



**ASSOCIATIONS OF LITERACY  
EDUCATORS AND RESEARCHERS  
PROCEDURAL POLICIES MANUAL**

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# **SECTION I**

# **PROCEDURAL POLICIES**

# **Introduction: Definition of Procedural Policy**

A procedural policy is a statement adopted by the Board of Directors to facilitate the activities of the Divisions, Committees and Commissions of the Association of Literacy Educators and Researchers (ALER). The statement must not be in contradiction to the rules, objectives and purposes established by its Constitution and By-laws, but may be an interpretation of said rules.

If a procedural issue arises that has not been ruled upon by the President and the Executive Committee or is not clearly defined and described in the ALER Constitution and By-laws, the Board of Directors may, by simple majority, adopt a procedural policy. Chairpersons of ALER Divisions, Committees, and Commissions 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 ALER Constitution and By-laws.

# Procedural Policies: Officers of the Association

Constitutional Reference: Article III, Sections 1-6  
By-law References: Article II, Sections 1-10

## I. The Executive Committee of the Association shall be the:

- A. President
- B. President-Elect
- C. Vice-President
- D. Past-President
- E. Past-past President
- F. Treasurer
- G. Executive Secretary

## II. Duties of the Executive Committee

### A. The **President** shall:

1. preside at all meetings of the Association.
2. serve as Chairperson of the Board of Directors.
3. hold membership, ex-officio, on all standing Committees other than the Elections Committee.
4. co-sign all contracts and other instruments of the Association.
5. present with the Treasurer and the Executive Secretary the annual budget to the Board of Directors.
6. supervise the affairs of the Association in the implementation of its purposes.
7. present an annual report to the membership at the Legislative Assembly.
8. appoint Committees, designate Chairpersons of all Committees in collaboration with the Executive Secretary and President Vice-President, and define in writing the duties and responsibilities of the Committees.
9. discharge and remove any Committee or Commission Chairpersons who fail to fulfill their delegated and authorized duties. In such cases, the President shall appoint a successor.
10. become automatically the Past-President for (1) year immediately following the completion of his/her term.

### B. The **President-elect** shall:

1. act as President pro-tem of ALER in the absence, incapacity, or resignation of the President.
2. plan program for next year's conference (in consultation with the Conference Coordinator) and provide final

information to him/her by June 1.

- a) Invite laureate winner to be the J. Estill Alexander Award speaker at upcoming conference (or consult with Historian to identify a speaker).
  - b) Prepare report for Spring Newsletter on next year's conference (include a request for proposal reviewers) and submit to Newsletter Editor by November 15.
  - c) Provide Conference Coordinator with information for pre-conference program planner by June 1 of conference year.
  - d) Solicit proposals and reviewers in early February.
  - e) Provide proposal feedback and notify presenters in April or May.
  - f) Work with Conference Coordinator to identify times, rooms, speakers and activities for conference program so space is utilized efficiently and effectively.
  - g) Arrange for printing of conference program by October 15.
  - h) Receive and review conference evaluations from the Conference Coordinator at the conclusion of the most recent conference.
  - i) Attend planning meeting for next year's conference.
3. attend Fall and Spring Executive Committee meetings and Board of Directors meetings.
  4. prepare written report for Board of Directors meetings describing activities completed to date.
  5. serve for a term of one (1) year. This term shall begin at the close of the Annual Meeting and shall continue through the close of the next Annual Meeting.
  6. succeed automatically to the Office of President for one (1) year.

C. The **Vice-President** shall:

1. act as President Elect pro-tem of ALER in the absence, incapacity or resignation of the President-elect and President.
2. prepare a preliminary conference program for the conference that will occur in two years (in consultation with Executive Committee).
  - a) Identify speakers.
  - b) Invite speakers (General Session, Awards Breakfast and children's or young adults' book author); budget of approximately \$1000 each, plus expenses. The Association of Literacy Educators and Researchers (ALER) will pay \$1000 to the Awards Breakfast Keynote Speaker. In addition, the ALER will pay for

one night's stay at the conference hotel, provide the speaker with a complimentary conference registration, and reimburse costs associated with one round-trip, lowest fare economy airline ticket. If the speaker chooses to drive to the ALER conference, ALER will reimburse for mileage per mile up to the cost of the lowest fare airline ticket. ALER does not reimburse other expenses such as meals, parking, and ground transportation to and from the airport.

- c) Design cover for the next Fall conference program booklet.
- d) Prepare preliminary flier (theme & speakers) and have copies at conference to advertise the upcoming conference.
- e) Establish website (pdf and word file) to receive conference proposals and reviewer information.
- f) Establish email address to receive and send proposal information.

- 3 identify new Committee Chairs as appropriate (in consultation with Executive Committee) and provide Executive Secretary with name and terms of office by December 1.
- 4. attend Fall and Spring Executive Committee meetings and Board of Directors meetings.
- 5. prepare written reports for Board of Directors meetings describing activities completed to date.
- 6. attend planning meeting for next upcoming conference.
- 7. serve for a term of one (1) year. This term shall begin at the close of the Annual Meeting following the election, and shall continue through the close of the next Annual Meeting.
- 8. succeed automatically to the office of President-Elect for one (1) year.

D. The **Past-President** shall:

- 1. provide guidance to the President and to the Board of Directors.
- 2. fulfill such other responsibilities as assigned by the President.
- 3. serve as Chairperson of the Awards Committee.
- 4. serve as a member of the Executive Committee for an additional year.

E. The **Past-past President** shall:

- 1. serve as Chairperson of the Elections Committee.
- 2. provide guidance to the President and to the Board of Directors.

F. The **Treasurer** shall:

1. maintain the Members360 system so as to make available for on-capture, member e-mail addresses, membership status, telephone contact numbers, and ALER committee and division preferences.
2. enable the Members360 system so as to send automatic membership renewal notices by e-mail 60 days before expiration, at expiration, and at 30 and 60 days after expiration.
3. 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 records maintained daily or as necessary to keep all financial matters current.
    - 2) bank receipts and records for both checking and saving
    - 3) complete files of all financial reports.
4. maintain a correspondence archive file for one year of e-mails regarding ALER business.
5. provide the Board of Directors with summaries of membership data.
6. exercise custody over funds of the Association. All funds except postage stamps shall be deposited in a local bank.
7. collect dues and other monies related to the business of the Association.
  - a) Funds collected during the annual conference shall be collected by the Treasurer and deposited in the hotel's vault or other insured place.
  - b) Deposit all monies received from the sale of ALER publications.
  - c) Perform the duties of the Business Manager of the Publications Committee. (See reference to duties of Publications Committee Business Manager under Committees and Commissions).
8. sign checks and drafts on behalf of the Association.
9. keep the books and submit these ledgers for an annual audit.
  - a) The accounting books/ledgers, maintained on a regular basis, are always available for inspection.
  - b) The books are audited annually by an independent, certified public accountant 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.
10. submit to the Executive Committee and Board of Directors semi-annual financial reports including the disposition of Association funds and budget distributions.

11. prepare with the President and Executive Secretary the projected annual financial reports including the disposition of Association funds and budget distributions.
12. delegate, when appropriate, the responsibilities of this office with consent of the Board of Directors.
13. serve for three (3) years following appointment by the Board of Directors.
14. receive a stipend for an amount determined by the Board of Directors.

## PUBLICATIONS RESPONSIBILITIES

### *Procedural Policies*

1. Oversee ALER's contract with Taylor & Francis to ensure all responsibilities are performed as outlined.
2. Maintain a correspondence file related to publication inquiries from subscribers, subscription agencies, and members.
3. Exercise control of all financial matters, changes in addresses, and requests for copies of all publications of the Association.
4. Obtain copyrights for all publications of the Association requiring such.
5. Seek more efficient and less expensive ways to publish and distribute all publications.
6. Issue the complimentary/examination copies when applicable.
7. Approve requests for use of articles in other works.
8. Provide the printer and holder of the second class mailing privilege with current records of membership and subscribers to enable them to give accurate information to postal officials.
9. Authorize payment of funds requested by ALER editors.

### G. The **Executive Secretary** shall:

1. execute the duties essential to the maintenance of records and correspondence which includes maintaining, updating and distribution of a directory that provides contact information for the Executive Committee and Board of Directors.
2. act as secretary of the Association at all meetings, prepare meeting agendas, record minutes and distribute same to members of the Executive Committee and Board of Directors.
3. solicit contact information and photos from members of the Executive Committee and Board of Directors; compile and distribute a Directory among ALER officers.
4. provide input and prepare with the President and the Treasurer the projected annual budget of the Association.

5. prepare letters, on letterhead stationery, acknowledging those who have served the organization.
6. send an official election ballot to the membership, and perform such other functions related to election procedures as defined in article III, Section 9 of the by-laws.
7. facilitate the efforts, duties and responsibilities of the Chairpersons of Committees, Commissions and Divisions.
8. communicate to the Executive Committee and the Board of Directors on matters pertaining to the planning of the semi-annual meetings of the Association.
9. serve as secretary to the annual Legislative Assembly.
10. distribute activities summaries, at the direction of the Executive Committee to the Board of Directors, Committees, Commission, and Division Chairpersons, the Conference Coordinator, and edits of the official publications of the Association.
11. draft articles that summarize the semi-annual meetings of the Executive Committee and the Board of Directors and submit these to the ALER newsletter.
12. serve for three (3) years following appointment by the Board of Directors.

