating budget is not sufficient. The establishment of the trust was also done with the understanding that the trust could and should continue to grow and that only the interest from the trust could be used. A separate WEMTA committee was established to oversee the trust and make decisions concerning the disbursement of the interest. WEMTA's Bylaws were amended to include the Permanent Endowment Trust. (Refer to Appendix for a detailed history and legal information regarding the trust.)

14.1.2 PET's relationship to the WEMTA's Board of Directors

- The PET committee serves as the designee of the Board in accordance with the Articles of Agreement for the Permanent Endowment Trust dated Feb. 14, 1992. It is a standing committee of WEMTA with powers derived from the above stated agreement. It operates under the guidelines for regular committees of WEMTA, but has special powers and duties, and a special fiscal relationship. Like other committees, it has a representative from the WEMTA Board who has communication and oversight responsibilities. Because it is helpful to have the treasurer at PET meetings, the treasurer serves as the Board representative on the committee.
- The PET Committee is involved in various WEMTA activities such as Board retreats, leadership workshops, new member orientations, etc. so that all leaders and members of WEMTA are aware of the endowment trust, understand its relationship to WEMTA, and participate in its promotion.
- Because the expenses of the committee are paid from the interest earned by the trust, the existence of the PET Committee is not an expense of WEMTA and the committee is assured of funds to carry out its work on behalf of the endowment regardless of WEMTA's financial situation.

14.1.3. Membership

- The PET chair is appointed by the President at the beginning of his/her term (spring) just as the other committee chairs are appointed and serves a two year term as do the others. It is recommended that the chair be someone who has either served on the committee as a member or be someone who has had some direct contact with the trust such as a past treasurer, secretary, or former president. It is a position that requires at least some financial experience, expertise and/or previous commitment to the endowment program. Current members of the committee may be considered for a two-year term as chair and if so appointed, another individual will be appointed to serve out the remainder of the new chair's regular three year term.
- The committee shall consist of the chair, the current secretary of WEMTA who serves as secretary for the committee, the past-president (or a designee if he/she is unable to serve) and three at-large members. The treasurer serves as the Board representative.
- The three at-large members are appointed for three year terms, one each year beginning in January of a calendar year. These staggered terms will allow for

Revisions through September 2011

continuity and experience when WEMTA Officers and the chair change every two years.

- The WEMTA president or WEMTA Board of Directors solicits applications from membership to serve on the committee. Based on the member's stated interest and background or experience, the WEMTA president, with concurrence of the Board, makes the appointment. The appointment is made in December so that the new member may participate in the work of the committee prior to the spring conference.

14.1.4. Responsibilities:

The WEMTA PET Committee exists to oversee investments and disbursements of the trust. Its fiduciary functions include:

- To manage the investments through choice of trustee (trust company), choice of Investment options, and percentage of investment in asset mix.
- To make recommendations to the WEMTA Board of Directors regarding disposition of interest earned from the trust each year, including a percentage to be reinvested in the fund.
- To provide information to the membership and appropriate others regarding the fund, including opportunities to contribute to the fund.
- To foster the concept that the fund proceeds be used to benefit the membership in ways which are not attainable through the regular WEMTA budget.
- The responsibilities of the WEMTA PET Committee include, but may not be limited to, the specific management items listed below:
 - The committee meets at least once each year to review the trust portfolio and conduct committee business.
 - The chair reviews the monthly statement from the trust company and determines the need for any committee review for possible changes in the fund.
 - The committee determines all changes in the portfolio by vote; the chair may not act without consent of the committee.
 - The chair communicates any approved changes in the trust account to the trust portfolio manager.
 - The committee recommends to the WEMTA Board of Directors the amount of interest that should be reinvested in the fund and what amount is available to fund projects on a yearly basis.
 - The committee and the Board of Directors may receive requests from the membership, committees and outside groups for funding support. The Board of Directors may also make suggestions or specific requests for the use of the funds. All requests, including those from the Board of Directors, are channeled to the committee through the PET committee chair for consideration by the committee.
 - The committee reviews all funding requests and sends its recommendations on disbursement of the yearly funds to the WEMTA

- Executive Committee for presentation to the entire Board of Directors.
- The committee initiates payment from the fund trustee to the treasurer of the Wisconsin Educational Media Technology Association.
- The committee publicizes to the membership ways of contributing to the Trust utilizing the Dispatch, flyers at conference, explanatory brochures, WEMTA website, and also makes suggestions to the WEMTA Board of Directors as to ways they can promote expansion of the fund.
- The chair makes an annual report to the membership regarding the status and disbursements of the Trust.
- The committee recommends to the WEMTA Board of Directors the manner in which contributors shall be recognized.
- The committee engages in appropriate fund-raising activities to add to the Endowment Trust and supports the adoption of systematic ways and on-going projects to increase the amount of the corpus.
- Select recipients of Lowell Wilson and Higher Education Scholarships.

14.1.5. Fiscal Policies

The trust corpus is made up of the original \$45,000 investment plus all donations and annual reinvestments since its inception in April of 1992.

- The corpus amount will be calculated at least once per year by the PET Trustee (M&I Trust Company) and reported to the WEMTA membership in an annual report.
- Any donations made to the trust, of whatever nature, become a permanent part of the trust corpus and are not accessible by WEMTA. This includes contributions made along with membership renewals. It includes all funds raised through PET fundraising activities, excluding expenses.
- The committee may recommend an amount of reinvestment each year, depending on the amount of additional contributions made to the Trust. The initial reinvestment recommendation was at least 15% of the annual earned interest.
- The Trust is required by law to spend at least 10% of its annual earned interest each year in ways other than reinvestment.
- The annual interest accrued is calculated each year on October 1 by the Trust manager and reported to the Committee Chair and the Treasurer. The fiscal year is the same as WEMTA: October 1 to September 30.
- The interest earned for the year is placed in a separate account for WEMTA by the Trust manager and is then available for distribution to WEMTA. On the recommendation of the Trust manager, the interest funds are left with the bank in this account until needed, thereby earning interest at the same rate as the corpus.
- Upon receipt of a request from the treasurer, the Trust manager will release funds for projects to the WEMTA account. Payment to recipients will be made by the treasurer.

Revisions through September 2011

- The PET committee and the Board of Directors will jointly determine if unspent interest in a given year (due to inability of a project recipient to follow through on a project or because of lack of projects) is added to the corpus or retained to fund additional projects in the following next year(s).
- Expenses for the PET committee to meet and do its work are paid from the interest earned by the Endowment Trust before it is made available each year for WEMTA projects. In this respect, the PET committee is funded differently from regular committees.
- The WEMTA PET committee has its own WEMTA account, which will be used to house and disperse funds for expenses of the committee received from the Trust interest once each year. It also serves as a place for funds earned in fund-raising activities to be held until all expenses are paid and the “net amount” raised can be deposited in the Trust corpus.
- Expenses incurred by the PET committee in the activity of promoting the trust (such as fund raising auctions, raffles, brochures, etc.) are covered from the gross receipts from such activities and deducted from the amount raised before money is added to the trust corpus.

14.1.6. Funding Policies (Projects and Scholarships)

- All groups or individuals requesting funds from the WEMTA Endowment Trust must submit a written application, using WEMTA’s form or including all pertinent information in a letter. Written proposals must be received no later than October 15 for projects and November 30 for scholarships in the following calendar year.
- Funds for PET Projects will be awarded based on one or more of the following criteria:
 - (1) The project will enhance the professional capabilities of Association membership.
 - (2) The project will contribute to the improvement of education or media and technology services/resources provided by members to their students.
 - (3) The project will improve WEMTA’s ability to serve its membership.
 - (4) The project will encourage individuals to prepare for careers in library media and technology (scholarships, for example).
- Projects are normally funded for one year. Multi-year projects will be considered by the committee but must be re-approved for funding on an annual basis and are not guaranteed. The request must show yearly activities that can stand alone in the event not all years can be funded.
- Recipients of PET Project funding will be expected to provide a timeline, evidence of progress and a final report. A presentation at a WEMTA conference or an article for the Dispatch may also be requested.
- Recommendations from the PET Committee and the WEMTA Executive Committee to the WEMTA Board of Directors for PET Project funding will

Revisions through September 2011

include a brief rationale or explanation for the decisions. The committee chair should be invited to address the Board as necessary to present or clarify recommendations.

