



Chapter Handbook

and

Procedures Manual

Southeastern Chapter

American Association of Law Libraries

Chapter Handbook and Procedures Manual

April 1997 edition

Revised August 1997

Revised March 1998

Revised April 1999

Revised March 2000

Revised April 2001

Revised June 2002

Revised August 2005

Revised July 2006

Southeastern Chapter American Association of Law Libraries

Introduction

The impetus for the revision of this Handbook grew out of the perception on the part of a number of SEAALL Executive Committees that much of SEAALL's institutional memory was not being preserved. As AALL's oldest chapter, SEAALL has a long history of accomplishments. Beginning in 1994, it was perceived that the transition between officers and committee chairs was not occurring as smoothly as was desirable. Thus began the project to revise, enlarge and update the admirable work of the Ed Edmonds on the first Handbook.

It is hoped that having Chapter activities and procedures streamlined and documented will encourage those Chapter members who have resisted committee or executive board involvement in the past to take the plunge. Now that it is no longer necessary to re-invent the wheel with each change of committee chair or officer, it should prove to be much easier to accomplish the activities of the Chapter.

Thanks go to all SEAALL officers and committee chairs since 1994 who have responded graciously and promptly to my requests for written documentation on committee and executive board procedures, for information on Chapter history and for suggestions on how the Chapter could do better.

Thanks also go to the Law Librarians' Society of the District of Columbia, the Minnesota Association of Law Libraries and the Association of Law Libraries of Upstate New York for blazing the Chapter handbook trail and allowing other Chapters to borrow their ideas.

A final thank you must go to my husband, Tim Coggins for his unfailing support and valuable suggestions.

This document will always be a work in progress and will require the care and maintenance of all future SEAALL members. Suggestions are always welcome.

Hazel Johnson
Richmond, Virginia
March 1998

Introduction to 1992 Edition

A. Purpose of Handbook

This Handbook is intended to provide SEAALL officers, committee chairs, and members an overview of the Chapter's operations. The Handbook should assist members assuming leadership positions to commence their work with information regarding the functions, duties, and responsibilities of each position as well as the practices of prior officers and committee chairs. The Handbook will also help to clarify instances of overlapping and intersecting responsibility, and to provide an idea of how the work one does may effect or be affected by the work of others.

The intention is not to provide every detail of past operations, or to replace personal contact among members. It is assumed, for example, that out-going officers and committee chairs will thoroughly discuss with their successor the work of that office or committee, and provide more extensive documentation and records than can feasibly be included in this Handbook.

The Handbook is not intended to create unbending rules of procedure or to stifle creativity. Hopefully, the Handbook will provide an outline of past practices to serve as a starting point. The vitality of any organization requires initiative and imagination.

B. Relationship to Other Documents

This Handbook supplements the Chapter's Articles and Bylaws, but it does not have the same formal status as those core documents. While the latter are prescriptive, the Handbook is intended to be suggestive. In cases of conflict between the Handbook and the Articles and Bylaws, the latter prevail. While the Handbook attempts to provide interpretations of some of the general provisions of the core documents, the interpretations are not to be treated as definitive. Members should feel free to exercise judgment within their areas of responsibility and to deviate from the guidelines presented here when appropriate.

C. Updating

The Editor will update the Handbook on a regular basis as determined by the Executive Board. It is produced in loose-leaf format to allow easy updating of individual sections.

Suggestions for revisions should be forwarded to the Editor of the Handbook and the Chair of the Publications Committee. All users of the Handbook are encouraged to note statements that appear to conflict with actual or preferred practice and to suggest appropriate changes.

D. Distribution

The Handbook is distributed to all SEAALL officers and committee chairs. Notice of its availability is published in the Newsletter, and other members wishing to receive a copy can request one from the Editor. Distribution to SEAALL members is made free of charge.

A copy of the Handbook is also sent free of charge to the President of each AALL Chapter, to the Coordinator of the Council of Chapter Presidents, and to the Executive Director of AALL.

Copies requested by individuals or groups not mentioned above may be provided at the discretion of the Chair of the Publications Committee. If the volume of such requests results in major additional expense, the Chair may request authorization from the Executive Board to charge such individuals or groups an amount equal to the actual cost of copying and distributing the additional copies.

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**Articles of Incorporation
of the Southeastern Chapter of
The American Association of Law Libraries, Inc.**

As Amended July 12, 1998

The undersigned incorporator, desiring to form a not-for-profit corporation under the provisions of Chapter 617 of the laws of the State of Florida, does hereby adopt the following Articles of Incorporation in accordance with the laws of the United States of America and the State of Florida.

Article I: Name

The name of this organization shall be Southeastern Chapter of the American Association of Law Libraries, Inc.

Article II: Purpose

The purposes for which the Corporation is organized are exclusively educational and scientific purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986 (the "Code"), not for pecuniary profit, including the performance of the following activities exclusively for such purposes, except as restricted by Article X herein:

1. Promote law librarianship;
2. Develop and increase the usefulness of law libraries, particularly those in the Southeastern area of the United States; and
3. The exercise of all powers conferred on a corporation organized under the Florida Not-for-Profit Corporation Act as currently in effect and as it may be amended, and all such other powers as are permitted by applicable law.

Article III: Term

This corporation shall commence corporate existence upon the filing of these articles by the Florida Department of State and shall have perpetual existence unless sooner dissolved according to law.

Article IV: Members

Membership of the corporation shall be open to any persons or institutions residing in the Southeastern region of the United States interested in law libraries and desiring to promote the goals of the corporation.

Any person, company or institution with an interest in supporting the activities of the corporation located or residing outside the Southeastern region may become an associate member.

The Southeastern region includes Puerto Rico, the U.S. Virgin Islands, the District of Columbia and the following states: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia and such other states as may be added.

Members shall be admitted to the corporation upon application to the Board of Trustees in the manner prescribed in the Bylaws. All individuals named as officers or trustees of the corporation shall be entitled to become members in the manner provided in the Bylaws.

This corporation is organized upon a non-stock basis and shall not issue shares of stock.

Article V: Subscribers

The name and residence of the subscriber of the corporation is as follows

Sonia Luna-Lamas (revised 2005)
St. Thomas University Law Library
16400 N.W. 32nd Avenue
Miami, FL 33054

Article VI: Officers

Section 1. Officers.

The officers of the corporation shall consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. The Vice-President/President-Elect shall serve as Vice-President and shall automatically become the President after one year and shall so serve during the second year following his or her election. The Secretary, Treasurer and the Members-at-Large shall each serve for two years. The officers shall serve without compensation. **[revised July 1998 to add Immediate Past President and Members at large.]**

The officers shall perform the duties pertaining to their respective offices. In the event that the President resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive committee, the Vice-President/President-Elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. A special election would be held for the office of Vice-President/President-Elect upon the assumption of the office of President for the remainder of the unexpired term.

In the event that the office of Vice-President/President-Elect becomes vacant for any other reason than specified herein, a special election will be held to fill that office for the remainder of the unexpired term.

If the office of Secretary, Treasurer or Member-at-Large becomes vacant for any reason, the President will be empowered to appoint a successor to fill out that office for the remainder of the unexpired term. **[revised July 1998 to add Member-at-large.]**

The special elections could be held by mail or at the next Chapter meeting, at the discretion of the Executive Committee.

No officer shall hold more than one office in this Chapter at one time, nor shall the President hold office for more than two consecutive terms.

All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified.

Article VII: Board of Trustees

Section 1.

The officers shall together act as the Board of Trustees and the Immediate Past President shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of Incorporation and the Bylaws and in accordance with the policies agreed upon by its members. The initial Board of Trustees shall be comprised of five (5) members who shall serve until the first election thereof. The Board of Trustees, however, shall never be less than three members.

Section 2.

The names and addresses of the members of the initial Board of Trustees shall be as follows:

Mary Smith Forman
President
Akerman, Senterfitt & Eidson
P.O. Box 231
255 South Orange Avenue
Orlando, Florida 32801-0231

J. Wesley Cochran
Vice-President/President-Elect
Law Librarian and Assistant Professor of Law
University of Mississippi
School of Law Library
University, Mississippi 38577

Elizabeth Kern
Secretary
Acquisitions/Serials Librarian
Law Library of Louisiana
100 Supreme Court Building
Civic Center
New Orleans, Louisiana 70112

Diana Osbaldiston
Treasurer
Catalog Librarian
University of South Carolina Law Library
Columbia, South Carolina 29208

Hazel Johnson
Immediate Past President
Law Librarian
Long, Aldridge & Norman
1900 Rhodes-Haverty Building
134 Peachtree Street
Atlanta, Georgia 30043

Article VIII: Committees

There shall be the following standing committees:

1. Program
2. Membership
3. Nominating
4. Placement
5. Scholarship
6. Articles and Bylaws

7. Newsletter and Public Relations
8. Education and Publications
9. Government Relations
10. Service to SEAALL

The President shall appoint all members of the standing committees. Special committees may be created as necessary. The President shall appoint all members of the special committees.

Article IX: Registered Office and registered agent

The street address of the initial registered office of this corporation is 255 South Orange Avenue, 10th Floor, Firststate Tower, Orlando, Florida 32801, and the name of the initial registered agent of the corporation at that address is Mary Smith Forman.

Article X: Use of Assets

Section 1.

The assets and income derived from the assets of this corporation shall be used solely for educational and scientific purposes. Any disbursements shall be at the approval and direction of the Board of Trustees and the members in accordance with the bylaws. No part of the net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 2.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)

Section 4.

It is intended by the provisions of these Articles of Incorporation that the corporation shall possess the status of an organization exempt from federal income taxation under provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as now in force or hereafter amended. Accordingly, no part of the affairs of the corporation shall be administered, directly or indirectly, in any manner whatsoever which might jeopardize the tax exempt status of the corporation.

Article XI: Bylaws

The Bylaws of this corporation may be adopted, repealed, amended or suspended by a two-thirds (2/3) vote of the members voting in a ballot conducted by electronic means or mail in manner provided in the Bylaws or at a meeting of the Chapter by a two-thirds (2/3) vote of the members voting in the ballot as provided in the Bylaws.[revised December 2006 to add electronic means.]

Article XII: Amendment of Charter

Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. Proposed amendments shall become effective after they have been submitted to all members and when approved by two thirds (2/3) of those voting in a ballot conducted by electronic means or mail in the manner provided in the Bylaws or at a meeting of the Chapter by a two-thirds (2/3) vote of members voting in the ballot..[revised December 2006 to add electronic means]

Article XIII: Dissolution

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for educational and scientific purposes as shall at the time qualify as an exempt organization for organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the members shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XIV: Anti-Discrimination

Membership in the Chapter or participation in any activity of the Chapter shall not be denied to any individual, or abridged, on the account of race, color, religion, sex, national origin, or sexual orientation.

IN WITNESS WHEREOF, the undersigned subscribing incorporator has hereto set my hand and seal this ____ day of _____, 1989, for the purposes of forming this corporation not for profit under the laws of the State of Florida.

(SEAL) Mary Smith Forman

**Bylaws of the Southeastern Chapter of
the American Association of Law Libraries
As Amended July 12, 1998**

Article I: MEMBERSHIP

Section 1. Membership Categories

A. Individual Members

Any person officially connected with a law library, or with a separately maintained law section in any library and currently or within the last seven years, employed at least 30% of full time may become an active individual member upon determination of eligibility by the Membership Committee and payment of annual dues. The Membership Committee's ruling may be appealed to the Executive Committee.

B. Student Members

Any person officially enrolled at least half-time in a degree program related to law librarianship shall become a student member upon payment of annual dues provided that membership in this category is limited to 5 consecutive years. The Executive Committee is empowered to adopt procedures for verifying student status.

C. Institutional Members

Any law library may become an institutional member upon payment of annual dues. The Executive Committee is empowered to determine whether the institution applying for membership is a law library. Such persons on the staff of an institutional member as are designated by the librarian and for whom the institutional member has paid its annual dues in accordance with bylaws Section 2,(b)2 shall be entitled to individual membership in the Chapter without the payment of additional dues.

D. Associate Members

Persons, companies and institutions not connected with law libraries, residing in or outside of the Southeastern region, or connected with law libraries but residing outside the region may be selected to associate membership by the Executive Committee and shall pay annual dues.

E. Life Members

The Chapter may at any regular meeting by a vote of two thirds of those present elect to life membership those who have been members of the Chapter for at least 10 years, who have reached the age of fifty-five years, unless retirement was due to health reasons, have retired from full-time active library work, and have a record of substantial service to the chapter. [revised July 1998]

F. Honorary Members

The Chapter may at any regular meeting by a vote of two thirds of those present elect non-members as honorary members.

Section 2. Attributes of Membership

A. Rights and Privileges

1. All members have the right to vote.
2. The right to hold office shall be restricted to active members in the following membership categories: individual, institutional and life.
3. The right to receive the Chapter newsletter and the Chapter Membership Directory shall be shared by all members.

B. Dues

1. The annual dues for individual membership and associate members shall be \$20.00. The annual dues for student memberships shall be \$10.00. Life members and honorary members shall not be assessed dues.
2. The institutional membership dues shall be at the rate of \$20.00 per designated member, and no library shall be required to pay annual dues in excess of \$200.00.
3. All dues, individual, associate, and institutional shall be paid no later than three months after the due date appearing on the dues notice. The treasurer shall suspend the membership of any person who has not paid within the time allotted. A suspended membership shall be restored upon payment of dues for the current year.
4. The fiscal year of the Southeastern Chapter of the American Association of Law Libraries shall be April 1 - March 31.

ARTICLE II. MEETINGS

Section 1. Annual

An annual meeting of the chapter shall be held at such time and place as the Executive Committee shall determine. A chapter meeting shall be held at AALL National Conventions, when the Convention schedule permits, for the purpose of discussing future programs and projects and submitting progress reports on chapter activities. The Executive Committee shall be charged with the duty of scheduling and making arrangements for such meetings; and attendance at these meetings shall not be confined to the Executive Committee, but extended to the entire membership.

Section 2. Other

The President shall call other meetings of the chapter as deemed necessary or when requested to do so by the Executive Committee. The President shall provide reasonable notice of such meetings to each member of the chapter.

Section 3. Presiding Officer

In the event of the absence of the President and Vice-President/President elect from any chapter meeting, one of the members shall be elected to preside.

Section 4. Quorum

A majority of members attending a meeting shall constitute a quorum.

Section 5. Rules of Procedure

Meetings of the Chapter and Executive committee shall be conducted in accordance with Sturgis' Standard Code of Parliamentary Procedure except as otherwise specified by the chapter Articles or Bylaws.

ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1.

A. Nominating Committee

The President shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by December 1 in the year which the officer is elected: Vice-President-President Elect, Secretary, Treasurer..[**revised December 2006**]

The Nominating Committee shall not submit, for election to the office of Vice-President/President-Elect, the name of any member who is not in good standing of the American Association of Law Libraries.

B. Additional Nominations

Additional nominations may be made by any member by communicating in writing such nomination to the President.

Section 2. Method of Election

The Vice-President/President-Elect shall be elected by electronic or mail ballot in February of each year. The Secretary and a member-at-large shall be elected by electronic or mail ballot in February of each even numbered year. The Treasurer and a member-at-large shall be elected by electronic or mail ballot in February of each odd-numbered year. The candidates receiving the largest number of votes shall be declared elected. The membership is to be notified by the Secretary of the outcome of the election by electronic means, or mail or at a meeting of the Chapter. [**July 1998 - member-at-large requirements added, revised December 2006 to add electronic means**]

Section 3. Special Elections

A. Rationale

In the event that the office of the Vice-President/President-Elect becomes vacant, a special election shall be held to fill that office for the remainder of the unexpired term.

B. Nominations for Special Elections

Candidates for this special election will be selected by the Executive Committee.

C. Method of Election

At the discretion of the Executive Committee, the special election may be held by electronic vote, by mail vote, or by voice vote at a Chapter meeting. The candidates receiving the largest number of votes shall be declared elected. [**revised December 2006**]

ARTICLE IV. AMENDMENTS TO BYLAWS

Section 1. Filing and Notice

Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:

- A. notice shall be published in the Chapter [electronic] newsletter at least 30 days prior to balloting, or [**revised December 2006 to add electronic**]
- B. notice shall be sent by the secretary to all members by electronic means or mail at least 30 days prior to balloting. [**revised December 2006 to add electronic means**]

Section 2. Balloting

- A. Ballots

Electronic or mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be made available by the Secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments has been distributed to the membership. The Executive Committee must specify the time for closing the balloting, but in no case shall it be less than 30 days after the mailing of the ballots. [**revised December 2006**]

- B. Voice Ballots

Voice ballots may be conducted for the purpose of changing the Articles or Bylaws at any regular scheduled meeting of the chapter, provided that the proposed amendments and a summary of the changes has been:

1. provided by the Secretary to the membership at least 30 days prior to the meeting, or [**revised December 2006**]
2. printed in the chapter newsletter at least 30 days prior to the meeting.

Section 3. Successful Election

If two-thirds of the members present and voting at a meeting or two-thirds of the members casting valid mail ballots are in favor of such amendment, it shall stand adopted.

Section 4. Approval of Amendments

Amendments of these Bylaws shall be submitted to the American Association of Law Libraries committee on constitutions and bylaws by the President upon adoption by the membership of the chapter.

Chapter Calendar

2006-2007

March/April

- Annual chapter meeting and educational institute held.
- Executive Committee meets prior to business meeting.
- Service to SEAALL award presented during business meeting.
- Full year financial report prepared by Treasurer.
- Vice-President/President-Elect becomes President at end of business meeting.
- Other new officers assume positions at end of meeting.
- New committee chairs assume positions at end of business meeting.
- Chapter Handbook distributed to new officers and committee chairs prior to annual chapter meeting

April

- Southeastern Law Librarian copy deadline [April 30] (Issue 2, Spring 2006).
- Chapter fiscal year begins.
- Chapter annual report due to AALL.
- Registered Agent files chapter annual report with Florida Secretary of State.
- Dues notices mailed by April 1; payable by August 1.

April/May

- All appropriate records are conveyed to new officers and committee chairs within one month of leaving office but no later than May 15.

May

- Southeastern Law Librarian delivered (Issue 2, Spring 2006)
- Life membership nominations due by May 15.

July

- Southeastern Law Librarian deadline [July 31] (Issue 3, Summer 2006).
- Chapter membership year begins
- Annual chapter business meeting held during AALL annual convention.
- Executive Committee meets prior to chapter Business Meeting.
- Quarterly financial report prepared by Treasurer.
- Lucile Elliott Scholarships funding established by Executive Committee by July 31.

August

- Southeastern Law Librarian delivered (Issue 3, Summer 2006).
- Members who have not paid dues removed from membership roster.

September

- Budget for annual chapter meeting and educational institute prepared by Local Arrangements Committee and Program Committee.

October

- Southeastern Law Librarian deadline [Oct. 30] (Issue 4, Fall 2006)
- Candidate suggestions due to Nominating Committee by October 15.
- Quarterly financial report prepared by Treasurer.

November

- Southeastern Law Librarian delivered (Issue 4, Fall 2006)
- Nominating Committee presents slate of candidates to President by November 1.
- Nominating Committee sends candidate biographies to Secretary for preparation of ballots.

- Slate of candidates announced by December 1.

January

- Southeastern Law Librarian deadline [Jan 30] (Issue 1, Winter 2007 - new volume).
- Secretary mails ballots by January 15.
- Chapter Mid-year report due to AALL.
- Annual meeting program registration packet distributed.
- Handbook modifications due two months prior to annual chapter meeting. [**revised 4/99**]

February

- *Southeastern Law Librarian* delivered (Issue 1, Winter 2007).
- Ballots returned to Secretary by February 15.
- Candidates notified of election results by President. Quarterly financial report prepared by Treasurer.

February/March

- Final committee reports due one month prior to annual chapter meeting or as requested by President.
- Expense/revenue reports due to the President one month prior to the annual chapter meeting.

General Chapter Information

A. Chapter Year

1. The chapter membership year is July 1 - June 30. **[revised executive committee meeting - 4/17/97]**

B. Corporate Information

1. The Southeastern Chapter of the American Association of Law Libraries is a section 501(c)(6) non-profit trade association under federal income tax laws.
2. The Chapter is incorporated in the state of Florida.
3. A chapter member who is resident in the state of Florida serves as Registered Agent for the chapter. [Registered agent responsibilities are found in that section of this Handbook.]
4. The Chapter's Employer Identification Number is: 58-1592266.
5. The Chapter's accounting period (fiscal year) ends March 31.
6. The Chapter's official address is SEAALL; University of Kentucky Law Library; 620 South Limestone; Lexington, KY 40506-0048. Sue Burch has responsibility for mail flow from the official address to chapter entities. **[added 3/98]**

C. Corporate Reports

1. A report is required annually by the Florida Secretary of State.
2. The report is prepared by the Chapter's Registered Agent and sent to the Treasurer.
3. The Treasurer pays the corporation filing fee as required by the state of Florida and mails the report, providing a copy of the signed report to the Registered Agent.

D. Income Tax Reports

1. The chapter is incorporated as a non-profit corporation and is not required to file a federal or state income tax return unless gross receipts exceed \$25,000 per year.
2. Further information is available in a directive from the Internal Revenue Service dated November 30, 1990 found in the Policies section of this manual.

E. Chapter Web Page [added 3/98]

1. Chapter web page is hosted on AALLNET
2. <http://www.aallnet.org/chapter/seaall>

F. Chapter Electronic Discussion Lists [added 3/98, revised 2005]

1. SEAALL-L
 - (a) Serves as a general announcement and discussion list.

- (b) Subscription to seaall-l@aallnet.org
- 2. SEAALL- P
 - (a) Serves as job announcement only list
 - (b) Subscription to maiser@uofrlaw.richmond.edu

Chapter Reimbursement Policies

[section added 4/99]

A. Authority

1. The following policies are the reimbursement policies of the Southeastern Chapter of the American Association of Law Libraries.
2. The policies may be waived on a case by case basis by a vote of the Executive Committee.

B. General Expenses

1. Ordinary expenses, such as phone calls, postage and copy charges incurred in the performance of the duties of the officer, administrative position, committee chair or committee member will not be reimbursed by the chapter.
2. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
3. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

C. Annual Chapter Meeting

1. Chapter members
 - (a) There will be no waivers of registration fees for any chapter member.
 - (b) Chapter members will not be reimbursed for expenses to attend any chapter meeting.
2. Non-member speakers
 - (a) Non-member speakers will be reimbursed for coach class air/train/bus fare or mileage at the current rate established by the U.S. Internal Revenue Service. Non-member speakers will be encouraged to stay over Saturday night in order to reduce airfare costs. **[revised 5/06]**
 - (b) Non-member speakers will be reimbursed for parking, travel to airport (train or bus station) from home and return, meals other than those provided during the meeting.
 - (c) Non-member speakers will receive a per diem of \$50 per day, with no more than \$25 for any single meal.
 - (d) The chapter will generally not provide honoraria.
 - (e) The chapter will not cover expenses for the spouse or children of a speaker.

3. Vendors as speakers

- (a) The chapter will not reimburse the expenses of vendors who act as speakers at the annual chapter meeting.

D. Annual Educational Institute

- 1. The reimbursement policies for the annual institute are the same as for the annual chapter meeting.

