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# Southeastern Law Librarian

## Vote in the 2023 SEAALL Election!

### Voting Process

The 2023 election will again be hosted by AALL's online election system.

We will elect a Vice -president/President-elect and a Member-at-large.

Polls open on Monday, February 20, 2023 and you may submit your ballot anytime until 11:59 p.m. (EDT) on Friday, March 3, 2023.

On the first day of the election, eligible voters will receive an email message from AALL containing information about the voting process.

An "eligible voter" is any member whose dues are current. Election results will be announced to the SEAALL membership, via email

### Notes: from the Nominations Committee:

I want to take this opportunity to thank the Nominations Committee for their work in creating the excellent slate of candidates for the upcoming SEAALL election.

They were always available, reached out to members and colleagues to encourage possible candidates and were thoughtful and enthusiastic about the work and its timelines.

Many thanks to Trina Holloway, Melissa Strickland, Andrew Christensen, and Emily McCutcheon.

### Please vote.

Billie Jo Kaufman, Chair – SEAALL Nominations Committee

## VP / President-Elect Candidate: Kathleen (Katie) Brown

### VP/ President-Elect Charge:

- *Serves as Chair of the Program Committee for the annual chapter meeting.*
- *Assists the President in conducting the affairs of the chapter.*
- *Prepares for term of office as President. Duties and Responsibilities.*
- *Serves as Chair of the Program Committee.*
- *Assumes all duties and obligations of the President in the absence or withdrawal of the President.*
- *Serves as a member of the Articles and Bylaws Committee.*
- *Solicits and appoints committee chairs and members.*
- *Attends the Council of Chapter Presidents meeting and any associated training offered by AALL either virtually or at the AALL annual meeting.*
- *Presents outgoing President with a gift of appreciation from Executive Board during the chapter business meeting at the annual chapter meeting.*



**Associate Dean for Information Resources**

**Charleston School of Law, Sol Blatt Jr. Law Library**

Hello SEAALL members ,  
As we all know, SEAALL is one of the leading regional chapters in AALL, so I was incredibly grateful to learn the nominations committee chose to include me on the slate of candidates for the VP/President-Elect position. If elected, I look forward to giving back to a chapter that has provided me a great deal throughout my career.

I began my SEAALL journey in 2006 after accepting my first professional position at a Law Library in Florida. I can still clearly remember my first Library Director, Karl Gruben, upon starting my new job discussing with me the value of professional development and being an active participant in the national and regional chapters of AALL. He also stressed how lucky I was to be in

one of the best and most active regional chapters. I have heard this sentiment echoed by many librarians in and outside of our region, and it is also one I share. As I entered the profession, It was members of this chapter I spoke with and SEAALL Conference programs I attended that helped to guide my career and nurture my well-being as a newer Law Librarian.

Throughout my membership, I have found ample opportunities to volunteer and give back to the chapter through committee work. Finding unique and enjoyable opportunities for involvement in the profession is one area where SEAALL excels. If elected, I will look for even more opportunities to foster these positive growth experiences for legal and information professionals in all stages of their careers. In the last few years, I have truly enjoyed exploring my more creative side while serving as the editor for the SEAALL Newsletter. One thing I love about putting together the newsletter is reading the articles and stories of our members. Each of our journeys to a career in legal information is different, and I would also like to explore new ways to share our stories to encourage others to join us in this profession that brings us joy.

Thank you again for considering me for the office of VP/President-elect. I would be delighted to serve SEAALL in this new leadership capacity.

## VP / President-Elect Candidate: Beau Steenken

In 2010 I attended my first SEAALL meeting in Williamsburg, Virginia. At the time, I was still finishing up Information School and had determined that I could afford to attend one regional conference that spring to further my job search. It came down to a decision between SEAALL and SWALL, and while I was largely swayed by more prospective employers scheduled to be present at SEAALL than at SWALL, location may also have had something to do with my choice. I'm happy to say that it's a decision that I have never once regretted!