- The WEMTA Board of Directors approves the distribution of the PET funds for specific projects and scholarships. Once the projects and scholarships are approved, and following notification of the award to the recipients by the PET chair, implementation of the scholarships becomes the responsibility of the Awards/Grants Committee, which will approve the disbursement of the funds (in conjunction with the treasurer) and oversee the awarding of the scholarship(s). The PET committee will oversee the implementation of the projects and the disbursement of the funds (in conjunction with the treasurer).
- When a PET project is funded, the Project recipient will be asked to complete a timeline form which lays out the activities of the funded project, when funds are needed and the expected completion date. Normal completion is expected within one year of receiving the Project approval (around January 1) Extensions will be Revision approved by Board of Directors on 09/12/2009 considered by the PET Committee when necessary, but all projects are expected to be fully completed within two years.
- Scholarship awards are given with the full expectation of completion of the academic year of the scholarship. Changes in status (such as dropping out of school) will be reviewed by the Board in determining any payback that may be appropriate.
- The PET Committee, with the concurrence of the WEMTA Board , and based on the annual amount of interest being generated by the fund, has committed to fund a minimum of one \$1000 scholarship for study in a library/media or technology program leading to a professional degree each year. This scholarship is named for Lowell Wilson, a charter member of the Association. Additional scholarship awards may be considered by the committee in any year or awarded every other year to allow for a larger scholarship. A scholarship dedicated to pursuit of an advanced degree (PhD or Specialist) with a goal of teaching in the library/media or technology field is offered when funds permit. The Awards/Grants Committee will make the selection of the award recipient(s) once the amount of funding available for scholarships is approved by the Board of Directors at its December meeting.

14.1.7 Timeline/Calendar

September: The PET Committee Chair prepares and submits an invitation to apply for PET Project funds for the first newsletter of the school year with an October 15 deadline for project applications and November 30 deadline for scholarship applications.

Revisions through September 2011

September: WEMTA Board and Executive Committee determine any requests desired by the WEMTA Board for Endowment funds and provide written descriptions to the PET committee.

October 1: The M&I Trustee informs WEMTA PET Committee Chair of the amount of interest earned during the past fiscal year and places that amount in a separate account which WEMTA can access during the coming year.

October 15-30: WEMTA PET Committee meets to review all requests for funds from members, the WEMTA Board, and outside groups. Based on the amount available, overall criteria for use of the endowment interest, and initiatives of the Association identified by the WEMTA Board, the committee makes recommendations for disbursement of the interest funds, including scholarship amounts, minus expected expenses of the committee. Interest funds to cover the committee's expected expenses are requested from M&I and deposited in the committee's WEMTA account.

November: The PET Committee disbursement recommendations are shared with the WEMTA Executive Committee for presentation to the full WEMTA Board.

November 15: After membership renewals come in, the secretary sends a thank you letter to all members who contributed to PET. The letter is signed by the President and PET Chair and includes the amount of the contribution.

December: The WEMTA Board approves the final distribution of the PET funds for the current fiscal year. Board minutes reflecting the disbursement decisions are sent to the PET Committee Chair and the Awards/Grants Committee Chair as soon as possible following the meeting. In addition, the treasurer sends a letter to the PET Chair listing the approved projects and the amount. The PET Chair sends a letter with this list to the M&I trustee, authorizing them to release funds to the treasurer upon receipt of a letter from the treasurer requesting funds for each specific project and scholarship.

December/January: A letter is sent to each PET Project recipient by the PET Chair, indicating the amount of the funding, the specific project it is for, the timetable for requesting funds and completing the work, reporting requirements, and the name of the PET Committee Chair (or designee) who will be supervising/overseeing their project. A copy of this letter is sent to the President. Included is an acceptance form which includes an approximate timeline for the project and a form for the recipient to use in requesting funds through the PET Committee Chair. The PET Committee Chair will then submit the funding form to the treasurer who requests payment from M&I.

February-June: The PET Committee Chair serves as a contact person to the PET Project recipients and provides reports to the WEMTA Board as appropriate.

February/March: The PET committee meets to revise as necessary all promotional materials for the next grant year and see that they are placed in the Dispatch and available at conference. The committee also plans fund raising events for spring conference and other times.

Revisions through September 2011

Spring: Solicitations for endowment project and scholarship grant applications are announced at the spring conference and in all spring newsletters of the school year by the PET Chair, with project applications due October 15 and scholarship applications due November 30.

March/April: WEMTA PET Project and scholarship recipients are publicized at the spring conference and an annual update on the Endowment Fund is provided by the PET Chair for the membership meeting. Opportunities to promote the Permanent Endowment Trust and do fund-raising should be provided during general sessions and conference chairs should be informed of the need for PET promotion.

May/September: The WEMTA office receives all PET funding applications and sends them on to the PET Committee Chair as soon as possible.

August: The PET Chair submits a budget proposal for expected PET committee expenses for the next fiscal year, even though these expenses do not come from WEMTA's budget.

Related Documents Found in the Appendices:

- a. Legal Documents regarding PET establishment: (WISCONSIN EDUCATIONAL MEDIA ASSOCIATION, INC. PERMANENT ENDOWMENT TRUST [February, 1992]; AMENDMENT to the above [August, 1992]).
- b. Additional documents on the history of the endowment.
- c. PET brochure and any information sheets prepared about PET.
- d. Summary sheet with information on the current Trustee (M&I Bank) .
- e. Application Forms (scholarships and projects).
- f. Sample letter for awarding of projects.
- g. Acceptance Contract, which includes the timeline for the project and for reporting to WEMTA concerning progress and completion of the project.

Appendices Table of Contents

1. Membership
 - a) [Membership form](#)
 - b) Student membership process
 - c) Emeritus membership process
 - d) Honorary membership process
 - e) Dual membership agreements
 - i. Wisconsin Library Association (p. 42)
 - f) Member meetings and voting
2. Sample ballot (see WEMTA website link)
3. Board Responsibilities
 - a) Schedule of responsibility for maintaining file of documents and submitting requirements.
 - b) Sample calendar and table of duties for Association
4. Board reports form
5. Reference to open meetings law (p. 44)
 - a) Executive Committee
 - b) Contract for Association Manager (p. 45-48)
 - c) Contract for Accountant (p. 49)
 - d) Contract for Legislative Consultant (p. 50-51)
 - e) Committees
6. Committee volunteer form
7. Related organizations for collaboration
8. Documents for committees
9. Awards, Grants, and Scholarships
 - a) Association Awards Criteria and Procedures (see WEMTA website [link](#))

Revisions through September 2011

- b) Award Nomination forms
 - c) Wording on plaques and other certificates (p. 52)
 - d) List of award winners (see)
 - e) Media and Technology Grant Guidelines
 - f) WEMTA Permanent Endowment Trust Scholarship Description and Application
10. Form (see)
- a) WEMTA Lowell Wilson Scholarship Description and Application Form Sample
11. press releases (p. 53-56)
12. Communications
- i. Newsletter guidelines and deadlines [To Be Developed]
 - ii. Web guidelines [To Be Developed]
 - iii. Publications and Sales policy [To Be Developed]
13. Education and Programs
- i. Battle of the Books Subcommittee
 - 1. Battle of the Books Overview (see WEMTA website [link](#))
 - 2. Battle of the Books Registration Form (see WEMTA website [link](#))
14. © DEMCO Inc. Sponsorship of Battle of the Books
- i. Golden Archer
 - 1. The Golden Archer Award: Categories, Criteria, and Procedures
15. Revision approved by Board of Directors on 09/12/2009
16. (see WEMTA website [link](#))
- 1. The Golden Archer Award: A Complete History
17. (see WEMTA website [link](#))
18. © The Golden Archer Award Titles: 1974-to present
19. (see WEMTA website [link](#))
- i. Professional Development
 - 1. Publications and Sales Policy [To Be Developed]
20. Elections
- i. Sample ballot
21. (see)
- i. List of organizations to be notified of election results. (p. 72)
22. Finance
- i. Budget development process (p. 58)
 - ii. Fiscal policies (p. 52)
 - iii. Reimbursement forms and instructions (p. 60-61)
23. Governance
- i. [Current bylaws](#) (see WEMTA website [link](#))
 - ii. [Annotated bylaws](#) (see WEMTA website [link](#))
24. Leadership Development
25. Legislative Advocacy
- i. Sample Legislative Agenda