Current Officers

President

Anne Klinefelter

Associate Director and Clinical Professor of Law
Katherine R. Everett Law Library
University of North Carolina at Chapel Hill
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Chapel Hill, NC 27599
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Vice-President/President-Elect

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Immediate Past-President

Pamela E. Deemer

Assistant Law Librarian, Cataloging &
Acquisitions Services
Emory University
Hugh F. MacMillan Law Library
1301 Clifton Road
Atlanta, GA 30322-2780
Phone: (404) 727-0850
Fax: (404) 727-2202
E-mail: libped@law.emory.edu

Treasurer (2005-2007)

John P. Bissett

Catalog Librarian
Washington and Lee University
Lewis Hall
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Phone: (540) 458-8546
Fax: (540) 458-8967
Email: bissettj@wlu.edu

Secretary

Sally Wambold

Technical Services Librarian
Law School Library
University of Richmond
Richmond, VA 23173
Phone: (804) 289-8226
Fax: (804) 287-1845
Email: swambold@richmond.edu

Member at Large

Grace M. Mills

Director
Florida A & M University
College of Law Library
201 Beggs Avenue
Orlando, FL 32801
Phone: (407) 254-3271
Fax: (407) 254-3273
Email: grace.mills@famu.edu

Member at Large (2005-2007)

Virginia L. Smith

Director of Information Resources
Womble Carlyle Sandridge & Rice
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Winston-Salem, NC 27101
Phone: (336) 721-3794
Fax: (336) 726-9015
Email: vsmith@wcsr.com

Current Committee Chairs

Articles and Bylaws:

Pamela E. Deemer

Assistant Law Librarian, Cataloging & Acquisitions Services
Emory University
Hugh F. MacMillan Law Library
1301 Clifton Road
Atlanta, GA 30322-2780
Phone: (404) 727-0850
Fax: (404) 727-2202
E-mail: libped@law.emory.edu

Community Services

Terrye Conroy

Reference Librarian
University of South Carolina
Coleman Karesh Law Library
Main & Greene Streets
Columbia, SC 29208
Phone: (803) 777-1659
Fax: (803) 777-9405
Email: conroy@law.sc.edu

Education and Publications:

Rebecca Trammel

Law Library Director & Associate Professor of Law
Stetson University College of Law
1401 61st Street South
Gulfport, FL 33707
Phone: (727) 562-7828
Fax: (727) 345-8973
Email: rtrammel@law.stetson.edu

Government Relations:

Maureen Eggert

Associate Director for Research & Instruction
Wake Forest University
Professional Center Library
P.O. Box 7206 Reynolds Station
Winston Salem, NC 27109
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Fax: (336) 758-6077
Email: meggert@law.wfu.edu

Local Arrangements

Randall Thompson

Associate Vice Chancellor for the Library & Information Technology
Louisiana State University
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Baton Rouge, LA 70803-1010
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Membership:

Rebekah Maxwell

Associate Director for Library Operations
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Newsletter and Public Relations:

Lisa Smith-Butler

Assistant Dean, Law Library & Technology Center & Assistant Professor of Law
Nova Southeastern University
3305 College Avenue
Ft. Lauderdale, FL 33314
Phone: (954) 262-6211
Fax: (954) 262-3839
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Nominations

Carol Nicholson

Assistant Director for Technical Services
Katherine R. Everett Law Library
University of North Carolina at Chapel Hill
Campus Box #3385
Chapel Hill, NC 27599
Phone: (919) 962-1199
Fax: (919) 962-2294
Email: Carol_Nicholson@unc.edu

Placement:

Joy Hanson

Reference Librarian
Duke University School of Law Library
Towerview & Science
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Program:

Kenneth J. Hirsh

Director of Computing Services
Duke University School of Law
Box 90366
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Telephone: (919) 613-7155
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Scholarship:

Joyce Janto

Deputy Director of the Law Library
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Phone: (804) 289-8223
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Service to SEAALL:

Joyce Janto

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E-mail: jjanto@richmond.edu

Current Committee Roster

Articles and Bylaws:

Pam Deemer - Emory University, (Chair- I.P.P)
Ismael Gullon - Mercer University Law Library (2007)
Ken Hirsh - Duke University School of Law
Anne Klinefelter - University of North Carolina at Chapel Hill (President)

Community Services Committee (Special)

Terrye Conroy - University of South Carolina, Chair (2007)
Rhea Ballard-Thrower - Howard University, (2007)
Marcia Burris - Ogletree, Deakins, Nash, Smoak and Stewart
Scott DeLeve - University of Mississippi (2008)
Marin Dell - Florida State University (2008)
Stephanie Dooley - Kennedy Covington (2008)
Margaret Hall - University of North Carolina at Chapel Hill (2008)
Susan Lewis-Somers - American University (2008)
Donna Nixon - Duke University School of Law (2008)
Sally Wambold - University of Richmond
Lillian Weeks - University of Alabama (2008)

Education and Publications:

Rebecca Trammell - University of Kentucky, Chair
Carol Billings - Law Library of Louisiana, (2007)
Scott Childs - University of North Carolina at Chapel Hill (2007)
Veronica Foster - Georgetown Law Library (2008)
Nancy Johnson - Georgia State University (2007)
Leslie Diana Jones - George Washington University
David Lehmann - University of South Carolina (2008)
Elizabeth Outler - University of Florida (2008)
Cathy Polombi - University of Virginia (2007)
Adeen Postar - American University (2008)
Colleen Williams - Georgia State University (2008)

Government Relations:

Maureen Eggert - Wake Forest University, Chair
Helane Davis - University of Kentucky (2008)
Dee Dee Dockendorf - Virginia State Law Library, (2008)
Kevin Fredette - West Virginia University, (2008)
Brian Huddleston - Loyola University of New Orleans School of Law (2008)

Chris Hudson - Emory University (2007)
Billie Jo Kaufman - American University (2008)
David Lowe - University of Alabama (2008)
Colleen Manning - Florida Coastal School of Law (2007)
Christine Sellers (2008)
Linda Tesar - Vanderbilt University (2008)
Thomas Walter - Mississippi College School of Law (2007)

Local Arrangements:

Randy Thompson - Louisiana State University, Chair
Jean Allen - Southern University Law Library
Ajaye Bloomstone - Louisiana State University
Charlene Cain - Louisiana State University
Georgia Chadwick - Law Library of Louisiana
Megan Garton - University of North Carolina at Chapel Hill
Marie Louis - Southern University
Maralena Murphy - U.S. Courts Library, 5th Circuit
Kay Naar - Louisiana State University
Denise Uzee - Kean, Miller, Hawthorne

Membership:

Rebekah Maxwell - University of South Carolina , Chair
Nancy Adams – Georgia State University (2007)
Shyama Agrawal - Duke University School of Law (2008)
Georgia Chadwick - Law Library of Louisiana, (2007)
Tim Chinaris - Appalachian School of Law (2008)
Edward Hart - University of Florida School of Law (2008)
Amy Osborne - University of Kentucky (2007)
Frosty Owen - Hunton & Williams LLP (2007)
Mary Jane Slipsky – Nelson Mullins Riley & Scarborough (2008)
Linda Sobey - Florida A & M University (2008)

Newsletter and Public Relations:

Lisa Smith-Butler – Nova Southeastern University, Chair/Editor
Steve Melamut - University of North Carolina at Chapel Hill
Marcia Baker - Wake Forest University (2007)
Karin Den Bleyker - Mississippi College (2007)
Stacy Etheredge – University of South Carolina (2008)

Stacy Lane – University of Mississippi (2008)
Laurel Brown – Parker Poe Adams & Bernstein
(2008)
Nichelle Perry – North Carolina Central University
(2008)
Carolyn Santanella – Smith Moore LLP (2008)
Etheldra Scoggin, Loyola University (2007)
Thomas B. Walter, Mississippi College

Nominations :

Carol Nicholson - University of North Carolina at
Chapel Hill, Chair
Carol Billings – Louisiana Supreme Court
Kathy Crosslin – Kilpatrick Stockton, LLP
Patricia Kidd – Howard University
Pedro Padilla-Rosa – University of Puerto Rico

Placement:

Joy Hanson - Duke University, Chair
Glen-Peter Ahlers - Barry University (2007)
Billie Blaine – Supreme Court of Florida (2008)
Karen Nuckolls – University of Kentucky (2008)
Masako Patrum – Wake Forest University (2008)
Monica Wilson – Squire, Sanders & Dempsey
(2008)

Program:

Ken Hirsh – Duke University School of Law,
Chair (2007)
Christine Ciambella - George Mason University
(2007)
Tim Coggins - University of Richmond (2007)
Charlene Cunniffe – Bass, Berry & Sims, PLC
(2008)
Elaine Fenton – U.S. Court of Appeals, 11th
Circuit (2008)
Jim Heller - College of William & Mary (2007)
Tim Lewis – Alabama Supreme Court (2008)
Helen Mellett Walker – Bradley, Arant, Rose &
White (2007)
Sally Wiant – Washington & Lee University
(2008)
Tracy Woodard – Howard University (2007)

Scholarship:

Joyce Janto – University of Richmond, Chair
(2007)
Jack Bissett – Washington and Lee University
(2007), as treasurer
Carol Bredermeyer – Northern Kentucky
University (2007)
Lee Carnes – Kennedy Covington Lobdell &
Hickman (2008)
Emily Carr – Law Library of Congress (2008)
Margaret Christiansen - Regent University (2007)
Janet Hirt – Vanderbilt University (2008)
Pedro Padilla Rosa - University of Puerto Rico
(2007)
Jennifer Sekula – College of William and Mary
(2008)
Denise Uzee – Kean, Miller, Hawthorne (2007)

Service to SEAALL:

Joyce Janto – University of Richmond (2004/2005
recipient), Chair
Pam Deemer – Emory University
Carol Nicholson – University of North Carolina at
Chapel Hill

Current Administrative Positions

Archives

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Handbook

Laurel Brown

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Membership Database

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Postmaster

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Registered Agent

Sonia Luna-Lamas

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Webmaster

Thomas Waltert

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Jackson, MS 39201
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Fax: (601) 925-7112
Email: walter@mc.edu

President

A. Charge

1. The President serves as chief administrative officer of the chapter, presides at all meetings, signs all contracts and represents the chapter before the American Association of Law Libraries.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President/President Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. The Vice-President/ President-Elect shall serve as Vice-President and shall automatically become the President after one year and shall so serve during the second year following his or her election. ... The officers shall serve without compensation. (*Articles, Art. VI, Sec. 1*) [**revised annual meeting - 7/12/98**]
2. In the event that the President resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the Vice-President/President-Elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. (*Articles, Art. VI, Sec. 1*)
3. If the office of Secretary, Treasurer or member-at-large becomes vacant for any reason, the President will be empowered to appoint a successor to fill out that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*) [**revised annual meeting - 4/18/97; revised annual meeting - 7/12/1998**]
4. No officer shall hold more than one office in this chapter at one time, nor shall the President hold office for more than two consecutive terms. (*Articles, Art. VI, Sec. 1*)
5. All officers shall be installed at the conclusion of the chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (*Articles, Art. VI, Sec. 1*)
6. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. (*Articles, Art. VII, Sec. 1*)
7. The President shall appoint all members of the standing committees. Special committees may be created as necessary. The President shall appoint all members of the special committees. (*Articles, Art. VII*) [Note: In practice, this occurs in the winter while the President is completing his/her term as Vice-President/President-Elect.]
8. The President shall call other meetings of the chapter as deemed necessary or when requested to do so by the Executive Committee. The President shall provide reasonable notice of such meetings to each member of the chapter. (*Bylaws, Article I, Sec. 2*)
9. The President shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by November 1 in the year which the officer is elected: Vice-President/President-Elect; Secretary; Treasurer (*Bylaws, Article II, Sec. 1*)

10. In the event that the office of Vice-President/President-Elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a chapter meeting. (*Bylaws, Art. II, Sec. 3*) [**added annual meeting - 4/18/97**]
11. Amendments of these Bylaws shall be submitted to the American Association of Law Libraries committee on constitutions and bylaws by the President upon adoption by the membership of the chapter. (*Bylaws, Art. IV, Sec. 4*)

C. Responsibilities [revised 4/99]

1. Meetings
 - (a) Generally
 - (i) The President is the presiding officer at all meetings of the chapter and of the Executive Committee. Meetings of the chapter and the Executive Committee are governed by the current edition of Sturgis' Standard Code of Parliamentary Procedure. [**revised annual meeting - 4/18/97**]
 - (ii) The President sets the date and place of all Executive Committee meetings, preparing the agenda for all meetings and ensuring that information regarding the meetings is properly distributed. The President requests attendance by committee chairs having concerns or issues requiring Executive Committee attention.
 - (b) Annual chapter meeting
 - (i) The President works closely with the Local Arrangements and Program Committees to plan and execute the annual chapter meeting.
 - (ii) The President, in conjunction with the Executive Committee, reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Sites should be chosen at least two years in advance of the meeting if possible. [**revised executive committee meeting - 4/17/97**]
 - (iii) The President chooses the option of hosting a visit from an AALL Board representative at the annual chapter meeting. Appropriate contact should be maintained with the visitor and with the Local Arrangements Committee to ensure accommodations are arranged and programming material is transmitted. [**revised 4/99**]
 - (iv) The President is responsible for solicitation of sponsorships for the annual chapter meeting. These activities are separate from the solicitation for exhibitors at the annual chapter meeting which is handled by the Local Arrangements Committee. [**added 4/99**]

- (v) The Local Arrangements Committee section of this Handbook includes the majority of the details involved in planning of the annual chapter meeting. [**added 4/99**]
- (vi) Receives and maintains program and speaker evaluations for use in AALL program planning. [**added 4/01**]
- (c) Joint Meetings
 - (i) The President is responsible for any negotiations between SEAALL and other chapters in connection with a joint meeting.
 - (ii) Chapter policy states that any revenue from a joint meeting will be shared between the two organizations in proportion to the membership of the two chapters on January 1 of the year of the meeting. [**added 4/99**]
- (d) Chapter business meeting
 - (i) The President handles all arrangements for the chapter business meeting and reception traditionally held during the AALL annual meeting. [**revised 4/99**]

2. Appointments

- (a) Committees. The President makes appointments to all standing and special committees from volunteers who are solicited in the winter of each year. A Committee Volunteer Form is printed in the Winter issue of the Southeastern Law Librarian, is posted on the SEAALL web site, is distributed via seall-l and may be distributed during the annual chapter meeting. [In practice, this responsibility is executed by the Vice-President/President-Elect in the winter prior to becoming President.] [**revised 4/99, 4/01**]
- (b) Special Committees. The President may form special committees as authorized by the Articles of Incorporation for a specified purpose for a specific or indefinite period of time.
- (c) Appointment Guidelines. The President attempts to balance committee membership by the type of library represented, length of service on a particular committee and geographical representation of the members. Committee chairs, when possible, should have served on the committee the previous year. For most committees, the appointment term will be for two years.
- (d) Specific Committee Requirements
 - (i) Committee sizes are to be treated as guidelines only. Actual committee size each year will depend upon the number of volunteers and planned committee activities for the coming year.
 - (1) Articles and Bylaws -- The President, Vice-President/President-Elect and the Immediate Past President comprise the membership of this committee. The Immediate

Past President serves as chair. Additional members may be appointed at the discretion of the President. [revised 4/01]

- (2) Government Relations -- At AALL's request, a member from each state included in the geographic area of SEAALL should be appointed. [revised 4/01]
- (3) Membership -- Requires one member from each state and Puerto Rico. Only half the membership should turn over annually.
- (4) Newsletter/Public Relations -- The chair serves a minimum of two years.
- (5) Nominating -- Maximum size is five. Must have an odd number of members to avoid tie votes. Diversity of library type particularly important. Members should not be appointed for two year terms. [revised 4/99]
- (6) Placement -- Maximum size is five.
- (7) Program -- Maximum size is ten. Members are not generally appointed for two years.
- (8) Service to SEAALL -- Previous two award winners and Immediate Past President serve as committee. The award winner serving in the second year of his/her term serves as chair.

3. Chapter Administration

(a) General Administration.

- (i) The President is responsible for the performance and enforcement of all chapter rules and procedures.
- (ii) The President works with committee chairs to establish goals and projects for the year.

(b) Elections

- (i) The President receives the proposed slate of candidates from the Nominating Committee and authorizes the Nominating Committee Chair to announce the slate to the membership.
- (ii) Promptly upon receipt of the annual election results from the Secretary, the President will notify the candidates of the outcome of the election.
- (iii) After notifying the candidates, the President notifies the remaining Board members of the election results. [The Secretary will notify the membership of the election results.]

- (c) Miscellaneous.
 - (i) The President writes a column on chapter affairs for each issue of the Southeastern Law Librarian.
 - (ii) The outgoing President presents the incoming President with a gavel upon the assumption of office.
 - (iii) The President submits any Articles or Bylaws changes to the appropriate AALL committee for review.
- (d) Correspondence.
 - (i) The President responds to communications from AALL and other organizations, i.e. requests for suggested nominations for AALL offices. The President should consult with the Executive Committee when necessary. **[revised 3/98]**

4. Chapter Finances

- (a) Annual Budget **[revised executive committee meeting - 4/17/97]**
 - (i) This budget includes all chapter expenses other than those associated with the annual chapter meeting which has a separate budget.
 - (ii) Current year budget
 - (1) After assuming office, contact each committee chair regarding any potential expenses other than those previously tallied in preliminary budget prepared by outgoing President.
 - (2) Incorporate additional funding requirements into a final budget. Distribute final budget to Executive Committee during the annual chapter business meeting.
 - (iii) Upcoming year budget
 - (1) Prior to the annual chapter meeting, the President will contact each outgoing committee chair regarding any expenses incurred or revenues accrued during the year.
 - (2) The President will compile this information and forward a preliminary budget to the Vice-President/President-Elect.
- (b) Operations
 - (i) Consults with Treasurer on possible long term investment of any chapter funds.

5. Liaison with AALL

- (a) The President serves as a member of the AALL Council of Chapter Presidents and acts as liaison between the chapter and AALL. The President is

responsible for preparing any reports required by AALL (mid-year, annual, chapter biography). This responsibility may be delegated to another officer at the President's discretion.

D. Special Authority

1. Checks

- (a) The President is the alternate signatory to the Chapter's accounts in case of incapacity of the Treasurer.

2. Expenditure of funds

- (a) The President may authorize the expenditure of up to \$500 without Executive Committee approval.

3. Contracts

- (a) The President has the sole authority to sign contracts and other legal documents on behalf of the chapter for the performance of work or the obligation of chapter funds, EXCEPT in the instance of contracts entered into as a result of the annual educational meeting. The Local Arrangements Committee Chair may sign those documents in consultation with the President.
- (b) The President should maintain the original of all current contracts in his/her files. Copies of any contracts signed by the Local Arrangements Committee Chair will be provided to the President. Following the termination or lapse of any contract, the copy should be conveyed to the Chapter's archives.

E. Relationship with Other SEAALL Officers, Administrative Positions and Committees

1. Vice-President

- (a) Maintain contact with the Vice-President/President-Elect regarding the activities and functioning of the chapter by providing copies of correspondence including email messages. [**added 3/00**]

2. Executive Committee

- (a) Consults with Executive Committee on choice of future chapter annual meeting sites.
- (b) The Executive Committee should be consulted in regard to chapter governance.

3. Secretary

- (a) Receive and approve minutes of Executive Committee meetings and chapter business meetings.
- (b) Receive copies of current Articles & Bylaws after amendment. [**added 4/99**]

4. Treasurer
 - (a) Receive regular reports on chapter finances.
 - (b) Consult, along with the Executive Committee, regarding potential investment of excess chapter funds. [**revised 3/00**]
5. Archives
 - (a) Forward chapter records as listed in section G below.
6. Handbook Editor
 - (a) Notify of modifications in chapter procedures to be documented in handbook.
 - (b) Provide oversight and counsel to Handbook editor when questions arise regarding proposed Handbook revisions. [**added 3/98**]
7. Registered Agent
 - (a) Provide annual budget to Registered Agent for addition to chapter minute book.
8. Articles and Bylaws Committee
 - (a) Serve as a committee member, along with Vice-President/President-Elect and Immediate Past President.
9. Government Relations Committee
 - (a) The committee will notify the President of developments in the member states that may require chapter comment.
10. Local Arrangements Committee
 - (a) Participates in the choice of date for annual chapter meeting sites chosen during term of office. [**added 4/99**]
 - (b) In conjunction with Program Committee and Local Arrangements Committee, sets budget for annual chapter meeting and annual educational institute.
 - (c) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (d) In conjunction with other members of Executive Committee, review unanticipated expenses in the execution of the annual chapter meetings and institutes.
 - (e) President coordinates solicitation of sponsorships for the annual chapter meeting. [**added 4/99**]

11. Membership Committee
 - (a) The committee will forward the names of retired and deceased members to the President and will coordinate their recognition at chapter meetings.
 - (b) The committee will forward any candidates for life membership to the President for a vote of the membership. [added 4/99]
12. Newsletter/Public Relations Committee
 - (a) Prepares "President's Column" for each issue of the *Southeastern Law Librarian*.
 - (b) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
13. Nominating Committee
 - (a) In conjunction with other members of Executive Committee, approve the slate of candidates by December 1. [revised 3/00]
14. Program Committee
 - (a) See the Program Committee section for more specific details of planning for the annual chapter meeting and annual education institute. [added 4/99]
 - (b) The annual chapter meeting program theme is coordinated with the President and Local Arrangements Committee.
 - (c) Coordinate time slots for committee meetings, executive committee meetings and business meetings
 - (d) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (e) In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institutes
 - (f) Receive regular budget reports during the planning of the annual chapter meeting and institute
15. Scholarship Committee
 - (a) In conjunction with other members of Executive Committee, set the amount of funds available for scholarship awards by July 31.
 - (b) Coordinate announcement of scholarship winners at annual chapter meeting.
16. Service to SEAALL Committee
 - (a) Receive reports of committee activities as appropriate.

1. Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of the duties of the President will not be reimbursed by the chapter.
2. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
3. Income forwarded to the Treasurer for deposit in the chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

G. Chapter Records

1. Receive from predecessor

By mid-May of the year he/she assumes office, the President receives from the Immediate Past President the set of President's Records consisting of the following:

- (a) Minutes of all Chapter and Executive Committee meetings for the previous three years
- (b) Originals of all current Chapter contracts
- (c) Copies of any Local Arrangements contracts
- (d) Official current copy of Chapter's Articles of Incorporation and Bylaws, and all amendments pending or approved the previous year
- (e) Copy of the AALL Bylaws and the President's Annual Report to AALL for the previous three years
- (f) President's Correspondence file
- (g) Final chapter budgets for the previous three years
- (h) Annual reports and budget requests of Committees for the previous two years
- (i) Copies of meeting announcements and meeting agendas for the previous two years.

2. Collect during term:

- (a) Minutes of all Chapter and Executive Committee meetings
- (b) Contracts, contract proposals (RFPs), and bids received
- (c) Bylaws amendment proposals and approved amendments
- (d) Procedures Manual changes as formulated in policies adopted by the President or the Executive Committee
- (e) Significant correspondence
- (f) Final Chapter Budget and Audit Report

- (g) Annual reports and Budget requests of Committees
- (h) Meeting announcements and meeting agendas
- 3. Convey to successor/Archives
 - (a) At the end of his/her term, the President reviews the records in his/her possession and, if needed, submits to the Archives, the oldest year (no less than three years from the present) of minutes, *Southeastern Law Librarian*, correspondence and other documents.

H. Calendar of Responsibilities

- March/** Assume office at end of business meeting during annual chapter meeting.
April
- April** Chapter fiscal year begins
Southeastern Law Librarian President's column copy due by April 30. [added 3/00]
Send committee list to SEAALL webmaster and handbook editor. [added 3/05]
Send in food request forms for SEAALL reception at AALL annual meeting to AALL headquarters.
- April/** Convey all appropriate records to the new Vice-President/President-Elect and receive
May the records of the outgoing President within one month of assuming office, but no later than May 15.
Correspond with incoming committee chairs regarding special projects and potential expenses or revenue for the coming year.
Distribute preliminary list of committee members to incoming committee chairs.
- June** Prepare final budget for distribution at Executive Committee meeting at AALL annual meeting.
Notify Executive Committee and any invited guests (committee chairs, etc.) about details of meeting during AALL annual meeting.
Announce to membership details of annual chapter business meeting and reception during AALL annual meeting.
Set budget for annual chapter meeting in conjunction with Program Committee and Local Arrangements Committee - to be completed by September 1.
- July** Chapter membership year begins Attend annual meeting of AALL
Attend the Council of Chapter Presidents meeting and participate in training activities.
Preside over Executive Committee meeting and annual chapter business meeting during AALL annual meeting.
Establish with Executive Committee and Scholarship Committee funds available for Lucile Elliott Scholarship by July 31.
Southeastern Law Librarian copy due by July 30. [added 3/00]
- August** Contact Program Chair and Local Arrangements Chair to review planning responsibilities for the annual chapter meeting.
Distribute final list of committee members if necessary. Budget for annual chapter meeting due by September 1.

Send in request for an AALL Executive Board representative to make a chapter visit during the SEAALL annual chapter meeting to the AALL Headquarters executive Director

October *Southeastern Law Librarian* copy due by October 30. [added 3/00]

November Receive slate of candidates from Nominating Committee by November 1.

Approve slate by December 1. [added 3/00]

January *Southeastern Law Librarian* copy due by January 30. [added 3/00]

January/ Handbook modifications due to editor two months prior to annual chapter meeting

February [revised 4/99]

February/ Remind committee chairs to prepare final committee report to be due no later than two weeks prior to the annual chapter meeting.

March

Contact committee chairs about expenses and revenues during the past year.

Compile preliminary budget information and transmit to Vice-President/President-Elect.

Notify Executive Committee and incoming/outgoing committee chairs of details of Executive Committee meeting as necessary.

March/ Preside at Executive Committee meeting during annual chapter meeting and at business meeting during annual chapter meeting.

April

Present gavel to incoming President.

I. Relevant Chapter Forms [Revised 3/98]

1. Committee volunteer form
2. President's Column -- (Editor's Note - pending)
3. Annual committee report
4. Budget report
5. Reimbursement memo
6. Business meeting agenda
7. Fund raising letter
8. Sponsorship acknowledgment
9. Sponsorship thank you
10. Annual meeting budget/expense report

Vice-President/President-Elect

A. Charge

1. The Vice-President/President-Elect serves as Program Chair for the annual chapter meeting, assists the President in conducting the affairs of the chapter and prepares for his/her term of office as President.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. The Vice-President/- President-Elect shall serve as Vice-President and shall automatically become the President after one year and shall so serve during the second year following his or her election. ... The officers shall serve without compensation. (*Articles, Art. VI, Sec. 1*) [**revised annual meeting - 7/12/98**]
2. In the event that the President resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the Vice-President/President-Elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. A special election would be held for the office of Vice-President/President-Elect upon the assumption of the office of President for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*)
3. In the event that the office of Vice-President/President-Elect becomes vacant for any other reason than specified herein, a special election will be held to fill that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*)
4. No officer shall hold more than one office in this chapter at one time, ..(*Articles, Art. VI, Sec. 1*)
5. All officers shall be installed at the conclusion of the chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified.(*Articles, Art. VI, Sec. 1*)
6. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members.(*Articles, Art. VII, Sec. 1*)
7. The Nominating Committee shall not submit, for election to the office of Vice-President/President-Elect, the name of any member who is not in good standing of the American Association of Law Libraries. (*Bylaws, Art. II, Sec. 1*)
8. The Vice-President/President-Elect shall be elected by mail ballot in February of each year. (*Bylaws, Art. II, Sec. 2*)
9. In the event that the office of Vice-President/President-Elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term.

Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a chapter meeting. (*Bylaws, Art. II, Sec. 3*) [**added annual meeting - 4/18/97**]

C. Responsibilities

1. Programming

- (a) Serves as Chair of the Program Committee and, as such, plans and implements the educational program for the annual meeting following his/her election. [See the Handbook section on Program Committee for specific responsibilities.]