A few months after attending the Williamsburg SEAALL, I accepted my position at the University of Kentucky and have happily been involved with SEAALL ever since. Over the years I have participated in a number of SEAALL committees, including serving as Local Arrangements Chair for the 2015 meeting in Lexington. Additionally, I have previously chaired the AALL Diversity Committee as well as the AALL Spectrum Article of the Year Awards Jury, and twice served as a Team Leader on AALL's AMPC. I also have some previous chapter leadership experience through ORALL, the other



**Instructional Services Librarian  
and Professor of Legal Research**

**University of Kentucky J. David  
Rosenberg College of Law Library**

AALL chapter whose geographical footprint includes Kentucky.

At the University of Kentucky, I serve as Instructional Services Librarian in which role I coordinate the formal legal research curriculum, including the required 1L course and a rotation of Advanced & Specialized Legal Research courses for upper level students, as well as perform general library duties. Along with my colleague Tina Brooks, I author the open-source legal research textbook *Sources of American Law: an Introduction to Legal Research* published by CALI. My main hobby these days is coaching youth soccer.

It is an honor to be nominated to stand for Vice President/President-Elect of SEAALL. Our chapter provided a warm welcoming environment as I started my professional career, and I value all of my experiences in it. I would be happy to give back to the chapter by serving in this role, and I look forward to returning to Virginia to see y'all back in person in Richmond!

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### Member- at -Large

#### Charge:

*Serves as a voting member of the Executive Board and represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.*

#### *Responsibilities*

- *Handle all arrangements for the chapter business meeting and reception traditionally held during the AALL annual meeting. Coordinates any Chapter VIP.*
- *Other duties as assigned by the President.*

## Member-at-Large Candidate: Katie Hanschke



**Katie Hanschke**  
Head of Instruction and  
Access Services

**Vanderbilt University Law  
School, Alyne Queener  
Massey Law Library**

Ever since I joined during law school, SEAALL and its conference have held a special place in my heart. It is the first law library conference I attended and the first conference at which I presented. I took a brief break from the organization to attend library school in Arizona, and immediately upon starting my first full time librarian position in North Carolina, I joined again! I believe that SEAALL offers the best of both worlds. The organization is small enough in size to encourage more networking, but it also provides many of the same opportunities and experiences as offered by the larger organization of AALL. I value the relationships that I have forged with SEAALL members, and I always gain value from attending the SEAALL annual meeting. I have served on several SEAALL committees, including chairing the Community Service Committee, and they have all been worthwhile experiences in which I felt I made a real impact on the committee's and organization's goals. All of these reasons are why I am interested in becoming more involved as a member of the executive board.

I would be proud to represent the general membership as the Member at Large, and if I am elected, I look forward to working with all of you to positively contribute to the continued success of SEAALL.

## Member-at-Large Candidate: Gail Mathapo

Thank you for considering me as a candidate for the SEAALL Member-at-Large position. My membership in SEAALL is invaluable to my career. It has provided me with opportunities to expand my network of law librarian colleagues who I now consider friends, discuss and share insight from work experiences on panels and perform committee activities. I recently served on the inaugural board of the Black Law Librarians Special Interest Section (BLL-SIS) in the Member-At-Large position and continue to serve as the Chair of BLL-SIS's Membership Committee.

I would like to give back to the BEST chapter of AALL by serving on its board to help continue the mission of providing outstanding educational and professional development opportunities.



**Gail Mathapo**  
Assistant Law Librarian

**Homer M. Stark Law Library  
Gwinnett County**



## Southeastern Law Librarian

Below find the revised SEAALL bylaws that will be included on the February 20 – March 3 election ballot.

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### BYLAWS OF Southeastern Chapter of the American Association of Law Libraries (SEAALL)

#### Article I NAME AND OFFICES

Section 1. Name. The name of this organization shall be Southeastern Chapter of the American Association of Law Libraries, Inc. (hereinafter “SEAALL”), a chapter of the American Association of Law Libraries and a nonprofit organization organized under the laws of the State of South Carolina.

Section 2. Principal Office. The Principal Office is located at the Legal Information Center at the University of Florida, P.O. Box 117628, Gainesville, Florida, 32611.

