

The American Reading Forum, Inc.

# **PROCEDURAL POLICIES MANUAL**

Procedural Policies Manual  
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Section I

**PROCEDURAL POLICIES**

## INTRODUCTION

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### DEFINITION OF PROCEDURAL POLICY

A procedural policy is a statement adopted by the Board of Directors to facilitate the activities of the committees and ad hoc committees of the American Reading Forum. The statement must not be in contradiction to the rules, objectives and purposes established by its By-laws, but may be an interpretation of said rules.

If a procedural issue arises that has not been ruled upon by the chair and the officers of the corporation or is not clearly defined and described in the American Reading Forum By-laws, the Board of Directors may, by simple majority, adopt a procedural policy. Chairpersons of American Reading Forum committees and ad hoc committees are authorized to introduce procedural resolutions of formal action by the Board of Directors.

Procedural policies may also be initiated by members in good standing or by tradition and common practice. The Board of Directors retains the right of final approval of all procedural policies under the rules provided by the American Reading Forum By-laws.

## Officers of the American Reading Forum

## PROCEDURAL AREAS: OFFICERS OF THE ASSOCIATION

By-law References: Article VI Sections 1-5

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- I. The Officers of the Association shall be:
  - A. Chair
  - B. Vice Chair
  - C. Secretary
  - D. Treasurer
  - E. Past Chair
  
- II. Duties of the Officers
  - A. The Chair shall:
    1. preside at all meetings of the American Reading Forum;
    2. serve as chairperson of the Board of Directors;
    3. hold membership, ex-officio, on all standing committees and ad hoc committees other than the Elections Committee;
    4. co-sign all contracts and other instruments of the corporation;
    5. present with the Secretary and Treasurer the annual budget to the Board of Directors;
    6. supervise the affairs of the corporation in the implementation of its purposes;
    7. present an annual report to the membership at the annual business meeting;
    8. appoint committees and ad hoc committees, designate chairpersons of all committees and ad hoc committees, and present in writing their duties and responsibilities as determined by the board of Directors;
    9. discharge and remove any standing committee or ad hoc committee chairpersons who fail to fulfill their delegated and authorized duties. In such cases, the Chair shall appoint a successor; and

10. fix time and place of all meetings.

The Chair shall automatically become the Past-Chair for one (1) year.

B. The Vice Chair shall serve as:

1. Chair pro-tem of the American Reading Forum due to the absence, incapacity, or resignation of the Chair;
2. member of the Board of Directors;
3. an officer of the corporation; and
4. ex officio member of the Program Committee.

The term of the Vice Chair shall be one (1) year. This term shall begin at the close of the Annual Meeting following election, and shall continue through the close of the next Annual Meeting.

C. The Secretary shall:

1. execute the duties essential to the maintenance of records and correspondence;
2. act as secretary of the corporation at all meetings;
3. prepare with the Chair and the Treasurer the projected annual budget of the corporation when services are requested;
4. facilitate the efforts, duties and responsibilities of the chairpersons of committees and ad hoc committees;
5. report to the Board of Directors on all matters pertaining to the planning of the Annual Meeting of the corporation;
6. serve as secretary to the annual general membership meeting; and
7. distribute minutes and any summaries of activities, at the direction of the officers to the Board of Directors, committees and ad hoc committee chairpersons, the conference coordinator, and editors of the official publication of the corporation.

The Secretary shall serve for three (3) years following appointment by the

Board of Directors. The Secretary may be reappointed to three (3) year terms upon review of performance and action of the Board of Directors.

D. The Treasurer shall:

1. execute the duties essential to the maintenance of records and correspondence;
  - a. The records maintained by the Treasurer include:
    - 1) a complete set of accounting books/records maintained daily or as necessary to keep all financial matters current;
    - 2) bank receipts and records for checking accounts, savings accounts, certificates of deposits, and any other financial holding;
    - 3) files of present, past and delinquent matter; and
    - 4) complete files of all financial and IRS tax reports.
  - b. The correspondence files shall contain copies of materials sent to new members, delinquent members, and to persons making inquiries concerning the organization.
2. exercise custody over funds of the corporation. All funds except postage stamps shall be deposited in a local bank;
3. collect dues and other monies related to the business of the organization;
  - a. All renewal and new membership fees shall be forwarded to the Treasurer. Dues receipts shall be mailed by the Treasurer (or designee).
  - b. Funds collected during the annual conference shall be collected by the Treasurer and/or Chair of the Membership Committee and deposited daily in the hotel=s vault or other insured place. If feasible, at the close of the conference, all cash shall be taken to a bank near the site and converted into a cashier=s check for safe transport.
  - c. Deposit all monies received from the sale of American Reading Forum publications.
4. sign checks and drafts on behalf of the corporation;