2. Meetings

- (a) Assists the President with the conduct of Chapter and Executive Committee affairs and assumes such duties or undertakes such projects as the President directs.
- (b) Attends all meetings of the Chapter and the Executive Committee, and conducts any meeting in the absence of the President. The Vice-President/President-Elect should be familiar with the AALL Constitution, the Chapter's Articles and Bylaws, this Handbook and Procedures Manual and the edition of Sturgis' Standard Code of Parliamentary Procedure as specified by the Articles. [**revised annual meeting - 4/18/97**]
- (c) The Executive Committee, in conjunction with the President, reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Site should be chosen at least two years in advance of the meeting if possible. [**revised executive committee meeting - 4/17/97**]

3. Appointments [**revised 4/99**]

- (a) Although the Bylaws indicate the President fills committee memberships, in practice, his process begins during the final months of the Vice-President/President-Elect term.
- (b) Appointments are made to all standing and special committees from volunteers who are solicited in the winter of each year. A Committee Volunteer Form is printed in the Spring issue of the *Southeastern Law Librarian*, is posted on the SEAALL web site, is distributed via seaall-l and may be distributed during the annual chapter meeting.
- (c) Special Committees. The President may form special committees as authorized by the Articles of Incorporation for a specified purpose for a specific or indefinite period of time.
- (d) Appointment Guidelines. The President attempts to balance committee membership by the type of library represented, length of service on a particular committee and geographical representation of the members. Committee chairs, when possible, should have served on the committee the

previous year. For most committees, the appointment term will be for two years.

(e) Specific Committee Requirements

(i) Committee sizes are to be treated as guidelines only. Actual committee size each year will depend upon the number of volunteers and planned committee activities for the coming year.

- (1) Articles and Bylaws -- The President, Vice-President/President-Elect and the Immediate Past President comprise the membership of this committee. The Immediate Past President serves as chair.
- (2) Government Relations -- Maximum size of six.
- (3) Membership -- Requires one member from each state and Puerto Rico. Only half the membership should turn over annually.
- (4) Newsletter/Public Relations -- The chair serves a minimum of two years.
- (5) Nominating -- Maximum size is five. Must have an odd number of members to avoid tie votes. Diversity of library type particularly important. Members should not be appointed for two year terms. [**revised 4/99**]
- (6) Placement -- Maximum size is five.
- (7) Program -- Maximum size is ten. Members are not generally appointed for two years.
- (8) Service to SEAALL -- Previous two award winners and Immediate Past President serve as committee. The award winner serving in the second year of his/her term serves as chair.

4. Chapter Administration

- (a) Assumes all duties and obligations of the President in the event of the absence or withdrawal of the President.
- (b) In recent years, the Vice-President/President-Elect has presented the outgoing President with a gift of appreciation during the chapter business meeting at the annual chapter meeting.

5. Chapter Finances [**revised executive committee meeting - 4/17/97**]

- (a) President will contact each officer and committee chair prior to the annual chapter meeting for information on expenses and revenue during the past year.

- (b) President will prepare preliminary budget for Vice-President/President-Elect.
- (c) After assuming office, new President will contact officers and committee chairs regarding additional expenses required for upcoming year.
- (d) President will present final budget to Executive Committee during the annual chapter business meeting.

D. Relationship with Other SEAALL Officers, Administrative Positions and Committees

1. President
 - (a) Receives copies of correspondence, including email, related to the activities and business of the Chapter. [**added 3/00**]
2. Executive Committee
 - (a) Consults regarding the investment of chapter funds. [**added 3/00**]
 - (b) Assists with chapter governance as directed by the President.
 - (c) See also relationships defined in Program committee section.
3. Archives
 - (a) Convey chapter records as defined in section F below.
4. Handbook Editor
 - (a) Provide list of committee members and committee chairs.
 - (b) Assist the President in providing oversight and counsel to the Handbook editor for proposed handbook revisions. [**added 3/98**]
5. Articles and Bylaws Committee
 - (a) Serve as a member, along with President and Immediate Past President.
6. Local Arrangements Committee
 - (a) See relationship defined in Program Committee section.
7. Newsletter/Public Relations Committee
 - (a) Provide list of committee chairs and members for publication in summer issue of the *Southeastern Law Librarian*.
 - (b) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
8. Nominating Committee
 - (a) In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. [**revised 3/00**]

9. Program Committee
 - (a) Serve as chair of committee.
 - (b) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (c) In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institute.
10. Scholarship Committee
 - (a) In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.
 - (b) Receive from committee chair names of scholarship recipients choosing committee membership as requirement for service award by January 31. [Added 3/98]

E. Reimbursement of Expenses

1. Ordinary expenses incurred in the performance of the duties of the Vice-President will not be reimbursed by the chapter.
2. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts. [added 4/99]

F. Chapter Records

1. Receive from predecessor
 - (a) Minutes of Executive Committee meetings for previous three years
 - (b) Budgets of chapter for previous three years
 - (c) Reports of all Committees for previous three years
2. Collect during term
 - (a) Current copies of above items
3. Convey to successor
 - (a) At conclusion of term, Vice-President/President-Elect reviews files collected during year, discards obsolete or unnecessary files and conveys the collection to the incoming Vice-President/President-Elect.

G. Calendar of Responsibilities

Editor's Note: The Vice-President/President-Elect must also look to the Program Committee Calendar.

- March** Following election, begin selection of Program committee members and solicitation of program ideas.
- March/** Schedule meeting of Program Committee during annual chapter meeting.
April Assume office at end of business meeting during annual chapter meeting.
- April** Chapter fiscal year begins
Southeastern Law Librarian copy due April 30. [added 3/00]
 Solicit additional program ideas from general membership by posting program suggestions form on the SEAALL list again. [added 3/05]
- April/** Receive appropriate files from President within one month of taking office, but no
May later than May 15.
- June** Schedule meeting of Program Committee during AALL meeting.
 Deadline for additional program ideas, June 15. [added 3/05]
- July** Chapter membership year begins.
 Attend annual meeting of AALL
 Attend the Council of Chapter Presidents meetings and participate in training activities.
 Attend Executive Committee meeting and annual chapter business meeting.
Southeastern Law Librarian copy due July 30. [added 3/00]
- October** *Southeastern Law Librarian* copy due October 30. [added 3/00]
 Send in forms for the room(s) for SEAALL business meeting and reception at the AALL annual meeting. (Forms should be forwarded to Vice-President from the SEAALL President once the President receives them.) [added 3/05]
- November** Approve slate of candidates by December 1. [added 3/00]
- January** Receive names of scholarship recipients who have chosen committee membership as service requirement. [added 3/98]
Southeastern Law Librarian copy due January 30. [added 3/00]
 Send committee volunteer form to newsletter editor [added 3/05]
- January/** Handbook modifications due to editor two months prior to annual chapter meeting
February [revised 4/99]
- February/** Post committee volunteer form on SEAALL website. Post a notice that it is available
March to seaall-l.
 After the preliminary program for the annual meeting has been mailed, post the program suggestions form on the SEAALL list and in the newsletter as well in order to gather suggestions to hand off to the new Vice-President/President Elect. [added 3/05]
- March/** Receive preliminary budget information for upcoming year from President.
April Present gift from Executive Committee to outgoing President, should the committee vote to do so.

H. Relevant Chapter Forms [Revised 3/98]

Editor's Note: See Program Committee section for other relevant forms

1. Committee volunteer form
2. Reimbursement memo

3. Budget report

Secretary

A. Charge

1. The Secretary prepares minutes for all Executive Committee and Chapter business meetings, supervises the elections process, supervises the Articles of Incorporation and Bylaws amendment process and maintains a current copy of the Articles of Incorporation and Bylaws.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. ... The Secretary and Treasurer shall each serve for two years. The officers shall serve without compensation. (*Articles, Art. VI, Sec. 1*) [**revised annual meeting 7/12/98**]
2. If the office of either Secretary, Treasurer or member-at-large becomes vacant for any reason, the President will be empowered to appoint a successor to fill that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*) [**revised annual meeting - 4/18/97; revised annual meeting - 7/12/98**]
3. No officer shall hold more than one office in this chapter at one time, nor shall the President hold office for more than two consecutive terms. (*Articles, Art. VI, Sec. 1*)
4. All officers shall be installed at the conclusion of the chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (*Articles, Art. VI, Sec. 1*)
5. The officers shall together act as the Board of Trustees and the Immediate Past President shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of Incorporation and the Bylaws and in accordance with the policies agreed upon by its members. (*Articles, Art. VI, Sec. 1*)
6. The Secretary and a member-at-large shall be elected by mail ballot in February of each even numbered year. (*Bylaws, Art. II, Sec. 2*) [**revised annual meeting - 7/12/98**]
7. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (*Bylaws, Art. II, Sec. 2*)
8. In the event that the office of Vice-President/President-Elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a chapter meeting. (*Bylaws, Art. II, Sec. 3*) [**added annual meeting - 4/18/97**]
9. Any proposed amendments to the Articles or the Bylaws shall be filed with the Secretary. Notice shall be given to members in one of the following ways:

- (a) notice shall be published in the chapter newsletter *Southeastern Law Librarian* or its successor, at least 30 days prior to balloting, or **[revised annual meeting - 4/18/97]**
 - (b) notice shall be sent by the Secretary to all members through the mail at least 30 days prior to balloting. (*Bylaws, Art. IV, Sec. I*)[Note: although not specifically directed in the Bylaws, the secretary is responsible for providing a copy to the chapter newsletter as directed in item 9a above.]
10. Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the Secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. (*Bylaws, Art. IV, Sec. 2*)

C. Responsibilities

1. Minutes

- (a) Attends all Chapter business and Executive Committee meetings and prepares the official minutes of all business conducted.
- (b) Within two weeks after the date of the meeting distributes written Chapter meeting minutes to:
 - (i) All Executive Committee members for their approval. Upon receiving said approval to:
 - (1) The Registered Agent of the chapter as identified in this Handbook
 - (2) The Chapter Handbook editor
 - (3) The Editor of *Southeastern Law Librarian* for publication in the next issue.
- (c) Within two weeks after the date of the meeting distributes written Executive Committee meeting minutes to:
 - (i) All Executive Committee members
 - (ii) The Registered Agent of the chapter as identified in the Articles of Incorporation
 - (iii) The Chapter Handbook editor
 - (iv) Any Committee chair or chapter member who attended the meeting or whose work might be significantly affected by an action of the Executive Committee taken at the meeting.

2. Elections

- (a) Supervises the elections process in concert with the Nominating Committee and the President.
- (b) Receives the complete list of all candidates for all positions from the Nominating Committee after slate is accepted by President (by November 1). Receives from the President the names of any candidates submitted by written petition to the President in compliance with the Bylaws.
- (c) Receives biographies of all candidates from the Nominating Committee (by December 1).
- (d) Prepares the official ballot with a cover letter explaining the voting process. The official ballot designates all of the offices to be filled, and under each office lists the names of each of the nominees in alphabetical order by last name. The official ballot should be reproduced on colored paper. [**revised 4/99**]
- (e) The cover letter instructs voters to mark their ballots, seal them in the enclosed envelope addressed to the Secretary by the date specified in the cover letter. [**revised 4/99**]
- (f) Obtain mailing labels from the Membership Database Manager as identified in this Handbook.
- (g) This collection of material (cover letter, biographies, and ballot) is mailed to all members in compliance with the Bylaws (*Art. 1, Sec. 2*) [Note: Ballots should be mailed by January 15 to be returned by February 15.]
- (h) The Secretary maintains a count of the ballots mailed and received and counts the vote.
- (i) The names of successful candidates are conveyed to the President immediately upon conclusion of counting. The President notifies all candidates of the election results. The President also notifies the remaining Executive Committee members.
- (j) The Secretary announces the election results to the membership at annual chapter meeting and through the *Southeastern Law Librarian* and via seaall-l. [**revised 3/98**]
- (k) At the chapter Business meeting following the election, the Secretary requests permission of the membership to destroy the ballots.
- (l) Send announcement of new officers to AALL Spectrum Chapter News Column (see 5.a below). [**added 3/98**]

3. Articles and Bylaws Amendments Process

- (a) The Secretary receives proposed amendments to the Articles or the Bylaws from the Articles and Bylaws Committee Chair. Following Executive Committee approval, the Secretary prepares the final proposed amendments text.

- (b) Notice shall be given to members in one of the following ways:
 - (i) by publication in the *Southeastern Law Librarian* at least 30 days prior to balloting, [**revised annual meeting - 4/18/97**] or
 - (ii) by mail to all members at least 30 days prior to balloting. (*Bylaws, Art. IV, Sec. 1*)
- (c) In the event of a mail ballot,
 - (i) the Secretary prepares the proposed amendments and ballot, including any explanatory material deemed necessary by the Executive Committee or the Articles and Bylaws Committee and issues the ballot following the procedures established for election balloting.
 - (ii) The Secretary transmits the text of amendments which are approved by the membership to:
 - (1) The Executive Committee
 - (2) The Registered Agent as identified in the Articles of Incorporation
 - (3) The Handbook and Procedures Manual Editor
 - (iii) In the event of a voice ballot during a chapter meeting,
 - (1) the Secretary assists the President and the Chair of the Articles and Bylaws Committee in preparing for and conducting the vote.
 - (2) The Secretary transmits the text of amendments which are approved by the membership to:
 - a. The Executive Committee
 - b. The Registered Agent as identified in the Articles of Incorporation
 - c. The Handbook and Procedures Manual Editor
 - (iv) The Secretary is responsible for maintaining the official current set of Articles of Incorporation and Bylaws.
 - (v) Additional details on procedures for drafting amendments to the Articles and Bylaws can be found in the Handbook section devoted to the Articles and Bylaws Committee.
 - (vi) The Secretary will maintain the Articles & Bylaws amendments time line. [**added 4/99**]

4. Future Chapter Meeting Sites [**added executive committee meeting - 4/17/97**]
 - (a) The Secretary is responsible for soliciting proposals from SEAALL members for future meeting sites. Meeting sites should be set two years in advance if possible.
 - (b) Announcements seeking proposals will be placed in the *Southeastern Law Librarian* and posted on appropriate Internet discussion lists.
 - (c) The Secretary will provide an application form to any interested parties.
 - (d) Proposals will be evaluated by the Executive Committee.
5. Correspondence with AALL
 - (a) The Secretary is responsible for notifying the AALL Spectrum or the appropriate newsletter columnist(s) of the election of officers, appointment of newsletter Editor and chapter events. The Local Arrangements Committee or the Program Committee will notify AALL publications of regular chapter meetings. [**revised 4/99**]
6. Chapter Finances [**revised executive committee meeting - 4/17/97**]
 - (a) President will contact each officer and committee chair prior to the annual chapter meeting for information on expenses and revenue during the past year.
 - (b) President will prepare preliminary budget for Vice-President/President-Elect.
 - (c) After assuming office, new President will contact officers and committee chairs regarding additional expenses required for upcoming year.
 - (d) President will present final budget to Executive Committee during the annual chapter business meeting.

D. Relationship with Other SEAALL Officers, Administrative Positions and Committees

1. Executive Committee
 - (a) Provides chapter governance as directed by the President.
 - (b) Consults regarding the investment of chapter funds. [**added 3/00**]
2. Archives
 - (a) Forward chapter records as identified in section F below
3. Handbook Editor
 - (a) Provide copies of Articles and Bylaws changes, election results, minutes of business and Executive Committee meetings.
4. Membership Database

- (a) Coordinate provision of mailing labels for ballots and Articles and/or Bylaws amendments. [revised 3/98]
- 5. Registered Agent
 - (a) Provide copies of minutes of business and Executive Committee meetings.
- 6. Articles and Bylaws Committee
 - (a) Oversee and execute the balloting process for any proposed amendments.
- 7. Newsletter/Public Relations Committee
 - (a) Prepares minutes of chapter business meeting for appropriate issues of the *Southeastern Law Librarian*.
 - (b) Submit proposed amendments to Articles and Bylaws for publication (if time permits).
 - (c) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
- 8. Nominating Committee
 - (a) In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. [revised 3/00]
 - (b) Receive biographical information on candidates from committee.
 - (c) Execute the balloting process.
- 9. Program Committee
 - (a) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (b) In conjunction with other members of Executive Committee, review unanticipated expenses in the execution of the annual chapter meetings and institutes
- 10. Scholarship Committee
 - (a) In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.

E. Reimbursement of Expenses

- 1. The chapter will reimburse the Secretary for:
 - (a) the production and mailing costs for the annual election and
 - (b) the production and mailing costs for articles or bylaws amendments which require a special mailing

2. Ordinary expenses incurred in the performance of the duties of the Secretary will not be reimbursed by the chapter.
3. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts. [added 4/99]

F. Chapter Records

1. Receive from predecessor:
 - (a) Official Chapter Correspondence for at least the previous three years
 - (b) Minutes of Executive Committee meetings and Chapter meetings for the previous three years and significant handouts at Executive Committee meetings
 - (c) Official copy of the Articles of Incorporation & Bylaws in print and electronic form.
2. Collect during term:
 - (a) Current copies of the above items
3. Convey to successor/Archives:
 - (a) Updated Correspondence and Minutes file
 - (b) All significant chapter Correspondence deemed too old to be transmitted to the successor should be submitted to the chapter's archives if it is deemed to have historical value.

G. Calendar of Responsibilities

1. First year of term

March/ April	Attend Executive Committee meeting at annual chapter meeting prior to assuming office. Assume office at business meeting during annual chapter meeting.
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]
April/ May	Distribute copies of Executive Committee meeting minutes (recorded by outgoing Secretary) to Executive Committee for approval. When approved, distribute to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action. Distribute copies of business meeting minutes (recorded by outgoing Secretary) to Executive Committee for approval. Upon approval forward to Registered Agent, Handbook Editor and <i>Southeastern Law Librarian</i> Editor. [revised 4/99]
May	Receive all appropriate records from the outgoing Secretary within one month of assuming office, but no later than May 15.
July	Chapter membership year begins

Attend AALL annual meeting and record minutes of Executive Committee meeting and chapter business meeting. Request vote of membership to destroy ballots.

Southeastern Law Librarian copy due July 30. [added 3/00]

August Distribute copies of Executive Committee meeting minutes to Executive Committee for approval. When approved, forward to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.

Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent, Handbook Editor and *Southeastern Law Librarian* Editor. [revised 4/99]

October *Southeastern Law Librarian* copy due October 30. [added 3/00]

November Approve slate of candidates by December 1. [added 3/00]

December Receive candidate biographical information from Nominating Committee by December 15.

January Mail ballots by January 15.

Southeastern Law Librarian copy due January 30. [added 3/00]

**January/
February** Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]

February Ballots returned by February 15.

March Notify President, *Southeastern Law Librarian* Editor of election results

2. Second year of term

**March/
April** Attend annual chapter meeting and record minutes of Executive Committee meeting and chapter business meeting.
Request vote of membership to destroy ballots.

April See previous year calendar

February

**March/
April** Attend annual Chapter meeting and record minutes of Executive Committee meeting and chapter business meeting.
Request vote of membership to destroy ballots.

April Transmit minutes of Executive Committee meeting and chapter business meeting to incoming secretary for distribution.

**April/
May** Convey all appropriate files to incoming Secretary within one month of annual chapter meeting, but no later than May 15.

H. Relevant Chapter Forms [revised 3/98]

1. Ballots
2. Ballot cover letter
3. Explanation of proposed Articles/Bylaws amendments -- (Editor's Note: pending)
4. Candidate biographical information
5. Minutes - Business meeting, Executive committee meeting

6. Reimbursement memo
7. Annual meeting site nomination and newsletter article
8. Budget report

Treasurer

A. Charge

1. The Treasurer maintains the accounts and ledger of the chapter, collects membership dues, invests chapter funds and, if required, prepares the chapter's tax return. **[revised 4/99]**

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. ... The Secretary and Treasurer shall each serve for two years. The officers shall serve without compensation. (*Articles, Art. VI, Sec. 1*) **[revised Annual Meeting - 7/12/98]**
2. If the office of either Secretary, Treasurer or member-at-large becomes vacant for any reason, the President will be empowered to appoint a successor to fill that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*) **[revised Annual Meeting - 4/18/97; revised Annual Meeting - 7/12/98]**
3. No officer shall hold more than one office in this chapter at one time, ... (*Articles, Art. VI, Sec. 1*)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (*Articles, Art. VI, Sec. 1*)
5. The officers shall together act as the Board of Trustees and the Immediate Past President shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (*Articles, Art. VI, Sec. 1*)
6. The assets and income derived from the assets of this corporation shall be used solely for educational and scientific purposes. Any disbursements shall be at the approval and direction of the Board of Trustees and the members in accordance with the bylaws. No part of the net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. (*Articles, Art. X, Sec. 1*)
7. Membership categories ... (*Bylaws, Art. I, Sec. 1*)
8. All dues, individual, associate, and institutional shall be paid no later than three months after the due date appearing on the dues notice. The treasurer shall suspend the membership of any person who has not paid within the time allotted. A suspended membership shall be restored upon payment of dues for the current year. (*Bylaws, Art. I, Sec. 2b*) [Editor's Note: In practice, the individual responsible for maintaining the membership database controls the removal of names from the membership list.]

9. The Treasurer and a member-at-large shall be elected by mail ballot in February of each odd-numbered year. (*Bylaws, Art.I, Sec. 2*) [**revised Annual Meeting - 7/12/98**]
10. In the event that the office of Vice-President/President-Elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a chapter meeting. (*Bylaws, Art.I, Sec. 3*) [**revised Annual Meeting - 4/18/97**]

C. Responsibilities

1. General Financial Matters

(a) Income and Receipts

(i) The Treasurer maintains records for the receipt of:

(1) Membership Dues

(2) Donations

a. Donations are usually associated with vendor contributions that underwrite chapter events

(3) Newsletter Advertising

(4) Registration Fees

a. The income from each meeting, seminar, or other chapter event should be individually recorded.

(ii) Cash or Checks submitted for deposit in chapter accounts must be accompanied by appropriate documentation including: [revised 4/99]

(1) A cover memo indicating the name and affiliation of the individual submitting the funds;

(2) Any supporting documentation, such as registration forms, advertising agreements, etc.

(3) Original copies of supporting documentation is retained in the Treasurer's files for tax and audit purposes.

(b) Disbursements and Checks

(i) The Treasurer maintains records for the disbursement of :

(1) Expenses incurred in the execution of chapter events

a. Annual chapter meeting

- b. Annual educational institute
 - c. Annual business meeting
 - d. Reception during AALL annual meeting
 - (2) Prizes
 - (3) Gifts
 - (4) Officer expenses as authorized by chapter policies
 - (5) Committee expenses as authorized by chapter policies
 - (ii) Requests for expenditure of Chapter funds must be accompanied by appropriate documentation including: **[revised 4/99]**
 - (1) A cover memo indicating the name and affiliation of the individual requesting the funds and the reasons for the request and
 - (2) Any supporting documentation, such as an invoice or receipt.
 - (3) Original copies of supporting documentation is retained in the Treasurer's files for tax and audit purposes.
 - (4) Email requests for funds will be honored only for planned expenses and only with the approval of the President. **[added 4/99]**
 - a. Copies of all email correspondence relating to the request will be kept in the Treasurer's files.
 - b. Supporting documentation must be forwarded within five business days.
 - c. The Treasurer is responsible for ensuring that supporting documentation is received.
 - (iii) In the instance of a questionable request for reimbursement, the Treasurer will consult with the President regarding the appropriateness of the request.
- (c) General Accounting Procedures
- (i) The Chapter currently uses QuickBooks Pro Edition financial software for the check register, general ledger, and reporting. **[added 4/99, revised 4/06]**
 - (ii) Prepare, sign and mail checks for Chapter expenses. **[revised 4/99]**

- (1) Retain photocopies of signed checks and attach to supporting documentation. **[added 4/99]**
- (iii) Make deposits for funds submitted to the Chapter. **[revised 4/99]**
 - (1) Retain photocopies of checks and documentation **[added 4/99]**
- (iv) Balance the chapter's checking account **[added 4/99, revised 5/06]**
- (v) Maintain a general ledger record for the transfer of chapter income and expenses. General ledger categories include:
 - (1) Income
 - a. Dues
 - b. Chapter Events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
 - c. Newsletter Advertising
 - d. Vendor Support
 - e. Interest Income
 - (2) Expenses
 - a. Corporation report
 - b. Tax return preparation
 - c. Chapter events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
 - d. Newsletter -- Separate categories for printing, postage, mail permit
 - e. Printing
 - f. Postage
 - g. Scholarships
 - h. Miscellaneous expenses - includes SEAALL Service Award, supplies, bank charges
- (d) Financial Reports
 - (i) Quarterly financial report

- (1) The Treasurer prepares a quarterly financial statement which is submitted to the editor of the *Southeastern Law Librarian*.
 - (2) The financial statement lists all income and all expenses, by category, for a 3-month period.
 - (3) The financial statement should be printed on SEAALL stationery for the files.
 - (ii) Annual financial report
 - (1) The annual financial report is prepared for distribution at the annual chapter meeting.
 - (2) The statement lists all income and expenses, by category, for the chapter fiscal year (April 1 to March 31).
 - (3) The annual financial statement is prepared on SEAALL stationery.
 - (4) A copy is provided to the editor of the *Southeastern Law Librarian*.
- 2. Chapter Budget [**added executive committee meeting - 4/17/97**]
 - (a) President will contact each officer and committee chair prior to the annual chapter meeting for information on expenses and revenue during the past year.
 - (b) President will prepare preliminary budget for Vice-President/President-Elect.
 - (c) After assuming office, new President will contact officers and committee chairs regarding additional expenses required for upcoming year.
 - (d) President will present final budget to Executive Committee during the annual chapter business meeting.
- 3. Specific Chapter Activities
 - (a) Dues
 - (i) General guidelines
 - (1) The chapter membership year runs July 1 - June 30. [**revised executive committee meeting - 4/17/97**]
 - (2) Membership dues are payable by July 1 each year. Any individual not submitting payment by August 1, is considered delinquent and will be dropped from the membership list. [**revised executive committee meeting - 4/17/97**]

- (3) The Treasurer has the responsibility for determining that the membership category indicated on the renewal form by an individual applying for membership is accurate.
- (ii) Renewal Memberships
- (1) Dues notices are prepared in cooperation with the member maintaining the membership database and mailed by April 1 of each year. **[revised executive committee meeting - 4/17/97; revised 4/06]**
 - a. Dues notices should include a box to indicate a new member. **[added 4/99]**
 - b. Any changes in the form of the dues notice should be discussed with the Executive Committee and the member maintaining the membership database. **[added 4/99]**
 - (2) In preparation for mailing dues notices, the Treasurer should:
 - a. Obtain mailing labels from the member who maintains the membership database.
 - b. Create and duplicate the dues notice
 - c. Due to the volume of mail, dues notices should be returned to the Treasurer (not to the general SEAALL address)
 - (3) Checks should be deposited within one week of receipt.
 - (4) Copies of all returned dues notices should be mailed to the member maintaining the membership mailing list. If the dues notice indicates that a membership is that of a new member, a copy of the form should also be sent to the Chair of the Membership Committee and to the administrator of SEAALL-L. **[revised 4/99, 5/06]**
 - (5) The original returned dues notices should be maintained in the Treasurer's files. **[revised 4/99]**
 - (6) A reminder notice about membership renewals should be submitted to the editor of the *Southeastern Law Librarian* in May for publication in the summer issue.
 - (7) Occasionally, the President has authorized a special reminder mailing to individuals not responding to the initial dues notice.
- (iii) New Memberships

- (1) Applications for new memberships received at times other than the annual renewal period are required to pay the full membership fee. Part year memberships are not available.
 - (2) Copies of the completed membership form for new members should be sent to the member maintaining the membership mailing list and to the Chair of the Membership Committee. **[revised 4/99]**
 - (3) Original membership forms should be retained in the Treasurer's files.
 - (4) Additional details on procedures for processing new memberships can be found in the Handbook sections devoted to the Membership Committee
- (b) Lucile Elliott Scholarship
- (i) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Scholarship Committee
 - (ii) President, in consultation with Treasurer and other members of Executive Committee determines amount of money available for scholarships by September 1.
 - (1) At least \$3000 has been available for distribution annually since 1990 **[revised 4/99]**
 - (iii) Chair of Scholarship Committee notifies Treasurer of names and addresses of scholarship recipients, the amount of the award, and the date funds are required by the recipient.
 - (iv) Treasurer calendars dates to cut and mail checks.
- (c) Annual Meeting/Educational Institute
- (i) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Education, Local Arrangements and Program Committees
 - (ii) The Local Arrangements Committee, the Program Committee and the Education Committee prepare a joint budget for the annual chapter meeting and educational institute. This should be approved by the Executive Committee and in place by July 31 of the year prior to the meeting.
 - (iii) The Treasurer handles all funds for the meeting. No "seed" money is provided to the Local Arrangements Committee nor is a separate account established.

