

Purpose of the Manual

The purpose of the *Policies and Procedures Manual* is to describe in detail the governance of MEMO. It complements the bylaws by including current policies and procedures that set forth specifically how certain activities and functions are to be performed. The Manual will be updated as needed.

In addition, the purpose of the Manual is to:

1. provide new officers, chairs, and other leaders of MEMO with information necessary to carry out their tasks in an effective, responsible manner.
2. assure members that the ways in which MEMO's business is carried out are well-defined and responsible by describing policies and procedures governing its activities.

Contents of the Manual are approved by the Board of Directors. All policies within the Manual have been voted on by the Board of Directors, and changes from present practice are voted on by the Board. Copies are available to any MEMO on the MEMO website at <http://www.memoweb.org>. A copy of the *Policies and Procedures Manual* will be given to all new members of the MEMO Board of Directors.

The Manual is constructed of pages that are individually numbered by section and page for easy updating when changes are made by the Board.

Overview of Contents

The contents of the Manual include:

1. A description of the duties and activities of the officers, region chairs, committee chairs, and other members of the MEMO leadership.
2. A summary of the operating policies of the Organization. These policies are statements established by the Board of Directors regarding
 - a. membership and recruitment
 - b. fiscal matters
 - c. awards
 - d. affiliations with other organizations
3. A calendar of major events and activities that are to occur during each year.
4. Conference Guidelines.
5. Publication Guidelines.
6. The History, Mission, and By-laws of the Organization.
7. Statements of procedures which deal with how a particular activity is to be carried out, including examples of forms presently used, people responsible, and resources available.

Procedures for Modifications
to
MEMO Policies and Procedures Manual

Following the adoption of this Policies and Procedures Manual by the Board of Directors, modification will occur in the following ways:

The Policy and Procedures Committee reviews the manual annually and proposes changes to the Board of Directors where appropriate.

Policy changes need to be approved by the Board of Directors.

Procedures changes may be made by the Policy and Procedures Committee without approval of the Board of Directors.

See section V.17 for information on the Policy and Procedures Committee

MEMO General Information/Glossary

<u>AASL</u>	American Association of School Librarians of the American Library Association. MEMO is an affiliate member of AASL and is represented by two delegates to the Affiliate Assembly.
<u>Administrative Assistant</u>	Responsible for MEMO mailings, Membership Directory, MEMO member database, conference registration, and other assistance to officers and chairs as requested. Supervised by the President
<u>AECT</u>	Association for Educational Communications and Technology. MEMO is an affiliate member of AECT and is represented by two delegates to the Delegate Assembly.
<u>Affiliate</u>	MEMO holds affiliate membership in three national organizations: American Association of School Librarians (AASL), International Society for Technology in Education (ISTE) and Association for Educational Communications and Technology (AECT). MEMO is represented by officers or other designated persons at the AASL Affiliate Assembly and the AECT Delegate Assembly.
<u>Archives</u>	MEMO archives are housed at St. Cloud State University." The Archives and History Committee shall collect, organize, and maintain an archival collection of all of the records and artifacts of the Organization at a place designated by the Board of Directors." (Bylaws) All records created or received while in an official capacity as an officer or as chair of a committee, region, or division are the property of the organization. Officers and chairs are responsible for arranging the transfer of records to the MEMO Archives and History Committee Chair at St. Cloud State University.
<u>AVCAM</u>	Audiovisual Communications Association of Minnesota. One of two organizations merging to become MEMO. See MASL
<u>Board of Directors</u>	"The Board of Directors shall determine Organization policy in a manner consistent with these Bylaws and shall make effective the actions and commitments of the Organization Members." (Bylaws) Board of Directors members are: Officers, Region Chairs, and SID Chairs.
<u>Bylaws</u>	MEMO Bylaws are monitored by the Bylaws Committee chaired by the President-elect. Bylaws may be amended by mail ballot or at a General Membership meeting held during a statewide conference
<u>Commercial SID</u>	A special interest division supporting the commercial members of MEMO.
<u>Conferences</u>	MEMO holds an annual fall conference, a midwinter conference, SID IT conferences and a Leaders' Summer Retreat.
<u>DSMT</u>	Division of School Media and Technology, a division of the Association for Educational Communications and Technology
<u>Executive Committee</u>	The Officers of MEMO are the Executive Committee. "The Executive Committee shall implement the Organization policy by supervising, administering, and coordinating the professional, the financial and the other activities of the Organization, in accordance with procedures authorized by the Bylaws, the Board of Directors and the Membership."