Section 3. Registered Office. The Registered Office is located at 17 Ruth Vista Road, Lexington, South Carolina, 29073.

#### Article II PURPOSE AND MISSION

Section 1. Charitable and Educational Purpose. SEAALL is established for the educational purpose of promoting law librarianship for the community; developing and increasing the use of law libraries for the general public; cultivating the science of law librarianship; and fostering a spirit of cooperation among the members of the profession, particularly those in the Southeastern region of the United States. SEAALL is organized exclusively as a corporation described in section 501(c)(3) and exempt from taxation under section 501(a) of the Internal Revenue Code of 1986, as amended.

#### Article III MEMBERSHIP

Section 1. Eligibility for membership. Membership in SEAALL shall be open to all persons interested in law librarianship or in law libraries.

Section 2. Classification of Membership. There shall be six categories of membership.

##### 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 thirty percent 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 Board of Directors.

##### B. Student Members

Any person officially enrolled at least half-time in a degree program related to law librari-

anship shall become a student member upon payment of annual dues provided that membership in this category is limited to five consecutive years. The Board of Directors 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 Board of Directors 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 shall be entitled to individual membership in SEAALL 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 Board of Directors and shall pay annual dues.

#### E. Life Members

SEAALL members may at any regular meeting by a vote of two-thirds of those present elect to life membership librarians retired from full-time active library work who have been members of SEAALL for at least ten years, who have reached the age of fifty-five years, (unless retirement was earlier due to health reasons), and who have a record of substantial service to the chapter.

#### F. Honorary Members

SEAALL members may at any regular meeting by a vote of two-thirds of those present elect nonmembers as honorary members.

### Section 3. Rights and Privileges of Members.

Voting. All members who are in good standing have the right to vote except for honorary members and associate members.

Committees. All members have the right to serve on committees. The right to chair a committee shall be restricted to individual members, institutional members, and life members.

Board of Directors. The right to hold office shall be open to all members in good standing except for honorary members and associate members.

Non-Liability of Members. The members of SEAALL shall not be held personally liable for debts, liabilities, or obligations of SEAALL.

Access to SEAALL Material. The right to access the *Chapter Newsletter* and the *Chapter Membership Directory* shall be shared by all members.

Section 4. Dues. All members other than life members and honorary members are required to pay annual dues. The annual dues shall be set by the Board of Directors or as specified in the current SEAALL Handbook. Individual, associate, student, and institutional dues 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. Dues are not refundable.

## Article IV

### MEETING OF THE MEMBERS

Section 1. Annual Business Meeting. The annual business meeting of the members shall be held at such date and at such time as shall be designated from time to time by the Board of Directors. At that time the members shall transact such business as may properly be brought before the meeting.

Section 2. Other Meetings. The Board of Directors may call other meetings for SEAALL members as deemed necessary.

Section 3. Notice. The Board of Directors shall send notice to each member at least five business days prior to the meeting.

Section 4. Quorum. The attendance of at least ten percent of SEALL's total membership shall constitute a quorum at any member meeting.

Section 5. Voting at Meetings. If a quorum is present at any meeting, the vote of the majority of members shall decide any question brought before such a meeting, unless the question is one of which a different vote is required by law or by the articles of incorporation or elsewhere in these bylaws. Members entitled to vote shall have one vote on each matter submitted to a vote at a members' meeting.

Section 6. Written/Electronic Voting. Any matter or issue requiring the vote of the members, or upon which the Board resolves to seek action by the members, may be submitted to the members for approval by written/electronic ballot without the necessity of calling a meeting of members. The determination to seek member approval for actions by written/electronic ballot shall be made by the Board of Directors. Electronic ballots shall be made available to all members within a reasonable time as decided by the Board. The Board of Directors must specify the time for closing the balloting prior to sending the electronic ballots to the membership.

## Article V

### BOARD OF DIRECTORS

Section 1. Authority. The Board of Directors shall oversee SEAALL and maintain its position. The Board is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to the Officers and committees.

