



Georgia Library Media Association, Inc.

Policies, Procedures, and Exhibit Links

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GEORGIA LIBRARY MEDIA ASSOCIATION, INC.

Policies, Procedures, and Exhibit Links

Policies and procedures are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

1. Policy: Organization (See Bylaws Article IV, Membership)

1.1 Membership

Types of membership:

- **Regular** – any person eligible who desires regular member status, even if eligible for special category.
- **Student** – a pre-service and/or full-time student preparing for a career in the library media profession.
- **Retired** – a retired educator or library media professional, or other, who was eligible for membership while employed.

1.2 Board of Directors (Bylaws, Article VI, Board of Directors)

- The Board of Directors is the official representative body of the association, which consists of the Executive Committee (elected officers) and the appointed Coordinators, Subcommittee Chairs and Regional Chairs (Regional Chairs may be elected by the Regions). As such, it is the governance authority (voting members) of the association.
- Some duties may be delegated to individuals and/or Committees, but duties normally reserved to the governance authority by parliamentary law are the responsibility of the Board of Directors.

1.3 Regions (Bylaws, Article IX, Regional and Committee Organization)

There shall be a maximum of sixteen (16) Regions and a minimum of eight (8) established geographically to best represent the membership.

1.4 Committees (Bylaws, Article IX, Regional and Committee Organization)

Coordinators for each Standing Committee shall:

- Communicate regularly with their Subcommittee Chairs and act as the Committee representative on the Board of Directors.
- Present quarterly reports of the activities and function of their Committees to the Board of Directors.

Subcommittee Chairs shall:

- Communicate regularly with the Coordinator of their Standing Committee
- Present quarterly reports of the activities and function of their Subcommittee to the Board of Directors.

Standing Committees and Subcommittees

- 1) Organizational Maintenance Standing Committee
 - GLMA Handbook --Bylaws, Policies, Procedures, and Exhibits
 - Nominating
 - Membership
 - Regional Chairs
 - Organizational Partners
- 2) Finance Standing Committee
- 3) Communication Standing Committee
 - GLMA Website
 - Publications
 - Publicity
 - Intra-organizational Communication
- 4) Advocacy Standing Committee
 - Government Relations
 - Community Relations
- 5) Awards and Grants Standing Committee
 - GLMA Mable Wyche Underwood Grant
 - Library Media Specialist of the Year (LMSOTY) Award
 - Intellectual Freedom Award
 - William E. Patterson Award
 - Judy Serritella Exemplary Library Media Program (ELMP) Award
 - Distinguished School Administrator Award
 - Other Awards/Grants
- 6) Professional Development Standing Committee
- 7) Summer Institute Standing Committee
- 8) Special Projects Standing Committee
 - Helen Ruffin Reading Bowl
 - Georgia Peach Book Award for Teen Readers
 - Georgia Association of Media Assistants (GAMA)
 - Curriculum Projects

1P. Procedure: Standing Committee Coordinators (Bylaws, Article IX, Regional and Committee Organization)

Duties:

- To supervise, coordinate, and facilitate the work of the committees.
- To serve on the Board of Directors as a link with the committees.

Responsibilities:

- To attend all Board of Directors' meetings.
- To assist the President in recruiting capable Chairs for all Subcommittees.
- To assist Committee Chairs in choosing members for each Committee.
- To assist Subcommittees in setting goals, and timelines for achieving the goals.
- To gather information from each Subcommittee Chair for reporting activities.

- To prepare quarterly reports to the Board of Directors concerning the goals, activities, accomplishments, etc. of the Committees.

Guidelines:

- Committee Chairs are appointed by the President with the assistance of the Standing Committee Coordinator prior to the Summer Institute.
- Committee members are chosen by the Committee Chair, with the assistance and advice of the Coordinator.
- Names of Committee Members are reported to the President to be included in the directory.
- The Coordinator should maintain frequent contact with each Committee Chair, offering any needed assistance, monitoring progress toward stated goals, and serving as a communication link between the Board of Directors and the Committees.