5. keep the books and submit these ledgers for an annual audit;
  - a. The accounting books/ledgers, maintained on a daily basis, are always available for inspection.
  - b. The books are audited every three years by an independent, certified auditor who also serves as an advisor to the Treasurer. Financial reports may serve as audits of the books in that all transactions are specified in the reports.
6. submit to the Board of Directors semi-annual financial reports including the disposition of corporation funds and budget distributions;
7. prepare with the Chair and if necessary the Secretary the projected annual budget of the corporation;
8. delegate, when appropriate, the routine or bookkeeping responsibilities of this office; and
9. serve as an ex officio member for the Publication Committee.

The Treasurer shall serve for three (3) years following appointment by the Board of Directors. The Treasurer may be reappointed to three (3) year terms upon review of performance and action of the Board of Directors.

E. The Past Chair shall:

1. provide guidance to the Chair and to the Board of Directors;
2. fulfill such other responsibilities as assigned by the Chair;
3. serve as chairperson of the Elections Committee for the year immediately following service as Chair; and
4. serve as a member of the Board of Directors if the elected term has not expired or as an ex-officio member for one (1) year if the term has expired.

## **Additional Procedural Policies**

1. All officers, whether elected or appointed, must be members in good standing of

the corporation.

2. Failure to maintain active membership in the corporation shall result in the termination of all official or delegated responsibilities pertaining to that position.
3. Officers of American Reading Forum are expected to attend all official meetings of the corporation.
4. Where applicable, the Vice Chair shall submit to the Secretary for distribution to the Board of Directors, at least one month before the Annual Meeting, the names of committees and ad hoc committees chairpersons designated for rotating appointment to their respective positions for the ensuing years.

**BOARD OF DIRECTORS**

## PROCEDURAL AREAS: BOARD OF DIRECTORS

By-Law References:                      Article V                      Section 1-12

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- I.        The Board of Directors of the Association shall consist of:
  - A.        Seven (7) Directors elected by and from the general membership of the corporation;
  - B.        Treasurer and Secretary to the Board of Directors, ex officio unless drawn from the elected Board of Directors; and
  - C.        Immediate Past Chair, ex officio unless term of office has yet to expire on Board of Directors.
  
- II.      The Board of Directors shall:
  1.        assume responsibility for all action on behalf of the membership and shall report this action at the annual business meeting;
  2.        exercise supervision and control over the affairs of the corporation;
  3.        review the performance of the officers of the corporation;
  4.        maintain access at all times to the records of the corporation;
  5.        accept budget reports and approve the annual budget;
  6.        accept responsibility for approving all plans, projects, and program consistent with the purposes of the corporation;
  7.        authorize the Chair to establish committees and ad hoc committees and to carry out the purposes of the corporation;
  8.        make or amend rules for the conduct of its business, and keep a full record of such rules and business which it conducts;
  9.        take such steps as may be necessary to carry out any program or action authorized by the membership;
  10.      approve appointment of Treasurer, Secretary and committee chairs; and
  11.      fill vacancies in its own body due to extended absence, incapacity,

resignation, or inability of any of its members to perform prescribed functions.

### **Additional Procedural Policies**

1. All elected members of the Board of Directors must be members in good standing in the corporation.
2. Failure to maintain active membership in the corporation shall result in the termination of all official or delegated responsibilities pertaining to that position.
3. Elected members of the Board of Directors are expected to attend all official meetings of the corporation.
4. Standing committee and ad hoc committee chairpersons appointed by the Chair and editors of the publication of the organization serve as ex officio members of the Board of Directors.
5. The Chair, Vice Chair, Secretary, and Treasurer shall serve as the Executive Board of the Board of Directors.

## **COMMITTEES AND AD HOC COMMITTEES**

## PROCEDURAL AREAS: COMMITTEES & COMMITTEES

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### I. Introduction - Applicable By-laws Provisions

Chairperson of all standing committees and editors of the publication of the corporation not already elected members of the Board of Directors shall be members of the Board of Directors, ex-officio.

Ad hoc special committees may be established as necessary and appropriate to the conduct of the affairs of the corporation. Ad hoc special committees will cease to exist upon completion of the assigned task.

There shall be at least three (3) members in good standing on each committee and ad hoc committee, including a chairperson appointed by the Chair. Excepting the following Committees (Nominations/Elections, Program), chairperson appointments to American Reading Forum Committees shall be made on a rotating basis for a term of three (3) years.