Section 2. Qualifications and Number. All Directors shall consist of natural persons. The number of Directors shall be fixed at eight members. The Officers of SEAALL, elected pursuant to Article VI of these bylaws, shall be members of the Board of Directors. The remaining Board of Directors shall be elected from the members of SEAALL, except for honorary and associate members. The additional Directors will consist of the Past President and three at-large members. No member may hold more than one position on the Board of Directors at a time.

Section 3. Selection of Directors and Term. No member may be elected to the same position on the Board of Directors for more than two consecutive terms. The position of President and Vice President shall be limited to one term. Directors on the Board shall be elected by the qualifying members of SEAALL either for a term of one year, two years, or three years. The Officers of SEAALL shall serve on the Board of Directors during the duration in which they hold office. The remaining four Directors shall serve as follows: (1) Past President shall serve a one-year term on the Board of Directors following his or her term as President, (2) two at-large members will each serve a two-year term, with the terms staggered so that one new at-large member assumes office each year, and (3) one at-large member will serve a three-year term, being elected every third year.

Section 4. Vacancies. A vacancy shall be declared in any seat on the Board upon the death, resignation, or incapacity or disabling injury of a Board member which renders the Director incapable of participating in the management and affairs of the organization for the remaining term of office. A vacancy in the presidency shall be filled by the Vice President, and the Board shall elect an additional at-large member to fill the Board during the

remaining VP term. Any other vacancy shall be filled by election by a majority of the remaining members of the Board. The newly elected member shall serve until a new member is elected by the general membership at its annual business meeting.

Section 5. Election Procedures. A Nominating Committee shall be responsible for nominating a slate of prospective Board members representing SEAALL's diverse constituency by December 1 of the fiscal year in which elections are to be held. In addition, any member can nominate a candidate to the slate of nominees by submitting the nomination in writing to the Nominating Committee. All members will receive one vote for the candidate of their choosing for each position. 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 at a meeting of SEAALL. In case of a tie vote, a run-off election shall be held by distribution of a special ballot. Should the runoff election end in a tie, the Secretary is empowered to conduct a coin toss or similar random draw means to determine the winner.

Section 6. Nomination by Petition. A member may be nominated for any office by submitting the member's name to the Nominating Committee no later than thirty days after the Nominating Committee sends the membership notice of the slate of nominees, as provided in the previous paragraph, so long as the nominating petition is signed by two percent of the members and the nominee has provided written acceptance.

Section 7. Meetings and Notice. Meetings of the Board shall be held whenever called by the President of SEAALL. Reasonable notice will be given to the Board members prior to the call of the meeting. In the event of the absence of the President from any SEAALL meeting, one of the other members of the Board shall be selected to preside by majority vote of Board members in attendance. Telecommunication and electronic meetings and correspondence are acceptable, as provided in Article VIII, Section 9.

Section 8. Quorum for Board Meetings. A majority of the Board shall constitute a quorum for the transaction of business at all meetings convened according to these bylaws.

Section 9. Compensation. The Board shall receive no compensation other than reasonable expenses.

## Article VI OFFICERS

Section 1. Enumeration of Officers. The Officers of SEAALL shall consist of a President, Vice President, Secretary, and Treasurer. Each Officer shall be a Director and shall be elected by the members of SEAALL.

Section 2. Term. All Officers shall be elected from the members of SEAALL in accordance with the Board of Directors as set forth in Article V. The Officers shall serve until the adjournment of the annual business meeting at the end of their selected term. Officers will be elected to the following terms:

### President

The President will serve a one-year term and will automatically be succeeded by the Vice President elected by SEAALL members the preceding year. The President will automatically serve on the Board of Directors, as Past President, the year immediately following the President's term.

### Vice President

The Vice President shall serve a one-year term and will automatically be appointed President the following year. A new Vice President shall be elected at a date specified by the Board each year by electronic ballot.

### Secretary

The Secretary shall serve a two-year term and shall be elected at a date specified by the Board every even-numbered year by electronic ballot.