2P. Procedure: Organizational Maintenance Standing Committees including Handbook, Nominating, Membership and Regional Chairs

Purpose:

- To ensure the continuous revision of the GLMA Handbook – Bylaws, Policies, Procedures and Exhibits
- To coordinate the nomination of new officers
- To promote membership, particularly through assistance to Regional Chairs
- To promote communication with all GLMA Organizational Partners

2P.a. Handbook Subcommittee

Purpose:

- To prepare and distribute a GLMA Handbook containing Bylaws, Policies and Procedures of the organization through electronic or print format.
- To conduct an annual review and evaluation of the GLMA Bylaws, Policies, and Procedures, assessing both the organizational effectiveness of GLMA and the accuracy with which the document describes the organization.
- To draft proposed changes to the GLMA Bylaws, Policies, and Procedures if changes are deemed necessary and to place those changes before the membership.

Procedures:

- The Handbook Subcommittee is chaired by the President-elect.
- The Handbook shall include the Bylaws, the Policies, and the Procedures and be made available to all members in an electronic format on the GLMA Website.
- The GLMA Handbook Subcommittee provides an up-to-date Handbook to each member of the Board of Directors, the ex-officio members of the Board of Directors and to Committee Chairs when requested.
- The Committee will update the Handbook as needed.
- The Committee solicits input from the Board of Directors and from the membership for the annual review.

- Proposed changes are reviewed by the Executive Committee and the Board of Directors.
- The Board of Directors shall have the power and authority to amend, alter or repeal the Bylaws, Policies or Procedures or any provision thereof, and may from time to time adopt additional Bylaws, Policies or Procedures.
- Each Officer, Coordinator, Regional Chair, and Committee Chair is canvassed as to needed changes related to his or her respective area of responsibility.
- Proposed changes are presented to the Executive Committee and the Board of Directors for review.
- Procedural changes approved by the Board of Directors shall be submitted to the Handbook Committee for inclusion in the GLMA Handbook.
- All changes become effective upon the affirmative vote by the Board of Directors

2P.b. Nominating Subcommittee

Purpose:

- To recruit qualified candidates for the appropriate offices to be filled each year.
- To conduct the election and notify the membership of results.

Procedures:

- The President-elect serves as Chair of this Committee.
- Résumés of each candidate are published prior to the election on the GLMA Website.
- Ballots are e-mailed to all members.
- Counting of ballots is done by a committee that includes at least one non-member.

2P.c. Membership Subcommittee

Purpose:

- To coordinate efforts to maintain a high level of membership renewals and to attract new members.

Procedures:

- The President-elect serves as Chair of this Committee.
- The membership brochure is updated by July of each year.
- The membership application is available on the [GLMA Website](#).
- The President, President-elect and Webmaster will ensure the membership directory is updated and available on the website to the membership.

Regional Chair Duties:

- To provide leadership to the GLMA membership within the sixteen (16) designated Regions in the state.
- To represent the membership within the Region on the Board of Directors.
- To assist the President-elect in promoting membership in the GLMA Region represented.

Regional Chair Responsibilities:

- To attend all meetings of the Board of Directors.
- To present Quarterly Reports to the Board of Directors concerning the goals, activities, accomplishments, and needs of the Region and send an electronic copy of the Quarterly Report to the Communication Coordinator for posting on the Website, and to the Secretary for inclusion in the minutes.
- To sign all vouchers which are generated within the Region and send to the Treasurer for payment.
- To set a yearly calendar of events for the Region to include: any Region-wide meetings, the Regional Reading Bowl Competition, Committee meetings, etc.
- To maintain files of any material relevant to Region business to be turned over to the Secretary at the annual Summer Institute.