<u>Committee Chairs</u>	<u>Terms of Office</u>	<u>Terms</u>	<u>Expire</u>	<u>Close of Annual Meeting</u>
Budget	3 years			
Membership	3 years			
Call to Forum	3 years			
Public Relations	3 years			
Site Selection	3 years			
Graduate Student Mentor	3 years			
Bylaws/Parliamentarian	3 years			
Publications	3 years			
Archivist/Historian	3 years	1998	2001	2004
Photographer	3 years	1998	2001	2004
Yearbook Editorial Advisory	1 year	1999	2000	2001
Nominations/Elections	1 year	1999	2000	2001
Program Committee	1 year	1999	2000	2001
Conference Reactor	1 year	1999	2000	2001
Proposal Review	1 year	1999	2000	2001

The corporation has three standing policies for all committee chairs:

1. Committee and ad hoc committee chairpersons must be members in good standing in the corporation.
2. Committee and ad hoc committee chairpersons are expected to attend all official

meetings of the corporation.

3. Committee and ad hoc committee chairperson shall prepare semiannual reports to the Board of Directors.

## II. **Committees**

### A. Membership Committee

A Membership Committee shall assist with on-site conference registration and the development and implementation of a membership campaign.

#### Procedural Policies:

1. January activities
  - a. Request letter from American Reading Forum Chair for January mailing.
  - b. Purchase 9x12 envelopes, mailing labels, fluorescent message labels.
  - c. Collate evaluation data, if requested by Chair.
  - d. Collate committee data from conference registration forms.
  - e. Prepare mailing to all committee chairs consisting of: cover letter, list of committee responsibilities, list of all committees with names of individuals wishing to serve, list specific to each committee with addresses, set of labels specific to each committee.
  - f. Copy American Reading Forum Chair on all committee correspondence and include set of labels for Board of Directors and committee chairs.
  - g. Prepare mailing to all members (may limit to last 5 years) consisting of: American Reading Forum Chair=s letter, yearbook submission form, next year=s proposal form, information/membership form for colleagues.
  - h. Re-mail information, if new addresses are on returned mail.
  - i. Respond to requests for information on American Reading Forum.
  - j. Record new/renew memberships; send checks to treasurer.
2. April activities:
  - a. Send American Reading Forum information/membership forms to American Reading Forum Call to Forum Chair for use at cosponsored session at International Reading Association.
  - b. Prepare membership report for Board meeting held at IRA convention.
3. May activities:
  - a. Request materials from American Reading Forum Chair for June

- mailing: letter, hotel registration and brochures, taxi information.
  - b. Request preliminary program from Program chair.
  - c. Request Call to Forum book information from committee chair.
  - d. Request minutes of May Board meeting from secretary.
  - e. Request graduate student mentor/scholarship information from committee chair.
  - f. Prepare previous membership list and labels for Nominations/Elections Chair [same list can be used in December for Yearbook/Publications Chair] (send on request) or Request nominations form from committee chair.
  - g. Prepare preregistration/membership form.
  - h. Purchase 9x12 envelopes, mailing labels, fluorescent message labels, etc.
4. June activities:
- a. Prepare mailing to all speakers, reactors, and members (may limit to last 4-5 years) consisting of: American Reading Forum Chair=s letter, hotel registration, airport taxi/shuttle information, membership and conference preregistration form, conference program, Call to Forum book information, minutes of May Board meeting, graduate student mentor/scholarship program, Board nominations form (if not being sent separately by committee chair). [Include two sets of all materials in envelopes for joint memberships].
5. July activities:
- a. Process preregistrations and memberships (record on data file, send checks to treasurer every two weeks). [Continue through November 30.]
  - b. Re-mail information, if new addresses are on returned mail.
  - c. Respond to requests for information on American Reading Forum.
6. August activities:
- a. Request material from American Reading Forum Chair for September mailing: letter.
  - b. Request revised preliminary program from Program chair, if changes have been made.
7. September activities:
- a. Prepare reminder postcards to be sent to all speakers, reactors, and members (limit to last two years) who have not preregistered for the upcoming conference.
  - b. Send a set of materials as distributed in the June mailing (see #4

- above) to individuals requesting such a packet.
- c. Prepare a list of roommate requests and disseminate to those on the list.
8. October activities:
    - a. Send American Reading Forum information/membership forms to American Reading Forum Call to Forum Chair for use at cosponsored session at College Reading Association.
    - b. Write to membership committee to solicit times each member is able to work during conference registration.
  9. November activities:
    - a. Purchase #10 envelopes, name tag holders.
    - b. Update registration worker directions.
    - c. Send conference registration schedule to membership committee.
    - d. Prepare American Reading Forum information/membership forms (available for members to take to colleagues).
    - e. Prepare on-site registration forms.
    - f. Prepare American Reading Forum directory.
    - g. Prepare master list of total membership files.
    - h. Prepare preregistration/membership list for current year.
    - i. Prepare yearbook list and labels for previous year.
    - j. Prepare name tags and holders.
    - k. Prepare receipts (write for preregistered; separate joint, if requested). \*See item one in December, after the conference.
    - l. Prepare certificates of attendance for those who request them.
    - m. Prepare membership report for Board meeting.
    - n. Obtain money to make change for on-site registrations.
  10. December activities:
 