Revisions through September 2011

- 26. (see)
- 27. Membership
- 28. Public relations
 - i. Association display unit information. (p.62)
 - ii. Sample press releases for members. (p. 63-64)
- b) Special interest groups
- c) Petition to form a special interest group. (p. 65)
- d) Planning document for a special interest group. (p. 66-67)
- e) Contracts, checks, deposits and funds
- 29. Treasurer related financial procedures (p. 68-69)
 - a) Indemnification
 - b) Fiscal Year
 - c) Offices
- 30. Inventory of WEMTA office assets (p.70)
 - a) Amendments
- 31. Sample amendment petition form. (p. 71-72)
 - a) Foundations
- 32. PET
- 33. Timeline/calendar [To Be Developed]
 - a) Foundation documents
- 34. History of WAVA/WEMTA
- 35. Reorganization plan
- 36. Intellectual Freedom Plan

Appendix 1.b

(Return to Appendices Table of Contents)

WEMTA

FREE STUDENT MEMBERSHIP APPLICATION FORM

The Wisconsin Educational Media Technology Association wants to introduce students to the community

of school librarians, media and instructional technology personnel by offering a one-year free

membership. After the one free year, you may renew your membership at a regular rate.

Membership in WEMTA includes electronic subscriptions to Dispatch, The Big Deal Book of Technology,

and access to the online Membership Directory. In addition, you can network with others in the field,

access professional resources, and keep informed of legislative activities.

Application Guidelines

- Student must be enrolled in a 902 Instructional Library Media Specialist program, 91 Instructional Library Media Supervisor program, or a 93 Instructional Technology Coordinator program at a

Wisconsin institution. This does not apply to license renewal.

- Student has not been a member of WEMTA or received a free student membership in the past.
- Student must submit an application form to the Association Manager by October 31, 2006.

Date _____

Last Name _____ First Name _____ MI _____

Mailing Address _____ City _____ Zip _____

Phone _____

Email Address _____

.....
University/College _____

Mailing Address _____ City _____ Zip _____

Program (check one) 902 91 93 Expected Graduation Year _____

Name of Advisor _____

Advisor's Email _____

Please return by October 31st to: Courtney Rounds

Association Manager

Revisions through September 2011

PO Box 206

Boscobel, WI 53805

WEMTAmanager@hughes.net

Please allow 1-2 weeks for verification and processing of application.

Free student memberships begin in November and continue through October of the following year.

To qualify for the student conference rate you must be a full-time student.

Revision approved by Board of Directors on 09/12/2009

Appendix 1.c

(Return to Appendices Table of Contents)

Emeritus membership process

Emeritus members recipients are WEMTA members who have made significant contribution to

the Association and have since retired or left the profession. The person who has Emeritus status

is entitled to all privileges accorded to professional members. The award includes a lifetime

membership.

Criteria:

In order for a person to receive Emeritus status he/she must have retired or left the profession.

The candidate must have made a significant contribution to the Association in various capacities

such as serving on the Board of Directors or as an officer, doing committee work, serving on task

forces as a WEMTA representative, local arrangement work, etc.

Procedures:

Candidates must be nominated by petition of twenty-five (25) WEMTA members.

Forms for

submission should be obtained from and returned to the Awards Chair. The nominees selected

for the Emeritus Award must be approved by the Board of Directors.

Revision approved by Board of Directors on 09/12/2009

Appendix 1.d

(Return to Appendices Table of Contents)

WEMTA Honorary Membership Nomination Form

Honorary members: Persons who because of their position, office, or affiliation or persons

Revisions through September 2011

who have made a significant contribution to the Association or to the profession may be

awarded honorary membership in the Association by the Board of Directors.
Honorary

members are not accorded voting or office-holding privileges. The Board of Directors shall

review honorary memberships annually, at the last Board meeting preceding the conference.

Please complete the following form regarding your nominee for WEMTA Honorary Membership.

1. Nominee Information:

Name of Nominee:

Title:

Street Address:

City:

State:

Zip code:

Phone:

Email:

Agency/Institution:

Agency/Institution Street Address:

City:

State:

Zip Code:

Phone:

Email:

2. Criteria and Rationale for Honorary Membership:

Please write a brief descriptive rationale, attach letters of support, or provide other documentation which supports honorary membership consideration for your nominee:

(Documentation can be attached)

3. Nominated by:

Name:

Title:

Revisions through September 2011

Street Address:

City:

State:

Zip code:

Phone:

Email:

4. Return application and documentation to:

Association President

Revision approved by Board of Directors on 09/12/2009

Appendix 1.e.i

Dual membership agreements

(Return to Appendices Table of Contents)

WLA-WEMTA Joint Membership Agreement

1. Joint WLA/WEMTA membership for practicing school librarians. Including:
elementary

media specialist, technology coordinator, K-12 or District Media Director,
College/University

Media Services, Middle/Junior School Media Specialist, Senior High Media Specialist,
College/University Media Educator, and Vocational/Technical College Media. The
joint

membership rate will be calculated based on the lowest WLA dues rate and the
current WEMTA

dues rate. Library professionals or supporters, falling outside of the above list of
professional

categories, may join WEMTA with a joint membership at their regular WLA dues
rate and the

lowest WLA dues rate (representing a discounted WEMTA dues rate).

2. A representative of WEMTA will be designated to sit on the WLA Board. A
representative

of WLA will be designated to sit on the WEMTA Board.

3. Both WEMTA and WLA will work to identify methods of supporting cooperation
between all

library types.

4. Provide opportunities for WLA and WEMTA to provide programming to each
other's

Revisions through September 2011

conferences. It is recommended that a representative from either organization be invited to sit on

the alternate organization's conference program planning committee.

5. Authorize member rates for conference registration for both groups.

6. Retain current lobbying programs and co-sponsorship of library legislative day.

There is a

joint representative sitting on both organizations' legislative committee.

Revision approved by Board of Directors on 09/12/2009

Appendix 3.c

(Return to Appendices Table of Contents)

WEMTA Committee Report

{Name of Committee} Report

{Date}

Committee Chair: {Name}

Committee Members:

Person Reporting to the Board: {Name}

Committee Charge:

Committee Goals:

How Committee Plans to Address Advocacy and Intellectual Freedom:

Timeline:

BACKGROUND INFORMATION:

ACTION REQUESTED OF THE WEMTA BOARD:

APPROXIMATE AMOUNT OF TIME NEEDED (IN MINUTES) FOR REPORT:

Revision approved by Board of Directors on 09/12/2009

Appendix 3.d.

(Return to Appendices Table of Contents)

Reference to Open Meetings Law

Note: A review of the open meetings law requirements summarized by UW Madison provides

information on closed sessions for open meetings:

<http://www.wisc.edu/legal/OpenMtg.pdf>

The following steps must precede every closed session:

1. The Association must first give appropriate notice and convene in open session;
2. A motion must be made that the body convene in closed session. The motion should

Revisions through September 2011

state the nature of the business to be considered in closed session;

3. The presiding officer of the body must (1) announce that if the motion passes, the body will convene in closed session, (2) state the nature of the business to be considered in closed session, and (3) cite the relevant legal provision authorizing the closed session (see above);

4. The contents of the announcement must be recorded in the minutes of the meeting;

5. The motion must be passed by a majority vote of the members present. The vote of each member must be ascertained and recorded in the minutes.

Only business relating to the matters stated in the presiding officer's announcement may be taken

up during the closed session. A governmental body may not convene an open meeting, go into

closed session and then reconvene in open session, unless the notice of the meeting specifically

so provided.

Revision approved by Board of Directors on 09/12/2009

Appendix 4.a

(Return to Appendices Table of Contents)

Contract for WEMTA Association Manager

The WEMTA Association Manager provides support to the Board of Directors and the Executive

Committee for the maintenance of the membership database, the publication of the directory, the

publication of the Dispatch, the posting of current information on the web site, and handling of

Association mailings.