- (iv) Registration fees and vendor support funds are collected by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees) and are forwarded to the Treasurer for deposit in the chapter account.
- (v) Bills and speaker reimbursement forms are forwarded to the Treasurer for payment by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees).
- (vi) The Treasurer prepares and distributes to the Executive Committee and Local Arrangements Chair a monthly status report detailing annual meeting expenditures beginning in January of the year of the meeting (or at the time of the first income/expenditure) and continuing until all bills are paid and a final status report is made.
- (vii) Receipts for registration fees may be required at the meeting. The Treasurer prepares receipts.
- (viii) The Treasurer will take the Chapter checkbook to the annual meeting in anticipation of the need to pay bills on site.

4. Income Tax Return

- (a) Federal and Florida tax returns are prepared by the Treasurer in consultation with an accountant, if required. Prior to filing, they are reviewed and approved by the Treasurer and President. The Treasurer signs and files the tax returns.
- (b) A copy of all tax returns is provided to the Registered Agent.

5. Transfer of Treasury

- (a) Transfer of the SEAALL treasury occurs after the annual chapter meeting following the Treasurer's election in March.
- (b) The outgoing Treasurer will transfer the original disk or cd version of the chapter financial software, electronic and paper copies of the data files to the incoming Treasurer and a small sum of money (approximately \$250) to the incoming Treasurer for opening an account. **[revised 4/99]**
- (c) The incoming Treasurer should establish an interest bearing account at a bank located conveniently for the Treasurer. If a minimum deposit is required, the Chapter typically has \$8,000 - \$10,000 in the account. Approximately 60 - 70 checks are written during the year.
- (d) The account should be one in which canceled checks are returned to the Treasurer.
- (e) The President should also be a signatory on the account, should the Treasurer become incapacitated or be unable to attend a meeting at which funds are to be disbursed.

- (f) Once all outstanding checks have cleared, all funds remaining in the Treasury are wired to the new account by May 31. [**revised 4/99**]
- (g) The outgoing Treasurer will uninstall the Chapter financial software once transfer is completed and the old chapter bank account is closed. [**added 4/99**]

6. Future Chapter Meetings [**revised Executive committee meeting - 4/17/97**]

- (a) The Executive Committee, in conjunction with the President, reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Sites should be chosen at least two years in advance of the meeting if possible.

D. Special Authority

- 1. Checks for an amount in excess of \$500.00 must be approved by the Executive Committee, with the exception of requests from the Local Arrangements Committee for anticipated expenses which must be accompanied by approval from the President. [**revised 4/99**]
- 2. Investment of Chapter Funds
 - (a) The Treasurer, in consultation with the Executive Committee, has the authority to invest any excess chapter funds. [**revised 3/00**]
 - (b) Investments should be limited to certificates of deposit of terms no longer than 6 months, unless an excessive amount of cash is on hand.
 - (c) The chapter's greatest expenditures of funds occur immediately preceding and following the annual chapter meeting. The Treasurer should maintain significant cash reserves at that time.

E. Relationship with Other SEAALL Officers, Administrative Positions and Committees

- 1. Executive Committee
 - (a) Works to streamline payment of chapter activities
 - (b) Consults regarding the investment of chapter funds. [**added 3/00**]
- 2. Archives
 - (a) Forward chapter records as identified in section G below.
- 3. Handbook Editor
 - (a) Notify of modifications in chapter procedures to be documented in Handbook.
- 4. Membership Database
 - (a) Coordinate maintenance of accurate records of paid members.
- 5. Registered Agent

- (a) Provide copies of tax returns.
6. Local Arrangements Committee
- (a) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (b) In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institutes.
 - (c) Coordinates payment of bills and receipt of sponsorship funds for annual chapter meeting. [**revised 4/99**]
7. Membership Committee
- (a) Upon receipt of dues payment, provide the committee with information on new members.
 - (b) Work with the committee to determine current membership roles for preparation of the Membership Directory.
8. Newsletter/Public Relations Committee
- (a) Prepare financial report for each newsletter issue.
 - (b) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
 - (c) Process invoices for newsletter activities promptly.
9. Nominating Committee
- (a) In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. [**revised 3/00**]
10. Program Committee
- (a) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (b) In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institutes
11. Scholarship Committee
- (a) In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.
 - (b) Coordinate distribution of funds to scholarship recipients.

F. Reimbursement of Officer Expenses

1. Ordinary expenses incurred in the performance of the duties of the Treasurer will not be reimbursed by the Chapter.

G. Chapter Records

1. Receive from predecessor
 - (a) Original disk or cd copies of the accounting software currently in use by the chapter. [added 4/99]
 - (b) Electronic and print copies of all financial records. [added 4/99]
 - (c) General ledger of chapter transactions for the preceding two years.
 - (d) Records of all receipts and disbursements (copies of checks or canceled checks, etc.) for the preceding two years.
 - (e) Bank statements for the preceding two years.
 - (f) Corporation reports for the preceding two years.
 - (g) The chapter's final budgets for the preceding three years.
 - (h) Income tax returns for the previous seven years.
 - (i) Audit reports for the preceding seven years (if in existence).
 - (j) Significant correspondence relating to the chapter's accounts, income tax returns, etc.
2. Collect during term
 - (a) Copies of the items enumerated above
3. Convey to successor/Archives
 - (a) All items enumerated above for the previous two years.
 - (b) The Treasurer should convey to the Chapter's Archives, copies of income tax returns and audits older than seven years and print copies of all historical financial records. [revised 4/99]
 - (c) All other materials accumulated by the Treasurer during his/her term should be discarded (membership forms, etc.)

H. Calendar of Responsibilities

1. First Year of term

- | | |
|---------------|--|
| March/ | Attend Executive Committee meeting during annual chapter meeting. |
| April | Assume office at end of business meeting during annual chapter meeting. |
| April | Coordinate transfer of funds with outgoing treasurer after annual chapter meeting. |

- Open checking account with seed money and make certain President is signatory on the account. [added 4/99]
- Install and become familiar with financial software currently in use by chapter.[added 4/99]
- Chapter fiscal year begins April 1.
- Southeastern Law Librarian* copy due April 30. [added 3/00]
- May** Prepare and send dues reminder notice to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Transfer of treasury funds complete by May 31.
- File federal and/or state of Florida income tax return. [This may require assistance of immediate past Treasurer.] [revised 4/99]
- July** Chapter membership year begins
- Attend Executive Committee meeting during AALL annual meeting and chapter business meeting held at AALL annual meeting.
- Confirm with President that budget for annual chapter meeting has been accepted by July 31.
- Confirm with President funding available for the Lucile Elliott Scholarships.
- Southeastern Law Librarian* copy due July 30. [added 3/00]
- August** Prepare and send April 1-June 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Deadline for payment of renewing membership dues (August 1). [revised 4/99]
- September** Consult President for decision on mailing final dues reminder notice to members who have not renewed.
- October** Contact local arrangements, program and education committees about annual meeting budget. Insure that budget has been approved by Executive Committee.
- Southeastern Law Librarian* copy due October 30. [added 3/00]
- November** Send July 1- September 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Approve slate of candidates by December 1. [added 3/00]
- December** Receive information on scholarship recipients from Scholarship Committee by December 15. Calendar dates to cut and mail checks.
- January** Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- Southeastern Law Librarian* copy due January 30. [added 3/00]
- February** Send October 1- December 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- February/
March** Handbook modifications due to editor one month prior to annual chapter meeting
- Prepare dues invoice. Obtain mailing labels from member responsible for maintenance of membership database Mail dues notice by April 1.

- March/
April** Prepare full year financial statement (April 1 - March 31).
- Attend annual chapter meeting and present annual Treasurer's report during business meeting.
- April** Contact Chapter's Registered Agent regarding amount required to file annual report with the Florida Secretary of State.
- Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- Change Presidential signature on chapter bank account. [**added 4/99**]
- Southeastern Law Librarian* copy due April 30. [**added 3/00**]

2. Second Year of term

- May** Send full year financial statement (April 1 - March 30) to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Send dues notice to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- File federal and/or state of Florida income tax return.
- June** Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee and Local Arrangements Committee Chair.
- July through March** See first year responsibilities
- March** Coordinate preparation of dues notice. Dues payments to be returned to incoming treasurer.
- April** Coordinate transfer of chapter funds to incoming treasurer.

I. Relevant Chapter Forms [Revised 3/98]

1. Dues notice
2. Financial Report - Quarterly, Annual
3. Sample check -- (Editor's Note: pending)
4. Stationery -- (Editor's Note: pending)
5. Scholarship Recipient Letter -- (Editor's Note: pending)
6. Membership brochure/application form
7. Budget report

Immediate Past President

A. Charge

1. The Immediate Past President advises the current President and Executive Committee, serves as chair of the Articles and Bylaws Committee and participates as a member of the Service to SEAALL Committee.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. ... The officers shall serve without compensation. [**revised annual meeting - 7/12/98**]
2. The officers shall together act as the Board of Trustees and the Immediate Past President shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (*Articles, Art. VI, Sec. 1*)
3. In the event that the office of Vice-President/President-Elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a Chapter meeting. (*Bylaws, Art. II, Sec. 3*) [**added annual meeting - 4/18/97**]

C. Responsibilities

1. General
 - (a) Serves as a voting member of the Executive Committee and attends all Executive Committee meetings.
2. Chapter Finances [**revised executive committee meeting - 4/17/97**]
 - (a) President will contact each officer and committee chair prior to the annual chapter meeting for information on expenses and revenue during the past year.
 - (b) President will prepare preliminary budget for Vice-President/President-Elect.
 - (c) After assuming office, new President will contact officers and committee chairs regarding additional expenses required for upcoming year.
 - (d) President will present final budget to Executive Committee during the annual chapter business meeting.
3. Future Chapter Meetings [**revised executive committee meeting - 4/17/97**]

- (a) The Executive Committee reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Sites should be chosen at least two years in advance of the meeting.

D. Relationship with Other SEAALL Officers, Administrative Positions and Committees

1. Executive Committee
 - (a) Provide advice and support to the President [added 4/99]
 - (b) Consult regarding the investment of chapter funds. [added 3/00]
 - (c) See also relationships described in Articles and Bylaw Committee and Service to SEAALL Committee sections.
2. Articles and Bylaws Committee
 - (a) Serve as chair of committee
3. Nominating
 - (a) In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. [added 3/00]
4. Program Committee
 - (a) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
 - (b) In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institutes
5. Scholarship Committee
 - (a) In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.
6. Service to SEAALL Committee
 - (a) Serve as a member of the committee.
7. Archives
 - (a) Forward chapter records as identified in section F below.
8. Handbook Editor
 - (a) Notify of modifications in chapter procedures to be documented in Handbook.

E. Reimbursement of Expenses

1. Ordinary expenses incurred in the performance of the duties of the Immediate Past President will not be reimbursed by the chapter.

2. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts. [added 4/99]

F. Chapter Records

1. Receive from predecessor
 - (a) Minutes of Chapter and Executive Committee meetings for the previous two years
 - (b) Copies of handouts at Executive Committee meetings for previous two years
2. Collect during term
 - (a) Items listed above
3. Convey to successor
 - (a) Minutes of Chapter and Executive Committee meetings for the previous two years
 - (b) Copies of handouts at Executive Committee meetings for previous two years.

G. Calendar of Responsibilities

Editor's Note: The Immediate Past President must also look to the Articles and Bylaws Committee Calendar

March/ April	Assume office at the end of the business meeting during annual chapter meeting.
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]
April/ May	Convey files to new President and receive files from predecessor within one month of leaving office, but no later than May 15.
July	Chapter membership year begins Attend annual meeting of AALL. Attend Executive Committee meeting and annual chapter business meeting. <i>Southeastern Law Librarian</i> copy due July 30. [added 3/00]
October	<i>Southeastern Law Librarian</i> copy due October 30. [added 3/00]
November	Approve slate of candidates by December 1. [added 3/00]
January	<i>Southeastern Law Librarian</i> copy due January 30. [added 3/00]
January/ February	Handbook modifications due to editor two months prior to annual chapter meeting.

H. Relevant Chapter Forms [revised 3/98]

1. 1. Budget report
2. 2. Reimbursement memo

Member-at-Large
Section added 4/99

Editor's Note: The specific responsibilities of the Members at Large are under development. The Charge for the office is pending until the position is more established.

A. Charge

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President/President-Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. ... The officers shall serve without compensation. [**revised annual meeting - 7/12/98**]
2. The officers shall together act as the Board of Trustees and the Immediate Past President shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (*Articles, Art. VI, Sec. 1*)
3. In the event that the office of Vice-President/President-Elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a chapter meeting. (*Bylaws, Art. II, Sec. 3*)[**added annual meeting - 4/18/97**]

C. Responsibilities

1. General
 - (a) Serves as a voting member of the Executive Committee and attends all Executive Committee meetings.
2. Chapter Finances [**revised executive committee meeting - 4/17/97**]
 - (a) President will contact each officer and committee chair prior to the annual chapter meeting for information on expenses and revenue during the past year.
 - (b) President will prepare preliminary budget for Vice-President/President-Elect.
 - (c) After assuming office, new President will contact officers and committee chairs regarding additional expenses required for upcoming year.
 - (d) President will present final budget to Executive Committee during the annual chapter business meeting.
3. Future Chapter Meetings [**revised executive committee meeting - 4/17/97**]

- (a) The Executive Committee reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Sites should be chosen at least two years in advance of the meeting.

D. Relationship with Other SEAALL Officers, Administrative Positions and Committees

1. Executive Committee

- (a) Serves as a voting member of the Executive Committee in providing governance for the chapter.
- (b) Consults regarding the investment of chapter funds. [added 3/00]

2. Nominating

- (a) In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. [added 3/00]

3. Program Committee

- (a) In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
- (b) In conjunction with other members of Executive Committee, review unanticipated expenses in the execution of the annual chapter meetings and institutes

4. Scholarship Committee

- (a) In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.

5. Archives

- (a) Forward chapter records as identified in section F below.

6. Handbook Editor

- (a) Notify of modifications in chapter procedures to be documented in Handbook.

E. Reimbursement of Expenses

- 1. Ordinary expenses incurred in the performance of the duties of the Member-at-large will not be reimbursed by the chapter.
- 2. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts. [added 4/99]

F. Chapter Records

- 1. Receive from predecessor

- (a) Minutes of Chapter and Executive Committee meetings for the previous two years
 - (b) Copies of handouts at Executive Committee meetings for previous two years
2. Collect during term
 - (a) Items listed above
3. Convey to successor
 - (a) Minutes of Chapter and Executive Committee meetings for the previous two years
 - (b) Copies of handouts at Executive Committee meetings for previous two years.

G. Calendar of Responsibilities

March/ April	Assume office at end of business meeting during annual chapter meeting.
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]
April/ May	Convey files to new Member-at-large and receive files from predecessor within one month of leaving office, but no later than May 15.
July	Chapter membership year begins Attend annual meeting of AALL. Attend Executive Committee meeting and annual chapter business meeting. <i>Southeastern Law Librarian</i> copy due July 30. [added 3/00]
January/ February	Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]
October	<i>Southeastern Law Librarian</i> copy due October 30. [added 3/00]
November	Approve slate of candidates by December 1. [added 3/00]
January	<i>Southeastern Law Librarian</i> copy due January 30. [added 3/00]

H. Relevant Chapter Forms [revised 3/98]

1. Budget report
2. Reimbursement memo

General Committee Guidelines

A. Articles/Bylaws Statements

1. There shall be the following standing committees:

(1) Program; (2) Membership; (3) Nominating; (4) Placement; (5) Scholarship; (6) Articles and Bylaws; (7) Newsletter and Public Relations; (8) Education and Publications; (9) Government Relations; (10) Service to SEAALL. The President shall appoint all members of the standing committees. (*Articles, Art. VIII*) [**revised annual meeting - 4/18/97**]
2. Special committees may be created as necessary. The President shall appoint all members of the special committees. (*Articles, Art. VIII*)

B. Composition of Committees

1. Committee members will be appointed by the incoming President from those of the general membership who express an interest on the Committee Preference Form.
2. The incoming President may also solicit other members for committee membership, if necessary.
3. When appropriate, committee members will be appointed to two year terms to provide continuity for the committee.
4. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
5. The incoming President will attempt to balance committees both geographically and by type of library.

C. General Committee Responsibilities

1. Committee Charge
 - (a) Committees shall execute their responsibilities as defined by the general committee charge.
 - (b) Committees shall execute any special responsibilities as directed by the incoming President in a special charge to the committee.
2. Reports [**revised 4/99**]
 - (a) The Committee Chair will prepare an annual detailing the activities of the committee for distribution at the annual chapter meeting.
3. Meetings
 - (a) Committee Meetings [**revised 4/99**]

- (i) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed.
 - (ii) Minutes will be recorded for each conference call and meeting.
 - (iii) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files
 - (iv) Time will be made available for committee meetings during the annual chapter meeting
 - (v) Rooms will be made available to the extent the meeting location permits.
 - (b) Executive Committee Meetings
 - (i) The Chair or a designate will attend any Executive Committee meeting if invited by the President.
4. Chapter Finances [**added executive committee meeting - 4/17/97**]
- (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
5. Relationships with other SEAALL Committees or Officers
- (a) The Committee will establish and maintain contact with any SEAALL Committee or Officer indicated in the appropriate Chapter handbook section, or with any other committee as is required to complete its responsibilities.
6. Reimbursement of Committee Expenses
- (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [**revised 4/99**]
 - (b) Budgeted Expenses
 - (i) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [**revised 4/99**]
 - (ii) Committees should consult their specific Handbook section for details on normal budgeted expenses.
 - (c) Expenses Not Previously Budgeted
 - (i) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted,

approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.

- (ii) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]
- (iii) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

7. Committee Procedures

- (a) Each Committee should look to this Handbook for information regarding the existing policies and procedures of the committee.
- (b) The Committee may modify stated policies or procedures or develop new policies or procedures if directed by the Executive Committee or as may become necessary for the efficient functioning of the committee and the completion of its responsibilities.
- (c) Substantive changes in policies or procedures should be submitted to the Executive Committee for review.
- (d) ALL changes in polices or procedures should be documented and submitted to the Handbook Editor one month prior to the next annual chapter meeting.

8. Maintenance and Transfer of Records

- (a) The Chair will collect and maintain all appropriate committee records during his/her term of office.
- (b) The outgoing Chair will transfer all records identified in the Handbook section on the Committee to the incoming Chair within one month of the annual chapter meeting, but not later than May 15.
- (c) The outgoing Chair will transfer all records identified for inclusion in the SEAALL Archives in a timely fashion.

D. Calendar of Responsibilities

March/ April	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
	Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
	Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
	Chair receives copy of Chapter Handbook or relevant sections from Handbook Editor.
April	Chapter fiscal year begins
	<i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]

- April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

Chair solicits ideas for special projects from committee members.
- June** Chair prepares preliminary committee report. Report is due to President one month prior to chapter business meeting.
- July** Chapter membership year begins

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Southeastern Law Librarian copy due July 30. [**added 3/00**]
- October** *Southeastern Law Librarian* copy due October 30. [**added 3/00**]
- January** *Southeastern Law Librarian* copy due January 30. [**added 3/00**]
- January/
February** Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]
- February/
March** Chair prepares or delegates the preparation of final committee report. Report is due to President one month prior to annual chapter meeting or as requested by President.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.
- April** Outgoing Chair prepares and delivers committee files to incoming Chair and/or SEAALL Archives within one month following the annual chapter meeting, but no later than May 15.

E. Relevant Chapter Forms [revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Budget report
4. Other forms specific to the Committee as identified in the appropriate Handbook section

Articles and Bylaws Committee

A. Committee Charge

1. The Articles and Bylaws Committee is charged with the review and revision of the chapter Articles of Incorporation and Bylaws as directed by the Executive Committee, suggested by chapter members or as needed.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (6) Articles and Bylaws ... (*Articles, Art. VII*)
2. The President shall appoint all members of the standing committees. (*Articles, Art. VIII*)
3. The bylaws of this corporation may be adopted, repealed, amended or suspended by a two-thirds (2/3) vote of the members voting in a ballot conducted by mail in manner provided in the bylaws or at a meeting of the chapter by a two-thirds (2/3) vote of the members voting in the ballot. (*Articles, Art. XI*)
4. Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. Proposed amendments shall become effective after they have been submitted to all members and when approved by two thirds (2/3) of those voting in a ballot conducted by mail in the manner provided in the bylaws or at a meeting of the Chapter by a two-thirds (2/3) vote of members voting in the ballot. (*Articles, Art. XII*)
5. Any proposed amendments to the Articles or the Bylaws shall be filed with the Secretary. Notice shall be given to members in one of the following ways:
 - (a) notice shall be published in the chapter newsletter Southeastern Law Librarian or its successor, at least 30 days prior to balloting [**revised annual meeting - 4/18/97**], or
 - (b) notice shall be sent by the Secretary to all members through the mail at least 30 days prior to balloting. (*Bylaws, Art. IV, Sec. 1*)

[Editor's Note: Although not specifically directed in the Bylaws, by Executive Committee decision, the Secretary is responsible for providing copy to the chapter newsletter as directed in item 5.a. above.]

6. Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the Secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. (*Bylaws, Art. IV, Sec. 2*)

C. Composition

1. The committee is composed of the Immediate Past President, the President and the Vice-President/President-Elect. Additional members may be appointed at the discretion of the incoming President. [**revised 4/01**]

2. The committee is chaired by the Immediate Past President.

D. Responsibilities

1. Revision of Articles and/or Bylaws
 - (a) Preliminary matters
 - (i) Prior to any review the committee Chair should ascertain that the copy of the Articles and Bylaws provided by the previous chair is the current version. The official, authoritative copy is maintained by the Secretary.
 - (b) General Review
 - (i) On a regular basis, the Articles of Incorporation and Bylaws should be reviewed for content or typographical changes which may be required.
 - (c) Specific Revisions
 - (i) If specific revisions to the articles or bylaws have been previously identified, the President will so inform the chair.
 - (d) Revision Procedures
 - (i) The committee will draft appropriate revision language for the Articles or Bylaws provisions which have been identified.
 - (ii) The committee will submit final proposed language to the Executive Committee for comment or further revision.
 - (iii) Upon final determination of proposed changes, the committee chair provides the Secretary with the final language and any explanatory material deemed necessary for notice and balloting by the membership. [Editor's Note: Additional details on the actual balloting process can be found in the Handbook section devoted to the office of Secretary.]
 - (iv) Upon approval by the membership, the Secretary transmits the text of amendments to the Executive Committee, the Registered Agent, the Handbook Editor and the Editor of the Southeastern Law Librarian.
 - (v) The President transmits text of amendments approved by the membership to the AALL Constitution and Bylaws Committee. This function may be delegated to the Articles and Bylaws Committee chair.
 - (e) Timing of Committee Activities
 - (i) The Committee must be aware of the notice requirements in the Bylaws when planning the amendment process during any given year.

- (ii) The chapter Bylaws require that the membership be notified of proposed changes:
 - (1) 30 days before balloting if notice is by publication in the *Southeastern Law Librarian* [**revised annual meeting - 4/18/97**] OR
 - (2) 30 days before balloting if notice is by mail.
 - (iii) Financial considerations make it highly desirable to utilize the *Southeastern Law Librarian* to provide notice of proposed amendments to the membership.
- 2. Chapter Finances [**added executive committee meeting - 4/17/97**]
 - (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
- 3. Handbook
 - (a) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
- 4. Reporting
 - (a) The committee will prepare a final annual report summarizing its activities, listing their status and advising of any needed Articles or Bylaws changes for the coming year.
- 5. Meetings
 - (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [**revised 4/99**]
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

- 1. Secretary

- (a) The Articles and Bylaws Committee must maintain a close working relationship with the Secretary as he/she will oversee the balloting process for any proposed amendments.
- 2. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
- 3. Education/Publications
 - (a) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [**added 3/98**]
- 4. Newsletter/Public Relations Committee
 - (a) The Articles and Bylaws Committee will provide any supporting discussion of proposed Articles or Bylaws amendments to the Newsletter/Public Relations Committee for publication in the *Southeastern Law Librarian*.
 - (b) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
- 5. SEAALL Committees
 - (a) The Articles and Bylaws Committee will be receptive to suggestions from other committees as to desired modifications of the Articles and Bylaws.