Before the conference:

    - a. Print directories and other membership materials.
    - b. Mail directories and other membership materials to conference site.
    - c. Prepare annual Membership Committee budget for Chair.

During the conference:

    - a. Set up Registration/Membership Table; review procedures with membership committee; monitor coverage of registration; collect money and completed forms; reconcile records and money at end of each day.
    - b. Obtain reproducible copy of yearbook submission form from committee chair or request one be mailed for January mailing.
    - c. Obtain reproducible copy of next year=s proposal form from committee chair or request one be mailed for January mailing.

After the conference:

- a. Send Certificates of Attendance to those who need them (usually requested by participants from outside of the United States). [May be given at the conference once attendance/registration is verified.]
- b. Send collection letter to those who attended conference and were not able to pay on-site [tried to pay with credit card, forgot check book, etc.]
- c. Send thank-you letters to membership committee members who worked at registration desk.
- d. Collect and collate information on evaluation form (unless assigned to someone else by American Reading Forum Chair); send result to American Reading Forum Chair and next year=s program chair.

B. Nominations/Elections Committee:

A Nominations/Elections Committee shall prepare a roster of nominees for elective office, as well as an official election ballot. This Committee shall determine the eligibility of candidates of elective office.

Procedural Policies:

1. The Past-Chair shall be chairperson. This person shall assume this responsibility immediately upon stepping down from the role of Chair.
2. The chairperson shall appoint the Nominations/Elections Committee.
3. The Nominations/Elections Committee will solicit candidates for the Board of Directors. American Reading Forum members who have indicated interest in the Nominations/Elections Committee may be asked to assist in the solicitation process. The committee shall announce candidate openings in the June membership mailing and via the American Reading Forum homepage/listserv to request nominations from the membership.
4. The Nominations/Elections Committee will communicate prior to August 1st to finalize the slate for the following year (e.g. Nominations/Elections Committee appointed in Jan. 1999 will have an approved slate of candidates to the Executive Board by August 1st 1999. This slate will be listed on an official ballot and submitted to the membership in September, 1998 etc.). Voting shall close one month from the date the ballots are mailed.

5. If the Executive Board rejects the slate of candidates presented by the Nominations/Elections Committee, the Committee must redraft and resubmit a slate by mail to the Executive Board for approval prior to the designated election period.
6. A ballot, and a vision statement and a biography for each candidate shall be prepared by the Nominations/Elections Committee. Candidates will be contacted to submit a vision statement and a biography by August 15th.
7. The chairperson shall prepare and submit an annual committee budget to the Chair of the Board of Directors.

C. Call to Forum Committee

The Call to Forum Committee organizes the Call to Forum session at the annual meeting. In addition, the committee members are responsible for conducting cosponsored sessions at conferences held by other organizations in the literacy profession.

Procedural Policies

1. Select topic and reading/media source(s) to be discussed at the annual Call to Forum session at the yearly conference.
2. Develop and arrange for distribution of publicity associated with the upcoming Call to Forum session through direct mailing to members, e-mail to members on the American Reading Forum Listserv, and posting on the American Reading Forum homepage.
3. Work with program coordinator to schedule slot for Call to Forum session at the conference.
4. Serve as facilitator(s) at the Call to Forum session.
5. Contact other literacy corporations to arrange for American Reading Forum cosponsored sessions at the conferences sponsored by the respective organization (e.g., International Reading Association, College Reading Association) and facilitate the inclusion of cosponsored sessions by other organizations at the yearly conference of American Reading Forum. The committee chair is to keep a file of all information/procedures necessary for contacting other organizations.

6. Prepare and submit an annual committee budget to the Chair of the Board of Directors.

D. Public Relations Committee

The Public Relations Committee plans and organizes the welcoming reception and other social events (including banquets) as scheduled by the Board of Directors.

Procedural Policies

1. Arrange for a site to hold welcoming reception, obtain food and beverage for the occasion, prepare site for reception, serve as host(s) for the session, and return the site to its pre-reception state.
2. Organize and carry out all other special social events generally associated with the conference including the Spirit of the Times reception held after the general business meetings.
3. Organize all special arrangements for banquets/luncheons (head table seating, door prizes, flowers, etc.) that might be scheduled.
4. Arrange tours, theater parties, and other activities of interest to conference participants. (Optional)
5. Prepare and submit an annual budget to the Chair of the Board of Directors.