The general responsibilities of the Association Manager are to:

- Prepare and mail, fax, or e-mail general correspondence in a timely manner as defined by the association's policies and procedures with copies sent to the appropriate board member(s) or committee chair(s).
- Open mail, faxes, and e-mail, and distribute to appropriate individual.
- Maintain an accurate database of members with current demographic data.
- Provide membership labels, lists, downloads and reports as necessary.
- Maintain bulk mailing permit.

Revisions through September 2011

- Prepare and distribute the policy manual and constitution/bylaws updates as requested.
- File and store archive materials.

For Board of Directors Meetings the responsibilities are to:

- Prepare and mail, fax, or e-mail notices and agendas for Board meetings (four per year). Arrange site(s) for Board meetings, including meeting rooms, lodging and meals as needed.
- Attend Board of Directors meetings as requested.
- Provide necessary communication with other professional organizations.
- Maintain policies and procedures manual.
- Coordinate annual report dissemination.
- Provide mailing lists to other organizations as specified by the President according to Board policy.

Duties specific to Membership Services:

- Maintain membership databases.
- Maintain membership e-mail and fax broadcast lists.
- Process membership applications.
- Prepare and send dues renewal notices to current members at the direction of the membership committee chair.
- Prepare and send membership recruitment packages to prospective members at the direction of the membership committee chair.
- Provide periodic membership reports as required by the Board of Directors.

Revision approved by Board of Directors on 09/12/2009

- Maintain reference and resource material or other sources for membership access and uses.
- Assist the Nominations Committee with the biennial preparation and mailing of the election ballots for elected officers and board members.

Duties specific to Conference Management:

- Prepare and mail conference announcements and brochures.
- Maintain database of potential exhibitors.
- Prepare materials for conference attendees (name badges, registration materials, schedules, flyers, etc.) as requested.
- Maintain conference registration database, with periodic reports to the Conference Committee.
- Assist Program Committee with correspondence to speakers and contributors.
- Serve as conference treasurer, processing all registration fees, vouchers and invoices.
- Assist with onsite conference registration.
- Assist with sales at the WEMTA booth.
- Submit to the Board of Directors a financial statement of conference activities within 60 days of event completion.
- Prepare and distribute the conference planning manual as requested.

Revisions through September 2011

Duties specific to Public Relations and Marketing:

- Prepare and distribute news releases and media kits upon request.
- Facilitate the preparation and delivery of public service announcements, brochures and other publicity materials.
- Store, process orders, mail, and collect payment for WEMTA promotional materials.

Duties specific to Financial Services:

- Maintain conference checking account and appropriate financial records.
- Bill and collect membership dues and conference fees.
- Prepare bank deposits and transfers to Association treasurer.
- Process credit cards and prepare deposits.
- Perform statement reconciliation and bring discrepancy to attention of treasurer within three working days.
- Assist in preparation of monthly and annual financial statements (to be reviewed by WEMTA treasurer).

Duties specific to Newsletter/Desktop/Web site publishing:

- Prepare newsletter with desktop publishing application to include: edit and input all copy as received from editor; layout pages; prepare proof and send to appropriate persons for review; output camera ready pages from laser printer; arrange for printing and mailing.

Revision approved by Board of Directors on 09/12/2009

- Prepare layout and arrange for printing and mailing of membership directory under the direction of the Membership Chair.
- Update web site as directed by the Board of Directors.

Duties specific to Archives management:

- Maintain a file of items significant to the Association.
- Maintain a record of each two-year term of the Board of Directors.

Arrangement of Records:

Records generally will be arranged by two-year term. In addition, a file of significant items will

be kept by type of material. When archives receives two copies of the following items, one of

these is filed in a file drawer in chronological order according to type of material and the second

is filed with other materials from that term:

Dispatch (2)

Minutes

Treasurer's Reports

Conference program, final report, award booklet, and extra photos (2)

Membership directory (2)

Revisions through September 2011

Bi-annual report (2)

Ballot booklet (2)

Journal (2)(discontinued)

Publications (2)

After ten years, one notebook for that term will be developed and other materials will be kept with like materials.

Travel Policies:

Travel by the Association Manager is upon request of the President (with appropriate expenses

approved and subsequently paid by the association) in accordance with the association's policies

and procedures.

Evaluation:

An evaluation of the Association Manager shall be conducted by the Executive Committee each

year at its meeting prior to the spring conference:

- The Executive Committee shall solicit input regarding the performance of the Association

Manager from other members of the Board of Directors and committee chairs as appropriate.

- The Executive Committee shall meet to discuss the evaluation prior to meeting with the Association Manager. The President shall complete a written evaluation following this Revision approved by Board of Directors on 09/12/2009 meeting. The Executive Committee shall recommend contract renewal or non-renewal to the Board of

Directors at its first board meeting after the Association Manager's conference with the

Executive meeting. The recommendation will be conveyed to the Association Manager

immediately following the meeting.

Ownership:

The Wisconsin Educational Media Association shall retain ownership of all materials including,

but not limited to: files, records, and computer disks, correspondence, agendas, minutes,

membership files, mailing lists and labels, financial records, etc. (including all materials stored

Revisions through September 2011

on computer hard drives). These materials shall be rendered to the President upon termination of

this contract. All information and materials pertaining to the association shall be considered

confidential.

The Association shall provide the computer equipment and software for the Association

Manager. Equipment needs will be reviewed annually at the time of budget preparation.

Revision approved by Board of Directors on 09/12/2009

Appendix 4.b

(Return to Appendices Table of Contents)

Contract for Accountant

The accountant engaged by the Association shall prepare the following reports for the

Association, unless otherwise designated by the Board of Directors.

- Sales tax
- Income tax
- Financial Statement
- Lobbyist 1099 income form
- Other reports as directed

Revision approved by Board of Directors on 09/12/2009

Appendix 4.c

(Return to Appendices Table of Contents)

Contract for Legislative Consultant

Goals

1. Utilize his knowledge and contacts to move issues and influence legislators.
2. Increase the visibility of, and serve as a resource for, WEMTA to legislators.
3. Be aware of and stay up to date on all legislative issues impacting or having the potential to impact library media and technology.
4. Pursue new legislation and regulations that protect and improve library media/technology programs and personnel.
5. Provide the expertise to create and sustain a successful grassroots program.
6. Sustain close communication on all issues and progress with DPI, DOA and other governmental agencies.
7. Be knowledgeable and aware of specific rules affecting WEMTA and the process state government uses to implement rules.

Contact Persons

Revisions through September 2011

The contact person for all communication from the lobbyist shall be WEMTA's President and the Chair of the Legislative Committee.

Performance Expectations

The lobbyist will:

1. Attend at least three meetings of the WEMTA Board and the Spring Conference annually to report on issues designated by the Legislative Chair.
2. Maintain own registration as a Wisconsin lobbyist as required by law, and submit required lobbyist reports to WEMTA (as "principal") in a timely manner twice per year.
3. Provide a monthly written report to the WEMTA Board of Directors (via the Legislative Chair) regarding the action taken and the status of pertinent issues.
4. Review WEMTA's Legislative Goals frequently and submit to the Legislative Chair any changes or additions that may be needed.
5. Retain and monitor timely legislative/regulatory publications and reports and advise the WEMTA contacts of issues that may impact the profession. E-mail information about appropriate bills and hearing notices immediately.
6. Recommend strategies that will assist in accomplishing legislative goals and supporting positions.
7. Provide written and verbal testimony when authorized, with copies of any written comments sent to the President and Legislative Chair. Assist with drafting written and verbal testimony on behalf of the President, Legislative Chair and appropriate WEMTA officers. Distribute testimony/special correspondence when written by the President, Legislative Chair or other appropriate officers.
8. Contact and represent WEMTA to legislators and other public officials as authorized to assist in supporting WEMTA issues.
9. Pursue new legislation as authorized. The wording of all drafts must be reviewed and

Revision approved by Board of Directors on 09/12/2009

approved by the Legislative Chair and Executive Committee before submission on behalf of WEMTA.

Revisions through September 2011

10. Attend and participate in meetings related to WEMTA legislative issues as authorized

by the Legislative Chair.

11. Work with the Legislative Chair and Committee to develop and maintain a successful

grassroots education and action program. Do occasional presentations to the WEMTA Board, Legislative Committee, and at Conferences, on the importance of involvement and how the legislative process works.