***Additional Procedural Policies***

1. All members of the Executive Committee, whether elected or appointed, must be members in good standing of the Association.
2. Failure to maintain active membership in the Association shall result in the termination of all official or delegated responsibilities pertaining to that position.
3. Members of the Executive Committee are expected to attend all official meetings of the Association.
4. Where applicable, the Vice-President shall submit to the Executive Secretary, at least one month before the Annual Meeting, the names of Committees and Commission Chairpersons designated for rotating appointment to their respective positions for ensuing years.
5. The Executive Secretary currently receives an annual stipend of \$2,500 and an additional \$2500 for filling the role of Business Manager.

# Procedural Policies: Board of Directors

Constitutional Reference: Article IV, Sections 1-7

By-law References: Article IV, Sections 7

## **I. The Board of Directors of the Association shall consist of:**

- A. the Executive Committee
- B. six (6) Directors elected and from the general membership of the Association who serve for two years and two (2) director's appointed by the Executive Committee who serve for one year. The Past-President serves as a Director as does the candidate not elected as Vice-President.
- C. Division Chairpersons elected by the affiliates of each Division.
- D. standing Committee and Commission Chairpersons appointed by the President, and Editors of the publications of the Association, ex-officio.

## **II. The Board of Directors shall:**

- A. assume responsibility for all action on behalf of the membership and shall report this action at the annual Legislative Assembly;
- B. exercise supervision and control over the affairs of the Association;
- C. review the performance of the Executive Committee of the Association;
- D. maintain access at all times to the records of the Association;
- E. approve the annual budget;
- F. accept responsibility for approving all plans, projects, and programs consistent with the purposes of the Association.
- G. authorize the President to establish Committees, Commissions and Divisions to carry out the purposes of the Association;
- H. make or amend rules for the conduct of its business, and keep a full record of such rules and business that it conducts;
- I. take such steps as may be necessary to carry out any program or action authorized by the membership;
- J. fill vacancies in its own body due to extended absence, incapacity, resignation, or inability of any of its members to perform described functions;
- K. fix the time and place of its meetings; and

L. enforce the Code of Professional Ethics of the Association.

***Additional Procedural Policies***

1. All elected members of the Board of Directors must be members in good standing in the Association.
2. Failure to maintain active membership in the Association 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 Association.

# **Divisions**

## Procedural Policies: Divisions

Constitutional Reference:	Article I,	Sections 4, 5
	Article II,	Sections 2, 4
	Article IV,	Section 4
	Article VI,	Section 4, 5
By-law References:	Article VI,	Sections 1-11

### I. The objectives of the Divisions of the Association are defined as follows:

- A. The *Clinical Division* shall support the advancement of understanding of the learner and the learning process at the clinical, diagnostic, instructional, and administrative levels within the professional field of reading.
- B. The *Teacher Education Division* shall advance the improvement of pre-service and in-service preparatory programs and curricula for teachers and literacy personnel engaged in professional study at a college or university, public and private.
- C. The *College Literacy Division* shall encourage the development of efficient literacy skills and study methods designed to improve the scholastic success of students at the community college, junior college, college, and university levels.
- D. The *Adult Learning Division* shall promote and facilitate the process of communication, literacy training, and teaching of the adult learner. It shall advance the understanding of the adult learner and the learning process, establish and evaluate standards of instructional competency, and sponsor research.

### II. Division By-laws

#### A. By-laws of the Clinical Division

##### 1. Purpose

The purpose of the Clinical Division shall be to study, evaluate and publicize information related to the diagnosis and remediation of literacy and related learning disabilities. It shall direct the advancement of understanding of the learner and the learning process at clinical diagnostic, instructional, and administrative levels within the professional field of reading.

##### 2. Membership

Open to all members in good standing of the Association of Literacy Educators and Researchers.

##### 3. Officers

The officers of the Division shall consist of the following elected positions: (1) Chair, (2) Chair-elect, and (3) Secretary. Officers of the Clinical Division shall be affiliates of the Clinical Division of ALER.

##### 4. Tenure of officers

The term of all officers will be two (2) years. The term shall begin at the close of the Annual Meeting following the election. The Chair-elect shall then automatically succeed to the office of Chair for two (2) years. In the event of extended absence, incapacity, or resignation by the Chairperson Elect resulting in an inability to perform prescribed functions, this office shall be filled by one of the following procedures in the

order indicated:

- a) The runner-up for the office of Chairperson-Elect shall be invited to assume this office for the balance of the term remaining.
- b) Should the runner-up for the office be unable to assume this office, a special election by email, or at the next business meeting will be held to fill the office.

**5. Responsibilities and duties of the elected officers shall consist of the following:**

a) *Chairperson*

It shall be the duty of the Chairperson to:

- 1) conduct the business meeting of the Clinical Division at the Annual Meeting.
- 2) supervise the nomination and election of officers.
- 3) assist in arrangement of program for Division meetings at the ALER Conference.
- 4) represent the Clinical Division at ALER Board Meetings.
- 5) establish policies and procedural guidelines to promote the objectives, purposes and functions of the Clinical Division.
- 6) disseminate throughout the official publications of the Association and other media, information on the activities and goals of the Clinical Division.
- 7) appoint Committees or Commissions, designate Chairpersons of all Committees and Commissions, and define their responsibilities as needed to carry out the objectives and business affairs of the Division.
- 8) serve as ex-officio member of all Committees and Commissions.
- 9) present annual reports to the ALER Board of Directors and to the annual business meeting of the Division.

b) *Chairperson-elect*

- 1) assist the Chairperson in the performance of the duties specified in Section II, A, 3, a.
- 2) serve as the Chairperson in Chairperson's absence, resignation or removal.
- 3) prepare him/her to assume the full responsibilities of the Chairperson.
- 4) assist Chairperson with arrangement of Division meetings at Annual Meeting.
- 5) serve as ex-officio member of all Committees and Commissions of the Division.

- 6) attend all official business meetings of the Division.
  - 7) develop a newsletter for Clinical Division members to be distributed at the Annual Meeting.
- c) *Secretary*  
(To be elected at the Annual Meeting biannually in even numbered years for a term of two (2) years by a majority of those attending the Clinical Division meeting.)

It shall be the duty of the Secretary to:

- 1) record and distribute the minutes of the business meeting of the Clinical Division to members of the Division and to the Board of Directors.
- 2) maintain and update the membership list of the Clinical Division.
- 3) execute secretarial duties of correspondence and records essential to the maintenance of the Division.

#### 6. **Amendments**

Procedures for amendments shall follow Article VIII of ALER Constitution substituting the words, “Clinical Division” for “Constitution of the Association of Literacy Educators and Researchers.”

### B. **By-laws of the Teacher Education Division**

#### 1. **Purpose**

The Teacher Education Division shall investigate and support the improvement of pre-service and in-service programs, curricula for teachers and literacy personnel, and skills/interests of those with managerial responsibilities for district, region, or state literacy programs. The Division shall promote improved standards for certification of teachers and literacy personnel at all levels. The Division shall encourage research in the area of teacher education in reading.

#### 2. **Membership**

Teacher Education Division membership shall be open to all members in good standing of the Association of Literacy Educators and Researchers. Voting privileges shall be limited to those ALER members who have formally made application to the Teacher Education Division.

#### 3. **Officers**

- a) The officers of the Division shall consist of the following elected and appointed positions:
  - 1) Chairperson
  - 2) Chairperson-elect
  - 3) Immediate-past Chairperson
  - 4) Secretary

b) *Tenure of officers*

The term of the Chairperson-elect shall be two (2) years. This term shall begin at the close of the Annual Meeting following election. The Chairperson-elect shall then automatically succeed to the office of the Chairperson for two (2) years. At the expiration of this term of office, the Chairperson shall automatically become Immediate-past Chairperson for two (2) years.

c) *Chairperson*

The Chairperson shall:

- 1) represent the Teacher Education Division at ALER Board of Directors meetings.
- 2) preside at all business meetings of the Teacher Education Division.
- 3) appoint a secretary, chosen from Divisional affiliates, of the Division who will serve as secretary during the Chairperson's tenure.
- 4) assist in the development of the program for the Annual Meeting of ALER.
- 5) recommend individuals to the President of the Association to serve on committees as needed.
- 6) disseminate, through the official publications of the Association and other informal means, information related to the Teacher Education Division.
- 7) establish evaluation guidelines to up-grade objectives, purposes, and functions of the Teacher Education Division.
- 8) present an annual report to the membership at the annual Teacher Education Division business meeting.
- 9) appoint Teacher Education Division Committees, designate Chairpersons of all such Committees, and delineate their charges and responsibilities consistent with the purposes of the Division.
- 10) discharge and remove Teacher Education Division Committee Chairpersons who fail to fulfill their responsibilities as delegated and authorized, and appoint a successor.

d) *Chairperson-elect*

The Chairperson-elect shall:

- 1) serve as Chairperson-pro-tem of the Division in the event of the absence, incapacity or resignation of the Chairperson.
- 2) serve as an ex-officio member of all Teacher Education Division Committees and Commissions.

e) *Immediate-past Chairperson*

- 1) provide guidance and assistance to the Chairperson whenever requested to do so.

- 2) organize and conduct, in cooperation with the Nominating Committee of the Division, any special election made necessary to fill a vacancy in the position of Chairperson-elect due to the extended absence, incapacity, or resignation of the individual duly elected to that position previously.

f) *Secretary*

The secretary shall:

- 1) execute the duties essential to the maintenance of records and correspondence of the Teacher Education Division.
- 2) maintain a listing of all members of the Teacher Education Division.
- 3) record the minutes of all Division meetings and send copies to all Teacher Education Division members and to the Board of Directors no later than one month following such meetings.
- 4) keep a permanent record of all minutes and official documents of the Division.

#### 4. **Committees and Commissions**

a) *Nomination Committee*

- 1) The nomination Committee consisting of three (3) members of the Division, shall be elected for a two-year (2) term at the business meeting following the election of the Chairperson-elect. Members of the Division may be nominated from the floor and elected by acclamation, or secret ballot, by a majority of those present and eligible to vote.