E. Site Selection Committee

The Site Selection Committee investigates, reviews, and recommends sites for the annual meeting. In addition, designated members of the committee assist the Chair in negotiating and verifying the terms of the facility contract.

1. Recommend future conference sites and duties as specified in Article IV, Section One of the Bylaws for approval by the Board of Directors.
2. Develop future annual conference location arrangements with hotel sales personnel.
3. Report annual conference plans to the Board of Directors:

- a. room arrangements and fees
  - b. meeting space arrangements
  - c. banquet arrangements and special events
  - d. exhibit space arrangements (if part of the respective conference)
4. Verify all conference arrangements and space allocations with hotel personnel.
  5. In coordination with the Chair, receive and verify all hotel charges for conference activities defined by the terms of the contract.
  6. Evaluate conference arrangements for future reference; recommend changes in contract and procedural details.
  7. Prepare and submit an annual committee budget to the Chair of the Board of Directors.

F. Graduate Student Mentor Committee

A Graduate Student Mentor Committee coordinates the scholarship award process for graduate students attending the annual conference of the American Reading Forum. The committee will also coordinate the scholarship award process for practicing classroom teachers attending the annual conference. The selection of scholarship recipients from either category shall be subject to the approval of the Board of Directors.

The committee will also conduct a Graduate Student Mentoring session at the annual meeting. The chair of the committee will be charged with securing a slot on the program by contacting the conference coordinator and with chairing the session.

Procedural Policies:

1. The chairperson shall solicit nominees for scholarships through the following activities:
  - a. announcing the scholarship procedure at the annual business meeting.
  - b. encouraging members= recommendations for scholarship nominees through an annual mailing to the membership, a posting on the American Reading Forum listserv, a posting on the American Reading Forum homepage, etc.
2. The committee shall make its final decision regarding scholarships

before the opening session of the annual meeting, subject to the approval of the Board of Directors.

3. The chairperson of the committee shall present the scholarship awards at the annual business meeting.
4. The chairperson shall solicit, obtain, and acknowledge scholarship donations through direct contact with known donors.
5. The committee members should publicize and conduct the annual graduate student mentoring session at the yearly conference.
6. The chairperson shall prepare and submit an annual committee budget to the chair of the Board of Directors.

G. Program Committee

A Program Committee shall plan, in cooperation with the Board of Directors, the program activities for the Annual Meeting. A specific Program Committee serves for the duration of time for the planning and presentation of a conference program. Each Program Committee is designated by the respective conference year.

1. The Conference Coordinator(s) shall serve as the program committee chairperson for the designated conference.
2. The Program Committee shall be appointed by the Chair which shall, in cooperation with the Board of Directors, develop the program for the Annual Meeting.
3. Coordinate the program with appropriate American Reading Forum committee chairpersons (i.e., Call to Forum, Graduate Student/Mentor, Research Exchange).
4. Arrange the time, place, and conference activities.
5. Prepare program plans and format for presentation and approval by the Board of Directors.
6. Prepare and distribute to the membership an annual Call for Program Proposals.
7. Solicit program proposals from selected non-members or special interest groups that the chairperson identifies for potential

conference participation (e.g., co-sponsored sessions).

8. Obtain key note speakers.
9. Prepare session evaluation forms for distribution.
10. Edit and prepare sessions abstract for inclusion in conference program packet (optional). Mail abstracts to all reactors.
11. Notify and confirm the participation of program speakers, reactors, etc.
12. Plan and schedule meetings, paper sessions, workshops, general sessions, coordinate special events with the Public Relations Committee, and present said information to the Board of Directors at the biannual meeting in May of each year.
13. Design and arrange to mail preliminary program booklet in June prior to conference.
14. Design and produce final conference program booklet.
15. Prepare and submit an annual committee budget to the Chair of the Board of Directors.

#### H. Conference Reactor Subcommittee

A Conference Reactor Subcommittee will be appointed. Each member of the Conference Reactor Subcommittee serves as a reactor to a session at the annual meeting. The Program Coordinator/Cocoordinator will serve as Chair of the Conference Reactor Subcommittee.

#### Procedural Policies:

1. The Chair of the Program Committee will issue a call for individuals to serve as reactors to sessions at the annual meeting. The call will be distributed through the spring general membership mailing, a posting on the American Reading Forum listserv, and as a posting on the American Reading Forum homepage.
2. The committee chair will assign volunteers to serve as reactors and draft additional individuals to serve in this capacity as required.
3. The committee chair will distribute guidelines for serving as a

reactor to each individual designated as such.

