

**Bylaws of the Southeastern Chapter of the  
American Association of Law Libraries  
Approved July 23, 2012**

**Article I. Name**

The name of this organization shall be Southeastern Chapter of the American Association of Law Libraries, Inc. (SEAALL), a chapter of the American Association of Law Libraries.

**Article II. Object**

**Section 1.**

The Chapter is established for educational and scientific purposes. It shall be conducted as a nonprofit corporation to promote librarianship, to develop and increase the usefulness of law libraries, to cultivate the science of law librarianship and to foster a spirit of cooperation among the members of the profession, particularly those in the Southeastern United States.

**Section 2.**

The chapter shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries.

**Article III. Geographic Designations**

The Southeastern Chapter of AALL includes the following states: 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 also belong to this chapter.

**Article IV. 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, or sexual orientation.

**Article V. 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 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 Executive Board.

#### **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 five consecutive years. The Executive Board 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 Board 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 Article IV bylaws Section 1B 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 Board 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 librarians retired from full-time active library work who have been members of the Chapter for at least 10 years, who have reached the age of 55 years (unless retirement was earlier due to health reasons), and have a record of substantial service to the chapter.

#### **F. Honorary Members**

The Chapter may at any regular meeting by a vote of two-thirds of those present elect nonmembers 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 access the *Chapter Newsletter* and the *Chapter Membership Directory* shall be shared by all members.

## **B. Dues**

1. The annual dues shall be set by the Executive Board or as specified in the current Chapter Handbook. Life members and honorary members shall not be assessed dues. Individual, associate, 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.

3. The fiscal year of the Southeastern Chapter of the American Association of Law Libraries shall be April 1 - March 31.

## **Article VI. Meetings**

### **Section 1. Annual Meeting**

An annual meeting of the chapter shall be held at such time and place to be determined by the Executive Board. A chapter meeting shall also be held at the AALL Annual Meeting, when the conference schedule permits, for the purpose of discussing future programs and projects and submitting progress reports on chapter activities. The Executive Board shall be charged with the duty of scheduling and making arrangements for such meetings. Attendance at these meetings shall not be limited to the Executive Board, but will be extended to the entire membership.

### **Section 2. Other Meetings**

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

In the event of the absence of the President and Vice President/President-Elect from any chapter meeting, one of the other members of the Executive Board shall be selected to preside by majority vote of Executive Board members in attendance.

### **Section 3. Quorum**

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

### **Section 4. Rules of Procedure**

Meetings of the Chapter and Executive Board shall be conducted in accordance with the current edition of the AIP *Standard Code of Parliamentary Procedure* except as otherwise specified by the chapter Articles or Bylaws.

## **Article VII Nominations and Elections**

### **Section 1. Nominations**

#### **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 of the fiscal year in which the election is to be held.: Vice President/President-Elect, Secretary, Treasurer.

#### **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 ballot in February of each year. The Secretary and a Member-at-Large shall be elected by electronic ballot in February of each even numbered year. The Treasurer and a Member-at-Large shall be elected by electronic 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 at a meeting of the Chapter. In case of a tie vote, a run-off election shall be held by distribution of a special ballot.

### **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 Board.

#### **C. Method of Election**

At the discretion of the Executive Board, the special election may be held by electronic vote or by voice vote at a Chapter meeting. The candidates receiving the largest number of votes shall be declared elected.

## **Article VIII. Officers**

### **Section 1. Officers**

The officers of the Chapter shall consist of a President, Vice President/President-Elect, Secretary, Treasurer, and two Members-at-Large.

### **Section 2. Duties of Officers**

These officers shall perform the duties usually pertaining to their offices and such other duties as may be assigned by the Executive Board or as specified in the current Chapter Handbook.

### **Section 3. Terms of Office**

The Vice President/President-Elect shall serve a two-year term, the first year as Vice President, and the second year as President. A new Vice President/President-Elect shall be elected each year. The Secretary and Treasurer shall each serve a two-year term, and shall be elected every other year. The Members-at-large shall serve two-year terms, with the terms staggered so that one new Member-at-large assumes office each year. Officers shall serve until the adjournment of the annual business meeting.

## **Article IX. Executive Board**

There shall be an Executive Board consisting of the officers named above and the immediate past President.

## **Article X. Committees**

There shall be such standing or special committees as the Executive Board or the membership shall create.

## **Article XI. 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 provided or published in the *Chapter Newsletter* at least 30 days prior to balloting, or

**B.** Or, notice shall be sent by the secretary to all members by electronic means at least 30 days prior to balloting.

### **Section 2. Balloting**

#### **A. 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 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 Board must specify the time for closing the balloting, but in no case shall it be less than 30 days after the sending of the ballots.

#### **B. Voice Ballots**

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

1. Provided by the Secretary to the membership at least 30 days prior to the meeting,
2. Or, published 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 electronic 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.

## **Article XII. Nonprofit Status and Dissolution**

### **Section 1. Restrictions**

No part of the Chapter's earnings or assets shall inure to the benefit of any member or officer except as reasonable compensation for services rendered. In addition, the Chapter shall not attempt to influence legislation as a substantial part of its activities and it shall not participate in any campaign activity for or against political candidates.

### **Section 2. Dissolution**

Upon dissolution of the Chapter, any assets remaining after payment of or provision for its debts and liabilities shall be disposed of by the Executive Board exclusively for the purposes of the Chapter or distributed to organizations that are qualified as tax-exempt organizations under section 501(c)(3). Any assets not so disposed of shall be disposed of by a court of jurisdiction in the county in which the Chapter is registered. The court shall dispose of the assets as required of the Chapter.