Regional Chair Guidelines:

- The Regional Chair should solicit new members.
- The Regional Chair should plan at least two (2) meetings per year, and maintain frequent contact with Regional Members through emails and other means. These events should encourage new member participation, also.
- The Regional Chair should form a committee to select the Regional Library Media Specialist of the Year. The Regional winner's application will be forwarded to the Chair of the Library Media Specialist of the Year for entry into the state competition.
- The Regional Chair should encourage participation in the Helen Ruffin Reading Bowl.

2P.d. Organizational Partners Subcommittee

Purpose:

To foster improved relations and communications between GLMA and our Organizational Partners.

Definition:

Organizational Partners are other educational organizations within Georgia who actively coordinate with GLMA in sharing information and sponsoring activities. These partners shall include, but not be limited to, Georgia Association of Educators (GAE), Georgia Association of Media Assistants (GAMA), Georgia Department of Education (GaDOE), Georgia Association of Instructional Technology (GAIT) and Georgia Independent School Librarians (GISL).

Procedures:

- The President of GLMA in conjunction with the Presidents of the partner organizations shall appoint as a liaison a person in good standing in both organizations.
- The duty of the liaisons is to foster communications between GLMA and the partner organizations in order to share information and coordinate shared activities.
- Liaisons shall serve on the GLMA Board of Directors and be expected to hold a place of leadership in the partner organizations.

- Liaisons shall submit quarterly reports to the GLMA Board and the Board of the Partner Organization concerning any shared activities.
- The President serves as Chair of this Committee.

3P. Procedure: Finance Standing Committee

Purpose:

- To prepare an annual budget for presentation to the Executive Committee and the Board of Directors at the Fall annual meeting.
- To establish dues in the amount to meet the budget.
- To inform the membership concerning the financial status of the organization.
- To ensure that necessary reports or returns are filed with the IRS.
- To authorize and/or conduct an annual financial audit of the organizational records.

Procedures:

- The Finance Committee will consist of the President, President-Elect and Treasurer.
- Financial statements are presented at each Executive Committee and Board of Directors meeting.

Guidelines for Vouchers:

- Committee Chairs must submit itemized expense vouchers to the Coordinator under whom the Committee falls, within 30 days of the expense.
- Vouchers for Regional expenses are submitted to the appropriate Regional Chair, following the guidelines listed above.
- Signed vouchers are sent to the Executive Office for payment.
- Any expenditure over the budgeted amounts must be approved by the President and the Treasurer before payment.
- The President reserves the right to sign or initiate a voucher in any budget area.

4P. Procedure: Communication Standing Committee

Purpose:

- To maintain the GLMA Website.
- To moderate the GLMA blog.
- To maintain Social Media
- To publish, when feasible, a newsletter or annual journal for media professionals.

Procedures:

- The Communications Coordinator is responsible for the content of the Webpage and serves as moderator of the GLMA blog.
- The Coordinator of Communication will solicit guest bloggers to post to the GLMA blog.
- The Coordinator of Communication is responsible for:
 - Maintaining back files of all official publications

- Securing a Webmaster or printer to assist in all aspects of producing publications
- Gathering and editing the material to be included
- Transmission to the Webmaster.

5P. Procedure: Advocacy Standing Committee

Purpose:

- To inform the membership of legislation and other governmental issues affecting the library media profession in Georgia.
- To work with the GLMA lobbyist in establishing an agenda of issues concerning the profession and in focusing the efforts of the membership on these issues.
- To promote the role of the media program and its ability to enhance student achievement

Procedures:

- An annual legislative agenda is distributed to the membership through the GAMEDIA listserv or GLMA Newsletter by mid-November.
- Members are asked to make contact with their legislators before the session begins in January with regular updates throughout the year.
- Advise the membership in ways to promote understanding of exemplary media programs to administrators, board members, school staff, parents, community members, and other stakeholders.

(See also, Policy: Miscellaneous)

6P. Procedure: Awards and Grants Standing Committee, including Links to Exhibits

Purpose:

To coordinate efforts involved in the presentation of all official awards and grants presented by GLMA.