2) The Committee shall:

- (a) solicit nominations from the voting members of the Division.
- (b) prepare a slate of a maximum of three (3) nominees for the office of Chairperson-elect. All nominees shall be registered members of the Teacher Education Division and shall have assented to having their names placed on the ballot.
- (c) prepare election materials, including ballots, and distribute to members a brief vita and statement from each candidate.
- (d) entertain formal nomination from the floor at the business meeting at which the election is to take place.
- (e) conduct the election at the annual meeting. The election shall be decided by a simple majority of the votes cast by secret ballot by Division members who are present and in good standing.

b) The Chairperson of the Teacher Education Division shall establish such other standing Committees and Commissions necessary to facilitate the conduct of the Division's professional and business affairs.

- 1) Committees and Commissions and their respective Chairpersons shall function under the guidance of

the Chairperson of the Division.

- 2) Committees and Commissions may be discharged at the discretion of the Chairperson.
- 3) Special projects may be authorized by the Chairperson in response to needs and objectives of the Division. A project shall be given ad-hoc status and shall be terminated at the conclusion of its responsibilities.

#### 5. **Amendments**

Amendments to the by-laws of the Teacher Education Division may be proposed by an affiliate in good standing. The adoption of amendments must at all times be consistent with the provisions in the Constitution and By-laws of the Association of Literacy Educators and Researchers.

- a) Amendment(s) must be circulated in writing to the Division affiliates thirty (30) days before the Annual Meeting of the Division.
- b) Amendment adoption requires a two-thirds (2/3) majority of the Division affiliates in good standing present and voting at the annual business meeting
- c) Amendment proposal may be adopted by mail ballot submitted by the Chairperson to Division affiliates in good standing. The polls shall close thirty (30) days after the date on which the ballot is mailed. A two-thirds (2/3) majority is required to adopt the amendment(s) by mail, providing that the ballots are returned to the Chairperson by no less than twenty-five (25) percent of the affiliates.

Amendment(s) to the by-laws of the Teacher Education Division are subject to final approval by the Board of Directors of the Association of Literacy Educators and Researchers. Following approval by the Board of Directors, the Division by-laws and subsequent amendments shall be incorporated into the Procedural Policies Manual of the Association of Literacy Educators and Researchers.

### C. **By-laws of the College Literacy Division**

#### 1. **Purpose**

The College Literacy Division shall promote and implement the development of learning strategies for college students at two year and four year colleges and universities. It shall disseminate information concerning college literacy and study methods, establish and advance standards of instructional competency, develop programs for college literacy specialists and sponsor research.

#### 2. **Membership**

- a) Members in good standing in the Association of Literacy Educators and Researchers are eligible to affiliate with the College Literacy Division. Voting privileges shall be extended to ALER members who are formally affiliated with the College Literacy Division.
- b) Affiliates are eligible to vote on all matters pertaining to the business and professional affairs of the Division.

### 3. **Officers**

Three officers shall be elected by a majority of the College Literacy Division affiliates present and voting at the annual business meeting.

#### a) *Chairperson*

1) It shall be the duty of the Chairperson to:

- (a) preside at the business meeting of the College Literacy Division at the Annual Meeting.
- (b) assist in developing, planning and arranging Division-sponsored programs at the Annual Meeting.
- (c) represent the College Literacy Division as a voting member at all meetings of the Board of Directors.
- (d) supervise the nomination and election of the officers of the Division.
- (e) assist in establishing policies and procedural guidelines to facilitate the objectives, purposes and functions of the College Literacy Division.
- (f) present semiannual reports of Division activities at the meetings of the Board of Directors, and a formal report to the affiliates of the Division at its annual Meeting.
- (g) coordinate the dissemination of the activities of the Division through the official ALER publications.
- (h) appoint Chairpersons of all Division Committees and define their respective duties and charges.
- (i) discharge Committee and Commission Chairpersons who fail to fulfill their delegated responsibilities; appoint successors to perform such functions and duties.
- (k) maintain the financial records of the Division; prepare and submit an annual budget to the ALER President and Executive Committee.

2) The Chairperson of the College Literacy Division shall be a member in good standing in the Association of Literacy Educators and Researchers.

#### b) *Chairperson-elect*

1) A Chairperson-elect shall be elected in even-numbered years at an annual business meeting of the College Literacy Division for a term of two (2) years.

2) It shall be the duty of the Chairperson-elect to:

- (a) assist the Chairperson, in the performance of the duties specified in Section C, 1a.
- (b) serve as Chairperson pro-tem in the event of the absence, incapacity or resignation of the

Chairperson.

- (c) participate as an ex-officio member of all Division Committees and Commissions.
  - (d) attend the annual business meetings of the College Literacy Division.
  - (e) prepare to assume the duties and responsibilities of the office of Chairperson.
- 3) The Chairperson-elect shall assume the office of Chairperson of the College Literacy Division at the end of the designated term.
  - 4) The Chairperson-elect of the College Literacy Division shall be a member of good standing in the Association of Literacy Educators and Researchers.

c) *Secretary*

- 1) A Secretary shall be elected in even-numbered years at an annual business meeting of the College Literacy Division for a term of two (2) years.
- 2) It shall be the duty of the Secretary to:
  - (a) prepare and distribute the minutes of the annual business meetings of the Division to the affiliates in good standing;
  - (b) maintain the records, documents and correspondence of the Division;
  - (c) furnish a roster of the Division affiliates for mailings and related correspondence from the Chairperson;
  - (d) assist the Chairperson in the preparation of the semi-annual reports to the Board of Directors.
- 3) In the event of the resignation of the Secretary, the Chairperson shall appoint a successor to serve for the balance of the designated term.
- 4) The Secretary of the College Literacy Division shall be a member in good standing in the Association of Literacy Educators and Researchers.

**4. Committees and Commissions**

- a) There shall be standing Committees and Commissions of the College Literacy Division to facilitate the conduct of its professional affairs.
- b) Chairpersons of all Division Committees and Commissions shall function under the guidance of the Chairperson.
- c) Chairpersons of standing Committees and Commissions shall appoint the members with the advice and consent of the Division Chairperson.

- d) Chairpersons and members of all Division Committees and Commissions shall be members in good standing in the Association of Literacy Educators and Researchers.

## 5. **Standing Committees and Commissions**

### a) *Nominating Committee*

- 1) Nominating Committee shall consist of three (3) members of the Division.
- 2) It shall be the duty of the nominating Committee to:
  - (a) solicit nominations to elective office from the voting affiliates of the College Literacy Division.
  - (b) prepare a slate of nominees for the office of Chairperson-elect and secretary.
  - (c) present the names of at least two (2) candidates for each elective office on an official ballot to the affiliates of the Division.
  - (d) enter formal nominations from the floor by any affiliate of the Division.
- 3) Nominees to the offices of the College Literacy Division shall have consented to their respective nominations.
- 4) Nominees for elective office shall be members in good standing in the Association of Literacy Educators and Researchers.
- 5) Election of officers shall be decided by a simple majority of the votes cast by secret ballot by the Division affiliates in good standing at an Annual Meeting of the College Literacy Division.
- 6) Officers shall commence their respective duties at the completion of the terms of their predecessors, except as otherwise provided.

### b) *Program Advisory Committee*

- 1) A Program Advisory Committee shall consist of at least three (3) members of the Division including the Chairperson and Chairperson-elect.
- 2) The Program Advisory Committee shall assist in evaluating the merits of proposals for presentation at the annual conference of the Association of Literacy Educators and Researchers.
- 3) Division-sponsored programs shall be relevant to college literacy topics, themes and objectives.
- 4) The Committee is further authorized to recommend Division-sponsored programs and to solicit the preparation and presentation of such proposals from the affiliates of the Division.

### c) *Research Commission*

- 1) A Research Commission shall consist of at least three (3) members of the Division.
- 2) The Research Commission shall undertake projects of special or common concern, serve as a clearinghouse for ongoing studies in college literacy and learning, and disseminate research summaries of pertinent interest to the Division affiliates through the official publications of ALER.

## 6. **Special Projects**

- a) The Chairperson shall authorize special projects in response to the continuing needs and objectives of the College Literacy Division.
- b) Special projects shall be approved for a limited (ad hoc) term and shall be subject to strict budgetary restraints.
- c) The Chairperson shall authorize special projects in response to the continuing needs and objectives of the College Literacy Division.
- d) Proposals for special projects must be presented in specific written detail. Proposals shall be approved by the affiliates of the Division and supervised by an Advisory Committee appointed by the Chairperson.
- e) The Chairperson-elect or an appointee shall serve as the Chairperson of any special project of the Division.

## 7. **Amendments**

Amendments to the by-laws of the College Literacy Division may be proposed by an affiliate in good standing. The adoption of amendments must at all times be consistent with the provisions established in the Constitution and By-laws of the Association of Literacy Educators and Researchers.

- a) Amendments must be circulated in writing to the Division affiliates within thirty (30) days before the annual business meeting of the Division.
- b) Amendment adoption requires a two-thirds (2/3) majority of the Division affiliates.
- c) Amendment proposals may be adopted by mail ballot, submitted by the Chairperson to Division affiliates in good standing. The polls shall close thirty (30) days after the date on which the ballot is mailed. A two-thirds (2/3) majority is required to adopt the amendment(s) by mail, provided that the ballots are returned to the Chairperson no less than twenty-five (25) percent of the affiliates.

Amendments to the by-laws of the College Literacy Division are subject to the final approval by the Board of Directors Following approval by the Board of Directors, the Division by-laws and all subsequent amendments shall be incorporated into the Procedural Policies Manual of the Association of Literacy Educators and Researchers.