Revision approved by Board of Directors on 09/12/2009

Appendix 5.c.i.3

(Return to Appendices Table of Contents)

Wording on plaques and other certificates

Revision approved by Board of Directors on 09/12/2009

Appendix 5.c.i.

WEMTA Award Media/Press Release

Wisconsin Educational Media & Technology

Association

P.O. Box 206

Boscobel, WI 53805

Tel: 608-375-6020

E-mail: wemtamanager@hughes.net

For More Information Contact:

Mr. Corey Hansen

WEMTA Awards, Grants, and Scholarships Committee Chair

Ashwaubenon School District

920-492-2935 ext. 1-3314

Corey_hansen@ashwaubenon.k12.wi.us

(RECIPIENT) CHOSEN AS WEMTA (AWARD RECEIVED)

(Conference City, WI – Date, Month, Year) – (Recipient), (job title) in the (School District

Name) School District was selected as the Wisconsin Educational Media & Technology

Association’s (Award Title) at this year’s annual conference held in (city) on (dates).
The

WEMTA (Choose appropriate award block of text below and insert)
Award of Excellence

The Award of Excellence is given to an individual in recognition for lifetime
accomplishments and

significant contributions to the Association or the media profession.

Administrator of the Year

Revisions through September 2011

The Administrator of the Year award recognizes an administrator who has made a significant contribution to exemplary media programs within his or her school, school district, or similar institution.

Emeritus Award

The Emeritus Award recognizes a WEMTA member who has made a significant contribution to the Association and has since retired or left the profession. Awardees have served the Association in various capacities and must be nominated by petition.

WEMTA Professional of the Year

The Professional of the Year award recognizes a WEMTA member who has exhibited a high level of

leadership and made significant contributions to exemplary media programs at the building, district,

institutional, or department level.

Special Service Recognition Award

The Special Service Recognition Award is given to an individual or group of individuals who have made

a special contribution to the Wisconsin Educational Media & Technology Association in a special or

unique situation during the past year.

Revision approved by Board of Directors on 09/12/2009

WEMTA/Highsmith Business Partnership Award

The WEMTA/Highsmith Business Partnership Award recognizes an exemplary K-12 Library Media program that has had a measurable impact on its users by marshaling resources to benefit the students..

This award is generously sponsored by Highsmith.

(Recipient) received (his/her) award at the WEMTA Awards Banquet held during the conference. Some

of the reasons (Recipient) was selected are (insert information from applications).

WEMTA is an independent professional association serving school library media and instructional

technology professionals. WEMTA is committed to providing leadership and professional growth

opportunities to promote quality learning and information access to meet the needs of our educational

community.

[End of press Release]

Revision approved by Board of Directors on 09/12/2009

Revisions through September 2011

WEMTA Scholarship Media/Press Release
Wisconsin Educational Media & Technology
Association
P.O. Box 206
Boscobel, WI 53805
Tel: 608-375-6020
E-mail: wemtamanager@hughes.net
For More Information Contact:

Mr. Corey Hansen

WEMTA Awards, Grants, and Scholarships Committee Chair
Ashwaubenon School District
920-492-2935 ext. 1-3314

Corey_hansen@ashwaubenon.k12.wi.us

(RECIPIENT) CHOSEN AS WEMTA (AWARD RECEIVED)

(Conference City, WI – Date, Month, Year) – (Recipient), (job title) in the (School District

Name) School District was selected to receive an academic scholarship by the Wisconsin

Educational Media & Technology Association at their annual conference held in (city) on

(dates). The (insert name of scholarship from below), worth (\$____) is funded by WEMTA's

Permanent Endowment Trust, and is awarded to (insert text block from below).

(Recipient) received (his/her) scholarship award at the WEMTA Awards Banquet held during the conference.

Doctoral Studies Scholarship -- \$1,000

Awarded to a doctoral student enrolled in a university program that prepares educators of future Library

Media Specialists.

Lowell Wilson Scholarship -- \$1,000

Awarded to a student enrolled in a graduate level program leading to Library Media Specialist licensure.

WEMTA PET Outreach Grant – Variable (see grant application)

Awarded to help fund a proposal that has specific goals and objectives designed to help advance the

objectives of the Wisconsin Educational Media & Technology Association. This proposal plans to (insert

details from grant application).

WEMTA is an independent professional association serving school library media and instructional

Revisions through September 2011

technology professionals. WEMTA is committed to providing leadership and professional growth opportunities to promote quality learning and information access to meet the needs of our educational community.

[End of media release]

Revision approved by Board of Directors on 09/12/2009

WEMTA Grant /Press Release

Wisconsin Educational Media & Technology Association

P.O. Box 206

Boscobel, WI 53805

Tel: 608-375-6020

E-mail: wemtamanager@hughes.net

For More Information Contact:

Mr. Corey Hansen

WEMTA Awards, Grants, and Scholarships Committee Chair

Ashwaubenon School District

920-492-2935 ext. 1-3314

Corey_hansen@ashwaubenon.k12.wi.us

(RECIPIENT) CHOSEN AS WEMTA (AWARD RECEIVED)

(Conference City, WI – Date, Month, Year) – (Recipient/s), (job title/s) in the (School District

Name) School District was/were selected to receive a Wisconsin Educational Media &

Technology Association Media & Technology grant worth (\$____) at this year's annual

conference held in (city) on (dates). The grant proposal focuses on (insert information from

application) and will be implemented over the next year. They/he/she received their/his/her

grant award at the WEMTA Awards Banquet held during the conference.

WEMTA is an independent professional association serving school library media and instructional

technology professionals. WEMTA is committed to providing leadership and professional growth

opportunities to promote quality learning and information access to meet the needs of our educational

community.

[End of media release]

Revisions through September 2011

Revision approved by Board of Directors on 09/12/2009
Appendix 5.iv.2.

(Return to Appendices Table of Contents)

Organizations to be notified of WEMTA election results

AASL

ISTE

DPI (via liaison)

WLA

Revision approved by Board of Directors on 09/12/2009
Appendix 5.c.v.1

(Return to Appendices Table of Contents)

Budget Development Process

June 25, 2007

Dear Committee Chair,

It's budget time again. As you know, one of your responsibilities as committee chair is

the submission of budget requests for each fiscal year. The current budget information, as of

May 30, is attached.

I need to compile all the requests for next year and prepare a proposed budget for the

Executive Committee to review in August. Therefore, it is essential that you return your

budget requests to me on or before Monday July 25th, 2007.

Please review your committee's charge and responsibilities and project your needs accordingly. Your budget should be a realistic indication of what is needed to fulfill your goals

and objectives for the organization. If you have any special requests that need explanation,

please enclose a written statement with your budget request and I will present the information to

the Executive Committee.

Additional items may be added to reflect anticipated needs not used previously.

Cross

out any categories that you do not need. Meals are not currently paid for by WEMTA, but a

Revisions through September 2011

committee is looking into a per diem amount for members traveling on behalf of WEMTA.

Therefore, please add a meal budget if needed. Remember that WEMTA pays 25 cents a mile for

mileage. If you have an old voucher please change it to reflect 25 cents.

The Executive Committee will review all budget requests and form a budget to be presented to the full Board of Directors at the September 14-15, 2007 WEMTA Board Meeting

at the Wintergreen Conference Center in Wisconsin Dells. After that meeting, I will notify all

committee chairs of the final approved budget amounts.

Your budget is included in the attached excel budget worksheet. If your committee has

any income, that will be listed first few rows, with committee expenses following. Please fill in

your committee's column with your requests for next year. Save and change the file name by

adding your committee name(i.e. budget worksheet 2007 leadership), with your additions. Send

your completed budget worksheet to me via email: sheiden@seymour.k12.wi.us

Good luck and thank you for having your budget request returned to me by JULY 25th.

Sandra Heiden

WEMTA Treasurer

W4559 Kluge Road

Black Creek, WI 54106

920-984-3990/home

920-427-2232/cell

Revision approved by Board of Directors on 09/12/2009

Appendix 5.v.2.

(Return to Appendices Table of Contents)

Fiscal Policies

WEMTA pays the President's membership in one national organization with which it is

affiliated, either AASL or ISTE.

WEMTA pays expenses for WEMTA's official representative(s) to attend national meetings, as

designated by the Board.

WEMTA obtains, as needed, a non-profit organization bulk mail permit.