F. Reimbursement of Committee Expenses

- 1. Ordinary Expenses
 - (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [**revised 4/99**]
- 2. Budgeted Expenses
 - (a) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [**revised 4/99**]
- 3. Expenses Not Previously Budgeted
 - (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [**revised 4/99**]

- (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

- 1. Receive from immediate past chair
 - (a) Current copy of the articles and bylaws
 - (b) Records of articles and bylaws amendments for the previous five years.
 - (c) Any significant correspondence regarding the articles and bylaws amendment process.
 - (d) Committee files for the previous five years
 - (i) Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
- 2. Collect during term
 - (a) Items enumerated above
- 3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials should be sent to the SEAALL archives.

H. Calendar of Responsibilities

- March/
April** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
Incoming Chair receives copy of Chapter Handbook from Handbook Editor.
- April** Chapter fiscal year begins
Southeastern Law Librarian copy due April 30. [added 3/00]
- April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
Chair receives final list of committee members and any special assignments from the President.
Chair solicits ideas for special projects from committee members.
- July** Chapter membership year begins
Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Southeastern Law Librarian copy due July 30. [**added 3/00**]

October

Southeastern Law Librarian copy due October 30. [**added 3/00**]

**January/
February**

Handbook modifications due to editor two months prior to annual chapter meeting [**revised 4/99**]

**February/
March**

Chair prepares final committee report. Report is due to President one month prior to annual chapter meeting.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

**April/
May**

Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15

I. Relevant Chapter Forms [revised 3/98]

1. Annual Committee Report
2. Articles or Bylaws Amendments ballot
3. Reimbursement memo
4. Budget

Education/Publications Committee

A. Committee Charge

1. The Education/Publications Committee is responsible for developing publications of benefit to the membership of the chapter. The committee is also responsible for developing SEAALL program proposals for the AALL annual meeting.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (8) Education and Publications ... (*Articles, Art. VIII*) [**revised annual meeting - 4/18/97**]
2. The President shall appoint all members of the standing committees. (*Articles, Art. VIII*)

C. Composition

1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - (a) Develop program proposals for the AALL annual meeting based upon SEAALL programs.
 - (b) Develop a resource guide of legislative expertise with contacts for the Southeastern states.
 - (c) Develop a directory of Internet access points for the Southeast.
 - (d) Disseminate information on meetings, programs, speakers and materials from the smaller AALL chapters within SEAALL's geographic area.
 - (e) Update the Practice Materials Bibliographies that originally appeared in the *Southeastern Law Librarian*.
 - (f) Maintain a clearinghouse of library documents.
2. Web site

- (a) Maintain a SEAALL web site for promoting the chapter and disseminating information on committee projects.
- 3. Chapter Finances [**added executive committee meeting - 4/17/97**]
 - (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
- 4. Handbook
 - (a) The committee will review the committee procedures set out in the chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
- 5. Reporting [**revised 4/99**]
 - (a) The Committee Chair will prepare an annual detailing the activities of the committee and any suggestions for future projects for distribution at the annual chapter meeting.
- 6. Meetings
 - (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

- 1. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
- 2. Newsletter/Public Relations Committee
 - (a) The Education/Publications Committee should provide information on committee activities and projects to the Newsletter/Public Relations Committee for publication in the *Southeastern Law Librarian* or for other uses. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.

- (b) The Education/Publications Committee will coordinate with the Newsletter/Public Relations Committee regarding any requests for vendor support of the activities of the committee.
- (c) The Committee should communicate with the Newsletter/Publications Committee regarding articles and information appropriate to the SEAALL web site.

3. Program Committee

- (a) The Education/Publications Committee will work with the Program Committee to develop program proposals for the AALL annual meeting.
- (b) The Program Committee will provide the Education/Publications Committee with advance notice of programs scheduled for the annual chapter meeting.
- (c) The Program Committee will also provide the Education/Publications Committee with any program proposals not selected for the annual chapter meeting for consideration as AALL program proposals.
- (d) The Committee will work with the Program Committee to promote the annual chapter meeting through the SEAALL web site.

4. Other SEAALL Committees

- (a) The Committee will promote and support the work of other Committees as appropriate through mounting of relevant information on the SEAALL web site.
- (b) The Committee will develop additional relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses

- (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. **[revised 4/99]**

2. Budgeted Expenses

- (a) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. **[revised 4/99]**

3. Expenses Not Previously Budgeted

- (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.

- (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]
- (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from Immediate Past Chair
 - (a) Committee files for the previous three years
 - (i) Education/Publications Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
 - (b) Copies of any project files for the previous three years.
2. Collect during term
 - (a) Items enumerated above.
3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

- | | |
|-------------------------|---|
| March/
April | <p>Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)</p> <p>Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)</p> <p>Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.</p> <p>Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor</p> |
| April | <p>Chapter fiscal year begins</p> <p><i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]</p> |
| April/
May | <p>Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.</p> <p>Chair receives final list of committee members and any special assignments from the President.</p> <p>Chair solicits ideas for special projects from committee members.</p> |
| June | <p>Chair prepares preliminary committee report. Report is due to the President one month prior to the chapter business meeting at AALL.</p> |
| July | <p>Chapter membership year begins</p> |

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Southeastern Law Librarian copy due July 30. [**added 3/00**]

October

Southeastern Law Librarian copy due October 30. [**added 3/00**]

January

Southeastern Law Librarian copy due January 30. [**added 3/00**]

**January/
February**

Handbook modifications due to editor two months prior to annual chapter meeting [**revised 4/99**]

**February/
March**

Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

**April/
May**

Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [Revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Budget

Government Relations Committee

A. Committee Charge

1. The Government Relations Committee shall monitor the legislative, regulatory and judicial developments that affect SEAALL, the practice of law librarianship or the creation and dissemination of information for the states in the Southeastern region of the United States. The Committee should inform the SEAALL membership about these issues through the newsletter or other means, should draft proposed resolutions, position papers and letters as appropriate for adoption by the Executive Committee and/or the membership, and should coordinate such efforts as are approved by the Executive Committee to testify or otherwise communicate SEAALL views to the appropriate bodies. This Committee also may coordinate other relevant activities such as workshops or other educational activities at the annual meeting and should undertake other activities as directed by the Executive Committee. [In practice, the President may review the GRC activities without involving the remainder of the Executive Committee].

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (9) Government Relations ... (*Articles, Art. VII*) [**added annual meeting - 4/18/97**]
2. The President shall appoint all members of the standing committees. (*Articles, Art. VII*)

C. Composition

1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. At AALL's request, a member from each state included in the geographic area of SEAALL should be appointed. [**revised 4/01**].
3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
4. The incoming President may also solicit other individuals for committee membership, if necessary.
5. Committee members will be appointed to two year terms to provide continuity for the committee.
6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - (a) Develop and regularly update a SEAALL Government Relations Policy.

- (b) Publish a regular article in the *Southeastern Law Librarian* and investigate the need for other types of information alerts, including special inserts in the newsletter, SEAALL discussion list postings, etc.
 - (c) Develop and distribute a lobbying brochure that describes effective methods for communicating with state elected and appointed officials.
 - (d) Draft letters to elected and appointed officials.
 - (e) Monitor legislative, judicial and regulatory developments in Southeastern states.
 - (f) Review various publications, discussion lists and other relevant sources for information relating to the creation and distribution of information.
 - (g) Propose programs for the annual chapter meeting.
2. Chapter Finances [**added executive committee meeting - 4/17/97**]
- (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
3. Handbook
- (a) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
4. Reporting [**revised 4/99**]
- (a) The committee chair will prepare an annual detailing the activities of the committee and any suggestions for future projects for distribution at the annual chapter meeting.
5. Meetings
- (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [**revised 4/99**]
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

1. President/Executive Committee
 - (a) The committee works closely with the President and Executive Committee, notifying them of developments in the member states.
2. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
3. Education/Publications
 - (a) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [added 3/98]
4. Newsletter/Public Relations
 - (a) The committee works with editor of the *Southeastern Law Librarian* for the regular publication of relevant information. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
5. Program
 - (a) The committee may work with the Program Committee to develop program proposals relevant to the charge of the Government Relations Committee.
6. Other SEAALL Committees
 - (a) The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
 - (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [revised 4/99]
2. Budgeted Expenses
 - (a) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [revised 4/99]
3. Expenses Not Previously Budgeted
 - (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.

- (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation.[revised 4/99]
- (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from immediate past chair
 - (a) Committee files for the previous three years
 - (i) Government Relations Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
 - (b) SEAALL lobbying brochure, current stock, disk copy
2. Collect during term
 - (a) Items enumerated above.
3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

- March/
April** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
 Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
 Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
 Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
- April** Chapter fiscal year begins
Southeastern Law Librarian copy due April 30. [added 3/00]
- April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
 Chair receives final list of committee members and any special assignments from the President.
 Chair solicits ideas for special projects from committee members.
 Chair contacts committee members and begins the process of monitoring state developments, assigning newsletter columns, structuring the year's work, and handling other assignments.

- June** Chair prepares preliminary committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
- July** Chapter membership year begins
- Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
- Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
- Southeastern Law Librarian* copy due July 30. [added 3/00]
- October** *Southeastern Law Librarian* copy due October 30. [added 3/00]
- January** *Southeastern Law Librarian* copy due January 30. [added 3/00]
- January/
February** Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]
- February/
March** Chair prepares annual committee report. Report is due to President one month prior to annual chapter meeting.
- Expense/revenue reports due to the President one month prior to the annual chapter meeting.
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15

I. Relevant Chapter Forms [Revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Letters to elected officials on government information policies -- (Editor's Note: pending)
4. Lobbying brochure
5. SEAALL Government Relations Policy
6. Budget report

Local Arrangements Committee

A. Committee Charge

1. The Local Arrangements Committee is responsible for planning and executing the local arrangements for the SEAALL annual meeting and affiliated half-day institute and works to do so in conjunction with the President and the Program Committee.

B. Articles/Bylaws Statements

1. There are no Articles and Bylaws statements concerning the Local Arrangements Committee.

C. Composition

1. Members of Local Arrangements committee are selected by the Local Arrangements chair and are generally located in close geographic proximity to the site of the meeting for which the committee serves as host.

D. Responsibilities

1. Annual chapter meeting and educational institute
 - (a) Dates
 - (i) The Annual Chapter Meeting is held on Thursday evening through Saturday noon near April 1, but should probably occur no earlier than mid-March and no later than mid-April.
 - (ii) The educational institute occurs on Thursday morning and afternoon.
 - (iii) The date can be adjusted earlier or later if “low season” hotel rates are a consideration.
 - (iv) The meeting should not be held over the Easter or Passover weekend.
 - (v) The Local Arrangements chair should consult with the President when choosing the date for an upcoming meeting.
 - (b) Hotel/Conference Facilities
 - (i) Factors to consider when choosing a hotel
 - (1) General quality and location of hotel
 - (2) Room rates
 - (3) Meeting facilities
 - a. Capacity for each room depending upon set-up
 - b. Available space for registration desk
 - c. Exhibitor facilities

- d. Possibility of having coffee breaks near exhibits
- (4) Type of conference services available and what is included
 - a. E.g. lecterns, microphones, a/v and computer equipment, speaker name tents, signage outside meeting rooms, ice water for speaker tables, tables, table skirts, electrical outlets, telephone or computer lines for exhibitors, Internet connection options
[revised 6/2006]
- (5) Availability of shuttle between airport and hotel, shuttle availability to other events
- (6) Number of free rooms **[revised 6/2006]**
- (7) Prices and menus for meals or breaks
- (8) Parking availability and rates
- (9) Deadlines - room setups, a/v requirements, menu selection, meal number guarantees
- (10) Availability of site manager during the meeting
- (ii) Room details
 - (1) Lodging rooms
 - a. Reserve more rooms than traditionally needed and release 2-3 weeks before the meeting depending upon the contract with the hotel
 - b. Wednesday night - 40 rooms
 - c. Thursday & Friday nights - 100 rooms
 - d. Saturday night - 25 rooms **[revised 6/2006]**
 - e. If the host city is an extremely attractive tourist destination, these numbers may be adjusted upward.
 - (2) Meeting rooms
 - a. Large banquet room for meals
 - b. Room for exhibits with adjacent space for breaks (may be placed inside the banquet room)
 - c. Sufficient rooms for 2-3 concurrent meetings - 40-100 capacity **[revised 6/2002, revised 6/2006]**

- (2) Program related expenses
 - a. Audiovisual needs, computers, telephone lines, signage
 - b. Expenses of Non-SEAALL member speakers (see Chapter reimbursement policies in Appendix)
- (3) Meals/Social Events [**revised 6/2006**]
 - a. Breakfast (Friday & Saturday), Lunch (Friday), Coffee breaks (Friday a.m., p.m., Saturday a.m.), Opening reception (Thursday)
 - b. Social event (Friday evening)
 - i. may or may not include dinner
 - c. Transportation costs if an event is not within walking distance, including driver tips
 - d. Bartender services and temporary liquor license, if needed.
 - e. Music (if desired), security guards (if required), cleaning services
 - f. Tax and gratuities
 - g. Flowers for Friday luncheon tables [**added 6/2006**]
- (v) Regular budget reports are made to the Executive Committee during the planning process.
- (vi) It is likely that there will be unanticipated expenses which should be factored into the budget.
- (vii) Any egregious unanticipated expenses or cost overruns must be reported to the Executive Committee immediately.
- (viii) Treasurer
 - (1) All financial activities should be submitted to the committee chair who will forward them to Treasurer.
 - (2) Provide the Treasurer with a cover memo detailing the source of funds for deposit or the services/materials that are the subject of an invoice.
 - (3) If cash transactions (i.e., tips) occur, it may be necessary to prepare a receipt to be signed by the recipient of the cash.

- (4) Determine which vendors will require payment at the time of the event and notify the Treasurer so that the chapter checkbook can be brought to the event.
 - (5) See Forms to accompany deposit or reimbursements requests **[added 6/2006]**
- (d) Vendor Relationships
- (i) Exhibitors
 - (1) It is the responsibility of the Local Arrangements Committee to solicit and obtain exhibitors for the annual chapter meeting.
 - (2) Local companies with a sales interest in law libraries, as well as local reps of national companies are good target exhibitors.
 - (3) Initial contact should be made by the Local Arrangements chair or a member of the committee in the summer or fall preceding the annual meeting in order to be sure to get into the marketing budget of the target vendor.
 - (4) Exhibit hours are generally 8 a.m. to 5 p.m. on Friday and 8 a.m. to 11:30 a.m. on Saturday morning. The room should be available for set up on Thursday afternoon and should have the capability to be secured during the evening hours.**[revised 6/2006]**
 - (5) Exhibitors fees have been set at \$600 recently. An exhibitor package includes one complimentary set of meal/event ticket, an exhibit table and access to an electrical outlet.**[revised 10/2005]**
 - (6) Additional equipment is the responsibility of the vendor. [Note: Telephone lines are generally requested. It is better for the exhibitor should make those arrangements directly with the hotel as the costs can be direct billed to the vendor.]
 - (7) A confirmation letter should be sent to the vendor requesting payment of the exhibit fee; shipping instructions; deadlines for requesting special equipment or telecommunications needs (if the committee is handling - alternatively a contact at the hotel/conference facility can be provided); size of table or booth space available; exhibits schedule including set-up and dismantle times.
 - (8) Exhibitors receive name badges on an alternate color paper and the same registration packet as other registrants.
 - (ii) Sponsorships

- (1) The President will undertake the solicitation of other corporate sponsorships to underwrite the costs of meals, social functions, attendee bags or other giveaways as determined in conjunction with the President and the Program Committee. The Local Arrangements Chair may assist with the appeals if that seems more appropriate in any given year.
 - (2) This effort is independent from the efforts to attract exhibitors. Vendors who sponsor events must also pay the exhibitor fees if they choose to exhibit.
 - (3) Contributors receive complimentary meal/function tickets at the following levels :
 - a. For a contribution of \$500 - one set of tickets
 - b. For \$501 - \$1000 - two sets of tickets
 - c. For \$1,001 - \$2,000 - three sets of tickets
 - d. For \$2,001 and more - four sets of tickets
 - e. Typically, only half of the complimentary tickets will be used.
 - f. Vendor sponsoring Institute – reps must pay Institute registration fee [**added 6/2006**]
 - (4) Acknowledgment of the contributions
 - a. In writing by letter, in the final program and in the *Southeastern Law Librarian*
 - b. Orally at the business meeting and
 - c. With the placement of signs at the sponsored meal or event
 - (5) If fund-raising efforts are successful, consult with the President and Program chair about upgrading events or menus, or in the reduction of the registration fee.
- (e) Publicity/Hospitality
- (i) Preceding the meeting
 - (1) Collect brochures, pamphlets, etc. and the host hotel to be distributed at the chapter meetings that precede your meeting.
 - (2) Maintain a booth in exhibit hall during the preceding annual meeting

- (3) Conduct drawing or other activity to generate interest in the meeting if desired
 - (4) Ask the Local Arrangements Committee for the upcoming meeting if a table in the Exhibit area is desired. If so, provide the same information given to exhibitors on table size, shipping address, set-up and dismantle dates, etc.
 - (5) Prepare three articles for *Southeastern Law Librarian*
 - a. Summer and Fall issues - see Chapter Calendar for deadline dates.
 - i. Discuss history and culture of host city and region
 - ii. Discuss tourist attractions and any special events that may be occurring during the meeting. Include URLs for any useful websites.
 - b. In conjunction with Program Committee, prepare notice for the Chapter News columns of AALL Spectrum & AALL Calendar of Professional Education Events. [revised 6/2006].
 - c. Consider submitting announcements to other chapter newsletters within the Southeastern region and to electronic listservs (law-lib, seaall-l, etc.)
 - d. Communicate weather reports or last minute notices to attendees via email.
 - (6) During the meeting
 - a. Display brochures on local attractions at the registration desk or at a hospitality desk during the meeting.
 - b. Have a copy of local bus routes and schedules and a city map available.
 - c. Consider staffing a hospitality desk during coffee breaks.
- (f) Registration
- (i) The Local Arrangements committee is responsible for producing and mailing the preliminary program for both the Institute and the meeting along with the hotel registration form. [revised 6/2006]
 - (ii) Preliminary Program - see Forms section of this Handbook and committee files for samples.

- (1) Contents include:
 - a. Educational program listings with moderators, speakers and program descriptions as provided by the Local Arrangements Committee.
 - b. Educational program planned for the annual institute.
 - c. Informative invitation letter from President, Program Committee Chair and Local Arrangements Chair
 - d. Directions to the meeting site (driving, air and train transportation) including directions from airport/train station to hotel and average cost of cab fare.
 - e. Registration schedule
 - f. Meeting schedule including
 - i. Committee and Executive Board meetings
 - ii. COSELL meetings
 - iii. Law library tours
 - iv. Mentor program gathering
 - v. Opening reception and description
 - vi. Friday social event and description
 - vii. Deadlines for receipt of registrations and hotel reservations
 - g. Registration form – see Forms section of this Handbook and committee files for examples
 - i. Section 1: Registrant name, affiliation, address, phone, fax, email address
 - ii. Section 2: Membership status, first time attendee check box, vegetarian and/or kosher meal preference, ADA accommodations request
 - iii. Section 3: Registration fees with lines for amounts and totals
 - iv. Section 4: Indicate programs to be attended
 - v. Deadlines for mailing form(s) and address(es) for mailing

- vi. Form should include chapter Federal id number
 - h. Institute registration form
 - i. may be included as a section of the main registration
 - (2) Consider placing all materials on chapter website
- (iii) Preliminary program packet
 - (1) Prepare 10% more than SEAALL membership number. **[added 6/2006]**
 - (2) Plan to mail the preliminary program via first class mail by February 1 or at least two full months prior to the opening reception.
 - (3) Packet should include (many of these items will be printed in the preliminary program rather than be a separate sheet)
 - a. Preliminary program
 - b. Annual meeting registration form
 - c. Institute information
 - d. Hotel brochure and registration form
 - (4) Packet may include (some of these items may be printed in the preliminary program or may be included in the *Southeastern Law Librarian* as time and printing budget permit.)
 - a. Mentor program registration form
 - b. Placement registration form
 - c. Saturday optional excursions (if planned)
 - d. Library tour information (if planned)
 - (5) Save one complete packet for Archivist. **[added 6/2006]**
- (iv) The Local Arrangements committee receives registration fees from the attendees and prepares badges
- (v) Name badges & ribbons
 - (1) Use standard word processing software to create name badges
 - (2) Include attendee name, library and city/state

- (3) Obtain both “necklace” style and clip or pin style badge holders
 - (4) Use different colored paper for members, non-members, exhibitors, first time attendees (ribbons may be used)
 - (5) If the budget allows, obtain ribbons from local trophy shops
 - a. Speaker, Officer, Exhibitor, Student [**revised 6/2006**]
 - b. Mark First time attendee badges with stickers. [**added 6/2006**]
- (vi) Registration Packets [**revised 6/2006**]
- (1) The following items can be placed in a presentation folder and included in a tote-bag or portfolio, if a sponsor has been identified for this item (name badges and tickets should be kept separate)
 - (2) Final program
 - a. Welcome letter from current chapter President
 - b. Lists of Local Arrangements Committee and Program Committee members
 - c. Meeting schedule with room locations added
 - d. Map of meeting room layout
 - e. Exhibitor list
 - f. Contributor thanks
 - g. Mentor Program activities information
 - h. Placement activities information
 - i. Educational offerings
 - i. Check with Program Committee for any last minute changes to educational program.
 - j. Ad for program cost underwriter (if appropriate)
 - (3) Save complete packet for Archivist. [**added 6/2006**]
 - (4) List of registrants
 - (5) Restaurant guide

- (6) Local map(s), city visitors guide or similar literature
- (vii) Registration Desk
 - (1) Suggested registration desk hours
 - a. 30 minutes prior to start of annual institute
 - b. 4-5 hours before Opening Reception
 - c. 1-2 hours on Friday morning
 - d. Use hospitality desk and personnel for any additional needed registration hours.
 - (2) Staff desk with two persons, especially Thursday afternoon
 - a. One individual to hand out registration materials
 - b. Second to answer questions, run errands, give directions, etc.
 - (3) Keep file of completed registration forms or print out of registration information at registration desk to resolve any conflicts. [**revised 6/2006**]
 - (4) Maintain a supply of blank registration forms for walk-in registrations.
 - (5) Bring any extra meal/event tickets that might be available.
 - (6) Have a receipt book for registrants who request receipts.
 - (7) Put meal tickets or coupons behind name tag in badge holder to prevent loss. [**added 6/2006**]
- (g) Events
 - (i) Meals
 - (1) Friday breakfast and lunch, Saturday breakfast
 - (2) Meals should balance between too rich and too bland.
 - (3) Breakfast buffets are recommended
 - (4) Consider local specialties for the lunch
 - (5) Dessert can be a budget dependent item
 - (6) Maintain counts of registrants choosing vegetarian options.

- (7) When giving counts to hotel, add additional vegetarian plates in the event speakers or exhibitors have a vegetarian preference.
- (ii) Opening Reception
 - (1) Food and drink are more important factors than setting and entertainment.
 - (2) Balance plain meat and rolls, vegetables and other vegetarian items and fancier foods.
 - (3) Lighter menus are acceptable if restaurants are within easy walking distance.
 - (4) Alcohol is available through use of a cash bar
 - a. If fund-raising has been successful, consider serving only beer and wine under corporate sponsorship
 - b. Alternatively, may offer a ticket for one free drink.
 - (5) Estimate 10% of total attendance (registrants, speakers, vendor reps) will be no-shows
 - (iii) Friday evening event
 - (1) This is an optional event if the budget allows
 - (2) Traditionally, it is an opportunity for the host area to choose entertainment or surroundings that are special to the area.
 - (3) If planning an event away from the hotel, consider the impact on transportation costs and scheduling.
 - (4) If planning a reception with no dinner, consider whether you need to rent tables and chairs.
 - (5) Estimate 5-10% of total attendance (registrants, speakers, vendor reps) will be no shows.
 - (6) This event has typically been heavily subsidized by a contributor.
 - (iv) Saturday afternoon/evening event
 - (1) Optional activities may be scheduled
 - (2) Possibilities include arranging for local tour companies to offer city tours, tours of local university campuses, group attendance at any special events that may be occurring

- (3) Depending upon the inclination of the committee, these events may be self-serve by the registrant or the committee may choose to purchase tickets in advance and manage the process of transporting attendees to these events.

(v) Library Tours

- (1) If desired, schedule on Thursday after the Institute and prior to the opening reception or Saturday following the educational programs.
- (2) Include a mix of law libraries - firm, court, county and academic.
- (3) Watch for scheduling conflicts with academic law libraries and COSELL meetings.
- (4) Include information on the tours in the preliminary program.
- (5) Designate a committee member as chaperone and tour guide.