## D. **By-laws of the Adult Learning Division**

### 1. **Purpose**

The Adult Learning Division shall promote and facilitate the process of communication, literacy training, and

teaching of the adult learner. It shall advance the understanding of the adult learner and the learning process, establish and evaluate standards of instructional competency, and sponsor research.

## 2. **Membership**

Members in good standing in the Association of Literacy Educators and Researchers are eligible to affiliate with the Adult Learning Division. Voting privileges shall be extended to ALER members who have made application for affiliation with the Division. Affiliates are eligible to vote on all matters pertaining to the professional and business affairs of the Division.

## 3. **Officers**

Three officers shall be elected for two-year terms.

### a) *Chairperson*

The Chairperson automatically succeeds as Chair from the Chairperson-elect position in even-numbered years.

It shall be the duty of the Chairperson to:

- 1) Preside at the business meeting of the Adult Learning Division at the Annual Meeting.
- 2) Assist in development, planning and arranging Division-sponsored programs at the Annual Meeting.
- 3) Supervise the nomination and election of officers of the Division.
- 4) Represent the Division as a voting member at all meetings of the Board of Directors.
- 5) Assist in establishing policies and procedural guidelines to facilitate the objectives, purposes and functions of the Adult Learning Division.
- 6) Present and disseminate reports of the activities and accomplishments of the Adult learning Division through the official ALER publications.
  - 7) Appoint Committees and Commissions, designate Chairpersons, and define their charges and duties.
  - 8) Discharge Committee and Commission Chairpersons who fail to fulfill delegated responsibilities; appoint successors to perform the functions and duties as defined.
  - 9) Correspond with affiliates concerning their professional interests and encourage their active participation at the ALER Conference.
- 11) Maintain the financial records of the Division; prepare and submit an annual budget to the Board of Directors

The Chairperson of the Adult Learning Division shall be a member in good standing in the Association of Literacy Educators and Researchers.

The Chairperson of the Adult learning Division shall not be re-elected in consecutive terms to this

position.

b) *Chairperson-elect*

The Chairperson-elect shall be elected in even-numbered years at the annual business meeting of the Adult Learning Division by a majority vote of those attending for a term of two (2) years.

It shall be the duty of the Chairperson-elect to:

- 1) serve for two (20) years as Chairperson-elect and then automatically become Chairperson for two (2) years.
- 2) assist the Chairperson in the performance of the duties described.
- 3) serve as Chairperson pro-tem due to the absence, incapacity or resignation of the Chairperson.
- 4) report on the Adult Learning Division activities to the ALER newsletter.
- 5) participate as an ex-officio member of all Division Committees and Commissions.
- 6) attend all official business meetings of the Adult Learning Division.
- 7) assume such administrative duties and responsibilities as may be appropriate to the preparation for the office of the Chairperson.

The Chairperson-elect of the Adult Learning Division shall be a member in good standing of the Association of Literacy Educators and Researchers.

c) *Secretary*

A Secretary shall be elected in even-numbered years at the annual business meeting of the Adult Learning Division by a majority vote for a term of two (2) years. The secretary's duties will commence with the conclusion of the Annual ALD Business Meeting.

It shall be the duty of the Secretary to:

- 1) maintain the records, official documents and correspondence of the Adult Learning Division.
- 2) record and distribute the minutes of the official business of the Division to the affiliates in good standing.
- 3) obtain from the ALER membership Chairperson an annual roster of the affiliates of the Division; furnish such lists to affiliates and elected officers upon request.
- 4) maintain a current mailing list of affiliates in good standing.
- e) assist the Chairperson in the preparation of semi-annual reports to the Board of Directors.

**4. Committees and Commissions**

The Chairperson shall appoint standing Committees and Commissions to facilitate the conduct of the Division's professional and business affairs.

- a) Committees/Commissions and their respective Chairpersons shall function under the guidance of the Chairperson of the Adult Learning Division.
- b) Committees and Commissions may be discharged at the discretion of the Chairperson of the Adult Learning Division.

Special projects may be authorized by the Chairperson in response to the continuing needs and objectives of the Adult learning Division. A project shall be given ad-hoc status and shall be terminated at the conclusion of its responsibilities.

The standing Committees and Commissions of the Adult Learning Division shall be:

a) *Nominating Committee*

The Nominating Committee shall be appointed by the Chairperson and shall consist of three (3) members of the Division in good standing in the Association.

It shall be the duty of the nominating Committee to:

- 1) Solicit nominations to elective office from the voting affiliates of the Adult Learning Division.
- 2) Prepare a slate of nominees for the office of Chairperson-elect and Secretary.
- 3) Present the names of at least two (2) candidates for each elective office.
- 4) Submit an official election ballot to the affiliates of the Division.
- 5) Entertain formal nominations from the floor by any Division affiliate in good standing.

All nominees for elective office shall be members in good standing in the Association of Literacy Educators and Researchers.

The Nominating Committee shall be appointed for the year preceding the election of officers.

Election of officers shall be decided by a simple majority of the votes cast by secret ballot by affiliates in good standing at the annual meeting of the Adult Learning Division.

b) *Program Advisory Committee*

A Program Advisory Committee shall be appointed annually. It shall consist of three (3) Division affiliates in good standing, including the Chairperson and/or Chairperson-elect. The Program Advisory Committee shall assist, when requested, in evaluating proposals concerned with adult learning topics and themes. The Committee shall also recommend program suggestions for inclusion as Division-sponsored programs at the Annual Meeting.

c) *Research Commission*

The Research Commission, appointed by the Chairperson, shall identify the research interests of the Adult Learning Division. The Research Commission shall undertake projects of common concern, serve as a clearinghouse for ongoing studies in adult learning, and disseminate research summaries of pertinent interest to the affiliates of the Division.

## 5. **Amendments**

Amendments to the by-laws of the Adult Learning Division may be proposed by any affiliate in good standing. The adoption of amendments must at all times be consistent with the provision in the Constitution and By-laws of the Association of Literacy Educators and Researchers.

- a) Amendment(s) must be circulated in writing to the Division affiliates within thirty (30) days before the Annual Meeting of the Division.
- b) Amendment adoption requires a two-thirds (2/3) majority of the Division affiliates in good standing, present and voting at the annual business meeting.
- c) Amendment proposals may be adopted by mail ballot, submitted by the Chairperson to Division affiliates in good standing. The polls shall close thirty (30) days after the date on which the ballot is mailed. A two-thirds (2/3) majority is required to adopt the amendment(s) by mail, provided that the ballots are returned to the Chairperson by no less than twenty-five (25) percent of the affiliates.

Amendments to the bylaws of the Adult Learning Division are subject to the final approval by the Board of Directors of the Association of Literacy Educators and Researchers. Following approval by the Board of Directors, the Division by-laws and subsequent amendments shall be incorporated into the *Procedural Policies Manual* of the Association of Literacy Educators and Researchers.

### ***Additional By-law Requirements***

The purpose of these Divisions shall at all times be consistent with those of the Association, but shall broadly include as additional functions:

1. Assist in the planning and preparation of program for the annual conference.
2. Disseminate information, program developments, policies and research among affiliates and to the membership-at-large through the official publications of the Association and other informal means.
3. Encourage and support at state, regional, and national levels of programs related to the development and implementation of Association objectives.
4. Establish standards, guidelines, and qualifications for professional practitioners in the field of literacy education and instruction.
5. Cooperate in the promotion of basic and applied research in all phases of reading.
6. Promote multi-disciplinary programs among and between Divisions of the Association.
7. Improve the training and professional preparation programs in the field of reading.

8. Acceptance and support of critical self-assessment, and the establishment of evaluation guidelines to up-grade the objectives, purposes, and functions related to its special particular concerns.

***Common Division Procedural Policies***

1. Division Chairpersons must be members in good standing in the Association.
2. Division Chairpersons are expected to attend all official meetings of the Association.
3. Division Chairpersons shall prepare and submit an annual budget to the President.
4. Division Chairpersons shall prepare semiannual reports to the Board of Directors.

# Procedural Policies: Committees and Commissions

Constitutional Reference: Article I, Section 6  
By-law References: Article VI, Sections 1-18

## I. Introduction – Applicable By-laws Provisions

Chairperson of all standing Committees and Commissions, and editors of the publications of the Association not already elected members of the Board of Directors shall be members of the Board of Directors, ex-officio.

Ad-hoc Committees and special Commissions may be established as necessary and appropriate to the conduct of the affairs of the Association.

There shall be at least three (3) members in good standing on each Committee and Commission, including a Chairperson appointed by the President, excepting the following Committees (Program, Election, Awards), Chairperson appointments to ALER Committees and Commissions shall be made on a rotating basis for a term of three (3) years.

Rotating Chairs (Term of Office – 1 year)

Program  
Elections  
Awards

Committee and Commission Chairs (Terms of Office – 3 years)

Conference Coordinator  
Membership  
Reading Room/Exhibits

Research  
Publications  
Public Information  
Webmaster  
Legislative and Social Issues  
Professional Affairs  
Resolutions and Rules  
Historian  
Photographer  
Conference Coordinator

## II. Committees and Commissions – Descriptions

### A. Membership Committee

A Membership Committee shall promote interest in and recruit members for the Association.

#### *Procedural Policies*

1. Prepare updated annual ALER brochure and membership application.

2. Engage in a bi-annual membership drive for new members.
3. Target one of the ALER Divisions for a special membership drive during the fall of each year.
4. Reply to inquiries and requests for ALER membership information.
5. Implement membership reinstatement procedures.
6. Coordinate with the ALER Treasurer to obtain membership records for use in recruiting new members or soliciting former members to rejoin the Association.
7. Prepare and submit an annual budget to the President.
8. Engage new members in service to the Association.
9. Prepare a membership table for the annual conference.