Revisions through September 2011

The Treasurer is bonded for an amount specified by the Board of Directors.
WEMTA pays mileage at the rate per mile set annually by the Board of Directors for members

acting in an official capacity for WEMTA.

WEMTA pays mileage and double room rate lodging costs for the Board of Directors and others

invited to attend board meetings and/or the biennial goal setting retreat. Board members are

responsible for their own meal costs and one half the double room rate if they request a single

room.

WEMTA pays conference registration, one night's lodging and awards banquet costs for award

recipients and one guest, as specified in the Awards Committee guidelines.

WEMTA members who present at WEMTA conferences have their conference fees discounted

for the day they speak. Non-members may receive an honorarium.

Emeritus members' dues are waived.

The maximum individual media grants awarded will be \$1000 with a maximum total of \$2000

awarded per year.

The Board of Directors sets the price for each WEMTA publication. The Publications distributor

may charge postage and handling on WEMTA publications at his/her discretion if not already

authorized in the price which is set by the Board of Directors.

Revision approved by Board of Directors on 09/12/2009

Appendix 5.c.iii.(1).©

(Return to Appendices Table of Contents)

DEMCO, Inc. Sponsorship of Battle of the Books

DEMCO, Inc. sponsors the Battle of the Books annually. The support may be provided

financially or in kind with DEMCO products and services.

Appendix 5.c.v.3

(Return to Appendices Table of Contents)

Reimbursement forms and instructions

Welcome to the WEMTA Board!

As an officer or committee chair, you will have the responsibility of overseeing the budget for

your office or committee you will be in chairing. You have the remainder of the budgeted

Revisions through September 2011

amount for the current fiscal year, ending September 30, 2007. It is your responsibility to make

sure anyone who needs to be reimbursed completes a voucher for payment and sends it to you

for approval. You need to send the voucher with the attached receipts to me at my home address,

so I can send the payment to that person. This way you can keep track of who has spent how

much and on what.

You also have the responsibility to create the budget for the next WEMTA Fiscal Year (October

1, 2007- September 30, 2008). Look over the budget from the current fiscal year, income is listed

first and expenses are on the following pages. You can see what has been spent, or not spent, so

far, and then estimate what your committee will need to complete their tasks for the year. Have

this information ready for the budget retreat in Wisconsin Dells, September 14-15. Please contact

me if you have any questions. I prefer email, but use the phone if need be.

Home:

Sandra Heiden
W4559 Kluge Road
Black Creek, WI 54106
920-984-3990 Home
920-427-2232 Cell

School:

Seymour Middle School LMC
Sandra Heiden
10 Circle Drive
Seymour, WI 54165
920-833-7199 x343

sheiden@seymour.k12.wi.us

60

This is the [voucher form](#)...please make sure the date, pay to, address, zip, account name, authorization signature, and amount is completed and correct. Also attach

any

receipts. The miles amount is .25 per mile. Please calculate that amount for me... The online form is available (WEMTA website [link](#))

Thanks,

Revisions through September 2011

Sandy

61

Appendix 5.x.1

(Return to Appendices Table of Contents)

Association Display Unit

A table top unit with appropriate logos and colors and two flags representing the organization.

Contents:

- Information about WEMTA
- Photos of WEMTA activities
- Samples of WEMTA publications and products
- Information items from WEMTA affiliates.
- Such other materials which support the goals of WEMTA Utilization: The unit may be used by any WEMTA member upon request to the Public Relations Committee. The contents may be adjusted to meet the needs of the anticipated audience. If there is a conflict in requested usage dates, WEMTA sponsored conferences, etc. will be given first priority. Other conflicts will be resolved by assigning the unit to the request having the greatest display observation potential (e.g. the biggest crowd). If audience potential is equal, then the first date of request will determine the unit's assignment.

Transportation: WEMTA will pay shipping charges in both directions via UPS or similar

services. WEMTA will pay usual mileage reimbursement for any personal delivery service done by a member at the request of the Public Relations Committee.

62

Appendix 5.x.2

(Return to Appendices Table of Contents)

Sample Press Release

For Immediate Release

For More Information Contact:

Annette Smith, WEMTA President

By email: arsmith@centurytel.net

By phone: 608-346-3673

October 2, 2006

It's a proven fact that public school library media programs staffed by a certified Library

Media Specialist are critical to the academic success of students. But the number of Wisconsin school districts with certified librarians is dropping, highlighting the possibility of a future drop in achievement.

Wisconsin students have access to 70 fewer Library Media Specialists than last year.

Revisions through September 2011

During the 2005-2006 school year, 199 of Wisconsin's 426 districts (46.7%) employed

only one certified Library Media Specialist. Unfortunately, the number of districts in the

state with only one certified librarian is growing in the 2006-2007 school year due to

even tighter budgets and more staffing cuts.

A recent study completed by the Wisconsin Department of Public Instruction revealed

just how critical library media programs are to student academic success. The study produced these key findings:

#1 Higher scores on the Wisconsin Knowledge Concepts Exam exist in districts where:

- Schools have full-time certified Library Media Specialists and full-time library assistants.
- Schools have the Library Media Specialist spend more instructional time on student and teacher activities.
- Schools have greater library media program resources for collections and technology.

#2 Students are helped more by teachers who aligned Wisconsin Model Academic Standards to their lessons.

#3 Students acquire unique information and technology skills from Library Media Specialists trained for this purpose.

In June 2006, Milwaukee Public Schools (MPS) was served with a notice that they were

in violation of Wisconsin State Statute 121.02(1)(h) because they had many schools without certified Library Media Specialists. The Department of Public Instruction has

given MPS until Sept. 7, 2007, to comply with state regulations. MPS students, and all

63

other students in districts with inadequate library staffing, are being deprived of opportunities for higher student achievement, based on the findings of DPI's study.

To learn whether your district has more than one certified Library Media Specialist, or to

read the complete DPI survey, visit <http://dpi.wi.gov/imt/lmsstudy.html>. Or contact

Revisions through September 2011

Annette Smith, president of the Wisconsin Educational Media Association at (608) 346-

3673 or arsmith@centurytel.net

#

64

Appendix 6.a.

(Return to Appendices Table of Contents)

WEMTA

Petition to form a Special Interest Group (SIG)

The undersigned hereby petition the Wisconsin Educational Media and Technology Association Board for authorization to form a planning group for the development of a

SIG focused on: _____

Representative presenting the petition: _____

Contact information:

E-mail address for representative: _____

Telephone number for representative: _____

(Note: This petition must contain signatures of at least 20 current WEMTA members interested in the proposed SIG. Electronic signatures, faxed signatures, or PDF signatures

can be submitted on multiple sheets of paper.)

Member name (Please Print) Signature

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

21
22
23
24
25

This form should be submitted to the WEMTA President at least two weeks prior to the

Board meeting at which the petition is to be considered.

65

Appendix 6.b.

(Return to Appendices Table of Contents)

WEMTA

Plans for a Special Interest Group (SIG)

The following plans are presented to the WEMTA Board in order to form a SIG

focused on: _____

Representative presenting the petition: _____

Contact information:

E-mail address for representative: _____

Telephone number for representative: _____

Proposed name of SIG (including any acronym):

Please explain the rationale for the development of the proposed SIG including how this

SIG will advance the purposes of the Association. This rationale should also include a

identification of how this proposed SIG will differ from other WEMTA SIGS:

Please list and describe the proposed SIG activities (e.g. programs and/or discussions at

conferences, online fora, legislative advocacy efforts, development of publications and

other resources) as well as the anticipated costs for these activities:

66

Initial officers for the SIG:

Process for officer election:

Please note: The WEMTA Board will review this planning process at their next scheduled Board meeting. A representative from the proposed SIG may attend the Board

Revisions through September 2011

meeting to discuss the plan. If the SIG is approved, the following requirements must be

met:

- The SIG is required to report the following to the Board:
 - o Agendas and announcements of meetings
 - o Meeting minutes within 30 days of approval
 - o An annual report to include membership, a report of activities
- The SIG will submit annually a proposal for the upcoming year's operational and activities expenses in accordance with the regular budget process.
- The SIG will be responsible for providing a minimum of one workshop or professional development offering at the annual conference. This form should be submitted to the WEMTA President at least two weeks prior to the Board meeting at which the petition is to be considered.