	(Bylaws)
<u>Fiscal Year</u>	. July 1 to June 30
<u>Leaders' Summer Retreat</u>	The MEMO Leaders' Summer Retreat is planned by the MEMO President-elect for the purpose of training for chairs, defining focus and planning the activities for the next MEMO year.
<u>Liaison:</u>	An Executive Committee member assigned to a committee. Duties of liaisons: Communicate between the Committee and the Executive Committee, attend committee meetings, and report to the Executive Committee the actions and plans of the committee.
<u>Liaisons & Representatives</u>	MEMO members appointed by the President to represent MEMO on committees, task forces, and boards of other organizations or agencies.
<u>Literature and Reading SID</u>	A special interest division supporting the interests of reading and literature in school library media programs.
<u>Mailing Labels</u>	Mailing labels are available from the Administrative Secretary. Labels are arranged by zip code unless requested otherwise
<u>MASL</u>	Minnesota Association of School Librarians. One of two organizations merging to be come MEMO. See also AVCAM
<u>MCAC</u>	Minnesota Coalition Against Censorship, previous name for the MN Coalition for Intellectual Freedom
<u>Meetings</u>	See Conferences, Membership Meeting, Board of Directors, Executive Committee
<u>Membership Directory</u>	Published annually includes the names of current members as of the date of publication.
<u>Membership Meeting</u>	Held annually during the statewide fall conference.
<u>Membership Year</u>	One year from date of paid membership.
<u>MEMO Store</u>	Items, publications, and organization promotion materials sold by Membership promotion. Proceeds of sales of MEMO pins benefit the MEMO Special Projects Fund. Other sales are credited to the appropriate accounts and/or the general fund.
<u>MEMOrandom</u>	Monthly newsletter of MEMO. Published 6 times a year.
<u>M.I. Smith Leadership Conference</u>	Now called MEMO Leaders' Summer Retreat. Summer leadership training conference planned by the MEMO president-elect for the purpose of organizing and planning the MEMO year.
<u>Midwinter Conference</u>	Held during the month of February in Alexandria, MN and hosted by West Central and Northwest Regions
<u>Minnesota Coalition Against Censorship</u>	MEMO is an organization member of the Minnesota Coalition Against Censorship represented by a delegate and alternate(s).
<u>Mileage</u>	MEMO reimburses mileage after the first 25 miles (50 miles round trip) at the rate determined by the IRS. Adjustments are made by the MEMO Treasurer.
<u>Minnesota Media</u>	Journal of the Minnesota Educational Media Organization. Published annually.
<u>Publications</u>	MEMO publishes a journal (<u>Minnesota Media</u>), a newsletter (<u>MEMOrandom</u> or <u>MT News</u>), position papers, and other documents.

	Copyright for all materials submitted for all MEMO publications resides with the author.
<u>RED Fund (Special Projects Fund)</u>	Ruth Ersted Professional Development Fund. This fund was established with \$5,000 which MEMO inherited from MASL at the time of the merger between the Minnesota Association of School Librarians and the Audio Visual Communications Association of Minnesota (AVCAM). Interest from the RED Fund is used to for grants awarded according to criteria adopted by the MEMO Executive Committee. Grant awards are administered by the Past Presidents.
<u>Region</u>	"Geographical Regions are established to promote the purpose of the Organization, to provide for the needs of its members, to represent the Region in the State Organization, and to administer the Region's activities. Regional activities are open to all members." (Bylaws) MEMO has 8 geographical regions.
<u>Ruth Ersted Conference</u>	Former fall statewide conference held in odd numbered years, usually at a resort in the Brainerd area. Originally the MASL conference.
<u>Special Interest Division</u>	"Members within a defined field of interest may unite to form a Special Interest Division, hereinafter referred to in these Bylaws as SID." (Bylaws) MEMO SIDs are: Commercial, Information Technology, Literature.
<u>Technology SID</u>	A special interest division supporting the interests of technology in education.
<u>UMMC</u>	See Upper Mississippi Media Conference
<u>Upper Mississippi Media Conference</u>	Former fall statewide conference held in even numbered years rotating Twin Cities location and other sites. Originally an AVCAM joint conference with Wisconsin held in the spring.

Board Operation

The Board of Directors determines policy in a manner consistent with the Bylaws.

The officers, SID (Special Interest Division) chairs, and region chairs constitute the voting membership of the Board of Directors.

The Board of Directors meets five (5) times per year.

Executive Committee Operation

The Executive Committee implements the Organization policy by supervising, administering, and coordinating the professional, the financial and the other activities of the Organization, in accordance with procedures authorized by the Bylaws, the Board of Directors, and the Membership.

The executive committee includes the current president(s), immediate past president(s), pres-elect(s), treasurer and secretary.

The Executive Committee meets at the call of the President; or by written petition to the President by 1/3 of the Executive Committee.

Annual Meeting

The annual meeting of the Membership is held in conjunction with the Fall Conference usually held the first weekend in October at a time determined by the President in cooperation with the Conference Planning Committee.

Nomination/Election Procedures - Suggested Timetable

Timeline	Activities
July/August	Selection of Nominating Committee by MEMO Board of Directors
October	Organization meeting of Committee at Fall Conference Establish criteria for selection of slate of candidates Publish criteria, names of Nominating Committee, and request names of potential candidates in MEMORandom and on MEMO-L
December	Second meeting of Nominating Committee Develop list of possible candidates Assign responsibility for contacting potential candidates
January	Chair contacts committee to determine progress. Committee and Chair continue contacting potential candidates
February	Third meeting of Nominating Committee at Alex Midwinter Select slate from list of persons willing to run for office Chair informs Executive Committee of names of candidates Executive Committee sets time of election to be completed by May 1. Chair notifies candidates Assign responsibility for listing candidates in MEMORandom, official publication, once before the election.
March	Contact MEMO secretary who will: Request and obtain information needed for the election ballot from candidates using the MEMO Data Form Secure mailing labels Prepare ballot: Arrange printing of ballot.
April	First week. Mail (first class) ballot to members eligible to vote. MEMO Secretary, with other person from his/her area, will tabulate results according to Executive Committee Guidelines on Mail Ballots Send official election results to the MEMO President for certification by the Board of Directors Notify winners and inform them of installation date during Leaders Summer Retreat Send thank you to non-winners
July/August	Installation of officers at Board of Directors meeting during Leaders Summer Retreat

National Affiliation

Memo holds affiliate membership in three national organizations: American Association of School Librarians (AASL), International Society for Technology in Education (ISTE) and Association for Educational Communications and Technology (AECT). Memo is represented by officers or other designated persons at the AASL Affiliate Assembly and the AECT Delegate Assembly.