(vi) Tickets

- (1) Prepare multi-colored tickets that include the name of the meal or event, the date, hours and location for each event that requires an accurate head count; alternatively purchase multi-colored 'Admit One' coupons.
- (2) Volunteers may collect the ticket at the door of the room, the door of the bus or the hotel may choose to collect while serving the meal.
- (3) 'Extra' meal tickets may be sold to accompanying spouses or friends, as well as to day and student registrants, if available.
- (4) Price these tickets at the actual cost of the meal
- (5) Attach these tickets to the registrant's regular tickets before on-site registration.
- (6) Last minute purchases can be made within reason - there will likely be no-shows to balance the extra ticket sales.
- (7) At plated meals, provide for vegetarians an additional ticket at place for wait staff. [added 6/2006]

(h) Transportation

- (i) Determine if hotel offers van shuttle from airport and provide this information in the preliminary program
- (ii) Determine average taxi fare from hotel and provide this information in the preliminary program

- (iii) Utilize free hotel vans whenever possible for other events
 - (iv) When hiring bus transportation, reserve at least 3 months in advance of the meeting. Make adjustment to reservations 2-3 weeks prior to the event when final attendance numbers are known.
 - (v) If transportation is not provided, consider the need to reimburse taxi fare for anyone not able to walk the required distance.
- (i) Audiovisual Equipment
- (i) Programs
 - (1) See audiovisual section under Programming below
 - (ii) Meals
 - (1) Microphones at head table
 - (iii) Internet Room
 - (1) Current chapter policy is that such a room will not be provided
 - (2) A local law school may be asked to assist by providing access to their computer lab.
- (j) Corollary activities
- (i) Mentor Program
 - (1) Consult with Membership Committee regarding plans for the program
 - (2) Space may be needed for a gathering prior to the Opening Reception.
 - (ii) First-time attendees - may or may not be participating in the Mentor Program.
 - (1) Coordinate activities with Membership Committee
 - (2) Prepare name badges on alternate color paper or use a ribbon
 - (3) Include a line on registration form to registrant to indicate they are a first time member
 - (4) Maintain list of first timers and notify the Membership Committee.
 - (iii) SEAALL Executive Board and Committee Meetings
 - (1) Consult the President regarding schedule and length.

- (iv) COSELL Meetings
 - (1) Consult with COSELL Chair regarding schedule and length.
- (v) Placement Committee Activities
 - (1) Consult with Placement Committee chair regarding planned activities.
 - (2) Include relevant information in the preliminary and final programs
 - (3) Provide space in the Exhibit Hall or other more secure place if desired
- (k) Programming
 - (i) Generally
 - (1) Programming for the annual chapter meeting and annual educational institute is the responsibility of the Program Committee.
 - (2) Local Arrangements may be asked to suggest possible local speakers.
 - (3) The meeting schedule (length of program sessions, etc.) should be negotiated between the Program Committee and Local Arrangements.
 - (4) Program Committee provides content for the preliminary and final program.
 - (5) Program Committee collects speaker a/v needs and submits to Local Arrangements Committee for reservation with a/v provider by the established deadline.
 - (6) Program Committee collects and prepares camera-ready speaker biographies and provides to Local Arrangements by established deadline for inclusion in registration packet.
 - (7) Local Arrangements notifies Program Committee of numbers of registrants who will attend each program session so that Speakers can prepare appropriate numbers of handouts.
 - (ii) Speakers [**revised 6/2006**]
 - (1) Consult with Program Committee regarding guest speakers
 - (2) AALL Board Member visitor should be included in this group.

- (3) Notify hotel of rooms and dates needed for guest speakers and that those rooms are to be billed to the chapter master account (if they are not complimentary).
 - (4) Mail hotel confirmations to the guests.
 - (5) The Program Committee will provide a copy of the chapter reimbursement policy.
 - a. Parking, travel to and from home airport, meals other than those provided during the meeting, transportation
 - b. Per diem of \$50 per day, with no more than \$25 for any single meal.
 - (6) Upon arrival at the hotel, provide speakers with name badge and registration packet.
- (iii) Audiovisual needs
- (1) Local Arrangements provides Program Committee with a listing of available a/v equipment.
 - (2) Due to the potential lack of appropriate software, speakers should supply their own computers.
 - (3) Before offering live Internet access, the costs of such access (including any cost per call) should be explored and communicated to the Program Committee.
 - (4) Program Committee distributes the a/v information to the speakers and compiles the needs it for the Local Arrangements Committee
 - (5) Sources of a/v equipment include local law libraries (if distance to the conference facility permits), the hotel's recommended/required a/v vendor, or other local options.
 - (6) Arrangements should be made to have a technology "expert" on call during the meeting. This may be a member of the committee, a local volunteer or a representative from the a/v vendor.
 - (7) Due to the possibility of amended technology needs, it is advisable to re-confirm with speakers a couple of weeks before the meeting.
 - (8) Room assignments may be dictated by the most efficient use of a/v equipment.
- (iv) Room Monitors

- (1) Volunteers should be recruited to monitor each meeting room to address such issues as a need for additional chairs, audio visual or equipment problems, climate control in the room.
- (v) Committee meetings
 - (1) The first local arrangements committee meeting may be held as much as 2 years before the annual chapter meeting.
 - (2) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed.
 - (3) Minutes will be recorded for each conference call and meeting.
 - (4) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files
 - (5) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (6) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

- 1. President
 - (a) Consults in regard to choice of date for annual meeting.
 - (b) Consults regarding any contracts
 - (c) Participates in budget preparation.
 - (d) Participates in fund raising activities.
- 2. Treasurer
 - (a) Handles all funds generated or expended during the annual meeting. No separate bank accounts are created.
- 3. Membership Committee
 - (a) Coordinates the Mentor Program activities during the annual chapter meeting.
- 4. Newsletter/Public Relations Committee
 - (a) Receives and prints copy about the annual meeting.
 - (b) May assist with publicity if requested and time allows.

5. Program Committee
 - (a) Offer to assist with choice of a theme that may be reflective of the locale.
 - (b) Provide a committee liaison to assist with locating local speakers.
 - (c) Manage hotel arrangements for guest speakers
 - (d) Manage a/v requests of guest speakers
6. Archivist
 - (a) Receives old Local Arrangements files.
 - (b) Provides additional samples of materials (other than those found in the current committee files) if desired.
7. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
8. Membership Database Manager
 - (a) The Committee requests mailing labels to be used in mailing the preliminary program.
9. Web Master
 - (a) The Committee works with the Web Master to load the preliminary program on the chapter web site.

F. Reimbursement of Committee Expenses

1. Reimbursement procedure
 - (a) Ordinary Expenses
 - (i) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [**revised 4/99**]
 - (b) Budgeted Expenses
 - (i) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [**revised 4/99**]

(c) Expenses Not Previously Budgeted

- (i) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]

G. Chapter Records

1. Receive from immediate past chair
 - (a) Previous three years of Local Arrangements files
 - (b) Budgets, preliminary and final programs, restaurant guides, etc.
2. Collect during term
 - (a) Items enumerated above.
3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

1. Two (or more) years before Annual Chapter Meeting

March Incoming Chair receives copy of Chapter Handbook from Handbook Editor (or whenever the site is chosen.

April Choose and book hotel space.

2. Year preceding the Annual Chapter Meeting

Note: Many of these events may be accomplished much earlier in the planning process. Should the meeting be scheduled in March, the dates must be adjusted backwards in time. These dates are the absolute last moment dates.

**March/
April** Chair attends Executive Committee meeting during annual chapter meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter meeting and reports on committee activities during business meeting. (Attendance and report can be delegated.)

April Chapter fiscal year begins

Southeastern Law Librarian copy due April 30. [added 3/00]

**April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

- May/
June** Develop program theme in consultation with President and Local Arrangements Chair.
- Prepare preliminary annual meeting and institute budget in conjunction with President and Local Arrangements Committee. - to be completed by September 1.
- July** Chapter membership year begins.
- Chair attends Executive Committee meeting during annual AALL meeting.
- Chair attends annual chapter business meeting and reports on committee activities. Attendance and report can be delegated.)
- Budget for annual chapter meeting and institute established by July 31.
- Contact most recent past Local Arrangements Chair to discuss any planning issues.
- Southeastern Law Librarian* copy due July 30. [added 3/00]
- August** Submit meeting announcement to “Continuing Education” and “Chapter News” column of AALL Spectrum in coordination with President and Program Committee Chair.
- Finalize budget for annual chapter meeting and institute by July 31.
- Prepare article for *Southeastern Law Librarian* about the history, culture and activities of the host city
- Block out program and preliminary schedule for activities in conjunction with President and Program committee
- Investigate options and costs for opening reception and Friday night social event
- Seek for recommendations for caterers, particularly from sites where events may be held.
- Consult with President regarding corporate sponsors for meals, breaks, events.
- September** Book the space and transportation (if needed) for Opening Reception and other social events.
- October** Consult with 2-3 caterers (if events are scheduled outside the hotel).
- Solicit exhibitors, including general information and Exhibitor registration form. Be sure to coordinate with President’s solicitation of sponsorships.
- Prepare second article for *Southeastern Law Librarian* on the host city and area tourist sites.
- Receive preliminary program copy from Program Committee.
- Southeastern Law Librarian* copy due October 30. [added 3/00]
- November/
December** Contact local law libraries regarding their interest in being included on tours. Decide whether to offer optional events for Saturday afternoon or evening.
- Program Committee provides list of speakers who are authorized to have expenses reimbursed.-- (also to Treasurer)
- Confirm caterer(s).
- Follow-up with vendors about exhibiting via mail or phone.
- Request hotel brochures and registration forms to include in preliminary mailing. (Membership + 20%)
- Request President and Program Committee Chair to write introduction for preliminary program.
- January** Finalize schedule for institute, SEAALL and COSELL Board and Committee meetings, local law libraries tours, programs, coffee breaks, meals and other events.

Handbook modifications due to editor two months prior to annual chapter meeting
Prepare Annual meeting Registration form.
Prepare preliminary program mailing and fax to Executive Committee for approval.
Acquire mailing labels from Membership Database Coordinator.
Print and copy preliminary program. (Membership + 20%)
Mail preliminary program, hotel and meeting registration forms by first class mail at least two months prior to the annual meeting.
Coordinate contact with guest speakers and AALL official visitor among the Program Committee and the President.
Receive final program information from Program Committee.
Southeastern Law Librarian copy due January 30. [added 3/00]

February

Provide list of new members registered for annual chapter meeting to Membership Committee chair.
Expense/revenue reports due to the President one month prior to the annual chapter meeting.
Send acknowledgment to Exhibitors, include hotel shipping address and confirm needs for Exhibit area (tables, a/v, etc)
Forward checks to Treasurer weekly for deposit.
Make hotel reservations for guest speakers.
Acquire registration supplies (name badges, folders, receipt book, etc.)
Order name badge ribbons if desired
Prepare local restaurant guide and hotel/conference center area map
Prepare “tickets” for events (meals, etc. for which the hotel/caterer will want a count)
Confirm speaker a/v needs with program committee and speaker.
If budget allows, order musical entertainment and/or flowers for events.

March

Receive Speaker Biographies from Program Committee Chair.
When processing registrations, track first time attendees, vegetarian meal requests, extra meal and/or event ticket purchases, institute registrations.
Determine room assignments for programs.
Prepare final program
Print final program, speaker biographies, restaurant guide and maps (registration + 10%)
After registration deadline, submit counts for each program anticipated attendance to Program Committee Chair
Prepare any signs not being taken care of by the conference facility.
Prepare schedule for registration desk and recruit volunteers.
Recruit volunteers to transport guest speakers to and from airport.
Confirm specific times and a/v needs with conference facility
Contact exhibitors/sponsors regarding attendees names, prepare badges.
Begin preparation of registrant name badges.

3. One week before Annual meeting

April/May

Complete registrant name badges.

Prepare a list of registrants and list of exhibitors, have copies made (registration + 10%)

Give caterer(s) final head counts for meals, including vegetarian requests

Prepare written instructions for Registration Desk volunteers.

Stuff registration packets.

Review invoices from hotel and other service providers; forward to Treasurer.

Prepare financial statement including income, expenses and profit or loss; send to President

Write annual report for Committee; send to President

Review SEAALL Handbook; suggest revisions

Prepare and deliver files to next Local Arrangements Chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [Revised 4/99]

1. Annual Committee Report
2. Reimbursement memo
3. Budget report
4. Annual chapter meeting registration form
5. Annual chapter meeting preliminary program
6. Annual chapter meeting budget
7. Institute registration form
8. Form to submit registration fees to Treasurer.

Membership Committee

A. Committee Charge

1. The Membership Committee will promote chapter membership and vitality within the Southeastern region, will maintain and distribute a biannual Membership Directory, and will coordinate activities which spotlight new members, retiring members and the organization.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (2) Membership ... (*Articles, Art. VII*)
2. The President shall appoint all members of the standing committees. (*Articles, Art. VII*)
3. The Chapter may at any regular meeting by a vote of two thirds of those present elect to life membership those who have been members of the Chapter for at least 10 years, who have reached the age of fifty-five years, unless retirement was due to health reasons, have retired from full-time active library work, and have a record of substantial service to the chapter. (*Bylaws, Art. I, Sec. 1*) [revised July 1998]
4. The Chapter may at any regular meeting by a vote of two thirds of those present elect non-members as honorary members. (*Bylaws, Art. I, Sec. 1*)

C. Composition

1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. For most efficient functioning, this committee needs a member from each state and Puerto Rico.
3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
4. The incoming President may also solicit other individuals for committee membership, if necessary.
5. Committee members will be appointed to two year terms to provide continuity for the committee.
6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Solicitation of new members
 - (a) Send membership information to potential members upon request as part of a membership solicitation campaign.

- (b) Distribute copies of membership brochure when appropriate or requested.
 - (c) Coordinate membership solicitation activities by individual members (e.g. members teaching law librarianship classes, appearances at career days, etc.)
 - (d) Organize chapter table in Activities Area of AALL annual meeting.
2. Welcome new members. [revised 4/99]
- (a) There will generally not be an overwhelming number of new members in any given year. Most will come during the annual dues paying process as institutional members substitute new members for those who have departed.
 - (b) Committee will receive a copy of any dues notices that indicates a new member or any completed new member brochure from the Treasurer.
 - (c) The committee will send a letter welcoming the new member to the chapter.
 - (i) Provide information on when to expect the next issue of the *Southeastern Law Librarian*
 - (ii) Provide information about upcoming chapter events, e.g. next annual chapter meeting, next annual business meeting
 - (iii) Solicit biographical information for "SEAALL Briefs" column in *Southeastern Law Librarian*.
 - (d) To assist with this process, the Membership Database manager will provide the committee with a copy of a current membership list in April and in September.
3. SEAALL membership brochure.
- (a) Update as needed in coordination with Newsletter/Public Relations Committee for consistency with other SEAALL publications.
4. Mentor Program
- (a) Publicize program in *Southeastern Law Librarian* and in program mailing.
 - (b) Solicit current members to serve as mentors.
 - (c) Coordinate with the Local Arrangements committee for name badges to be marked designating new members.
 - (d) Coordinate with Local Arrangements committee for name badges at annual meeting to be marked for mentors and mentees.
 - (e) Coordinate initial meeting of mentors and mentees
 - (f) Acknowledge and welcome new members during annual chapter meeting and annual chapter business meeting.
5. Member maintenance

- (a) Recognition of retiring members
 - (i) Letters of recognition
 - (ii) Recognition by President during annual chapter meeting.
 - (b) Recognition of deceased members
 - (i) Announcement in *Southeastern Law Librarian*
 - (ii) Forward names to AALL Executive Director, if also an AALL member.
 - (c) Membership Retention
 - (i) Coordinate campaign to encourage non-renewing members to renew.
 - (ii) Obtain list of non-renewing members from membership database manager. [**added 4/99**]
6. Membership Directory
- (a) Produce and distribute the biennial membership directory and odd numbered years.
 - (b) Obtain current paid membership list from Treasurer and/or Membership Database Manager
 - (c) Coordinate production with Membership Directory Editor and Newsletter/Public Relations Committee.
7. Life Members
- (a) The committee will accept nominations for life memberships.
 - (b) Nominations must include biographical data and significant contributions to the chapter. If possible, the nomination should include documents, testimonials, news stories or other similar supporting evidence.
 - (c) Submissions should be mailed to the current committee chair by May 15.
 - (d) If all documentation is in order, the nominees will be submitted for a vote of the membership during the annual chapter business meeting.
 - (e) Members honored with life membership shall be invited to attend the next annual chapter meeting.
8. Chapter Finances [**added executive committee meeting - 4/17/97**]
- (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.

9. Handbook
 - (a) The committee will review the committee procedures set out in the Chapter Handbook annually, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
10. Reporting [**revised 4/99**]
 - (a) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
11. Meetings
 - (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [**revised 4/99**]
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

1. President
 - (a) The committee will forward the names of retired and deceased members to the President.
 - (b) The committee will coordinate the recognition of new, retired and deceased members at chapter meetings with the President.
2. Treasurer
 - (a) The Treasurer will provide the committee with new member information.
 - (b) The committee will work with the Treasurer to determine current membership roles for preparation of the Membership Directory.
3. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
4. Education/Publications

- (a) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [**added 3/98**]
- 5. Membership Database/Directory Editor
 - (a) The committee will coordinate the production of the Membership Directory with the Editor.
 - (b) The editor will provide membership mailing labels when needed and when a mailing is approved by the Executive Committee.
 - (c) The editor will provide a copy of the membership list in April and September each year. [**added 4/99**]
- 6. Newsletter/Public Relations Committee
 - (a) The committees will coordinate the maintenance and updating of the membership brochure.
 - (b) The committees will coordinate the production of the Membership Directory.
 - (c) The Membership Committee will provide biographical information on new members for the "SEAALL Briefs" column. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
- 7. Local Arrangements Committee
 - (a) The committee will coordinate the activities of the Mentor Program with the Local Arrangements Committee.
- 8. Program
 - (a) The committee may work with the Program Committee to develop program proposals relevant to the charge of the Membership Committee.
- 9. Other SEAALL Committees
 - (a) The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

- 1. Ordinary Expenses
 - (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [**revised 4/99**]
- 2. Budgeted Expenses
 - (a) The chapter will reimburse the costs of any mass membership mailing when approved by the Executive Committee.

- (b) The chapter will reimburse the production costs for a revised membership brochure when revision is required and approved by the Executive Committee.
- (c) The chapter will reimburse the cost of production and mailing of the biennial Membership Directory.
- (d) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [revised 4/99]

3. Expenses Not Previously Budgeted

- (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]
- (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

- 1. Receive from immediate past chair
 - (a) Committee files for the previous three years
 - (i) Membership Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
 - (b) Copies of any project files for the previous three years.
 - (c) Stock of membership brochures
- 2. Collect during term
 - (a) Items enumerated above.
- 3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

**March/
April** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Incoming Chair receives copy Chapter Handbook from Handbook Editor

Receive copy of membership list from Membership Database manager

April Chapter fiscal year begins

Southeastern Law Librarian copy due April 30. [added 3/00]

**April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President. Chair solicits ideas for special projects from committee members.

Organize staffing and activities for chapter table in Activities Area of AALL annual meeting.

July Chapter membership year begins

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Southeastern Law Librarian copy due July 30. [added 3/00]

September Receive updated copy of membership list from Membership Database manager.

October *Southeastern Law Librarian* copy due October 30. [added 3/00]

**October/
November** Forward Mentor Volunteer form to Local Arrangements Committee Chair for annual chapter meeting mailing. [added 3/98]

January *Southeastern Law Librarian* copy due January 30. [added 3/00]

**January/
February** Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]

**February/
March** Chair prepares committee report. Report is due to President one month prior to annual chapter meeting.

Submit list of retired and deceased members to President.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

Receive list of new members registered to attend SEAALL meeting from Local Arrangements Committee for mentor program.

**April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [Revised 3/98]

1. Annual Committee Report

2. Reimbursement memo
3. Welcome letter -- (Editor's Note: pending)
4. Potential member letter -- (Editor's Note: pending)
5. Retiring member letter -- (Editor's Note: pending)
6. Former member letter -- (Editor's Note: pending)
7. Membership brochure/application form
8. Budget report
9. Mentor/mentee volunteer form -- (Editor's Note: pending)

Newsletter/Public Relations Committee

A. Committee Charge

1. The Committee publishes the *Southeastern Law Librarian* four times per year. The newsletter includes information of interest to members, such as committee reports, reports of the activities of members and articles related to the work of members. The committee informs the legal and library communities, and other pertinent audiences, about law libraries and law librarianship, particularly the activities of the chapter and its members.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (7) Newsletter and Public Relations (*Articles, Art. VII*) [**revised Annual meeting - 4/18/97**]
2. The President shall appoint all members of the standing committees. (*Articles, Art. VII*)

C. Composition

1. The chair of this committee typically serves a minimum of two years.
2. Upon notification that the current chair wishes to step down, the incoming President will appoint a new committee chair from the committee membership of the previous year prior to the annual chapter meeting.
3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
4. The incoming President may also solicit other individuals for committee membership, if necessary.
5. Committee members will be appointed to two year terms to provide continuity for the committee.
6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.
7. Once Committee members are appointed, the following positions within the committee should be established: production manager, advertising manager, public relations coordinator, and SEAALL Briefs coordinator.

D. Responsibilities

1. Producing the *Southeastern Law Librarian*
 - (a) Four issues per year are produced, approximately quarterly, with the schedule adjusted as needed to respond to the needs of the chapter and the Newsletter/Public Relations committee.

- (b) If it is necessary to deviate from the standard schedule set out in this Handbook, the Chair will alert the Executive Committee, all committee chairs and the membership to the change as soon as possible.
- (c) All issues include the following sections
 - (i) "SEAALL Briefs", a column of announcements of member activities
 - (ii) "From the President"
 - (iii) "Editor's Note"
 - (iv) Listing of current officers
 - (v) Quarterly Financial Statement
 - (vi) Calendar of Events
- (d) Specific issues include the following sections
 - (i) Committee memberships (Spring) [**revised 4/01**]
 - (ii) Announcements about annual chapter business meeting and reception during AALL (Summer)
 - (iii) Minutes of chapter business meetings (Summer - annual chapter meeting; Fall - annual chapter business meeting)
 - (iv) Reports written by Elliott Scholarship winners (Summer, Fall, or Winter)
 - (v) Announcement of Service to SEAALL Award winner (Summer)
 - (vi) Dues reminder (Summer)
 - (vii) Application for Lucile Elliott Scholarship (Fall)
 - (viii) Solicitation of officer nominees (Summer)
 - (ix) Volume index (Fall/Winter)
 - (x) Slate of candidates for upcoming election (Winter)
 - (xi) Membership Directory (Winter - biennial)
 - (xii) Program information about annual chapter meeting (Winter and/or Spring)
 - (xiii) Solicitation of Service to SEAALL Award nominees (Winter and Spring)
 - (xiv) Announcement of Lucile Elliott Scholarship winners (Spring)
 - (xv) Committee Volunteer form (Winter)

- (e) Other content
 - (i) Substantive articles by members
 - (ii) Proposed amendments to Articles and Bylaws (if time allows: Winter issue for vote at annual chapter meeting, Spring issue for vote at annual chapter business meeting)
 - (iii) Annual committee reports (as space allows)
 - (iv) AALL announcements (as space allows)
- (f) Distribution
 - (i) The *Southeastern Law Librarian* is distributed to presidents and newsletter editors of other AALL chapters (as long as the chapter budget can support this distribution).
 - (ii) Two copies are sent to the Chapter Archives (in addition to the Archive holder's personal copy).
 - (iii) Copies are sent to each library school in the Southeastern region.
 - (iv) Copies are distributed to current and potential advertisers (as stock is available).
- 2. Chapter Finances [**added executive committee meeting - 4/17/97**]
 - (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
- 3. Handbook
 - (a) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
- 4. Reporting [**revised 4/99**]
 - (a) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
- 5. Meetings
 - (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [**revised 4/99**]

- (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

1. President
 - (a) Prepares "President's Column" for each issue of the *Southeastern Law Librarian*.
2. Secretary
 - (a) Prepares minutes of chapter business meeting for appropriate issues of the *Southeastern Law Librarian*.
 - (b) Submits proposed amendments to Articles and Bylaws (if time permits).
3. Treasurer
 - (a) Prepares financial report for each newsletter issue.
4. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
5. Membership Database/Directory Editor
 - (a) Coordinate the production of the Membership Directory with the Editor [along with the Membership Committee].
 - (b) Provides mailing labels for each issue.
6. Articles and Bylaws Committee
 - (a) Prepares information on proposed amendments (if time permits before balloting).
7. Education/Publications Committee
 - (a) Coordinate vendor support for publication projects to pursue/not pursue newsletter advertisers.
 - (b) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [**added 3/98**]
8. Membership Committee
 - (a) Prepares information on Mentor program in anticipation of annual chapter meeting.

- (b) Prepares announcements of retired and deceased members.
 - (c) Prepares information on new members for the "SEAALL Briefs" column.
 - (d) Coordinate production of membership brochure for consistency of style, etc.
 - (e) Coordinate production of Membership directory [along with the Membership Database/Directory Editor].
9. Nominating Committee
- (a) Prepares information on candidates (if time permits before balloting)
10. Program Committee
- (a) Prepares information on annual educational program and institute.
 - (b) Newsletter/Public Relations Committee may provide assistance with publicity of an educational program and institute.
11. Scholarship Committee
- (a) Prepares article outlining guidelines and soliciting applications and application for Lucile Elliott Scholarship
 - (b) Ensures that scholarship recipients prepare articles.
12. Service to SEAALL Committee
- (a) Prepares information on the solicitation of nominees for and granting of the Service to SEAALL award.
13. Other SEAALL Committees
- (a) The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
- (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [revised 4/99]
2. Budgeted Expenses
- (a) The chapter will reimburse the cost of production of the *Southeastern Law Librarian*, including printing and mailing costs.
 - (b) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [revised 4/99]

- (c) Specific arrangements for the payment of newsletter expenses will be subject to local needs. [added 3/98]

3. Expenses Not Previously Budgeted

- (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]
- (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from immediate past chair

- (a) Committee files for the previous three years
 - (i) Newsletter/Public Relations Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
 - (iii) Details on current advertisers
- (b) Copies of any project files for the previous three years.
- (c) Back stock of *Southeastern Law Librarian* issues

2. Collect during term

- (a) Items enumerated above.

3. Convey to successor/Archives

- (a) Items enumerated above.
- (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

**March/
April**

Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor.