67

Appendix 7.a.

(Return to Appendices Table of Contents)

Treasurer related financial procedures

Monthly:

- Pay employees:
 - o Association Manager – Courtney Rounds
 - o Lobbyist – Michael Blumenfeld
- Pay any vouchers received from committee chairs, verifying receipts and expense categories
- Maintain paper records using vouchers, receipts, duplicate checks
- Maintain digital records using Quicken software
- Monthly bank reconciliation statements printed from bank & Quicken Yearly:
Have all statements and paperwork necessary for accountant to file tax

forms...Documents Requested for Accountant 9/30/06:

All reports, documents, etc. are for the period 10/1/05 to 9/30/06:

- Category Summary Report – WEMTA Checking
- Category Detail Report – WEMTA Checking
- Register Listing – WEMTA Checking
- Category Summary Report – Fennimore Checking
- Category Detail Report – Fennimore Checking
- Register Listing – Fennimore Checking
- WEMTA Checking – All bank statements
- Bank Reconciliations for all checking accounts as of 9/30/06
- Vanguard – All statements
- Endowment Fund – All statements
- Money Market Account—All statements

Revisions through September 2011

- Copies of invoices of any new equipment purchased between 9/30/05 and 9/30/06
- Listing of any equipment disposed of during the year and proceeds received (if applicable)
- Listing of all awards, please include: Name of recipient, address, social security number, type of award (grant, scholarship, etc) and amount
- Board of director listing

Any other bank or investment statements not included above

Yearly fees:

- Insurance
- Accountant
- State non-profit fee

68

Budget Preparation: (see budget prep letter file in this same folder)

- Compile information received from every committee chair and input into Quicken to assist in creating a budget for the association.
- Present the budget information at the September board meeting and make adjustments as the board decides. Inform committee chairs by preparing on-going budget reports prior to each full board meeting.

69

Appendix 11.

(Return to Appendices Table of Contents)

WEMTA Office Equipment Inventory

Fiscal Year

20____

Equipment Model/Serial Number Purchased

Date

Cost Status

In use Junked Sold (date and \$)

70

Appendix 11.a.

(Return to Appendices Table of Contents)

WEMTA

Petition to Amend Bylaws

Primary Requestor: _____

E-mail address: _____

Telephone number: _____

This petition must contain signatures of at least 10% of the voting membership.

Revisions through September 2011

Electronic signatures, faxed signatures, or PDF signatures can be submitted on multiple sheets of paper.

State the bylaw to be considered. Note if this is a change to an existing bylaw or a new bylaw.

State the rationale for the change:

State the impact of the change:

Suggested new language (optional):

This form should be submitted to the WEMTA President at least two weeks prior to the

Board meeting at which the petition is to be considered.

71

WEMTA

Petition to Amend Bylaws

The undersigned hereby petition the Wisconsin Educational Media and Technology Association Board for authorization to amend the bylaws.

State the bylaw to be considered:

Member name (Please Print) Signature

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 72

Appendix 13.c Association (WEMTA) Intellectual Freedom Plan

Adopted July 19, 2007

What is Intellectual Freedom?

“Intellectual freedom is the right of every individual to both seek and receive information

from all points of view without restriction. It provides for free access to all expressions of

ideas through which any and all sides of a question, cause or movement may be explored.” American Library Association

“Digital equity is the social-justice goal of ensuring that everyone in our society has equal

access to technology tools, computers and the Internet. Even more, it is when all

individuals have the knowledge and skills to access and use technology tools, computers

and the Internet.” National Institute for Community Innovations, http://nicimc2.org/de_toolkit/pages/digital_equity.htm (accessed 6-17-06)

“The widespread use of filters presents a serious threat to our most fundamental free expression values.” Internet Filters: A Public Policy Report, Brennan Center for Justice

at New York School of Law

Purposes of the Association Intellectual Freedom Plan

- Ensure Wisconsin students’ First Amendment right of access to information in all formats within the parameters allowed by state and federal legislation
- Promote intellectual freedom within library and technology programs, the broader educational community, and parents and community groups
- Educate members on the concepts and realities of intellectual freedom as it relates to print and electronic resources, technology equity, and the threat of filters to information access
- Report to members the intellectual freedom climate in Wisconsin and the nation through a variety of media venues and conferences
- Provide informal support through an Association Intellectual Freedom Network [IFN] in cooperation with the CCBC and DPI Instructional Media and Technology Team to Association members experiencing resource challenges [Note: The Intellectual Freedom Network is defined later in the Plan.]
- Develop and implement collaborative activities with other organizations which support intellectual freedom (i.e. Wisconsin Library Association)
- Recognize extraordinary efforts of those in Wisconsin school districts upholding intellectual freedom principles within library and technology programs To support the Association Mission Statement and core values, the following are examples of activities that will support intellectual freedom at the board of directors and committee level. Each committee will be expected to carry out either the following or

similar activities on an annual basis as appropriate.

73

Association Board of Directors

- Monitor the embedding and institutionalization of intellectual freedom through association committee and member activities. Examples of activities by specific committees that will support intellectual freedom are listed below.
- Include one member appointed by the president to serve as the Intellectual Freedom Contact to provide ongoing oversight and interpretation of the Association’s Intellectual Freedom Plan. [NOTE: This may occur after the Plan’s adoption and following the dissolution of the Ad Hoc Intellectual Freedom Committee in spring 2008.]

Revisions through September 2011

- Charge the Programs Committee or other appropriate group with coordinating the training of Intellectual Freedom Network members and inform the Association's president when Association members have received training and are eligible to be appointed to the Intellectual Freedom Network
-

Executive Committee

- Oversee the implementation of the Association's Intellectual Freedom Plan to ensure that intellectual freedom remains an Association priority.
- Develop and maintain a list of Association members eligible to participate in the Intellectual Freedom Network and forward the list of names to the CCBC and DPI staff annually.

Education and Programs Committee:

- Develop and implement a long-term, flexible plan for educating association members on intellectual freedom to be delivered via multiple communications channels including but not limited to the Association website, newsletter, list, publications, and conference and other programming.
- Collaborate with the CCBC, DPI, WLA, ALA, the Freedom to Read Foundation, and other groups as well as knowledgeable Association members in planning and presenting intellectual freedom educational programming.
- Organize professional development relating to intellectual freedom to external organization and groups.
- Arrange for proposals on aspects of intellectual freedom to be submitted for presentations at targeted conferences in the broader educational community.
- Expand delivery of intellectual freedom information to Association members through activities such as recording and distributing intellectual freedom presentations or planning and delivering online workshops and presentations.
- Charged by the Board of Directors to coordinate the training of Intellectual Freedom Network members and inform the Association's president when Association members have received training and are eligible to be appointed to the Intellectual Freedom Network Communications Committee (Internal to Members)
- Promote Association intellectual freedom educational opportunities.
- Promote the CCBC as a primary source of assistance for intellectual freedom information and assistance during a challenge. 74
- Promote the DPI as a source of assistance for school library and technology intellectual freedom issues including access to information, digital equity, filtering, and e-rate, etc.
- Strengthen the presence of intellectual freedom on the Association's website by sharing and communicating intellectual freedom presentations and resources.
- Arrange for articles related to intellectual freedom to be included in the association's newsletter annually. Public Relations Committee (External)
- Publicize presentations done by Association members on aspects of intellectual freedom at conferences in the broader educational community.

Revisions through September 2011

- Promote the nation's efforts locally as it relates to Intellectual Freedom, including Freedom to Read Foundation, and American Library Association.

Legislative Advocacy Committee

- Include intellectual freedom as part of the Association's legislative agenda.
- Monitor state and federal legislation relating to intellectual freedom, privacy, filtering [CIPA, DOPA], access to information for minors in schools, digital equity, Net neutrality, and other issues and mobilize membership to support or oppose proposed legislation as it promotes the concepts of Intellectual Freedom.
- Work with the Intellectual Freedom Coordinator to review proposed state and federal legislation and develop Association position statements if appropriate
- Promote Intellectual Freedom as part of the National Legislative Day agenda.