6P.a. [GLMA Mable Wyche Underwood Grant](#)

History of Grant Name:

In 1971, Mable Wyche Underwood served as president of the Georgia Library Media Department (now GLMA). Her enthusiasm and passion, along with her untiring efforts and service to student library organizations (SLAG and GALA), influenced at least eight of her students and colleagues (including her daughter, Rosalind Underwood Dennis, GLMA President, 2007), to join the profession. It is because of these significant contributions to the library profession that the GLMA grant was named in her honor.

Purpose:

To allow building level library media specialists who are members in good standing of GLMA to develop, design, implement, or continue an ongoing program, which promotes the use of library media center in the instructional program.

Award:

The award shall consist of two grants from \$400-\$600 for school library media specialist at the building level.

Criteria:

1. Recipients must have been a GLMA member for two years before applying for the grant.
2. Grant requests must be typed and may not exceed the length of the form. They must not include additional materials.
3. Grants will be judged by the following criteria (See GLMA MWU Grant Rubric):
 - Innovativeness (Interpretation: a packaged commercial program that can be purchased could qualify as long as its application is innovative).
 - Clear Objective
 - Benefits of Projects to Students
 - Budget
 - Evaluation Plan
4. Grant recipients must agree to submit a media presentation (Ex. PowerPoint, Video, etc.) to the GLMA Mable Wyche Underwood Grant Subcommittee and grant rights to post the presentation to the GLMA Website in order to share the merits of their projects.
5. Grant recipients may not apply again for another grant for five years.
6. The selection Committee will consist of three to five library media specialists appointed by the Board of Directors. The chair of the GLMA Awards Committee may be included in this number.
7. All grants must be postmarked and received by the application deadline posted on the GLMA website. Faxes will not be accepted.
8. The Selection Committee will meet during the June Summer Institute to select recipients.
9. Only the names of grant recipients will be posted on the GLMA Website at www.glma-inc.org. Grant recipients alone will be notified by email and have their names posted on the Website.
10. Grant checks will be made out to the recipient's school and mailed to the recipient.
11. Unexpended funds must be returned to GLMA, Inc. in the event that the grant recipient is unable to implement the conditions of the grant.

12. The GLMA Chair of the Mable Wyche Underwood Grant must receive a final written evaluation of the success of the project no later than May 1 of the year following implementation or a fee of \$100 will be billed to the principal. The evaluation should include the number of students affected, impact on student learning, a list of itemized expenses, and recommendations for improvements of the project.

6P.b Library Media Specialists of the Year Award

Sponsored by
Georgia Association for Instructional Technology (GAIT)
Georgia Library Media Association (GLMA)

The two state school library media professional organizations, GAIT and GLMA co-sponsor the Georgia School Library Media Specialist of the Year Award to recognize K-12 library media specialists whose services have resulted in exemplary library media programs.

Procedures:

- This award is presented jointly with the Georgia Association for Instructional Technology (GAIT).
- Procedures and criteria are to be determined by a joint committee of GLMA and GAIT members. Results will be presented at a Board of Directors meeting.
- GLMA will be responsible for chairing the LMSOTY Committee and providing the checks, and plaques for Region and state winners on even-numbered years (ex. 2012, 2014). GAIT will responsible for the same on odd-numbered years.
- Regional winners should be announced at the GLMA Summer Institute each year.

Criteria:

- Applicants must be a member of GLMA or GAIT.
- Any member of the LMSOTY Committee who is nominated for the award must resign from the Committee but not from the Board of Directors. Any member(s) of the Board of Directors who are nominated for the award shall abstain from voting on matters related to the award during their term of office.

Guidelines for Nominations:

- Guidelines are presented in the brochure created by the committee and published online for all members of GLMA and GAIT.
- Application is submitted online.