**B. Elections Committee**

An 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 for elective office.

***Procedural Policies***

1. The Past-president-President shall be Chairperson. This person shall assume this responsibility at the Annual Meeting.
2. The Chairperson shall appoint the Elections Committee at the Annual Meeting.
3. The Elections Committee will solicit candidates for elective office. ALER members who have indicated interest in the Elections Committee may be asked to assist in the solicitation process. The Committee shall announce candidate opening in *Literacy News* to request nominations from the membership.
4. The Elections Committee should meet prior to the Spring Board Meeting to finalize the slate for the following year. (For example, the Elections Committee appointed in fall 2004 will submit approved slate of candidates to the Board of Directors at the Spring 2005 meeting. This slate will be listed on an official ballot and submitted to the membership in February 2006, etc.). Voting shall close one month from the date the ballots are mailed.
5. If the Board of Directors rejects the slate of candidates presented by the Elections Committee, the Committee must redraft and resubmit a slate by mail to the Board for approval prior to the Annual Meeting.
6. A ballot and biography of candidates shall be prepared by the Executive Secretary. The secretary will send them and the ballots will be returned to the Executive Secretary within one month.
7. The Chairperson shall prepare and submit an annual budget to the President.

**C. Professional Affairs Committee**

A Committee on Professional Affairs shall promote and implement the code of Professional Ethics. This

Committee is empowered to investigate violations of code and shall report such violations to the Board of Directors for final action, as provided in by-laws Article I, Section 8.

***Procedural Policies***

1. Initiate and coordinate activities of the Committee on professional affairs that relate to its constitutional charge and those charges made by the President.
2. Undertake a periodic review of the code of professional ethics and coordinate revisions where appropriate.
3. Develop ethical guidelines for the conduct of research in reading.
4. Foster ethical standards within the profession.
5. Prepare and submit an annual budget to the President.

**D. Program Committee**

A Program Committee shall plan, in cooperation with the Board of Directors, the program activities for the Annual Meeting. The President-elect shall serve as the Program Chairperson. The Program Committee shall be appointed by the President-elect that shall, in cooperation with the Board of Directors, develop the program for the Annual Meeting. The President-elect with the assistance of the Conference Coordinator will prepare and submit an annual budget to the President.

***Procedural Policies***

Planning requires the President-elect to (1) oversee development of the conference, (2) layout the program and (3) prepare the final conference program.

1. Oversight of the development of the Conference
  - a) Prepare and distribute an annual Call for Program Proposals to the membership.
  - b) Prepare and distribute the Application for Program Review Committee to the ALER membership.
  - c) Establish Program Evaluation Committee.
  - d) Update Program Evaluation forms.
  - e) Receive and process proposals.
  - f) Send each proposal to three different reviewers.
  - g) Identify proposals for Conference
  - h) Solicit program proposals from selected non-members or special interest groups that the Chairperson identifies for potential conference participation.
  - i) Present proposed budget for the Conference to the President and Board of Directors.

## 2. Layout of Program

- a) Arrange time, place, special sessions and special events with the Conference Coordinator.
- b) Coordinate the program with the Division Chairpersons and the local arrangements Committee
- c) Plan and schedule meetings, seminars, workshops and general sessions.
- d) Edit (errors and clarity, not content) prepare sessions abstract for inclusion in conference program packet.
- e) Identify program theme and speakers for approval at Spring Executive Committee meeting and Board of Directors meeting.

## 3. Final Conference Preparations

- a) Design and produce the Conference Program.
- b) Submit Conference Program to Webmaster for upload on website.
- c) Communicate with Treasurer regarding the number of program copies to be printed.
- d) Print programs (Use tax free Identification Number).
- f) Finalize conference budget for the Treasurer/Business Manager and Board of Directors.

### ***Board Resolutions Pertaining to the Conference***

1. ALER members shall pay a conference registration fee. The registration fee must be approved by the Board of Directors but may be changed by board action at any time. Life members are excluded from paying a registration fee.
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.

### **E. Publications Committee**

The Publications Committee shall monitor all official publications of the Association. It shall study plans for improving the effectiveness and significance of these publications, and shall establish and implement editorial policy and practice as defined by the objectives of the Association. This Committee shall recommend to the Board of Directors who in turn will appoint the editors of the publications, and with the Business Manager (Treasurer), will supervise its financial affairs. The Committee Chair shall appoint voting members of the Publications Committee to include representation from all Divisions. The Publications Committee shall meet annually at the Fall Conference. The editors of the official ALER publications shall be ex-officio members of the Publications Committee.

### ***Procedural Policies***

1. Develop the agenda for all meetings of the Publications Committee.
2. Advise the ALER publications editors on editorial policy and practice.

3. Advise the ALER Treasurer/Business Manager on financial affairs related to ALER publications.
4. Secure at least three (3) bids from printers of all ALER publications.
5. Prepare and submit an annual budget to the President.
6. Announce a search for editorship vacancies at the Fall conference one year prior to the date on which the editors are to assume editorial responsibilities.
7. Maintain a timeline for ALER editorships to be shared with the Executive Committee and Board of Directors at the Annual Meeting.

### ***LITERACY RESEARCH AND INSTRUCTION EDITOR, CO-EDITORS, OR EDITOR/ASSOCIATE EDITOR***

#### ***Procedural Policies***

**The LRI Editorial team will work with designated representatives of Taylor and Francis Group, LLC to ensure that all aspects of the electronic manuscript submission, review, and publication process are coordinated in an effort to produce the highest possible quality professional publication. This coordination will occur around selected items listed below (\*). Editors will ensure that all information placed in the journal will be current and will facilitate the timely publication of each issue of LRI.**

1. General/Long Term
  - a) Investigate possible theme issues.
  - b) Recommend cover design as needed.\*
  - c) Update “Information for Authors” as needed.\*
  - d) Encourage manuscript submissions.
  - e) Write and/or solicit editorials when appropriate.
  - f) Appoint book reviews editors and other columnists when appropriate.\*
  - g) Review/production procedures and timetable.\*
2. Editorial Advisory Board
  - a) Solicit members for the Editorial Advisory Board (via applications) for approval by the Publications Committee.
  - b) Plan and chair meeting of Editorial Advisory Board meeting during the Annual Meeting, if necessary.
  - c) Develop and communicate “Guidelines for Reviewers.” \*

d) Prepare semi-annual reports of accept/reject decisions for reviewers.

### 3. Review Process

a) Hold annual session for prospective authors at yearly conference.

b) Solicit manuscripts; \*

c) Receive and acknowledge all manuscripts.\*

d) Forward manuscripts to three (3) reviewers; establish deadlines for manuscript review. \*

e) Make decision regarding each manuscript 1) Accept, 2) Accept with Revisions, 3) Revise & Resubmit, or 4) Reject, based on critiques from reviewers. \*

f) Communicate in a timely manner with authors regarding publication decisions and other editorial matters.  
\*

### 4. Production Activities

a) Work with Taylor and Francis to organize each issue.

b) Proofread each manuscript before submitting to Taylor and Francis for publication. Proofread galleys prepared by Taylor and Francis and proofread changes.

c) Reconcile expenses (if any) with Treasurer.

## **ALER MONOGRAPH EDITOR**

### ***Procedural Policies***

#### 1. General /Long Term

a) Develop an in-depth set of goals and objectives.

b) Solicit monograph proposals.

c) Determine format for monograph.

d) Design or select cover for each monograph.

e) Develop and oversee the review process.

f) Develop a production timetable and budget with the Treasurer/Business Manager.

g) Serve as ex-officio member of Publications Committee.

#### 2. Editorial Advisory Board

- a) Submit names of nominated members of the Monograph Editorial Advisory Board to the Publications Committee for its approval. Terms should be two (2) years in duration and should be staggered so that experienced and inexperienced reviewers serve at the same time. Prospective members should represent the professional interests and background of the Association's membership at large.
- b) Plan and chair meeting of Monograph Editorial Advisory Board during the Annual Meeting.
- c) Develop and communicate “Guidelines for Editorial Advisors.”
- d) Prepare annual reports of accept/reject decision for editorial advisors.

### 3. Review Process

- a) Receive and acknowledge all manuscripts.
- b) Forward manuscripts to at least three (3) editorial advisors.
- c) “Accept” “Revise and Resubmit” or “Reject” manuscripts based on critiques from editorial advisors.
- d) Communicate in a timely manner with authors regarding publication decisions.
- e) Communicate in a timely manner with authors of accepted manuscripts regarding revisions.

### 4. Production Activities

- a) Design and organize each monograph.
- b) Include a table of contents and index, if appropriate.
- c) Select a printer (need not be the same printer as *LRI* or *Literacy News*).
- d) Edit and proofread each manuscript before forwarding it to the printer.
- e) Send galleys prepared by printer to authors of monograph for proofreading.
- f) Proofread galleys returned by authors.
- g) Monitor production schedule.
- h) Arrange for complimentary copies of monograph to be sent to authors.

## **LITERACY NEWS EDITOR/CO-EDITORS**

### ***Procedural Policies***

#### 1. General /Long-Term

- a) Prepare semi-annual progress reports for the Board of Directors; attend Board meetings.

- b) Encourage submissions from members, especially from Chairs of the Divisions.
- c) Write and/or solicit editorial columns when appropriate.
- d) Appoint book review editors and other columnists when appropriate.
- e) Develop a production timetable with the Board of Directors.
- f) Publish three (3) issues per year; one prior to the Fall Conference, one after the Conference and a Spring issue. Include information about ALER awards, publications, deadlines and other ALER business.