Treasurer

The Treasurer shall serve a three-year term and shall be elected at a date specified by the Board every third year by electronic ballot.

Section 3. Duties of Officers. The Officers shall perform the duties usually pertaining to their offices and such other duties as may be assigned by the Board of Directors or as specified in the current SEAALL Handbook. The duties of each Officer will be as follows:

President

The President shall preside at all meetings of the members and Board. The President shall be the chief executive officer of SEAALL, and, subject to the control of the Board, shall have general charge and supervision of the administration of the affairs and business of SEAALL. The President shall see that all orders and resolutions of the Board are carried into effect. The President shall sign and execute all legal documents and instruments in the name of SEAALL when authorized to do so by the Board and shall perform such other duties as may be assigned from time to time by the Board. The President of SEAALL must be a member of the American Association of Law Libraries.

Vice President

The Vice President discharges the duties of the President in the event of the President's absence or temporary disability for any cause whatever. The Vice President shall perform such additional duties as may be prescribed from time to time by the Board. At the expiration of the President's term of office, the Vice President shall succeed to the office of the President for one one-year term as set forth in Article VI, Section 2A.

Secretary

The Secretary shall be in charge of the records and correspondence of SEAALL under the direction of the President. The Secretary shall also be responsible for such other duties as shall be assigned by the President or the Board.

Treasurer

The Treasurer shall keep account of all moneys, credits, and property of SEAALL and keep an accurate account of all moneys received and discharged. Except as otherwise ordered by the Board, the Treasurer shall have custody of all the funds and securities of SEAALL and shall deposit the same in such banks or depositories as the Board shall designate. The Treasurer shall keep proper books of accounts and other records showing at all times the amount of the funds and other property belonging to SEAALL, all of which books shall be open at all times to the inspection of the Board. The Treasurer shall also submit a report of the accounts and financial condition of SEAALL at each annual business meeting. The Treasurer shall delegate any additional duties as it sees fit to the Finance Committee, should the Board choose to have one.

Section 4. Vacancies. Vacancies will be handled in compliance with Article V, Section 4 of these bylaws.

Section 5. Compensation. The Officers shall receive no compensation other than reasonable expenses.

**Article VII**  
**COMMITTEES**

Section 1. Committee formation. There shall be such standing or special committees as the Board of Directors shall create as needed, including but not limited to a Nominating Committee and a Finance Committee.

## Article VIII 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: (1) Notice shall be provided or published in the *Chapter Newsletter* at least five days prior to balloting, or (2) Notice shall be sent to all members by electronic means within a reasonable time as decided by the Board.

Section 2. Electronic Ballots. Electronic ballots may be used for the purpose of changing the Articles or Bylaws provided that ballots shall be made available by the Secretary within a reasonable time after notice of the proposed amendments has been distributed to the membership. The Board of Directors must specify the time for closing the balloting prior to sending the electronic ballots to the membership.

Section 3. Voice Ballots. Voice ballots may be used for the purpose of changing the Articles or Bylaws at any regularly scheduled meeting of SEAALL, provided that the proposed amendments and a summary of the changes (1) have been provided to the membership by electronic means within a reasonable time or (2) published in the *Chapter Newsletter* within a reasonable time prior to the meeting.

Section 4. Successful Election. If two-thirds of the members present and voting at a meeting or two-thirds of the members casting valid electronic ballots are in favor of such amendment, it shall stand adopted.

## Article IX GENERAL PROVISIONS

Section 1. Fiscal Year. The fiscal year of SEAALL shall begin on April 1 and expire midnight on March 31.

Section 2. Books and Records. SEAALL shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board.

Section 3. Anti-Discrimination. Membership in SEAALL or participation in any activity of SEAALL shall not be denied or abridged to any individual on account of race, color, religion, gender, age, national origin, disability, sexual orientation, or gender identity.

Section 4. Conflict of Interest. Board of Directors shall be under an obligation to disclose their actual or potential conflicts of interest. Directors having such an interest shall recuse themselves from discussion and decision of the matter unless otherwise determined by the Board. A separate conflict of interest policy shall be established by resolution of the Board, and the Board shall review and sign the policy annually.