Judging Criteria:

The Library Media Specialist of the Year Award is awarded for individual excellence in the library media field through service to students, teachers, and community at the K-12 levels. Examples of each of the following must be cited in the application and will be the criteria used for judging:

- Leadership role through staff development, committee involvement, or professional advocacy
- Involvement in professional organizations
- Promotion of information technology utilization and literacy
- Promotion of reading and literature
- Involving parents and/or the community in the library media program as partners
- Working collaboratively with the educators in your building
- Innovative techniques used in your library media program
- Deliberate and ongoing professional development as a learner which is relevant to media services

Prizes for Recipients:

1. System Level Recipients – Prize determined by each local school system
2. Region Level Recipients - \$50.00, a plaque, and a certificate for each (See Georgia Library Media Specialist of the Year, Rules and Procedures #6 for awards venue)
3. State Level Recipient - \$200.00, a plaque, a one-year membership to GAIT and GLMA, and a certificate for the recipient's enabler. (See Georgia Library Media Specialist of the Year, Rules and Procedures #6 for awards venue)

6P.c Intellectual Freedom Award

An award established by the American Library Association and AASL

Procedures:

- The Intellectual Freedom Committee will place any information regarding the award, soliciting nominations, and selecting the recipient on the GLMA Website.
- The Chair of the Awards and Grants Committee should be involved in the final selection process.
- The Awards and Grants Committee assists in publicity and promotion of the award.
- The award is presented at a conference designated by the President and the Board and presented by the Chair of the Intellectual Freedom Committee, his/her designee, or any sponsoring organization.
- The Chair of the Intellectual Freedom Committee will submit the recipient's application packet to the American Association of School Librarians and the American Library Association Intellectual Freedom Award Committee, [sponsored by ProQuest]. Applicants must be a personal member of AASL.

Criteria:

- Nominations must come from an active GLMA member and can be an individual or group.
- Nominees will be judged on:
 - The role they have played in actively promoting free access to information in their sphere of influence and beyond.
 - The degree to which they exemplify the spirit of intellectual freedom.

- The impact of their efforts to promote freedom of information and ideas.
- Documentation of the above criteria must accompany the nomination.

6P.d William E. Patterson Award

History:

William E. Patterson was president of GLMA 1979-80 and editor of *the Georgia Library Media Department Newsletter*. With these leadership roles and a host of other contributions and involvements in school library media programs, the William E. Patterson Award was established to honor library media professionals for outstanding and continuous service to the Georgia Library Media Association, Inc.

Procedures:

- The recipient for the award is chosen by the President.
- The President consults with the Committee Chair as to the appropriate wording for the award plaque.
- The award is presented by the President during a conference designated by the President and the Board.

Criteria:

- The award will recognize long term, outstanding service to the GLMA and the library media profession.

6P.e Judy Serritella Exemplary Library Media Program Award

Procedures:

- This award is presented jointly with the Georgia Library Association (GLA).
- Procedures and criteria are to be determined by a joint committee of GLMA and GLA members. Results will be presented at a Board of Directors meeting.

Criteria:

- Applicants must be a member of GLMA or GLA.
- Any member of the ELMP Committee who applies for the award must resign from the Committee but not from the Board of Directors. Any member(s) of the Board of Directors who apply for the award shall abstain from voting on matters related to the award during their term of office.

Guidelines:

- The application and guidelines are located on the GLMA and GLA websites.

6P.f Distinguished School Administrator

The purpose of the GLMA Distinguished School Administrator Award is:

- To honor those administrators outside the library profession who, through individual leadership and sustained effort, have made worthy contributions to the operations of effective school library services and to advancing the role of the school library services in the educational program.
- To recognize the responsible and influential role of those administrators outside the school library department in developing successful school library programs.
- To stimulate planning, implementing, and support of the library services which are essential to a meaningful educational program.

Procedures:

- Nominations should be made by current GLMA members.
- Applications are reviewed and awarded by the committee.

Criteria:

- The nominee must be a building principal or superintendent (district, county, or state) that is currently in an administrative role and does not work in a library media department.
- The nominee may also be a district administrator responsible for broad instructional leadership, such as an assistant superintendent, director of curriculum and instruction, or a director of elementary and/or secondary education, provided they are not working in a library media department.