## 2. Review Process

- a) Receive submissions.
- b) Communicate in a timely manner with authors regarding editorial matters.

## 3. Production Activities

- a) Edit manuscripts.
- b) Prepare electronic copy of newsletter.
- c) Get e-mail addresses from Treasurer/Business Manager.
- d) Create an electronic distribution list.
- e) E-mail each issue to membership.
- f) Send electronic copy of each issue to the Webmaster for inclusion on the ALER website.

## **ALER YEARBOOK EDITOR/CO-EDITORS, OR EDITOR/ASSOCIATE EDITOR**

### ***Procedural Policies***

#### 1. General /Long-Term

- a) Recommend cover design and *Yearbook* layout.
- b) Select title for *Yearbook* based on conference theme.
- c) Update the Call for Manuscripts as needed.
- d) Encourage manuscript submissions.
- e) Request manuscripts from Research Award winners.
- f) Write and/or solicit editorials when appropriate.

- g) Develop review/production procedures and timetable.
- h) Prepare semi-annual progress reports for Board of Directors; attend Board meetings.

## 2. Editorial Advisory Board

- a) Solicit members of the Editorial Advisory Board; develop criteria for selection.
- b) Review applications and appoint members to the Editorial Advisory Board.
- c) Plan and chair meeting(s) of the Editorial Advisory Board during the Annual Meeting, 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 for manuscript review.
- c) Make decisions about manuscripts based on critiques from Editorial Advisors and editor's 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.
- d) Organize each issue; prepare table of contents for each issue.
- e) Prepare front matter (e.g., list of officers, Review Board) for each issue.
- f) Select binding and cover.
- g) Arrange for printing and mailing.
- h) Send complimentary photocopied copies of articles to non-ALER members along with purchasing information for Yearbook.

### ***Guidelines for Approval, Printing, and Review of ALER Documents***

1. The original/sending unit (Division, Committee, Commission, etc.) should prepare electronic copies of the manuscript to be forwarded to the Publications Committee for preliminary approval. This manuscript must have the support of the majority of the members of the sending unit.
2. The Publications Committee will return the manuscript to the sending unit in a timely manner with editorial comments and publication suggestions.
3. The sending unit will re-submit the final draft of the manuscript to the publications Committee for final approval.
4. The Publications Committee will return the final draft of the manuscript to the sending unit with its recommendation for approval and printing to the Executive Committee.
5. The Executive Committee will receive the recommendation of the Publications Committee for approval and recommendations for printing. The Executive Committee will vote on the recommendation of the Publications Committee within two official board meetings.

#### **F. Resolutions and Rules Committee**

A Resolutions and Rules Committee shall make periodic reviews of the Constitution and by-laws. The Chairperson of the Resolutions and Rules Committee, or an appointee, shall serve as official parliamentarian of the Association.

#### ***Procedural Policies***

1. Sponsor or recommend amendments to the ALER Constitution and By-laws as often as required for the needs of the Association.
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 Association provided in the Articles and Sections of the ALER Constitution and By-laws.
5. Maintain and ongoing record of all resolutions and Procedural Policies adopted by the Board of Directors.
6. Prepare and submit an annual budget to the President.

#### **G. Awards Committee**

An Awards Committee shall select for formal recognition at the Annual Conference professional educators or practitioners whose outstanding contributions to the field of literacy are considered worthy of singular recognition. The selection of award candidates shall be subject to the approval of the Executive Committee. The Awards Committee is empowered to select individuals from the membership for presentation of an award acknowledging special services and/or significant contribution, or who, by personal example and leadership has actively contributed to the progress and growth of the Association. The current awards are:

1. A. B. Herr Award

2. Albert J. Mazurkiewicz ALER Special Services Award
3. ALER Laureate Award
4. J. Estill Alexander Future Leaders in Literacy Award
5. Outstanding Dissertation Award
6. Outstanding Thesis Award
7. The Jerry Johns Promising Researcher Award
8. The Judy Richardson Literacy as a Living Legacy Award

***Procedural Policies***

1. The immediate Past-President shall serve as Chairperson of the Awards Committee.
2. The Awards Committee composed of the immediate Past-President and the winners of the awards from the previous year.
3. The Chairperson shall convene the Awards Committee to solicit nominees for awards. The process for soliciting awards should include:
  - a) announcing the awards procedures at the annual Legislative Assembly.
  - b) encouraging members' recommendations and petitions for award(s) nominees through the *ALER News*, the ALER Website, and the ALER listserv.
4. The awards selection process should be well under way by the Spring Board meeting, the Chairperson may report on the progress made. The Awards Committee may consider input from the Board.
5. The Awards Committee shall make its final decision regarding award(s) recipients before the Annual Meeting, subject to the Approval of the Executive Committee.
6. The awards are presented at the Awards Breakfast that is held at the Annual Meeting.
7. The Chairperson will prepare and submit an annual budget to the President.

**H. Public Information Committee**

The Public Information Committee shall publicize and disseminate information regarding the objectives and functions of the Association. This Committee shall establish relationships with other professional organizations and with institutions at national, state, and local levels, public and non-public. This Committee shall represent the Association at meetings and conferences sponsored by other associations and institutions where such attendance is officially sanctioned.

***Procedural Policies***

1. The Chairperson shall organize a standing Committee including at least one member from the Board and one member from each Division.
2. The Committee shall implement and promote public relations between the Association and other professional institutions.
3. The Committee shall distribute election information to the media and other professional associations.

4. It shall recommend proposals for long-range publicity for the Association.
5. It shall assist in the promotion of the Annual Meeting.
6. It shall implement other functions related to publicity and public relations at the discretion of the Board of Directors.
7. The Chairperson shall prepare and submit an annual budget to the President.
8. The Chairperson shall develop a binder or file to pass on to the next Chairperson.
9. A Committee member shall be responsible for maintaining and updating the ALER website.

**I. Legislative and Social Issues Committee**

The Legislative and Social Issues Committee shall study legislative and governmental affairs affecting the field of reading. This Commission shall publicize and disseminate such information to the membership of the Association.

***Procedural Policies***

1. Investigate legislative and governmental actions in the U.S., Canada and other countries represented by the membership.
2. Publicize such information to the membership twice a year through the *Literacy News*.
3. Recommend legislation and government actions to the Board might wish to consider for purposes of:
  - a) preparing positions to be disseminated to relevant government officials, legislators, educators and other interested parties.
  - b) providing written and spoken input to relevant government officials, legislators and interested parties regarding the Association's views.
4. Conduct a session on government affairs at the Annual Meeting of the Association.
5. Prepare and submit an annual budget to the President.

**J. Research Committee**

A Research Committee shall solicit, generate, coordinate the research activities of the Association, and shall sponsor cooperative projects and studies consistent with Association objectives. A major responsibility of this Committee will be to award outstanding research in reading. This Commission shall serve as a clearing-house for research in reading, and shall design and promote conferences and seminars on literacy research. This Commission shall establish research guidelines consistent with accepted professional practice and shall supervise the implementation of these standards for all projects and studies under its sponsorship.

***Procedural Policies***

1. Sponsor research seminars at Annual Meetings.

2. Sponsor activities to develop professional research guidelines.
3. Sponsor research awards for the annual outstanding doctoral dissertation and master's thesis/project competition.
  - a) Distribute annual dissertation and thesis competition notices to Reading/Literacy Departments at selected colleges and universities.
  - b) Extend an invitation to prospective judges based upon their academic and scholarly record.
  - c) Assign individuals to judge either dissertations or theses.
  - d) Send judges dissertations with identifying information removed. Judges rate and rank each entry based upon the prepared criteria worksheet.
  - f) Tally rankings and ratings submitted by judges to determine winners.
  - g) Notify winners and non-winners of their status in the competition. Recipients receive:
    - 1) one (1) year membership in the Association
    - 2) all conference and registration fees paid
    - 3) breakfast for recipient and one guest
    - 4) a monetary award – dissertation - \$300 + 500 travel if attending master's -- \$200 + \$500 travel if attending
    - 5) a framed certificate
  - h) Provide written and spoken input to relevant government officials, legislators and interested parties regarding the Association's views on research issues.
  - i) The monetary awards for the outstanding research recipients will be paid in part by the Reading Room proceeds with remaining costs being covered by the Treasury funds.
4. Act as agents for receiving and processing data relevant to Literacy Research.
5. Establish sub-committees as necessary to further the activities of this Commission.
6. Promote communication with the ALER membership through:
  - a) *Literacy News*
  - b) Annual Meeting programs
  - c) Mailings, emails, and the ListServ

7. Prepare and submit an annual budget to the President.
8. Develop and/or maintain a record with sections corresponding to those duties outlined in the Procedural Policies Manual.
  - a) Keep copies of all forms and letters used in above duties.
  - b) Include a time line explaining when letters should be sent to duties performed.
  - c) Keep copies of relevant documents such as reports and budget requests.
  - d) Give the binder to the incoming Committee Chairperson.

***Additional Procedural Policies***

1. Committee and Commission Chairpersons must be members in good standing in the Association.
2. Committee and Commission Chairpersons are expected to attend all official meetings of the Association.
3. Committee and Commission Chairpersons shall prepare semi-annual reports to the Board of Directors.

**K. Conference Coordinator**

The Conference Coordinator is appointed by the President and approved by the Board of Directors for a term of three (3) years. The Conference Coordinator will receive \$2,500.00 annually for completing all conference work and related activities. ALER members who wish to be Conference Coordinator will complete an application for this position and an interview. The President and an assigned sub-committee will review all applications, complete the interview and make the selection based on the application criteria.