Section 5. Officer and Director Indemnification. SEAALL shall indemnify each person who is or was a Director or Officer of the organization against all cost, expense, and claims if the Director or Officer, acting in his or her official capacity, acted in good faith and reasonably believed that his or her actions were in the best interests of SEAALL in compliance with the South Carolina Nonprofit Corporation Act.

Section 6. Choice of Law and Severability. These bylaws shall be interpreted under the laws of the State of South Carolina. Under any and all circumstances, the laws of the State of South Carolina apply and shall be adhered to in the business of SEAALL in any future modifications or revisions of these bylaws. If any section or heading is deemed unlawful, the remainder shall be legally valid.

Section 7. Emergency Bylaws. In the event of an emergency, decisive action may be taken by any form of communication the Board deems necessary. In the event the President is unavailable or uncontactable, any member of the Board may step in temporarily and take authority until the President becomes available. Emergencies include, but are not limited to, flood, fire, or other unexpected catastrophic events.

Section 8. Rules of Procedure. All meetings shall be conducted in accordance with the current edition of the

AIP *Standard Code of Parliamentary Procedure* except as otherwise specified by SEAALL's Articles or Bylaws.

Section 9. Participation by Electronic and Telecommunications. Any or all members may participate in the meetings by any means of communication by which all Directors participating may simultaneously hear or otherwise interact with each other. Electronic emailing and other correspondence are also accepted, provided the Directors approve this form of communication.

Section 10. Geographic Location. SEAALL primarily serves the Southeastern region of the United States, including Alabama, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. The District of Columbia, Puerto Rico, and the U.S. Virgin Islands are also served by SEAALL.

## ARTICLE X LIMITATIONS

Section 1. Exempt Activities. Notwithstanding any other provision of these bylaws, no Director, Officer, employee, or representative of SEAALL shall take any action or carry on any activity by or on behalf SEAALL not permitted to be carried on by an organization exempt under 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

Section 2. Political Influence. SEAALL shall not participate in, or intervene in, political campaigns on behalf of any candidate for public office.

Section 3. Earnings. No part of the net earnings of SEAALL shall inure to the benefit of any trustee, office, or individual; nor shall any of SEAALL's net earnings, nor any of the property or assets of SEAALL, be used other than for the objects and purposes of SEAALL. SEAALL shall, however, be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose.

Section 4. Assets. No part of the assets of SEAALL shall inure to the benefit of, or be distributed to any person, except that SEAALL is authorized and empowered to pay reasonable compensation for services rendered.

## Article XI DISSOLUTION

Section 1. Dissolution. In the event of the dissolution of the Organization, after all its creditors have been satisfied, its remaining assets shall be distributed exclusively to one (1) or more qualifying organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 that, at least generally, includes a purpose similar to SEAALL. The organization to receive the assets of SEAALL shall be selected by the discretion of a majority of the Board. If the Board cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against SEAALL by one (1) or more of its Directors. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of South Carolina.

## Article XII ADOPTION OF BYLAWS

These Bylaws were adopted by the members of SEAALL effective the  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SOUTHEASTERN  
CHAPTER OF THE  
AMERICAN  
ASSOCIATION OF  
LAW LIBRARIES**

Become an author in the Southeastern Law Librarian! Share your articles, notes, photos, comments, ideas, rejected blog entries, or anything else that will fit into a Word document in the SEAALL Newsletter! Guaranteed to be your first step to conquering the librarianship world or your money back!

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**Submission Guidelines**

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**Newsletter submission deadlines are:**

**Spring: April 20, 2023**

**Summer: July 20, 2023**

**Fall: Oct. 20, 2023**

**Winter: January 20, 2024**

MS Word is the preferred format for electronic submissions.

All submissions will be edited for grammar, spelling, capitalization, and punctuation, and to ensure style consistency within the newsletter. Every effort will be made not to change the intended meaning of the text.

The opinions in the columns are those of the authors and do not necessarily represent those of SEAALL.

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