- April** Chapter fiscal year begins
Southeastern Law Librarian copy due April 30. [**added 3/00**]
- April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
Chair receives final list of committee members and any special assignments from the President.
Chair solicits ideas for special projects from committee members.
- June** Chair prepares preliminary committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
- July** Chapter membership year begins
Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
Southeastern Law Librarian copy due July 30. [**added 3/00**]
- October** *Southeastern Law Librarian* copy due October 30. [**added 3/00**]
- January** *Southeastern Law Librarian* copy due January 30. [**added 3/00**]
Handbook modifications due to editor two months prior to annual chapter meeting [**revised 4/99**]
- January/
February** Chair prepares committee report. Report is due to President one month prior to annual chapter meeting.
- February/
March** Expense/revenue reports due to the President one month prior to the annual chapter meeting
Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
Incoming Chair receives preliminary list of committee members from incoming President.
- April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [Revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Budget report
4. Advertising invoice

Nominating Committee

A. Committee Charge

1. The Nominating Committee is responsible for preparing the annual slate of candidates for chapter offices. The committee shall endeavor to present a balanced slate of candidates with regard to geography, type-of-library, areas of professional expertise, and personal characteristics such as gender and ethnic heritage. The committee shall encourage all members to submit suggestions for well-qualified candidates.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (3) Nominating (*Articles, Art. VII*)
2. The President shall appoint all members of the standing committees. (*Articles, Art. VII*)
3. The President shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by November 1 in the year which the officer is elected. Vice-President/President-Elect, Secretary, Treasurer. (*Bylaws, Art. II*)
4. The Nominating Committee shall not submit, for election to the office of Vice-President/President-Elect, the name of any member who is not in good standing of the American Association of Law Libraries. (*Bylaws, Art. II*)
5. Additional nominations may be made by any member by communicating in writing such nomination to the President. (*Bylaws, Art. II*)
6. The Vice-President/President-Elect shall be elected ... each year. The secretary and a member-at-large shall be ... each even numbered year. The treasurer and a member-at-large shall be elected ... each odd-numbered year. (*Bylaws, Art. II*) [revised 4/99]

C. Composition

1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Maximum committee size is 5. It is essential that this committee have an odd number of members.
3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
4. The incoming President may also solicit other individuals for committee membership, if necessary.
5. Committee members will be appointed to one year terms. [revised 4/01]
6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Preparation of slate of candidates
 - (a) Chapter tradition has presented two candidates for each office. The committee, in consultation with the Executive Committee, may choose to present one candidate for office.
 - (b) The committee will solicit nominations from the membership by any available means, including newsletter notices, chapter meetings and appropriate Internet discussion lists.
 - (c) Candidates for Vice-President/President-Elect will be presented every year.
 - (d) Candidates for Secretary and a Member at Large will be presented in each even-numbered year. **[revised 4/99]**
 - (e) Candidates for Treasurer and a Member at Large will be presented in each odd-numbered year. **[revised 4/99]**
 - (f) Contact potential candidates for consent to stand for office.
 - (g) The completed slate will be presented to the Executive Committee for approval by November 1 and announced by the committee chair to the membership by December 1. **[revised 3/00]**
 - (h) The committee will obtain biographical information on the candidates using the SEAALL candidate biographical information form and will forward that information to the Secretary for inclusion in the ballot mailing by December 15. **[revised 3/00]**
2. Future Elections
 - (a) The committee will maintain lists of potential candidates for use by future Nominating Committees.
 - (b) The committee will create news articles, program proposals, etc. to encourage participation in the election process.
 - (c) The committee will maintain lists of all previous candidates for office.
3. Chapter Finances **[added executive committee meeting - 4/17/97]**
 - (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
4. Handbook
 - (a) The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.

5. Reporting [**revised 4/99**]
 - (a) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
6. Meetings
 - (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [**revised 4/99**]
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

1. Executive Committee
 - (a) The committee will present the slate of candidates to the Executive Committee for approval.
2. Secretary
 - (a) The committee will provide the Secretary with the slate of candidates, along with biographical information on each candidate.
3. Handbook Editor
 - (a) The Handbook Editor will provide a comprehensive list of former SEAALL officers and committee chairs by distributing the Chapter History section of this Handbook.
 - (b) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
4. Education/Publications Committee
 - (a) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [**added 3/98**]
5. Newsletter/Public Relations Committee
 - (a) The committee will submit a solicitation for candidates and will announce the slate of officers in the appropriate issues of the *Southeastern Law Librarian*.

- (b) Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.

6. Other SEAALL Committees

- (a) The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses

- (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [revised 4/99]

2. Budgeted Expenses

- (a) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [revised 4/99]

3. Expenses Not Previously Budgeted

- (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]
- (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from immediate past chair

- (a) Committee files for the previous three years including
 - (i) Nominating Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
 - (iii) List of potential candidates for office.
 - (iv) List of all previous candidates.
- (b) Copies of any project files for the previous three years.

2. Collect during term

(a) Items enumerated above.

3. Convey to successor/Archives

(a) Items enumerated above.

(b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ April	<p>Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)</p> <p>Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)</p> <p>Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.</p> <p>Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor</p>
April	<p>Chapter fiscal year begins</p> <p><i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]</p>
April/ May	<p>Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.</p> <p>Chair receives final list of committee members and any special assignments from the President.</p> <p>Chair solicits ideas for special projects from committee members.</p>
July	<p>Chapter membership year begins</p> <p>Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)</p> <p>Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)</p> <p><i>Southeastern Law Librarian</i> copy due July 30. [added 3/00]</p>
October	<p>Candidate nominees due from membership by October 15. [revised 4/01, 4/05]</p>
November	<p>Slate of candidates presented to President (by November 1).</p> <p><i>Southeastern Law Librarian</i> copy with biographies due November 30. [added 3/00, revised 4/05]</p>
December	<p>Provide biographical information on candidates to Secretary by December 15. [added 3/00]</p>
January	<p><i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]</p>
January/ February	<p>Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]</p>
February/ March	<p>Chair prepares committee report. Report is due to President one month prior to annual chapter meeting.</p> <p>Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.</p> <p>Incoming Chair receives preliminary list of committee members from incoming President.</p>

**April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Candidate biographical information form
4. Budget report

Placement Committee

A. Committee Charge

1. The Placement Committee assists chapter members searching for new positions by communicating the availability of new positions. The committee also responds to potential employers with information about SEAALL members who are interested in new employment opportunities and serves as liaison between SEAALL members and prospective employers at the request of a SEAALL member.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (4) Placement ... (*Articles, Art. VII*)
2. The President shall appoint all members of the standing committees. (*Articles, Art. VII*)

C. Composition

1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Maximum committee size is 5.
3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
4. The incoming President may also solicit other individuals for committee membership, if necessary.
5. Committee members will be appointed to two year terms to provide continuity for the committee.
6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Placement Assistance
 - (a) The committee serves as a clearinghouse for librarians seeking positions and employers seeking to fill positions by collecting resumes of librarians and forwarding resumes to interested employers.
 - (b) These services may be advertised through various means, including newsletter notices, chapter meetings and appropriate Internet discussion lists.
2. Internet Job Posting
 - (a) The committee monitors a variety of Internet listservs, posting relevant positions to the seaall-p discussion list.

3. Placement activities during the annual chapter meeting
 - (a) The committee will develop placement services notices for distribution to the membership with the preliminary program mailing. **[added 4/99]**
 - (b) The committee will organize Placement binders with resumes and jobs for use during the annual chapter meeting.
4. Chapter Finances **[added executive committee meeting - 4/17/97]**
 - (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
5. Handbook
 - (a) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
6. Reporting **[revised 4/99]**
 - (a) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
7. Meetings
 - (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. **[revised 4/99]**
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. **[revised 4/99]**
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

1. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
2. Education/Publications
 - (a) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**

3. Local Arrangements
 - (a) The committee will coordinate Placement activities scheduled for the annual chapter meeting with the Local Arrangements Committee.
 - (b) The committee will produce placement activities forms for inclusion in the preliminary program mailing. [added 4/99]
4. Newsletter/Public Relations
 - (a) The committee will develop copy describing the chapter's Placement Services. Consult the most recent issue of the *Southeastern Law Librarian* for appropriate copy deadlines.
5. Program
 - (a) The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.
6. Other SEAALL Committees
 - (a) The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
 - (a) Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [revised 4/99]
2. Budgeted Expenses
 - (a) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [revised 4/99]
3. Expenses Not Previously Budgeted
 - (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]
 - (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from immediate past chair
 - (a) Committee files for the previous three years
 - (i) Placement Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
 - (iii) Placement Binders used during annual chapter meeting.
2. Collect during term
 - (a) Items enumerated above.
3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ April	<p>Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by President. (Attendance can be delegated.)</p> <p>Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)</p> <p>Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.</p> <p>Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor</p>
April	<p>Chapter fiscal year begins</p> <p><i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]</p>
April/ May	<p>Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.</p> <p>Chair receives final list of committee members and any special assignments from the President.</p> <p>Chair solicits ideas for special projects from committee members.</p>
June	<p>Chair prepares preliminary committee report. Report is due to the President one month prior to the chapter business meeting at AALL.</p>
July	<p>Chapter membership year begins</p> <p>Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)</p> <p>Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)</p> <p><i>Southeastern Law Librarian</i> copy due July 30. [added 3/00]</p>
October	<p><i>Southeastern Law Librarian</i> copy due October 30. [added 3/00]</p>
January	<p><i>Southeastern Law Librarian</i> copy due January 30. [added 3/00]</p>

January/ February	Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]
February/ March	Chair prepares committee report. Report is due to President one month prior to annual chapter meeting. Expense/revenue reports due to the President one month prior to the annual chapter meeting. Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting. Incoming Chair receives preliminary list of committee members from incoming President.
April/ May	Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Employer /Employee Listing form
4. Budget report

Program Committee

A. Committee Charge

1. The Program Committee will design, plan and implement educational programming for the chapter.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (1) Program ... (*Articles, Art. VII*)
2. The President shall appoint all members of the standing committees. (*Articles, Art. VII*)

C. Composition

1. The Committee Chair is the incoming Vice-President/President-Elect.
2. Maximum committee size is ten. Appointment will generally not be for two years.
3. Committee members will be appointed by the President in consultation with the Program Committee Chair.
4. Committee appointments will endeavor to reflect the diversity of the membership.

D. Responsibilities

1. Annual Chapter Meeting
 - (a) Details regarding the planning of the annual chapter meeting can be found in the Local Arrangements committee section of this handbook.
2. Budgeting
 - (a) In conjunction with the Local Arrangements Committee and the President, the committee determines the Registration fee for the meeting.
 - (b) The committee develops a budget for approval by the Executive Committee. Meeting income should equal or exceed meeting expenses.
 - (c) Regular budget reports are made to the Executive Committee during the planning process.
 - (d) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately.
3. Programming
 - (a) The committee develops programs for the chapter's annual educational meeting.
 - (b) Committee members identify topics, speakers and moderators.

- (c) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the educational program.
- (d) The number of program slots and speakers may be dependent upon the facilities available and the impact upon the budget.
- (e) A variety of programming methods should be utilized whenever possible.
- (f) Committee members serve as program coordinators.
- (g) The committee is responsible for creating, distributing and collecting program evaluations. Completed evaluations should be returned to the Program Committee chair. [**added 4/01**]

4. Speakers [**added 4/99**]

- (a) The Committee identifies appropriate speakers for each of the annual chapter meeting programs.
- (b) The number of non-SEAALL member speakers should be limited due to strains for the budget. Non-member speakers should be encouraged to stay over Saturday night if there is a significant difference in the cost of air fare.
- (c) Only non-member speakers will be reimbursed for expenses. No chapter member or vendor speaker will be reimbursed.
- (d) Reimbursement will be limited to transportation (including mileage from home to airport), meals not provided as a part of the annual meeting at a per diem rate of \$50 per day and no more than \$25 for any one meal.
- (e) The payment of honoraria is discouraged.
- (f) Expenses for spouses or children of non-member speakers will not be reimbursed.
- (g) The committee will provide the names and arrival dates of the non-member speakers to the Local Arrangements Committee in order to have rooms reserved for the speakers.
- (h) The Program Committee will provide confirmed speakers with a the chapter reimbursement guidelines, an expense report, an a/v request form (in coordination with the Local Arrangements Committee)
- (i) Speakers planning to use computers for projection purposes must bring their own.
- (j) The Program Committee will collect biographical information on speakers and convey said in camera ready format to the Local Arrangements committee.

5. Printing [**added 4/99**]

- (i) The committee will provide the Local Arrangements committee with the details of the program for preparation of the preliminary and final programs.
6. Annual Institute
- (a) Programming
 - (i) The committee develops programming for the chapter's annual one-day institute preceding the beginning of the annual chapter meeting.
 - (ii) Committee members identify a topic and speaker(s).
 - (iii) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the programming.
 - (iv) Policies on speakers for institutes parallels that for the annual chapter meeting.
 - (v) Registration for the Institute is separate from that of the annual meeting.
 - (b) Budgeting
 - (i) In conjunction with the Local Arrangements Committee and the President, the committee determines the Registration fee for the institute.
 - (ii) The committee develops a budget for approval by the Executive Committee. Institute income should equal or exceed institute expenses.
 - (iii) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately
7. Meetings
- (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. **[revised 4/99]**
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. **[revised 4/99]**
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

8. Budget
 - (a) In addition to the budgets for the annual chapter meeting and the annual institute, the committee is responsible for developing a general budget proposal covering expenses for any additional committee activities planned for the next fiscal year.
 - (b) The proposal is due to the President one month prior to the annual chapter meeting.
9. Handbook
 - (a) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
10. Reporting [**revised 4/99**]
 - (a) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

1. President
 - (a) Program theme must be coordinated with the President and Local Arrangements Committee.
 - (b) Time slots must be made available for committee meetings, executive committee meetings and business meetings as specified by the President.
2. Executive Committee
 - (a) Budgets for the annual educational program and the annual institute must be approved by the Executive Committee.
 - (b) The Executive Committee must approve any unanticipated expenses.
 - (c) Regular budget reports are made to the Executive Committee.
3. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
4. Education/Publications Committee
 - (a) The Education/Publications Committee should be alerted to programs suitable for an AALL program proposal. Program ideas not selected for the annual meeting may also be suggested.
 - (b) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [**added 3/98**]

5. Local Arrangements Committee
 - (a) Program theme and activities must be coordinated with Local Arrangements planning.
 - (b) Budget and registration fees are set in conjunction with the activities of the Local Arrangements Committee
 - (c) Programming possibilities are dependent upon the facilities available.
 - (d) Communicate the names of speakers and their a/v requests.
 - (e) Provide copy for the preliminary and final programs.
 - (f) Provide camera ready copy of speaker biographies.
6. Membership Committee
 - (a) Mentor program activities during the annual meeting must be coordinated with Local Arrangements and Program Committees.
7. Newsletter/Public Relations Committee
 - (a) Information on the meeting is developed for publication in the *Southeastern Law Librarian*
 - (i) Items to be published include announcement of program theme, program titles and speakers.
 - (b) Consult the most recent issue of the *Southeastern Law Librarian* for appropriate copy deadlines.
 - (c) Assistance with meeting public relations activities may be provided by the Newsletter/Public Relations Committee.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
 - (a) Ordinary expenses incurred in the performance of committee activities will not be reimbursed by the chapter.
2. Budgeted Expenses
 - (a) Reimbursement memos for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement memo Form. (see Forms section in SEAALL Handbook)
3. Expenses Not Previously Budgeted
 - (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.

- (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement memo Form (see Forms section in SEAALL Handbook).
- (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from immediate past chair
 - (a) Committee files for the previous three years
 - (i) Program Committee reports.
 - (ii) Minutes of committee meetings and conference calls.
 - (iii) Final chapter educational printed programs for the previous five years.
 - (iv) Program proposals not presented for the previous year.
 - (b) Copies of any project files for the previous three years.
2. Collect during term
 - (a) Items enumerated above.
3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

- | | |
|--------------------|---|
| February/
March | Upon notification of election results begin gathering possible program and institute topics. Consult with incoming President to assemble committee. |
| March/
April | Outgoing and/or Incoming Chair attends Executive Committee meeting.

Meet with committee during annual chapter meeting.
Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor |
| April | Chapter fiscal year begins
<i>Southeastern Law Librarian</i> copy due April 30. [added 3/00] |
| April/
May | Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15. |

	Chair receives any special assignments from the President.
May/ June	Develop program theme in consultation with President and Local Arrangements Chair. Finalize working list of programs.
	Prepare preliminary annual meeting and institute budget in conjunction with President and Local Arrangements Committee. - to be completed by September 1.
July	Chapter membership year begins Meet with Committee prior to Executive Committee meeting Make program coordinator assignments. Chair attends Executive Committee meeting during annual AALL meeting. Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.) <i>Southeastern Law Librarian</i> copy due July 30. [added 3/00]
August	Preliminary program slots assigned in conjunction with Local Arrangements committee and President. Speaker and moderators assigned to programs Local Arrangements committee submits meeting announcement to “Continuing Education” and “Chapter News” columns of <u>AALL Spectrum</u> . Finalize budget for annual chapter meeting and institute by July 31.
September/ October	Finalize preliminary program and send to Local Arrangements Committee for printing to meet February 1 mailing deadline.
October	<i>Southeastern Law Librarian</i> copy due October 30. [added 3/00]
November	Provide Local Arrangements committee with names of speakers who are authorized for reimbursement.
January	Gather speaker bios, audiovisual requirements, copyright releases, travel arrangements for outside speakers. Prepare final program copy for Local Arrangements committee (if different from preliminary program). Handbook modifications due to editor two months prior to annual chapter meeting. [revised 4/99] <i>Southeastern Law Librarian</i> copy due January 30. [added 3/00]
February/ March	Chair prepares committee report. Report is due to President one month prior to annual chapter meeting. Receive program attendance counts from Local Arrangements Committee and advise speakers of appropriate number of handouts to provide. Expense/revenue reports due to the President one month prior to the annual chapter meeting. Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting. Incoming Chair receives preliminary list of committee members from incoming President.
April/ May	Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [Revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Preliminary Program
4. Memo to speakers
5. Memo to program coordinators
6. Annual chapter meeting budget & expense report
7. Speaker information form
8. Institute registration form
9. Annual chapter meeting registration form
10. Program evaluation
11. Speaker/Non-Member Expense Report

Scholarship Committee

A. Committee Charge

1. The Scholarship Committee publicizes, manages, and awards the annual Lucile Elliott Scholarships, Annual Meeting Grant, CONELL Grant, Student Scholarship, and other scholarships as established by the SEAALL Executive Committee. [**revised 2005, 2006**]

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (5) Scholarship ... (*Articles, Art. VI*)
2. The President shall appoint all members of the standing committees. (*Articles, Art. VI*)

C. Composition of Committee

1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Lucile Elliott Scholarship program (Spring)
 - (a) Guidelines – [**adopted 1994, revised 1998, revised 2004**]
 - (i) The Lucile Elliott Scholarship fund was established to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Part of the purpose of these awards is to encourage recipients to remain in the profession.
 - (ii) Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed. Associate members are not eligible for SEAALL scholarships. [**revised 4/99**]
 - (iii) Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.
 - (iv) Applicants who have received a Lucile Elliott Scholarship within the previous three years are ineligible to receive a scholarship.

- (v) Five points will be deducted for each SEAALL scholarship received by an applicant.
- (vi) In selecting scholarship recipients, the Committee will consider the following factors:
 - (1) Length of membership in SEAALL:
 - a. The Chapter wishes to encourage the participation of is newer members (3 years or less). Therefore, when the applicant pool permits, scholarships will be awarded on a 70:30 newer members to continuing members ratio.
 - (2) Participation and service to the law library profession:
 - a. This is demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.
 - (3) Intended use of scholarship:
 - a. Scholarships may be used to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Preference shall be given for attending any activity sponsored by the Southeastern Chapter.
 - (4) Lack of financial assistance from employer.
 - a. Scholarship recipients will be required to write an article for the *Southeastern Law Librarian* related to the scholarship activity or to volunteer for and serve on a SEAALL committee during the upcoming year. **[revised 3/98]**
- (b) Procedures
 - (i) The committee will verify the amount of funding available with the President by July 31.
 - (ii) The Chair or a committee member will prepare an article or advertisement outlining the award guidelines and submit the application form for the summer issue of the *Southeastern Law Librarian*. The article should include information on the service to the chapter which is required of successful applicants. **[revised 3/98, 4/06]**
 - (iii) The availability of the scholarships will be publicized via other media as appropriate.
 - (iv) Completed applications must be postmarked within 7 days of the SEAALL Annual Meeting Program becoming available to members.

The Chair of the Scholarship Committee should consult with the members of the Local Arrangements Committee to coordinate dates. **[revised 3/98, 7/03, 4/06]**

- (v) After chair verifies that all applicants are chapter members in good standing, copies of the completed applications and uncompleted ranking forms are mailed or emailed to the Scholarship Committee within a week of the application deadline. **[revised 3/98, 7/03, 4/06]**
- (vi) Committee members return ranking sheets to Chair within 2 weeks. **[revised 3/98, 7/03, 4/06]**
- (vii) Chair resolves any conflicts or ties among selections.
- (viii) Chair notifies President of list of recipients.
- (ix) Chair notifies recipients by letter or email, inquiring as to when recipient requires the money and verifies with recipient the service to SEAALL requirement, and asks the recipient to choose her/his preferred service activity (see section D. 1 .a.7 above). Decision on service activity to be made by scholarship recipient within 2 weeks of receiving the award. **[revised 3/98, 7/03, 4/06]**
 - (1) Recipients choosing to volunteer for a SEAALL committee should submit a ranked list of three committees to the Chair of the Scholarship Committee. **[added 3/98, revised 4/06]**
 - (2) The Chair will notify the Vice-President/President-Elect of those recipients choosing committee service by March 5 to insure that committee appointments are forthcoming. **[added 3/98, revised 7/03]**
 - (3) The Chair will notify the Editor of the *Southeastern Law Librarian* of those recipients choosing to write articles as their service option. Recipients writing about the same event should be encouraged to write about different sessions of the event, if at all feasible. **[added 3/98, revised 4/06]**
- (x) Recipients accept or reject the award in writing.
- (xi) Chair notifies Treasurer of scholarship recipients, addresses, amounts and date when funds are required by February 15. **[revised 7/03]**

2. Student Scholarship Program (Fall) **[added 4/05, amended 4/06]**

(a) Guidelines

- (i) The SEAALL Scholarship for Library School Students is intended to promote interest in the profession of law librarianship among library school students. It will be awarded to a student whom the Scholarship Committee determines has indicated a genuine interest in the profession of law librarianship and is likely to pursue a career in law librarianship.

- (ii) The recipient will also be given a one-year membership in SEAALL
- (iii) To qualify for a library school scholarship an applicant must:
 - (1) Be a student registered at an ALA-accredited library school who resides within the geographic area covered by SEAALL, and who will continue as a student for another semester or quarter. The geographic area covered by SEAALL includes Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, US Virgin Islands, Virginia, District of Columbia, and West Virginia.
 - (2) Submit a completed application for the student scholarship, postmarked by October 1,
 - (3) Submit 2 letters of recommendation from teachers and/or employers with the application,
 - (4) Submit a personal statement that indicates a genuine interest in the profession of law librarianship with the application.
- (iv) In selecting scholarship recipients, the Committee will consider the following factors:
 - (1) Genuine interest in the profession of law librarianship as a career, evidenced by:
 - a. the personal statement,
 - b. letters of recommendation,
 - c. relevant work or internship experience,
 - d. relevant course work,
 - e. relevant professional activity;
 - (2) Any previous scholarships or grants to an applicant; however, such previous awards will not render the applicant ineligible for the library school scholarship.
- (v) The award recipient will be required to write an article for the *Southeastern Law Librarian* about a topic the student learned about in library school or in an internship, preferable a topic that relates to law librarianship.

3. Annual Meeting Grant (Spring) [**added 4/06**]

(a) Guidelines

- (i) The Annual Meeting Grant was established to provide the cost of full registration at AALL to a SEAALL member.

- (ii) Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed. Associate members are not eligible for SEAALL scholarships.
 - (iii) Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.
 - (iv) Applicants who have received a SEAALL scholarship within the previous three years are ineligible to receive a scholarship.
 - (v) Scholarship recipients will be required to write an article for the *Southeastern Law Librarian* related to the scholarship activity or to volunteer for and serve on a SEAALL committee during the upcoming year.
- (b) Procedures
- (i) The committee will verify the amount of funding available with the President by July 31.
 - (ii) The Chair or a committee member will prepare an article or advertisement outlining the award guidelines and submit the application form for the summer issue of the *Southeastern Law Librarian*. It should include information on the service to the chapter which is required of successful applicants.
 - (iii) The availability of the scholarships will be publicized via other media as appropriate.
 - (iv) Completed applications are due at the same time the Lucile Elliott applications are due.
 - (v) After chair verifies that all applicants are chapter members in good standing, copies of the completed applications and uncompleted ranking forms are mailed or e-mailed to the Scholarship Committee within a week of the application deadline.
 - (vi) Chair resolves any conflicts or ties among selections.
 - (vii) Chair notifies President of list of recipients.
 - (viii) Chair notifies recipients by letter or e-mail, inquiring as to when recipient requires the money and verifies with recipient the service to SEAALL requirement, and asks the recipient to choose her/his preferred service activity (see section D. 1 .a.7 above). Decision on service activity to be made by scholarship recipient within 2 weeks of receiving the award
 - (ix) Recipients choosing to volunteer for a SEAALL committee should submit a ranked list of three committees to the Chair of the Scholarship Committee to assure appointment.

- (x) The Chair will notify the Vice-President/President-Elect of those recipients choosing committee service by March 5 to insure that committee appointments are forthcoming.
- (xi) The Chair will notify the Editor of the *Southeastern Law Librarian* of those recipients choosing to write articles as their service option. Recipients writing about the same event should be encouraged to write about different sessions of the event, if at all feasible.
- (xii) Recipients accept or reject the award in writing.
- (xiii) Chair notifies Treasurer of scholarship recipients, addresses, amounts and date when funds are required by the end of February.