***Conference Coordinator Duties***

1. Find and recommend to the Board of Directors future conference sites.
2. Find future Spring Board Meeting sites.
3. Negotiate contracts for facilities and services.
4. Recruit and work with the local arrangements Committee and the future site Committee.
5. Supervise all conference events and activities.
6. Prepare newsletter reports.
7. Prepare the pre-conference program planner and post on the Association website.
8. Evaluate the conference arrangements.
9. Write reports for the President.
10. Prepare and maintain a conference budget.

11. Attend and report to the Board of Directors at semi-annual meetings.
12. Work collaboratively with the Executive Committee members as outlined in the procedural policies listed below.
13. Complete all procedural policies as listed below.

***Procedural Policies***

a) Site Contract Procedures and Policies

*Spring Meeting Procedures*

- 1) In consultation with the Executive Secretary, the Conference Coordinator will secure meeting space through the IRA meeting planner within IRA conference hotels for the Executive Committee Lunch and Board of Directors' Meeting.
- 2) Negotiate meeting space and catering with the hotel given by IRA meeting planner office.
- 3) The Conference Coordinator and an elected Executive Committee member will sign all contracts with the hotel.
- 4) In consultation with the Executive Secretary complete catering, participant attendance, and other aspects of the Spring Meeting as needed.

*Fall Conference Procedures*

- 1) Both the Conference Coordinator and one of the elected ALER Executive Committee members must sign all contracts.
- 2) Site contracts must be negotiated using a non-Commissionable rate. Neither the Conference Coordinator nor any outside agency can receive a Commission on any negotiated contract.
- 3) The Conference Coordinator will use a conference-planning table approved by the Executive Committee when preparing contracts.
- 4) The Conference Coordinator will complete all contracts for off-site businesses, organizations, etc. Contracts must have two signatures.

One of the signatures will be the Conference Coordinator and the second will be an elected Executive Committee member.

- 5) Conference budgets will be developed in conjunction with the ALER Treasurer and submitted to the Board of Directors twice a year.
- 6) Contracts should be written for at least three years into the future.

b) Pre-Conference Duties

- 1) Prepare Annual Meeting publicity for publication in the *Literacy News*.

- 2) Activate the Local Arrangements Committee (LAC) for planning the work of the upcoming conference.
  - 3) Recruit LAC members and designate Chairperson(s) for the next year's conference.
  - 4) Verify with the hotel representative all conference arrangements and space allocations as developed in the conference-planning table [March]. Continue to update conference arrangements with the Program Chair.
  - 5) Prepare the pre-conference planner to be emailed on July 1 of conference year that includes:
    - (a) Conference highlights and events
    - (b) Forms for membership renewal, conference registration, hotel reservation and banquet registration.
    - (c) Local attractions
    - (d) Transportation information
  - 6) Post the pre-conference program planner on the ALER website.
  - 7) Arrange off-site activities of interest to conference participants.
  - 8) Order badges, labels, and ribbons; order favors to distribute to conference participants.
  - 9) Arrange social events and banquet details including reserved table seating, flowers, etc.
  - 10) Communicate with keynote speakers for sleeping room arrangements and AV needs.
  - 11) Contract the rental of audio-visual and other equipment required by the program participants, (e. g., overheads, screens, microphones, bulletin board, etc).
  - 12) Work with the Program Chairperson so that adequate space is utilized efficiently and effectively.
  - 13) Review the final program and complete the Banquet Event Order forms so that all room set up, catering, and AV are indicated in each room for each event [August]. Coordinate the program with the Program Chairperson and the Hotel Representative(s)
  - 14) Coordinate with the Hotel Representative(s) all complimentary room assignments, VIP list, and any other special arrangements per contract.
- c) Conference Duties
- 1) Oversee room set ups, A.V., catering and any transportation for all conference events and activities. Conference program concerns are the responsibility of the Program Chairperson.

- 2) Verify meeting room assignments, exhibit area, banquet arrangements etc.
  - 3) Coordinate the assigned duties and functions of the Local Arrangements Committee.
  - 4) Troubleshoot conflicts in meeting room assignments, reservations, and registration difficulties.
  - 5) Receive daily expense vouchers from the hotel and verify all charges for conference activities defined by the terms of the contract with the Treasurer.
  - 6) Submit all hotel charges to the Treasurer for payment.
  - 7) Collect and distribute session evaluations to the Program Chairperson.
  - 8) Hold a planning meeting for the next year's conference. Invite the following Committee chairs: Conference Coordinator, Program, Reading Room/Exhibit, Awards, Research, Membership, Technology, President, Vice-President, Treasurer, Executive Secretary, Local Arrangements, and other chairs as needed.
- d) Post-Conference Duties
- 1) Evaluate and maintain a file that addresses the conference arrangements, hotel facilities, service and recommended changes for future contract and procedural details [on-going].
  - 2) Coordinate the conference financial report with the Treasurer to be given at the Spring Board Meeting.
  - 3) Recruit Future Conference Committee members to complete signed reviews of city venues.
  - 4) Investigate future conference sites using Board of Directors directives on possible cities and dates.
  - 5) Complete thank you notes to various vendors utilized during the conference.
  - 6) Start to work with various ALER Committees to review possible changes for the next year's conference program and activities.
- e) Spring Board Meeting
- 1) Complete a written report to the Board of Directors that includes activities completed prior to the Spring Meeting and activities to be completed before the next Board meeting.
    - (a) Room arrangements and fees
    - (b) Meeting space arrangements
    - (c) Exhibit arrangements and special events
    - (d) Banquet arrangements and special events

- (e) Registration arrangements
- (2) Present the Conference Coordinator budget for the upcoming conference
- 3) Complete a recommendation report on at least three future conference sites using the conference review information received from the Future Conference Committee. Present this report so each venue has equal representation.
- 4) Based on Board recommendations, complete contract negotiations with the future conference hotel location.
- 5) Complete a budget report that includes the finalized conference budget from preceding conference and a projected budget for the next conference. Present and receive approval for upcoming budget at the Spring Meeting.
- 6) Include in the conference report any requests for Board action.
- f) Fall Board Meeting
  - 1) Complete a report to the Board of Directors describing activities complete to date and activities to be completed before the next Board meeting, recommendations suggested, budget report, requests for board action.
  - 2) Request recommendations for future conference site (at least three years out).
  - 3) Present the Local Arrangements Committee report.
  - 4) Announce the next Local Arrangements Chair or Co-Chairs.

**Local Arrangements Committee**

The Local Arrangements Committee is comprised of ALER members who reside within the region of the conference site. The Conference Coordinator will recruit the Local Arrangement Chair or Co-Chairs who will in turn recruit their Committee members.

***Duties***

- a) Meet with the Conference Coordinator at least six (6) months prior to the conference. At that time review the Local Conference Committee work.
- b) Execute all pre-conference duties assigned by the Conference Coordinator.
- c) Research possible off-site venues for Thursday afternoon and Friday evening activities. If transportation is required, identify possible arrangements. Communicate frequently with the Conference Coordinator so selection is jointly made. The Conference Coordinator will complete final contract negotiations.
- d) Prepare and disseminate conference publicity to the media, schools, colleges, universities, and professional association in the region.

- e) Prepare a display that provides information about the conference city and surrounding area and highlights the next year's conference in that city.
- f) Receive information from Program Chair concerning books for author signing. Work with a local bookstore or the publisher to have books available the day of this presentation. Pick up books, staff the book sale table, collect money, and make accounting to the Treasurer on sales. Package and return all books not sold. Either the Program Chair or a Local Arrangement Committee member will coordinate with the Author for finalization of presentation of book sales.
- g) Staff and supervise registration desk.
- h) Prepare a report for the Board of Directors that the Conference Coordinator presents at the Fall Meeting that includes:
  - 1) Activities completed to date
  - 2) Summary of budget

***Procedural Policies***

- a) Work with the Conference Coordinator to prepare conference materials for membership to receive at the registration table [Wednesday night of conference].
- b) Complete the following procedures for the registration area:
  - 1) Issue conference packet to each pre-registrant.
  - 2) Collect and issue receipts for all monies received.
  - 3) Distribute pre-registration receipts and banquet tickets.
  - 4) Conduct on-site registration on a daily basis.
  - 5) Answer questions about the local area.
- c) Confirm off-site arrangements co-planned with the Conference Coordinator [4 weeks in advance of conference].
- d) Seek approval from The Conference Coordinator for any expenses, as this Committee has no annual budget.
- e) Purchase supplies, materials, etc. requested by the Conference Coordinator and submit all bills to the Treasurer for payment.

**Future Site Committee**

The Future Site Committee is comprised of ALER members who are recruited by the Conference Coordinator to review future conference sites within the region of their residence.

### ***Duties***

- a) Executive all duties assigned by the Conference Coordinator.
- b) Complete a site review report for each venue assigned by the Conference Coordinator.
- c) Communicate with the Conference Coordinator, as needed, so site(s) reviewed is/are completed appropriately.

### ***Procedural Policies***

- a) Arrange reviews of hotels by the Committee Members after the Conference Coordinator makes initial hotel contact.
- b) Receive and learn how to complete the site review forms from Conference Coordinator.
- c) Prepare the appropriate site review forms and submit to the Conference Coordinator in a timely fashion.
- d) Submit mileage and related expenses to the Treasurer for reimbursement.

## **L. Historian**

It is the role of the ALER Historian to secure all relevant historical documents of the Association. The Historian shall develop and annually supplement an archival home for historical documents. The Historian shall complete a history of the Association of Literacy Educators and Researchers.