4. Each individual serving as a reactor is considered a member of the Conference Reactor Committee for the conference year.
5. Prior to the conference each reactor will contact the presentor(s) of the designated session to obtain a copy of the paper to be delivered as well as a mini vita for the process of conducting introductions.
6. The reactor will introduce the speaker(s) at the respective session and provide assistance as requested.
7. The reactor will provide a scholarly reaction to the content of the session and facilitate questions and answers from the audience.
8. Optional - the reactor will write a reaction paper to the paper(s) delivered at the session and submit it to the Editor(s) of the American Reading Forum Yearbook.
9. Prepare and submit an annual budget to the Chair of the Board of Directors.

Board Resolutions Pertaining to the Conference:

1. American Reading Forum members shall pay a conference registration fee. The registration fee must be approved by the board but may be changed by board action at any time.
2. All program participants are required to pay a conference registration fee unless the participant is a specially invited guest. The program chairperson shall notify all program participants of this requirement.

I. Bylaws/Parliamentarian Committee

A Bylaws/Parliamentarian Committee shall make periodic reviews of the By-laws and the Procedural Policies Manual. The chairperson of the Bylaws/Parliamentarian Committee, or an appointee, shall serve as official parliamentarian of the corporation.

Procedural Policies:

1. Sponsor or recommend amendments of the American Reading Forum By-laws every three years, or as often as required by the needs of the corporation.
2. Prepare amendments for approval by the Board of Directors, as directed.
3. Prepare amendment drafts for ratification by the membership.
4. Clarify and interpret the rules of the corporation provided in the Articles and Sections of the American Reading Forum By-laws.
5. Maintain an ongoing record of all resolutions and procedural policies adopted by the Board of Directors.
6. Prepare and submit an annual budget to the Chair of the Board of Directors.

J. Publications Committee

A Publications Committee shall monitor the official publication(s) of the corporation. It shall study plans for improving the effectiveness and significance of the publication(s) and shall establish and implement editorial policy and practice as defined by the objectives of the corporation. The committee chair shall appoint voting members of the Publications Committee. The editors of the American Reading Forum Yearbook shall chair the Publications Committee. The Treasurer of the corporation shall serve as an ex-officio member of the committee to oversee its financial affairs.

Procedural Policies:

1. Develop the agenda for all meetings of the Publications Committee.
2. Should the committee chair(s) not be serving as editor(s) of an ARF publication, advise the editors on editorial policy and practice.
3. Advise Treasurer on financial affairs related to the American Reading Forum publication(s).
4. Approve American Reading Forum members to the Editorial Advisory Board on the recommendations of the Editors.

5. Use a competitive process by securing at least three (3) bids from printers for American Reading Forum Yearbook.
6. Prepare and submit an annual budget to the Chair of the Board of Directors.
7. Announce a search for editorship vacancies at the annual conference one year prior to the date on which the editors are to assume editorial responsibilities.

K. Budget Committee

The Budget Committee monitors the financial affairs of the corporation, conducts periodic audits (every three years) of the corporation=s books, and reviews membership charges, conference fees, and expenditures. The Treasurer to the corporation will serve as committee chair.

Procedural Policies:

1. Undertake an audit of the corporation=s financial records once every three years.
2. Submit report of audit to the Board of Directors within 60 days of undertaking the audit.
3. Reviews annually the fees charged for various membership categories in the corporation and charged for attendance at the annual conference.
4. Makes recommendations for revisions in the fee structure for membership or conference attendance.
5. Reviews and makes recommendations on all allocations for special projects above \$200.00 to the Board of Directors.
6. Prepare and submit an annual committee budget to the Chair of the Board of Directors.

L. Proposal Review Committee

The Proposal Review Committee is comprised of individuals charged with reviewing proposals submitted for sessions at the annual meeting. The Program Coordinator/Cocoordinator will serve as Chair of the Proposal Review Committee.

Procedural Policies:

1. The Chair of the Proposal Review Committee will:
  - a. receive and acknowledge all proposals.
  - b. forward proposals to two (2) or more committee members; establish deadlines and guidelines for proposal review.
  - c. Accept@ or Reject@ proposals based on critiques for reviewers.
  - d. communicate in a timely manner with individuals regarding program decisions.
2. The members of the Proposal Review Committee will be selected by the committee chair from the list of volunteers provided by the Chair of the Membership Committee.
3. Each individual serving as a reactor is considered a member of the Proposal Review Committee for the conference year.
4. Prepare annual budget for submission to the Chair of the Board of Directors.