4. Conell Grant (Spring) [added 4/06]

(a) Guidelines

- (i) The Conell Grant was established to provide the cost of Conell registration and the cost of staying in a hotel for one night to a SEAALL member.
- (ii) Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed. Associate members are not eligible for SEAALL scholarships.
- (iii) Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.
- (iv) Applicants who have received a SEAALL scholarship within the previous three years are ineligible to receive a scholarship.
- (v) Scholarship recipients will be required to write an article for the *Southeastern Law Librarian* related to the scholarship activity or to volunteer for and serve on a SEAALL committee during the upcoming year.

(b) Procedures

- (i) The committee will verify the amount of funding available with the President by July 31.
 - (1) The Chair or a committee member will prepare an article or advertisement outlining the award guidelines and submit the application form for the summer issue of the *Southeastern Law Librarian*. It should include information on the service to the chapter which is required of successful applicants.
 - (2) The availability of the scholarships will be publicized via other media as appropriate.
 - (3) Completed applications are due at the same time the Lucile Elliott applications are due.

- (4) After chair verifies that all applicants are chapter members in good standing, copies of the completed applications and uncompleted ranking forms are mailed or e-mailed to the Scholarship Committee within a week of the application deadline.
 - (5) Chair resolves any conflicts or ties among selections.
 - (6) Chair notifies President of list of recipients.
 - (7) Chair notifies recipients by letter or e-mail, inquiring as to when recipient requires the money and verifies with recipient the service to SEAALL requirement, and asks the recipient to choose her/his preferred service activity (see section D. 1 .a.7 above). Decision on service activity to be made by scholarship recipient within 2 weeks of receiving the award.
 - (8) Recipients choosing to volunteer for a SEAALL committee should submit a ranked list of three committees to the Chair of the Scholarship Committee to assure appointment.
 - a. The Chair will notify the Vice-President/President-Elect of those recipients choosing committee service by March 5 to insure that committee appointments are forthcoming.
 - b. The Chair will notify the Editor of the *Southeastern Law Librarian* of those recipients choosing to write articles as their service option. Recipients writing about the same event should be encouraged to write about different sessions of the event, if at all feasible.
 - (9) Recipients accept or reject the award in writing.
 - (10) Chair notifies Treasurer of scholarship recipients, addresses, amounts and date when funds are required by the end of February.
5. Chapter Finances [**added executive committee meeting - 4/17/97, revised 4/06**]
- (a) Chair will monitor committee expenses/revenue during the year; chair will collaborate with committee by August 15 to prepare a budget outlining the amount of the budget that will be allocated to each scholarship category.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
6. Handbook
- (a) The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.

7. Reporting [**revised 4/99**]
 - (a) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
 - (b) The report will include both the names of scholarship recipients and the service activity chosen by each recipient. [**added 3/98**]
8. Meetings
 - (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (b) Minutes will be recorded for each conference call and meeting.
 - (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [**revised 4/99**]
 - (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. President
 - (a) Confirm funds available for scholarship awards by July 31.
 - (b) Coordinate announcement of scholarship winners at annual chapter meeting.
2. Vice-President/President-Elect
 - (a) Chair conveys names of scholarship recipients choosing committee service prior to upcoming annual chapter meeting by February 5. [**added 3/98**]
3. Handbook Editor
 - (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
4. Education/Publications
 - (a) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. [**added 3/98**]
5. Newsletter/Public Relations Committee
 - (a) Submit article and application form, and announcement of winners for appropriate issues of *Southeastern Law Librarian*.
 - (b) Coordinate submission of articles written by scholarship winners.

- (c) Consult the most recent issue of the Southeastern Law Librarian for copy deadlines.

F. Reimbursement of Committee Expenses

1. Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. [revised 4/99]
2. Budgeted Expenses
 - (a) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. [revised 4/99]
3. Expenses Not Previously Budgeted
 - (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. [revised 4/99]
 - (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from immediate past chair
 - (a) Committee files for the previous three years.
 - (b) Copies of any project files for the previous three years.
2. Collect during term
 - (a) Items enumerated above.
3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ April	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
	Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

	Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
	Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]
April/ May	Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15. Chair receives final list of committee members and any special assignments from the President. Chair solicits ideas for special projects from committee members.
June	Chair prepares preliminary committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
July	Chapter membership year begins Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.) Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.) Chair confirms with President, by July 31, amount of funds available for scholarships. <i>Southeastern Law Librarian</i> copy due July 30. [added 3/00]
August	Notify Deans of Library Schools about Student Scholarship (ALA Directory is online.) [added 4/05]
October	Reminders of scholarship application deadlines posted on law-lib; seaall-l and other relevant lists <i>Southeastern Law Librarian</i> copy due October 30. [added 3/00]
January	Scholarship application deadline is January 15. Committee reviews applications and determines award recipients. <i>Southeastern Law Librarian</i> copy due January 30. [added 3/00]
January/ February	Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]
February	Chair notifies scholarship recipients of award. [revised 7/03] Recipients acknowledge acceptance of award and date funds are needed. [revised 7/03] Chair notifies Treasurer of award recipient names and amounts awarded. [revised 3/98, 7/03] Recipients choose preferred service activity by February 28. [added 3/98, revised 7/03] Treasurer sends checks to scholarship recipients unless recipient requests a different date.
Feb./Mar.	Chair prepares committee report. Report is due to President one month prior to annual chapter meeting.
March	Chair notifies Vice-President/President-Elect of scholarship recipients who choose committee membership as service requirement. [added 3/98, revised 7/03] Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

Outgoing Chair prepares and delivers files to incoming Committee Chair and/or SEAALL Archives by May 15.

I. Relevant Chapter Forms [Revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Scholarship rating sheet
4. Budget report

Service to SEAALL Committee

A. Committee Charge

1. The Service to SEAALL Committee is charged with receiving nominations, selecting candidates and giving an award to the chapter member who has made special, significant and sustained contributions to the chapter.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (10) Service to SEAALL. (*Articles, Art. VII*) [**added annual meeting - 4/18/97**]
2. The President shall appoint all members of the standing committees. (*Articles, Art. VII*)

C. Composition

1. The committee is composed of the Immediate Past President and the two immediately previous award winners.
2. The committee chair is the previous winner who is serving his/her last year on the committee.

D. Responsibilities

1. SEAALL Service Award
 - (a) Solicit and compile information about potential award candidates.
 - (i) Use all appropriate media for solicitation of candidates including *Southeastern Law Librarian*, seaall-l, announcements during chapter meetings, etc.
 - (b) Criteria are:
 - (i) Candidate must have given special service to the chapter.
 - (ii) Candidate must have a sustained record of service to the chapter.
 - (iii) Candidate must have been a chapter member for at least five years.
 - (iv) Current and immediate past officers are not eligible.
 - (c) The award does not have to be presented every year.
 - (d) Language of Award plaque

(i) Example 1:

DISTINGUISHED SERVICE
AWARD
PRESENTED TO
name here
◇◇◇◇◇◇◇◇◇◇
BY THE
SOUTHEASTERN CHAPTER, A.A.L.L.
design here
IN RECOGNITION OF
SUSTAINED SPECIAL SERVICE
TO THE CHAPTER
◇◇◇◇◇◇◇◇◇◇
date

(ii) Example 2:

PRESENTED TO
name
BY THE
SOUTHEASTERN CHAPTER, A.A.L.L.
IN RECOGNITION OF
HER/HIS SUSTAINED, SPECIAL SERVICE
TO THE CHAPTER
design here
date

2. Review award criteria as needed.
3. Review committee composition as needed.
4. Develop information to assist the committee in making the award.
5. Chapter Finances [**added executive committee meeting - 4/17/97**]
 - (a) Chair will monitor committee expenses/revenue during the year.
 - (b) Chair will notify outgoing President of totals prior to the annual chapter meeting.
6. Handbook
 - (a) The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
7. Reporting [**revised 4/99**]

- (a) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year..

8. Meetings

- (a) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. **[revised 4/99]**
- (b) Minutes will be recorded for each conference call and meeting.
- (c) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. **[revised 4/99]**
- (d) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- (e) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers, Administrative Positions or Other Committees

1. President

- (a) The committee will keep the President informed of its activities as appropriate.

2. Handbook Editor

- (a) The committee will provide proposed additions and revisions to the procedures included in this Handbook.

3. Education/Publications

- (a) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**

4. Newsletter/Public Relations

- (a) The Committee will provide articles on the award to the *Southeastern Law Librarian*. Articles will include a solicitation for nominees and a report on the winner. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.

5. Other SEAALL Committees

- (a) The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. **[revised 4/99]**
2. Budgeted Expenses
 - (a) The chapter will reimbursement the cost of the plaque that is presented to the award winner.
 - (b) Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. **[revised 4/99]**
3. Expenses Not Previously Budgeted
 - (a) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (b) Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. **[revised 4/99]**
 - (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

G. Chapter Records

1. Receive from immediate past chair
 - (a) Committee files for the previous three years.
 - (b) Copies of any project files for the previous three years.
2. Collect during term
 - (a) Items enumerated above.
3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

- March/
April** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
- Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
- Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

	Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due April 30. [added 3/00]
April/ May	Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15. Chair receives final list of committee members and any special assignments from the President. Chair solicits ideas for special projects from committee members.
June	Chair prepares Annual Committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
July	Chapter membership year begins Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.) Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.) <i>Southeastern Law Librarian</i> copy due July 30. [added 3/00]
October	<i>Southeastern Law Librarian</i> copy due October 30. [added 3/00]
January	<i>Southeastern Law Librarian</i> copy due January 30. [added 3/00]
January/ February	Handbook modifications due to editor two months prior to annual chapter meeting [revised 4/99]
February/ March	Chair prepares committee report. Report is due to President one month prior to annual chapter meeting. Expense/revenue reports due to the President one month prior to the annual chapter meeting. Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting. Incoming Chair receives preliminary list of committee members from incoming President.
April/ May	Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms [revised 3/98]

1. Annual Committee Report
2. Reimbursement memo
3. Budget report

Archivist
[section added 4/99]

A. Charge

1. The Chapter Archivist is responsible for maintaining archives of chapter activity files.

B. Articles/Bylaws Statements

1. None

C. Responsibilities

1. Maintain in an organized fashion the records of all chapter activities.
2. Provide research assistance to officers, committee chairs or other chapter members seeking information about previous chapter practices.
3. Solicit contributions of member files related to chapter activities for addition to the archives
4. Identify and seek to fill gaps in the collection's holdings.
5. Remind committee chairs of their responsibility to forward older files to the archives.

D. Relationship with SEAALL Officers, Committees and Other Administrative Positions

1. Officers

- (a) Seek older files for addition to the archives.

2. Secretary

- (a) Receive copies of current Articles or Bylaws.
- (b) Receive copies of any proposed Articles or Bylaws amendments.

3. Treasurer

- (a) Receive print versions of chapter financial records annually.

4. Committees [**added 3/00**]

- (a) Solicit contributions of committee files for archives

5. Newsletter/Public Relations Committee

- (a) Receive 5 extra copies of each issue of the *Southeastern Law Librarian* for the archives.

6. Handbook Editor

- (a) Receive a copy of each new edition of the Handbook for the archives in addition to a copy for the use of the Archivist.
- (b) Receive copies of correspondence regarding modifications to handbook sections.

E. Reimbursement of Expenses [revised 4/99]

- 1. Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of the duties of the Archivist will not be reimbursed by the Chapter.
- 2. Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
- 3. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

F. Chapter Records

G. Calendar of Responsibilities [added 3/00]

March/ April	Annual chapter meeting
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due by April 30.
May	Archivist receives older materials from committee chairs as new chairs take office.
July	Chapter membership year begins Annual chapter business meeting <i>Southeastern Law Librarian</i> copy due by July 30.
October	<i>Southeastern Law Librarian</i> copy due by October 30.
January	<i>Southeastern Law Librarian</i> copy due by January 30.
January/ February	Send proposed handbook modifications to Handbook Editor two months prior to annual chapter meeting.

Handbook Editor

A. Charge

1. The Handbook editor is responsible for maintaining and distributing the Chapter Handbook and Procedure Manual.

B. Articles/Bylaws Statements

1. None

C. Responsibilities

1. Handbook revision and maintenance
 - (a) A new edition of the handbook is prepared annually.
 - (b) The editor attends Executive Committee meetings and chapter business meetings for potential handbook revisions.
 - (c) The editor monitors the Southeastern Law Librarian and other SEAALL communications for potential handbook revisions.
 - (d) The editor notifies all officers, committee chairs and individuals holding administrative posts of the production time line for handbook revisions.
 - (e) The editor provides drafts of all handbook modifications to those who have suggested changes and to other affected positions.
 - (f) Drafts of all handbook modifications are reviewed by the President and Vice-President/President-Elect.
 - (g) A limited supplement may be issued if Articles and/or Bylaws amendments or Executive Committee actions following the annual chapter meeting or the annual business meeting warrant.
 - (h) Complete editions will only be issued once per year.
2. Handbook distribution
 - (a) Handbooks are distributed in paper format to all officers, committee chairs and individuals holding administrative posts.
 - (b) New editions are distributed to all officers and administrative positions prior to the annual chapter meeting and by mail to those not in attendance. [**revised 4/99**]
 - (c) New editions are distributed to all committee chairs during the annual chapter meeting and by mail to those not in attendance. [**added 4/99**]
3. Chapter Finances [**added executive committee meeting - 4/17/97**]
 - (a) Editor will monitor committee expenses/revenue during the year.

- (b) Editor will notify outgoing President of totals prior to the annual chapter meeting.

4. Website

- (a) The editor will prepare for potential distribution of the handbook via the SEAALL website.

D. Relationship to SEAALL Officers, Other Administrative Positions or Committees

1. President

- (a) The President will provide counsel to the Handbook Editor when questions arise regarding Handbook revisions suggested by officers, committee members or those holding administrative positions.

2. Vice-President/President-Elect

- (a) The Vice-President/President-Elect will provide information on committee chairs and complete committee membership lists.
- (b) Assist the President in providing oversight for proposed Handbook revisions.

3. Secretary

- (a) The Secretary will provide copies of minutes from all Executive Committee meetings and chapter business meetings.
- (b) The Secretary will provide election results and results from Articles and/or Bylaws amendments votes.

4. Other Officers, Administrative Positions and Committees

- (a) Other entities will provide proposed revisions to the appropriate Handbook sections.

E. Reimbursement of Expenses [revised 4/99]

1. Ordinary Expenses

- (a) Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of Handbook maintenance will not be reimbursed by the Chapter.
- (b) Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
- (c) Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

2. Budgeted Expenses

- (a) The chapter will reimburse the cost of production and mailing of the annual handbook update and any subsequent supplemental updates.
 - (b) Typical budgeted expenses for the handbook include photocopying, binder purchase, and postage for mailing any handbooks not distributed during the annual meeting.
3. Expenses Not Previously Budgeted
- (a) Should projects be undertaken which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (b) Requests for reimbursement should be submitted to the President and/or Executive Committee.
 - (c) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

F. Chapter Records

- 1. Receive from previous editor
 - (a) Master copy of handbook (print and electronic versions).
 - (b) Handbook editions for the past three years (print only).
 - (c) Minutes from all executive committee meetings and chapter business meetings (print).
 - (d) Correspondence regarding revisions for the previous three years (print and electronic).
 - (e) All formatting notes and procedural notes (print and electronic).
- 2. Collect during term
 - (a) Items enumerated above.
- 3. Convey to successor/Archives
 - (a) Items enumerated above.
 - (b) Older files and materials are to be sent to SEAALL archives.

G. Calendar of Responsibilities

- February/
March** Revised edition of handbook distributed to officers and individuals holding administrative posts during the annual chapter meeting.
- March/
April** Editor attends Executive Committee meeting during annual chapter meeting
- Editor attends annual chapter meeting and reports on handbook activities during business meeting, if necessary.

- Revised edition of handbook distributed to committee chairs during the annual chapter meeting.
- Revised edition of handbook is distributed by mail to those not attending the annual chapter meeting.
- April** Chapter fiscal year begins
Southeastern Law Librarian copy due by April 30. [**added 3/00**]
- April/
May** Editor receives final list of committee memberships from President.
- July** Chapter membership year begins
Editor attends Executive Committee meeting during annual AALL meeting.
Editor attends annual chapter business meeting and reports on handbook activities, if necessary.
Southeastern Law Librarian copy due by July 30. [**added 3/00**]
- October** *Southeastern Law Librarian* copy due by October 30. [**added 3/00**]
- December/
January** Editor notifies all officers, committee chairs and individuals holding administrative positions of the production time line for annual handbook revision.
- January** *Southeastern Law Librarian* copy due by January 30. [**added 3/00**]
- January/
February** Receive proposed handbook modifications two months prior to annual chapter meeting
- February/
March** Provide drafts of handbook modifications to appropriate officers and committee chairs

H. Relevant Chapter Forms [revised 3/98]

1. Reimbursement memo
2. Budget report

Membership Database Manager

A. Charge

1. The Membership Database Manager is responsible for maintaining the SEAALL membership database. The database is used to prepare mailing labels and to create a SEAALL membership directory. The database may also be used for chapter demographic information and membership status.

B. Articles/Bylaws Statements

1. None

C. Responsibilities

1. Membership database
 - (a) Member information is entered from the dues form or membership brochure which is forwarded by the Treasurer.
 - (b) Information includes
 - (i) Basic address information: name, address, phone no., fax no., email address
 - (ii) Coding for the type of library at which the member is employed
 - (1) firm, academic, court, associate, and student/other
 - (iii) Year of most recent dues payment
 - (1) Customarily member names are deleted from the database only when a new member who replaces a previous member is identified.
 - (c) The database also includes information on the “complimentary” newsletter copies
 - (i) AALL entities
 - (1) President, Executive Director
 - (2) Chapter Newsletter editors
 - (ii) These entries are coded to identify their affiliation
 - (1) For ease of updating
 - (2) To include/eliminate the entry for label production
 - (d) Updating of the database will be completed to the extent possible by September 1 each year.
2. Mailing labels

- (a) Labels are produced as needed.
 - (b) When producing label sets, the Bylaws must be consulted for specific entities entitled to receive the planned mailing
 - (i) Current paid and life members receive ballots.
 - (ii) Current paid, life members and “complementaries” receive newsletters.
 - (iii) Current paid and previous year lapsed members receive dues notices.
 - (iv) Current paid, life members and previous year lapsed members receive conference brochures.
 - (c) The appropriate Executive Committee member should be consulted when in doubt.
 - (d) Postal regulations for bulk mailings should be followed.
3. Membership directory
- (a) Directory is currently produced in odd years.
 - (b) A directory typically includes
 - (i) Articles of Incorporation and Bylaws
 - (ii) An alphabetical listing of members with a separate listing for associate members
 - (iii) A geographical listing.
 - (c) Directory distribution is typically as an insert to the *Southeastern Law Librarian*.
4. New members [**added 4/99**]
- (a) The database manager works with the Treasurer and the Membership Committee to identify all new chapter members.
 - (b) New members via dues notice
 - (i) Some new chapter members occur with the return of the annual dues notices.
 - (ii) All dues notices are returned to the Treasurer. Copies of the paid dues notices are forwarded to the Database Manager. If a new member is indicated on the form, the Treasurer also sends a copy of the dues notice to the Membership Committee chair for appropriate welcome letters.
 - (c) New members via membership brochure

- (i) New members who complete the form in the membership brochure return that form to the Treasurer. The Treasurer sends a copy of the new member form to the Database Manager for database update and to the Membership Committee chair for appropriate welcome letters.

5. Membership Committee [**added 4/99**]

- (a) To assist the membership committee, the database manager will send a copy of the current membership list to the incoming membership Committee chair at least in April and an updated copy in September after the database has been updated. Additional lists and checks will be supplied as needed.

6. Chapter Finances [**added executive committee meeting - 4/17/97**]

- (a) Manager will monitor expenses/revenue during the year.
- (b) Manager will notify outgoing President of total expenses/revenue prior to the annual chapter meeting.

D. Relationship to SEAALL Officers, Other Administrative Positions or Committees

1. Executive Committee

- (a) The Executive Committee will provide guidance on the preparation of mailing label sets should the Bylaws statements be inconclusive.

2. Secretary

- (a) The Database manager will provide labels for elections and articles and/or bylaws amendment mailings.

3. Treasurer [**added 4/99**]

- (a) The Database manager will provide labels/forms for dues notices.

4. Handbook Editor

- (a) The Database manager will provide proposed additions and revisions to the procedures included in this Handbook.

5. Membership Committee [**added 4/99**]

- (a) The Committee will work with the Membership database manager and the Newsletter/Publications Committee to produce the biennial membership directory.
- (b) The Database manager will provide the committee chair with an updated membership list at least in April (at the change of committee chairs) and in September after the annual database update.
- (c) Additional lists and checks will be supplied as needed.

6. Newsletter/Public Relations

- (a) Production of the directory will be coordinated with the committee and the Membership Committee.
- (b) The Database manager will provide labels for mailing the *Southeastern Law Librarian*.

7. Other Officers, Administrative Positions and Committees

- (a) The Database Manager will provide the appropriate sets of mailing labels to other entities as requested with appropriate approval.

E. Reimbursement of Expenses

1. Ordinary Expenses [**revised 4/99**]

- (a) Ordinary expenses, such as phone calls, postage and copy charges incurred in the performance of maintenance of the membership database will not be reimbursed by the Chapter.
- (b) Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
- (c) Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

2. Budgeted Expenses

- (a) The chapter will reimburse the cost of production of all standard sets of mailing labels.
- (b) Standard sets include those required for mailing the *Southeastern Law Librarian*, for mailing annual election ballots, for mailing annual dues notices, for mailing program announcements for the annual chapter meeting and for mailing any Articles and/or Bylaws amendments votes.

3. Expenses Not Previously Budgeted

- (a) Should label sets be requested that will require reimbursement but which have not been previously budgeted, approval from the President and/or Executive Committee must be sought prior to undertaking the activity.
- (b) The entity requesting the non-budgeted label sets is required to provide evidence of that approval.
- (c) Upon approval, the President will forward the Reimbursement memo to the Treasurer for payment.

F. Chapter Records

1. Receive from previous database manager

2. Collect during term
3. Convey to successor/Archives

G. Calendar of Responsibilities [revised 4/99]

March/ April	Provide membership list to incoming Membership Committee chair.
	Provide mailing labels to Treasurer for dues notices.
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due by April 30. [added 3/00]
July	Chapter membership year begins <i>Southeastern Law Librarian</i> copy due by July 30. [added 3/00]
September	Database update completed Provide updated membership list to Membership Committee chair.
October	<i>Southeastern Law Librarian</i> copy due by October 30. [added 3/00]
January	Provide mailing labels to Secretary for ballots/articles & bylaws changes. <i>Southeastern Law Librarian</i> copy due by January 30. [added 3/00]

H. Relevant Chapter Forms [revised 3/98]

1. Dues Notice
2. Budget report
3. Reimbursement memo

Registered Agent

A. Charge

1. The Registered Agent is responsible for housing and maintaining the Chapter's Minute Book.

B. Articles/Bylaws Statements

1. None

C. Responsibilities

1. The Chapter's Registered Agent must be a resident of the State of Florida and serves as such for a minimum of three years.
2. The Registered Agent is responsible for housing and maintaining the Chapter's Minute Book.
3. The Minute Book should include:
 - (a) copies of the minutes of the Chapter's Executive Committee Meetings from the Secretary.
 - (b) copies of the minutes from the Chapter's Business Meetings from the Secretary.
 - (c) copies of the Chapter's annual corporate report prepared by the Registered Agent.
 - (d) copies of the Chapter's annual budget prepared by the Treasurer.
 - (e) copies of the Chapter's income tax return from the Treasurer.
4. Should the appropriate officer not provide copies of the above listed reports, the Registered Agent should request them from the officer.

D. Corporate Information

1. The Southeastern Chapter of the American Association of Law Libraries is a section 501 (c)(6) non-profit trade association under federal income tax laws.
2. The Chapter is incorporated in the state of Florida.
3. A chapter member who is resident in the state of Florida serves as Registered Agent for the chapter.
4. The Chapter's Employer Identification Number is: 5 8-1592266.
5. The Chapter's accounting period (fiscal year) ends March 31.

E. Corporate Reports

1. A report is required annually by the Florida Secretary of State.

2. The report is prepared by the Chapter's Registered Agent and sent to the Treasurer.
3. The Treasurer pays the corporation filing fee as required by the state of Florida and mails the report, providing a copy of the signed report to the Registered Agent.

F. Income Tax Reports

1. The Chapter is incorporated as a non-profit corporation and is not required to file a federal or state income tax return unless gross receipts exceed \$25,000 per year.
2. The Treasurer provides a copy of the chapter's Florida and Federal income tax returns to the Registered Agent.
3. Further information is available in a directive from the Internal Revenue Service dated November 30, 1990 found in the Appendix section of this manual.

G. Reimbursement of Expenses [revised 4/99]

1. Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of the duties of the Registered Agent will not be reimbursed by the Chapter.
2. Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
3. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

H. Chapter Records [added 3/98]

I. Calendar of Responsibilities [added 3/98]

March/ April	Annual chapter meeting
April	Chapter fiscal year begins <i>Southeastern Law Librarian</i> copy due by April 30.
July	Chapter membership year begins Annual chapter business meeting <i>Southeastern Law Librarian</i> copy due by July 30.
October	<i>Southeastern Law Librarian</i> copy due by October 30.
January	<i>Southeastern Law Librarian</i> copy due by January 30.
January/ February	Send proposed handbook modifications to Handbook Editor two months prior to annual chapter meeting.

J. Relevant Chapter Forms [added 3/98]

1. Budget report

Webmaster/Postmaster

Editor's Note: Webmaster/Postmaster Section is pending

- A. Charge**
- B. Articles/Bylaws Statements**
- C. Responsibilities**
- D. Relationship with SEAALL Officers, Committees and Other Administrative Positions**
- E. Reimbursement of Expenses [revised 4/99]**
 - 1. Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of the duties of the maintaining the Chapter web page will not be reimbursed by the Chapter.
 - 2. Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
 - 3. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.
- F. Chapter Records**
- G. Calendar of Responsibilities**