Guidelines:

- The application and guidelines are located on the GLMA website

7P. Procedure: Special Projects Standing Committee

Purpose:

- To inform the membership of any statewide or national events throughout the year that would serve to promote public awareness of library media services and that would offer programming opportunities within the library media centers, i.e. Media Month, National Library Week, Children's Book Week, etc.
- To initiate promotional activities for the profession as appropriate.

Procedures:

- The committee has responsibility for providing dates for annual GLMA calendar for all library media related observances.
- Postings are provided for The GLMA blog reminding the membership of the observances and offering ideas for implementing them in the school setting.

7P.a Helen Ruffin Reading Bowl Subcommittee

Coordinating Standing Committee: Special Projects

Purpose:

- To organize and implement the annual regional competitions and statewide Helen Ruffin Reading Bowl.
- To provide guidelines, suggested dates, and any other necessary information to the local and Region Level Reading Bowls.

Procedures:

- Brochure with guidelines will be available online.

8P. Procedure: Professional Development Standing Committee

Purpose:

- To plan and coordinate professional development throughout the year, excluding Summer Institute.
- To assess need throughout the state for workshop sessions that could be provided under the auspices of GLMA

Procedures:

- Surveys are created for gathering opinions about possible GLMA sponsored in-service activities.
- **Set up web site to provide some materials behind login wall and some materials open to the public.**
- **Work in coordination with the Communication Standing Committee.**
- **Participate in the Summer Institute Standing Committee**

9P. Procedure: Summer Institute Standing Committee

Purpose:

- To plan and coordinate the Summer Institute

Procedures:

- The committee works with the conference program committee in preparing the proposal for PLU credits, including several options for participants.
- Necessary PLU forms and information are included with the conference brochure.
- The Board of Directors shall meet annually during the Summer Institute to plan for the coming year's program. Calendars, budgets, etc., will be set.

1.5 Official Address/ Telephone (Bylaws, Article II, Offices)

The association, through the Board of Directors, shall maintain an official mailing address and telephone number for the association. The association shall contract annually with an individual or group for management services. Said individual or group shall maintain the official GLMA Executive Office.

1.6 Official Year (Bylaws, Article XI, Miscellaneous Provisions)

The official year of GLMA shall be January 1 through December 31.

2. Policy: Officers (Bylaws, Article VII, Officers)

2.1 President

- The President shall observe all duties normally associated with the office, and specifically shall:
- Be the official spokesperson for GLMA
- Serve as the official representative to the AASL Affiliate Assembly
- Designate representatives to serve in the place of the President as needed
- Prepare the annual calendar for publication for the GLMA Website and blog.
- Appoint ex-officio members of Board of Directors and Committees
- Appoint Committee Chairs and make other appointments
- Represent GLMA at the Summer Institute and various other conferences and affiliations as approved by the Board
- Will propose the budget to the Board of Directors for the following fiscal year annually.
- Choose the recipient of the William E. Patterson Award annually when appropriate, which may or may not be annually

2.2 President-elect

- The President-elect shall:
- Assume the duties of the President in his or her absence
- Share Summer Institute responsibilities with the President
- Chair the Nominating Subcommittee
- Chair the Membership Subcommittee
- Chair the Handbook Subcommittee
- Perform other duties as assigned by the President

Criteria for Election

Suggested eligibility includes at least one year of service to GLMA as a member of the GLMA Board of Directors prior to becoming a candidate for President-elect

2.3 Secretary

The Secretary shall:

- Prepare minutes of all official meetings of the association and email or post copies to all members of the Board
- Submit a summary of the minutes
- Perform other duties as assigned by the President

2.4 Treasurer

The Treasurer shall:

- Oversee the keeping of the association's financial records by the Executive Office
- Approve expenditures and disbursements
- Perform duties related to taxes and accounting
- Coordinate the Finance Committee
- Present a quarterly financial report as prepared by the Executive Office
- Assist the President in the preparation of the budget

3. Policy: Finances (Bylaws, Article X, Bank Accounts and Loans

3.1 Budget and Finance

- The Finance Committee, composed of the President, President-elect, and Treasurer, shall prepare an annual program budget for the association and present it to the Board of Directors annually.
- Dues shall be established in an amount to meet the budget and shall be presented to the Board of Directors for action.
- Dues for retired and student members shall be one-half that of regular members.