M. Editorial Advisory Committee

The Editorial Advisory Committee works with the Editor(s) and Chair(s) to review manuscripts submitted to the Editor(s) of the annual conference yearbook.

Procedural Policies:

1. Using guidelines and following deadlines developed by the yearbook=s editorial team, review manuscripts submitted by presentors and reactors from the most recent annual meeting for possible inclusion in the annual yearbook of the corporation.
2. The members of the Editorial Advisory Committee will be selected by the Editor(s) from the list of volunteers provided by the Membership Committee.
3. Each individual serving as a reviewer is considered a member of the Editorial Advisory Committee for the yearbook production year.
4. Prepare annual budget for submission to the Chair of the Board of Directors.

### III. **Archivist/Historian**

It is the role of the American Reading Forum archivist/historian to secure all relevant historical documents of the corporation. The archivist/historian shall develop and supplement annually an archival home for historical documents. The historian shall complete and maintain a history of the American Reading Forum. The American Reading Forum archivist/historian is appointed for a three year term by the Chair with the approval of the Board of Directors.

#### Procedural Policies:

1. Identify target documents (e.g., minutes of meetings, conference programs, committee reports, annual reports, etc.) to be collected and chronicled for the archives.
2. Work with the Secretary on examining current archives for relevant information needed for history.
3. List all of the officers of the American Reading Forum since its inception. Solicit past officers (oral and written information) for the assistance in writing the history of the corporation.
4. Begin the writing of the history by preparing a series of five-year highlights of American Reading Forum. This will promote a beginning to the formation of the history.
5. Maintain a home and mailing address for all archives and documents to be accumulated.
6. Maintain a system to allow all current documents of the corporation to be collected by the historian.
7. Develop a backup set and depository for all American Reading Forum historical documents.
8. Post completed history on the American Reading Forum WWW site regularly and publish the ARF history updates each five years in annual yearbook.
9. Prepare annual budget for Chair of the Board of Directors.

### IV. **Photographer**

The photographer of the American Reading Forum shall be responsible for photographing or video taping special events of the organization and organizing these photographs into a pictorial history. The photographer also shall work in cooperation with the various committees and other members on special projects which might be enhanced with slides, video tapes, and photographs. The American Reading Forum photographer is appointed for a three year term by the Chair with the approval of the Board of Directors. The specific duties of the photographer of the American Reading Forum shall include, but not be limited to, those which follow:

Procedural Policies:

1. Attend the annual conference of the American Reading Forum and photograph various sessions, awards presentations, board meetings, and special events.
2. Organize slides and/or photographs into a pictorial history of the American Reading Forum.
3. Deliver media presentations depicting the history and special events of the American Reading Forum.
4. Work, in cooperation with the historian, the Membership Committee, the Yearbook Editors, or any member of the organization, on projects needing photographs.
5. Prepare annual budget to be submitted to the Chair of the Board of Directors.

V. **American Reading Forum Yearbook Editor/Co-Editors, or Editor/Associate Editor**

The American Reading Forum Yearbook Editor/Co-Editors shall undertake all editorial functions associated with the production of the annual conference yearbook. Editors are appointed by the Chair with the approval of the Board of Directors. The term of appointment is for three (3) years.

Procedural Policies:

1. General/Long-Term
  - a. Recommend cover design and yearbook layout.
  - b. Select title for yearbook based on conference theme.
  - c. Update ACall for Manuscripts@ and AInformation for Authors@ as needed.

- d. Encourage manuscript submissions.
  - e. Write and/or solicit reaction papers when appropriate.
  - f. Develop review/production procedures and timetable.
  - g. Prepare biannual progress reports for Board of Directors; attend Board meetings.
  - h. Obtain copyrights and ISBN numbers for yearbook.
2. Editorial Advisory Committee
- a. Solicit members of the Editorial Advisory Committee; develop criterion for selection.
  - b. Review applications and appoint members to the Editorial Advisory Committee.
  - c. Plan and chair meeting(s) of Editorial Advisory Committee during the Annual Meeting of American Reading Forum, if necessary.
  - d. Develop and distribute guidelines and forms for manuscript review.
  - e. Maintain accurate records regarding all phases of the manuscript review process.
3. Review Process
- a. Receive and acknowledge all manuscripts; ensure that manuscripts reflect sessions at Annual Meeting.
  - b. Forward manuscripts to two (2) or more editorial advisors; establish deadlines and guidelines for manuscript review.
  - c. Make decision about manuscripts based on critiques from editorial advisors and own editorial judgment.
  - d. Communicate in a timely manner with authors regarding publication decisions and other editorial matters.
  - e. Work with authors of promising pieces by providing suggestions for revision.
4. Production Activities
- a. Edit accepted manuscripts.
  - b. Proofread each manuscript before forwarding to printer.
  - c. Distribute galleys to authors, for proofreading, or arrange for proofreading of galleys by designees.
  - d. Organize each issue; prepare table of contents for each yearbook.
  - e. Prepare front matter (e.g., list of officers, Review Board) for each edition.
  - f. Select binding and cover.
  - g. Arrange for printing and monitor production schedule.
  - h. Send complimentary xeroxed copies of articles to non-American Reading Forum members along with purchasing information for Yearbook.

