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Guidelines for Chapter Activities in Relationship to AALL

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TO: Chapter Presidents
FROM: Executive Board, American Association of Law Libraries
SUBJECT: Chapter Guidelines

Enclosed is a set of guidelines regarding Chapter activities in their relationship to the National Association.

Please file with your Chapter records for future reference.

With greetings and best wishes for a successful year ahead,

Your Executive Board, AALL

(per Meira G. Pimsleur)
A.A.L.L. GUIDELINES FOR LOCAL AND CHAPTER ACTIVITIES

Chartered A.A.L.L. Chapters now cover large areas of the United States and Canada, and are generating increased institutional activity. The Association recognizes the importance of the contributions to law librarianship which result from chapter projects and activities and wishes to encourage and support them.

It is nevertheless necessary, in the overall interest of the Association, to establish guidelines within the ambit of which chapter projects and activities may properly be conducted under the aegis of the Association. The following guidelines are promulgated for that purpose.

1. Any suggestion of national sponsorship or approval of local or chapter activities, conferences or institutes should be avoided unless approved in advance by the Executive Board. Such approval should be specifically requested in writing and granted in writing.

2. All local and chapter activities must be self-financed; A.A.L.L. cannot accept any responsibility for local expenses.

3. If funds are unavailable elsewhere for initial expenses in setting up a conference or project, a written request may be made to the Executive Board for a reasonable advance with the understanding that reimbursement of the advance will be made to the Association out of registration fees or initial receipts.

4. Solicitation of gifts or funds to aid chapter event-planning should clearly indicate their local character. Only the President of the A.A.L.L. has the responsibility to engage in this activity in the name of the National organization.

5. Use of A.A.L.L. stationery or Headquarters' address in mailings or questionnaires of any sort must receive approval by the President and/or the Executive Board.

6. Any questionnaire intended for distribution which suggests by its language or by its letterhead that it enjoys A.A.L.L. sponsorship or approval should be submitted in advance of distribution to the President of the A.A.L.L.

7. It is suggested that a report of professional activities be deposited with A.A.L.L. Headquarters as a clearinghouse for the exchange of ideas and materials of benefit to other local groups. Such reports should be deposited semiannually, in December and June.

8. When possible, taped or typed proceedings should be sent to Headquarters with permission to distribute if requests are received.

9. Publications, newsletters, etc. should be sent to the Headquarters in sufficient copies (as indicated by the number of chapters) to provide for distribution to the chapters with retention of one copy at the Headquarters office for its archival files.