### ***Procedural Policies***

1. Identify target documents (e.g., minutes of meetings, convention programs, Committee reports, annual reports, etc.) to be collected and chronicles for the archives.
2. Work with the Executive Secretary on examining current archives for relevant information needed for history. This may involve travel to the document site.
3. List all of the officers of the ALER since its inception in 1956. Solicit past officers (oral and written information) for the assistance in writing the history of the Association.
4. Begin the writing of the history by preparing a series of five-year highlights of the Association.
5. Establish a home and mailing address for all archives and documents to be accumulated.
6. Prepare a two to three year budget for the process of writing the history of the Association, including consideration of travel monies, mailing costs and eventual distribution of materials

## **M. Photographer**

The photographer of ALER shall be responsible for photographing 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 that might be enhanced with slides and photographs. The specific duties of the photographer of the ALER shall include, but not limited to:

1. Attend the Annual Meeting of the ALER, and photograph various sessions, awards presentations, board

meetings, and special events.

2. Organize slides and/or photographs into a pictorial history of the ALER.
3. Show, periodically, slide presentations depicting the history and special events of the ALER.
4. Work, in cooperation with the Historian, the Public Information Committee, the Editors of the newsletter, or any member of the organization, on projects needing photographs.

**O. Webmaster**

It is the role of the ALER Webmaster to continuously maintain the ALER website.

***Procedural policies:***

1. Complete online training through Affiniscape to learn the web content management system and consult with previous webmaster if necessary.
2. Update the Board of Directors, Awards, Past President pages annually following the ALER conference. Work closely with the ALER executive secretary to ensure that the names, terms, emails, and institutional affiliations are correct (institutional affiliations need to be added).
3. Post announcements on front page at the request of board members, division chairs, membership chair, etc.
4. Send mass emails to members regarding job announcements.
5. Seek approval from Executive Committee before sending mass emails to members regarding surveys or other requests.
6. Post upcoming conference info on conference pages as provided by Conference Coordinator and Program Chair.
7. Post conference highlights after the conference (slideshows, presentations, etc.).
8. Update information pages about ALER publications as necessary (e.g., change of editors, call for manuscripts, call for reviewers, etc.) Work with Publications Chair to ensure that the information is accurate.
9. Work with Treasurer to manage member database and conference registration functions of website.

**P. Reading Room/Exhibits Committee**

The ALER Reading Room is an exhibit of professional publications written by ALER members and/or members' favorite novels that are donated for sale in a silent auction format to conference attendees at the Annual Meeting.

The purpose is to:

1. Recognize and honor ALER authors
2. Learn from each other through shared publications
3. Expand members; professional libraries

4. Share members' favorite novels
5. Support the J. Estill Alexander Future Leaders in Literacy Award Fund.

***Procedural Policies***

1. Advertise the Reading Room in the Spring and Fall ALER newsletters.
2. Invite members to bring copies of their publications to the conference to be sold in the silent auction.
3. Invite members to donate gently used literacy selections and children's literature.
4. Set up and coordinate the silent auction in or near the Exhibits display.
5. Close auction in the afternoon on the day before the last day of the conference, collect money and dispense books to the highest bidders.
6. Donate remaining books to a school within the local community.
7. Give proceeds to the ALER Treasurer for deposit in the J. Estill Alexander Fund.
8. Make a report in Winter ALER newsletter and at Spring Board Meeting at IRA.

***Exhibits Procedural Policies***

The Exhibits Co-Chairs will:

1. identify publishers to exhibit at the annual conference.
2. identify the exhibit managers of the publishing companies.
3. send letters of invitation to potential exhibitors, as well as follow-up letters and other communication.
4. coordinate arrangement details for Exhibits room with the Conference Coordinator.
5. solicit advertising from potential publishing companies for the conference program.
6. coordinate program advertising with the program chair.
7. finalize arrangements for advertising and exhibiting with publishers

# **SECTION II RESOLUTIONS**

## Procedural Policies: Special Projects

Resolution No. 1:

Formulator: Phil Nacke

Date Adopted: 10/26/77

### Procedures for Proposing Special Projects

1. Any ALER 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, Commission or Division, and is not authorized or budgeted by the Board of Directors at its regular meetings. Special projects must be consistent and relevant to the goals of the Association.
3. A proposal should contain the following:
  - a) a rationale for its needs; how the project will promote the goals of the Association; anticipated outcomes or contributions to the profession.
  - b) a detailed outline of objectives and procedures.
  - c) a list of 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) A copy of the proposal should be emailed to the Executive Secretary of the Association.
  - b) The Executive Secretary will forward copies of the proposal to the members of the Executive Committee (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 Executive Secretary within 30 days of the receipt.

The President of the Association will respond in writing to the member(s) making the proposal, giving the decision of the Executive Committee or the Board of Directors.

# **SECTION III**

## **APPENDIX**

# Code of Ethics and Professional Standards

## Preamble

The Association of Literacy Educators and Researchers (ALER) is composed of a diverse group of individuals who share a common concern in the growth and development of the teaching and learning processes related to literacy at all levels.

This code of ethics has been developed in order to make explicit the guiding principles observed by most professionals. The specification of ethical standards enables the Association to clarify to members, future members, and those served by members the nature of ethical responsibilities held in common by its members.

Several professional organizations of educators have established codes of ethics. The published codes of the National Education Association and the International Reading Association are consistent with the ethical position of ALER. ALER endorses the codes of the NEA and IRA and urges its members to adopt those standards. In addition, the principles listed below are recognized as ethical guides.

## Literacy Professionals

1. Seek out promising educational practices and relevant research findings and share with others any significant practices and research from within their own institutions.
2. Continue to grow professionally by:
  - a) attending professional meetings.
  - b) participating actively in professional organizations.
  - c) staying abreast of changes in the profession and showing a willingness to accept those that have proven to be effective.
3. Attempt to ascertain, through formal and/or informal means, the individual needs of students within their classes.
4. Administer and interpret formal and informal tests only after full consideration of their particular limitations and potential values.
5. Prescribe suitable individual or group instruction, using relevant materials.
6. Resist efforts from those who do not have special expertise in literacy to impose tests, materials, or approaches on individuals, classes, or school districts.
7. Work to combat the forces of censorship that restricts the materials a professional might select as educationally sound or appropriate.
8. Interpret to the community the nature and activity of literacy programs, presenting weakness as well as its strengths. It is unethical to present only favorable information.
9. Hold the right, and in many cases the obligation, to express an opinion about the wisdom or justice of a given law affecting education generally and/or literacy instruction specifically.

10. Encourage college students preparing to be teachers to observe a high standard of ethics in their work with children.
11. Ensure the physical and psychological well-being of subjects when engaged in research. Human rights of dignity and confidentiality should be preserved.
12. Be willing to undertake and complete a variety of volunteer professional activities – not limiting services to only those situations that are prestige-enhancing.
13. Give full credit to colleagues or students with whom they have collaborated in publication and acknowledge original sources when preparing learning materials developed in whole or in part by others.
14. Respect the goals and objectives of related professional organizations.
15. Serve as models for ethical conduct and encourage such conduct in others.
16. Do not claim or advertise affiliation with the Association of Literacy Educators and Researchers as evidence of competence in reading.

## **Ethical Guidelines for Research in Reading**

The members of the Association of Literacy Educators and Researchers (ALER) recognize the magnitude of the responsibility for conducting quality research in literacy at all levels. In accepting this responsibility the members are committed to the value that form the basis for a democratic society – including the freedom to conduct research in an atmosphere conducive to the best interest of the profession. The ALER endorses the principles listed below and recognizes them as standards to be followed in conducting quantitative or qualitative research.

### **Planning Research**

1. Replication and general follow-up of previous research should be encouraged.
2. All activities will be conducted only by those who are qualified, through degree or experience, to carry out research in the areas under investigation.
3. Informed consent should be obtained for use of subjects in a research context, whether quantitative or qualitative, when testing, treatment, or involvement of the researcher extends beyond traditional teacher role expectancies.
4. All due care must be exercised to avoid situations which could be emotionally or physically harmful to subjects.

### **Conducting Research**

1. The primary researcher must maintain close supervision over those with lesser qualifications (e.g., students and technicians) who may be assisting with the research.
2. The investigator is ethically obligated to keep the subjects' data in complete confidence unless subjects wish to be identified.
3. When feasible any private information obtained from a subject should be obtained anonymously, or, if this is not possible, it should be carefully coded. Names of participants and sites of research should be changed so they are not identifiable.
5. When the methodological requirements of the activity lead some subjects to experience failure or require the withholding of a potentially beneficial program or treatment from control subjects, the investigator must make every effort to provide these subjects with a beneficial experience when the procedure is concluded.

### **Reporting Research**

1. The researcher should communicate to others the results of any research judged to be of professional or scientific value. Results should not be withheld simply because they are not consistent with the opinions of the researchers, the profession, or the general public. At the same time, pilot studies should be acknowledged as such.
2. The researcher is expected to conduct a thorough review of the literature to become familiar with previous work that has been conducted on the research topic. In addition, the researcher must give recognition of this work by providing complete and accurate references.
3. When making any statement to the public about tests and testing, the researcher is expected to give accurate information and avoid false claims or misconceptions. Special efforts are often required to avoid unwarranted connotations, such as terms as *IQ* and *grade equivalent scores*.

4. The researcher has an obligation to share with the reader his/her personal biases; data collection, and data analysis procedures in an explicit fashion for qualified others who may wish to replicate the study.
5. When reporting research results, explicit mention must be made of all variables and conditions known to the researcher that might affect the outcome of the investigation or the interpretation of the data.
6. In the case of conducting research for a particular institution or agency, final reports should be submitted to all participating parties.

#### Procedural Policies Manual

Revised 11/02/1995

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Revised 10/20/2003

Revised 11/18/2008

Revised 11/04/2009

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