5. Terms for Editorship
  - a. The Editor/Coeditors shall be appointed for a three (3) year term following a rotational schedule. The availability of the position shall be announced to the membership at the conference preceding the conference for which the first of three yearbooks would be produced. The Board of Directors shall review proposals and select a new editor at spring board meeting following the announcement of vacancy.
  - b. The rotational schedule that shall be used in selecting an editor(s) follows:

<u>Announcement</u>	<u>Selection</u>	<u>Beginning</u>	<u>End</u>
Winter 1999	Spring 2000	Winter 2000	Winter 2003
Winter 2002	Spring 2003	Winter 2003	Winter 2006
Winter 2005	Spring 2006	Winter 2006	Winter 2004

6. Prepare annual budget to be submitted to the Chair of the Board of Directors.

VI. **Conference Program Coordinator(s)**

A Conference Program Coordinator(s) is appointed by the Chair of the Board of Directors upon approval by the Board of Directors for a specific conference. The conference Program Coordinator(s) for an upcoming conference is generally selected at the Board of Directors Meeting two years before the conference in question. The individual shall serve as Chair of the Program committee

Procedural Policies:

A. Pre-Conference Duties

1. Prepare Annual Meeting publicity for distribution through general membership mailing, the American Reading Forum listserv, and the American Reading Forum homepage.
2. In conjunction with the Membership Committee Chair develop local arrangements for conference.
3. Design, print and distribute conference publicity flyer and call for proposals.
4. Design and produce conference program booklet and folders include names of all reviewers and reactors in booklet.

5. Prepare conference packets for pre-registration mailing:
  - a. program booklet
  - b. conference registration and banquet registration form
6. Order badges and favors for distribution to conference participants.

B. Conference Duties

1. Supervise all conference events and activities (other than meeting sessions).
2. Finalize meeting room assignments, exhibit area, banquet arrangements, etc.
3. Troubleshoot conflicts in meeting room assignments, reservations, and registration difficulties.
4. As required collect and account for all income/expenditures with the Membership Chair and the Treasurer on a daily basis.
5. Receive and verify all hotel charges for conference activities defined by the terms of the contract.
6. Submit all hotel charges to the Treasurer for payment.
7. Collect, analyze, and distribute evaluations of the conference.
8. Contract the rental of audio-visual and other equipment required by the program participants.
9. Report planning status to the board at its spring board meeting.

C. Post-Conference Duties

1. Coordinate with the Treasurer the delivery of the conference financial report to the Board of Directors.
2. Consider and/or recommend conference registration fee changes.

D. Other Duties

1. Prepare annual conference budget to be submitted to the Chair of the Board of Directors.

Section II

**RESOLUTIONS**

## **PROCEDURAL AREA: SPECIAL PROJECTS**

Resolution No. 1:

Formulator:

Date Adopted:

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### **PROCEDURES FOR PROPOSING SPECIAL PROJECTS**

1. Any American Reading Forum member may submit a proposal for a special project.
2. A special project is any activity, investigation, service or research that is not considered to be the normal responsibility of a standing committee, ad hoc committee or officer, and is not authorized or budgeted by the Board of Directors at its regular meetings. Special projects must be consistent with the relevant to the goals of the corporation.
3. The proposal should contain the following:
  - a. rationale for its needs; how the project will promote the goals of the corporation; anticipated outcomes or contributions to the profession.
  - b. a detailed outline of objectives and procedures.
  - c. the participants - their roles, duties and responsibilities.
  - d. the projected budget (if any); justification for the funds; other sources of support (if any).
4. The following procedures should be followed upon receipt of a project:
  - a. six (6) copies of the proposal should be sent to the Secretary of the corporation.
  - b. the Secretary will forward copies of the proposal to the officers (for funding of \$200 or less) or the Board of Directors (for funding over \$200) with instructions to return their evaluation of the proposal to the Secretary within 30 days of the receipt.

The Chair of the organization will respond in writing to the member(s) making the proposal, giving the decision of the officers of the corporation or the Board of Directors.