Awards, Grants, and Scholarships Committee

- Seek/encourage nominations for AASL, WLA, and other associations' Intellectual Freedom awards that recognize individuals or groups for upholding or advocating for the principles of intellectual freedom and/or digital equity.
- Consider establishing an Association Intellectual Freedom Award to recognize individuals or groups for upholding or advocating for the principles of intellectual freedom and/or digital equity. Finance Committee
- Review/consider budget requests in light of the goal to embed intellectual freedom and advocacy into all Association committees as appropriate.

Association Liaisons and Representatives

- Report to the Association Board and relevant committee chairs significant intellectual freedom ideas, resources, and speakers gleaned from affiliate organization conferences, websites, publications, lists, etc.

Association Intellectual Freedom Coordinator

- Serve as a resource for all relevant Association committees, conference planners and others who are responsible for making sure intellectual freedom issues are incorporated into their activities and endeavors as envisioned in the Association's Intellectual Freedom Plan. 75
- Review the Intellectual Freedom Plan annually and prepare both text and rationale for revisions to the plan for the WEMTA Board as needed.
- Assist the President with recruitment, selection, and training of Intellectual Freedom Network members in conjunction with CCBC and DPI staff.
- Maintain regular communication with Intellectual Freedom Network members
- Gather/maintain statistical records on member/non-member contacts or requests for assistance with Network members.
- Submit formal reports to the WEMTA Board for each meeting
- Prepare a budget for the Intellectual Freedom Network and Coordinator expenses.
- The IF Coordinator may be one of the elected members of the WEMTA Board, who volunteers to assume the stated responsibilities. If no elected Board

Revisions through September 2011

member selects this responsibility, the president will recruit a member for this position.

- The IF Coordinator will serve a two year term with the opportunity to continue if re-elected as a Board member or re-appointed by the President.
- If the IF Coordinator is not a member of the WEMTA Board, an elected Board member will be appointed to serve as a liaison to the IF Coordinator ensuring that the IF Network has a voice at Board meetings.. Association Intellectual Freedom Network
- The Association will maintain a selective list of no more than 5 members of the Association Intellectual Freedom Network willing to provide confidential collegial support and provide a sounding board to WEMTA members and nonmembers facing a resource challenge, filtering issues, and/or other technology related intellectual freedom issues. The Association Intellectual Freedom Network will ideally have members in geographic locations throughout the state and reflect library and technology services. The CCBC and DPI may draw on Network members as another source of support to which it can refer school library media specialists and association members facing a challenge. At least one member of the Network should represent technology interests within intellectual freedom.
- Individuals willing to serve on the Association Intellectual Freedom Network will receive training from the CCBC staff, DPI, or university resource [for technology related intellectual freedom issues] as a prerequisite to being formally appointed by the Association President to the Network. The term of service will be three years with possible reappointment. Terms of Network members will be staggered to ensure a continuing base of experienced persons. Initial and follow-up training may occur annually at the Association's conference or other locations or times.
 - o (3) members 2-yr terms(Spring 2009-2011)
 - o (2) members 3-year terms (Spring 2009-2011)
 - o (3) members 2011-2014
 - o (2) members 2012-2015

76

o The rotation will continue on a continuing cycle of three year terms with new cohorts recruited the first two years of a cycle and not in the third year.

o Members may serve more than one term.

- Training may include, but not be limited to, the role of the Network volunteer, parameters of "collegial support," sensitivity to confidentiality, and issues related to technology and Intellectual Freedom. Examples may include current law, the digital divide, what could a challenge look like, building support and understanding of unique issues, reference people, etc.
- Members of the Association Intellectual Freedom Network will be listed on the Association's website by name, school district, and city.

Revisions through September 2011

- Network members will keep a log of requests for assistance which includes the date, general summary of the situation, type of district [rural, suburban, or urban], titles involved, type of assistance given (telephone support, attended/spoke at hearing, written support), resolution if known, and other pertinent information. Anonymity of persons contacting IF Network members will be protected in all Association reports.
- Network members will contact chairs of Association standing committees before each board meeting to offer assistance with ideas for intellectual freedom related activities related to each committee's charge.

Cooperative Children's Book Center Support for the Association's Plan

The CCBC has agreed to:

Maintain an affiliate relationship with the Association through an Association member

serving the dual role as a representative to the CCBC Advisory Board and a liaison from

the CCBC Advisory Board

- The Association president will identify an Association member who will serve a three-year term as a CCBC Advisory Board member and liaison. The liaison will submit a report to the Association Board following each CCBC Advisory Board meeting.
- Partner with the Association, DPI, WLA, and knowledgeable Association members in planning and presenting intellectual freedom educational programming utilizing varying delivery modes.
- Provide training for individuals willing to serve as Association Intellectual Freedom Network as a prerequisite to being formally appointed by the Association President to the Network.
- Include the Association Intellectual Freedom Network of peers as another potential source of reliable assistance and support for those contacting the CCBC with a challenge. A referral to the Network will not violate confidentiality of anyone who has contacted the CCBC.
- Post items related to intellectual freedom to the Association list.

CCBC Advisory Board Liaison to CCBC from Association

- Serve a three-year term as a CCBC Advisory Board member and liaison between the Association and CCBC. 77
- Submit a report to the Association Board following each CCBC Advisory Board meeting.
- Provide the Board and membership with a summary report of all types of CCBC activities and plans and serve as a conduit to CCBC for input from constituents.
- Provide programming ideas for conference and other Association activities regarding issues in intellectual freedom.

Intellectual Freedom Ad Hoc Committee [Sunsets April 2008]

- Assist with the implementation of the Intellectual Freedom Plan including formation of the Intellectual Freedom Network and its training.

Revisions through September 2011

- Investigate additional intellectual freedom activity opportunities for members including the formation of an Intellectual Freedom Special Interest Group [SIG's coming in bylaws] and interest in an intellectual freedom blog.

Glossary

Children's Internet Protection Act [CIPA]: Federal legislation which requires schools and libraries which accept selected types of federal funding to install filters on their computers with Internet access to retain eligibility for funding and e-rate discounts.

Digital equity: "Digital equity is the social-justice goal of ensuring that everyone in our society has equal access to technology tools, computers and the Internet. Even more, it is

when all individuals have the knowledge and skills to access and use technology tools,

computers and the Internet." National Institute for Community Innovations,

http://nicimc2.org/de_toolkit/pages/digital_equity.htm

(accessed 6-17-06)

"Digital Equity addresses inequitable access to learning technology resources for all learners." Education Reform, <http://digitalequity.edreform.net/> (accessed 6-17-06)

Deleting Online Predators Act [DOPA]: Proposed federal legislation which would require schools and libraries receiving universal service discounts to block library computer users from accessing collaborative networking sites and would also bar access

to a wide array of other important applications and technologies such as instant messaging, e-mail, wikis, and blogs.

First Amendment: "Amendment I to the United States Constitution, ratified in 1791, which guarantees freedom of speech: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and

to petition the government for a redress of grievances." The [Freedom to Read Statement](#)

and the Library Bill of Rights of the American Library Association (ALA) are based on

this constitutional protection." [ODLIS: Online Dictionary for Library and Information

Science, <http://lu.com/odlis/odlis.f.cfm>]

Intellectual Freedom: Intellectual freedom is the right of every individual to both seek

and receive information from all points of view without restriction. It provides for free

78

access to all expressions of ideas through which any and all sides of a question, cause or

movement may be explored. American Library Association

Neighborhood Children's Internet Protection Act Federal legislation which requires schools and libraries receiving e-rate, ESEA Title III, and LSTA funds have an Internet

Safety Policy in place.

Network Neutrality: It is the principle holding that Internet network service providers

should not be permitted to favor traffic to some Web sites over others, to ban or impair

access to certain types of programs or data traffic, and to ban the use of certain devices to

connect to the network. [Bob Bocher, Wisconsin Department of Public Instruction]

Professional Association Policy Statements

Supporting Intellectual Freedom

American Library Association (ALA) Library Bill of Rights

- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

American Library Association (ALA) Code of Ethics

- II. "We uphold the principles of intellectual freedom and resist all efforts to censor library resources."
- VII. "We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources."

International Society for Technology in Education (ISTE) Code of Ethics for Members of the Organization

Revisions through September 2011

- 5. Adhere to and teach the concepts and laws related to intellectual property, intellectual freedom, privacy, confidentiality, a diversity of viewpoints, safety, and appropriate use especially as related to technology.