3.2 Bank Accounts

The association shall maintain appropriate bank accounts. The President and the Treasurer shall be signatories to the accounts.

3.3 Expenditures

Expenditures greater than 10% or \$100 must be approved by the Treasurer, President, or President-Elect, except for Summer Institute overages which are strictly 10%.

3.4 Travel Expenses (See also, Procedure: Finance Standing Committee)

Travel expenses, as stipulated by line items in the budget, may include:

- 1) Registration fees** for Affiliate Assembly meeting
- 2) Air travel:** Airfare will be reimbursed at the lowest rate available on any airline
- 3) Automobile mileage:** Mileage is only paid for travel to meetings where the President or President-elect is representing GLMA and will be paid at the current state rate.
- 4) Hotel**
- 5) Meals** in conjunction with conference functions (luncheons, banquets, etc.)

GLMA is entitled to have two voting delegates at the American Association of School Librarians (AASL) Affiliate Assembly of the American Library Association (ALA). These voting delegates will be the President and the President-elect per Article VII, Sections 7.2 and 7.3 of the GLMA Bylaws, and therefore, GLMA will reimburse said officers for expenses that cover attendance to the Affiliate Assembly up to the budgeted amount. GLMA is not responsible for reimbursement of other ALA expenses. If either of these officers is not able to attend, the President may appoint other representatives.

Reimbursement for additional expenses must be approved by the Executive Committee.

3.5 Reimbursement (See also, Procedure: Finance Standing Committee)

- GLMA members are entitled to reimbursement of expenses for items designated in the annual budget incurred in relation to their official duties as members of GLMA.
- Reimbursement for expenses *not* allocated in the annual budget must be approved by the Executive Committee.
- All requests for reimbursement shall be submitted on a GLMA Voucher *with itemized receipts attached*. Vouchers must be approved by the Board member responsible for the budgeted item (either by a signature or an attached email) and then sent to the Treasurer.
- Unapproved vouchers will not be reimbursed. If you have questions about the voucher form, contact the Executive Office.

4. Policy: Publications

4.1 GLMA Handbook

The GLMA Handbook shall contain the GLMA Bylaws, Policies, Procedures and Exhibits. It will be available on the GLMA Website.

4.2 The GLMA Blog

The GLMA Blog is collaborative communications from school librarians in Georgia. The blog is moderated by the Communications Coordinator.

5. Policy: Affiliations

5.1 AASL – American Association of School Libraries

5.2 ALA – American Library Association

5.3 GAE – Georgia Association of Educators

5.4 Tech Forum Atlanta- Tech and Learning

5.5 ISTE – International Society for Technology in Education

6. Policy: Miscellaneous

6.1 Awards and Grants (See also, Procedures: Awards and Grants Standing Committee)

All award and grant programs will be coordinated through the Awards and Grant Committee. The following awards shall be made when appropriate, which may or may not be annually:

- a) GLMA Mable Wyche Underwood Grant
- b) Library Media Specialist of the Year (GLMA and GAIT co-sponsor this i. state-wide award.)
- c) Intellectual Freedom Award
- d) William E. Patterson Award
- e) Exemplary Library Media Program Award
- f) Distinguished School Administrator Award
- g) Other Awards/Grants

6.2 Records

Organizational minutes shall be maintained and housed by the President.
Financial records shall be maintained and housed by the Treasurer.

6.3 Non-Discrimination Policy

- It is the policy of GLMA not to discriminate on the basis of age, sex, race, color, religion, national origin, or handicap in its programs, activities, and employment practices.
- It is the position of GLMA that environmentally sound practices through conservation and recycling be promoted.